

BUREAU OF INDIAN STANDARDS
मानक समन्वय एवं निगरानी विभाग
(Standards Coordination and Monitoring Department, SCMD)

Our Ref: एससीएमडी/G-14/1/2021

11th January 2022

विषय : Revised Guidelines for Payment of TA/DA to Members of BIS Technical Committee under BIS Funds.

The revised Guidelines for Payment of TA/DA to Members of BIS Technical Committee under BIS Funds, duly approved by the Competent Authority, is attached for implementation by all concerned with immediate effect.

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11/01/2022

(श्रीमती लालथन पारी)
वैज्ञानिक ई एवं प्रमुख
मानक समन्वय एवं निगरानी विभाग
(एस सी एम डी)

परिचालित/Circulated to : All concerned

Guidelines for Payment of TA/DA to Members of BIS Technical Committees under BIS Funds

1. Scope

1.1 These guidelines cover the provisions for TA/DA to the following:

- (i) Members of Standards Advisory Committee & BIS technical committees:
 - a) for attending meetings of Standards Advisory Committee, Division Councils, Sectional Committees, Sub-committees, Panels, Working Groups, etc.
 - b) for any duty assigned by a BIS technical committee within the country including the Speakers and Faculty members contributing to Seminars, Conferences, Workshops etc.
 - c) for undergoing trainings/ capacity building programs for the purpose of contribution to BIS technical committee work.

- (ii) Members of BIS technical committees who:
 - a) have been deputed to participate in technical committee meetings of International and Regional standardization bodies like ISO, IEC, PASC, SARSO, etc. in a foreign country
 - b) hold Chairship/ Convenership/ Project Leadership in Technical committees/ Sub-committees/Working Groups/Panels/Ad-hoc Groups/Task Force/System Committees/Maintenance Teams, etc of International or Regional standardization bodies for attending meetings of these committees in a foreign country or in India.

- (iii) Members of BIS Technical Committees or experts in individual capacity who have been nominated to represent BIS/India in Policy level or Governance Committees of International and Regional Standardization Bodies like ISO, IEC, PASC, SARSO, etc for participating in the meetings of such committees/ bodies in a foreign country.

- (iv) Members of BIS technical committees for the purpose of presenting a proposal for a new technical area of work or a new subject for standardization in International Standardization Bodies or to discuss such proposal with an objective to mobilize support of any National Standards Body/National Committee in a foreign country.

2. Objective

2.1 Strengthen national standardization efforts by facilitating participation of stakeholders, including eminent experts, in BIS technical committee meetings, thereby enabling development of standards in new areas/subjects, keeping existing standards up-to-date and in faster development of Indian Standards.

2.2 Enhancing participation and involvement of relevant experts in international and regional standardization activities, effectively influencing international/regional standardization work right through the developmental stages of such standards and to lead international standardization work in areas of importance to India.

2.3 These guidelines aim at bringing transparency, clarity and uniformity in payment of TA/DA to members of BIS technical committees and to individual experts representing BIS/India in International/Regional standardization bodies for their participation in National and International meetings.

3. Organizations eligible for assistance

3.1 The nominees of the following organizations/institutes and experts in individual capacity who are members of BIS technical committees or are nominated to represent BIS/India in International/Regional standardization bodies are entitled for support for attending meetings at national/international level.

(i) National level participation:

- a) Universities & academic institutions (both Government & private).
- b) Government/charity hospitals and medical institutions.
- c) CSIR/ICAR/ICMR institutions & laboratories.
- d) R&D Institutes
- e) Regulatory Bodies (Central & State govt.)
- f) PSU organizations (Central & State govt.)
- g) Recognized consumer organization and NGOs
- h) Experts in individual capacity.

(ii) International level participation:

- a) Universities & academic institutions under Govt. (Central & State govt.)
- b) Govt. hospitals and medical institutions
- c) R&D Institutes
- d) CSIR/ICAR/ICMR institutions and their laboratories.
- e) PSU Organizations (Central & State govt.)
- f) Standardization Cells of industry associations of MSMEs.
- g) Expert in individual capacity
- h) Recognized consumer organizations
- i) Individuals nominated by BIS and representing BIS/India in International and Regional Standardization Bodies as Chairs/ Conveners/ Project Leaders in committees of these bodies or as members in Policy/ Governance level committees of International standardization bodies (like ISO & IEC) / Regional standardization bodies (like PASC & SARSO).

3.2 The entitlement is subject to the following conditions:

- (i) The parent organization / institute is not in a position to pay for the travel and/or stay expenses of their representative. A declaration in this regard from a suitable administrative authority in the parent organization/ institute shall be submitted to BIS.
- (ii) Member organization should have sustained participation in the work of the BIS Technical Committee and have contributed actively in national standardization and / or in international standardization work.
- (iii) Reimbursement would apply in the case of only one member representing an organization in the concerned technical committee meeting (national or international).
- (iv) All proposals shall be supported by proper justification from the Member Secretary of the concerned committee of BIS on the technical contribution of the member in the committee work, national or international, as the case may be or the contribution to be made in the case of an international meeting.
- (v) In the case of a newly constituted committee or newly inducted member to an existing BIS technical committee, conditions at (ii), (iii), (iv), may be waived off, if the Sanctioning Authority is satisfied with the justification provided by the Member Secretary of the relevant BIS committee in respect of the expected contribution to be made by the member.
- (vi) For participation in Policy/Governance level committees of International or Regional standardization bodies, the participation should be justified based on the impact or the influence that India's participation is expected to have. This would also apply for foreign visits undertaken to discuss an international standardization proposal from India with other National Standards Bodies/ National Committees of other countries.

3.3 Entitlement shall cover reimbursement of the following:

- (i) For travel within the country:
 - a) For officials, the TA/DA shall be as admissible to them in their current official capacity.
 - b) For non-officials, the TA/DA admissible shall be as under:

- (i) Travel by Economy class by Air or AC-II by train. In case of journey performed by road the reimbursement will be restricted to that of travel by AC-II of train.
- (ii) Reimbursement for hotel accommodation/ guest house of up to Rs. 7500 per day.
- (iii) Reimbursement of taxi charges as per actual for travel within a city.
- (iv) Reimbursement of food bills not exceeding Rs. 1200 per day.

Note - The entitlements are aligned with that of Department of Expenditure OM on TA/DA entitlements of Non-officials of Committees/Boards/Panels, etc. BIS technical committee members who are non-officials, by virtue of being eminent subject experts are considered under category of 'eminent personalities' of the said OM.

(ii) For travel outside the country:

- a) For officials, the TA/DA shall be as admissible to them in their current Official capacity.
- b) For non-officials and experts in individual capacity, the TA/DA admissible shall be as under:
 - (i) Travel by Economy Class by Air ,
 - (ii) The per diem allowance for the duration of the foreign tour shall be as follows:
 - 1) For USA and countries in the continent of Europe : 400 USD per day.
 - 2) For other countries, except SAARC countries : 300 USD per day
 - 3) For SAARC countries : 250 USD per day

The per diem would be consolidated amount covering stay/ accommodation, local travel and daily allowance.

4. Sanctioning Authority

4.1 Traveling & daily allowance to members from organizations or experts in individual capacity for attending meetings of BIS technical committees or for discharging any duty of the technical committee or duty as assigned by BIS shall be with prior concurrence of DG, BIS or of the Authority to whom such power has been delegated by DG, BIS. This shall be for both travel within the country and for foreign travel.

4.2 Administrative approval of specific member(s) in the case of participation in national standardization/travel within the country may be obtained from Sanctioning Authority, which would be valid for one year from the date of approval or till the particular member ceases to be in the Technical Committee, whichever is earlier.