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**BUREAU OF INDIAN STANDARDS**  
**(MECHANICAL ENGINEERING DEPARTMENT)**

**AGENDA**

<b>MEETING</b>	<b>DAY and DATE</b>	<b>TIME</b>
<b>26<sup>th</sup> Meeting of Printing Machinery Sectional Committee, MED 25</b>	<b>18 October 2024 (Friday)</b>	<b>1030 hrs (Physical) (School of Engineering, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, Tamil Nadu, India)</b>

**CHAIRPERSON:** Dr. Dattatraya Kute, Manager, University Press, Savitribai Phule Pune University

**MEMBER SECRETARY:** Shri Lokraj Meena, Sc. C/Deputy Director, MED, BIS HQ, New Delhi

**Item 0 WELCOME AND OPENING REMARKS**

**0.1** Welcome & Opening remarks by H(MED)

**0.2** Welcome & Opening remarks by Chairperson, MED 25

**Item 1 CONFIRMATION OF THE MINUTES OF THE LAST MEETING**

Minutes of the 25<sup>th</sup> meeting of the Printing Machinery Sectional Committee, MED 25, held on 24 July 2024 was circulated to members vide letter having ref. MED 25/A-2.25 dated 31 July 2024. Last date for comments were 14 August 2024.

No comments have been received till date.

*The Committee may kindly consider and confirm the minutes of the last meeting.*

## Item 2 SCOPE AND COMPOSITION OF COMMITTEE

**2.1 SCOPE** — Formulation of standards on printing and allied machinery and components covering terminology, dimensions, performance, maintenance, and safety requirements

### 2.2 COMPOSITION OF THE COMMITTEE

**2.2.1** The composition of the Sectional Committee as last reviewed is given at **Annex 1 (Pages 14-15)**.

During the last meeting, the Committee noted the information and decided that:

- a) The Committee in its previous meeting decided to send a letter to M/s Komori Corporation, for active participation in the committee meetings. It also decided that if M/s Komori Corporation fails to attend the next Committee meeting, their name will be recommended for removal/deletion from the Committee composition.

An email dated **23 Sept 2024** was sent to Shri Amitabh Jha, M/s Komori Corporation, New Delhi for active participation in the future committee meetings. However, no response has been received till date.

*The Committee may kindly note and decide.*

**2.2.2** Extracts from the Standards Formulation Manual of BIS regarding the guidelines for participation in the technical Committee work of BIS is given at **Annex 2 (Pages 16-17)**.

**2.2.3** As per the BIS' guidelines, Committees should represent all interest groups such as organized consumers/users, industry, technologist and regulatory bodies/NGOs etc. However, consumer interests shall as far as possible predominate. Where non-industry interests are less than 2/3, it may be reviewed. Stakeholders such as manufacturers/service providers as well as consumer activists should as far as possible represent industries association and organizations and not individual companies. Also, it may be desirable to induct and involve new people in the work of Sectional Committees with an aim to infuse fresh ideas and it is suggested that member organizations may like to keep this aspect in view while nominating their representations in the technical Committees.

Also, the Committee may **IDENTIFY** and **INVOLVE** talent available in the country related to the subject of the Committee and also **suggest methodology** to involve them in the proceedings of the Committee.

Recently towards encouraging the participation of young professionals representing the member organizations on the Committee, it was decided by BIS that an additional member up to the age of 37 years may also be nominated by each organization.

### 2.2.4 Gender Responsive Standards Initiative

Bureau of Indian Standards is a signatory to the UNECE Gender Responsive Standards Declaration. The UNECE Gender Responsive Standards Initiative aims to provide a practical framework for standards bodies seeking to

make the standards they develop, and the standards development process they follow, gender responsive. Established in 2016, the Initiative has the objectives of:

- i) Strengthening the use of standards and technical regulations as powerful tools to attain SDG 5 (Achieve Gender Equality and Empower all Women and Girls);
- ii) Integrating a gender lens in the development of both standards and technical regulations; and
- iii) Elaborating gender indicators and criteria that could be used in standards development.

In line with these objectives, BIS aims to work towards:



- gender responsive standards;
- gender balance at all levels in all Committees including leadership positions;
- enhanced expertise to create and deliver gender inclusivity;


The Committee members **ARE REQUESTED** to work in tandem with these aims to create a gender balance environment in all walks of life through standards.

*The Committee may kindly **REVIEW** the composition considering the above.*


### Item 3 SUMMARY OF ACTIONS TAKEN ON MINUTES OF THE LAST MEETING

Summary of actions taken on the minutes of the 25<sup>th</sup> meeting and Committee decisions are given below:

Sl. No	Item	Actions taken on the decision of 24 <sup>th</sup> meeting	Committee decision during 25 <sup>th</sup> meeting	Actions taken on the decision of 25 <sup>th</sup> Meeting.
1.	3.1, S No 1	<p>As decided during the last meeting, Shri Harjinder Singh (<b>Convenor</b>) submitted the guide sheet on <b>‘Guidelines for Specifying, commissioning and acceptance testing of sheet fed single/multi-color offset printing machines’</b> dated 29 May 2024. Same was also shared with other Panel members.</p> <p>Further, MS vide his email dated <b>01 July 2024</b> circulated the Guide sheet provided by Shri Harjinder Singh to all the Committee members seeking their inputs.</p>  <p>DRAFT Offset press installation &amp; inspe</p>	<p>The committee deliberated on the agenda point and decided to hold a panel meeting to finalize the draft on <b>‘Guidelines for Specifying, commissioning and acceptance testing of sheet fed single/multi-color offset printing machines’</b>.</p> <p>The Committee finalized the date for the Panel meeting on 27th July 2024 from 11:30 AM.</p> <p>The Committee further suggested the panel to provide the draft by end of August 2024. It also decided that the draft document once received from panel members, then it</p>	<p>As decided, a panel meeting was held on 17 Sept 2024 under the convenorship of Shri Harjinder Singh whereby all the Panel members were present. During the meeting, the Panel discussed on the draft guidelines prepared by Convener and suggested some modifications.</p>  <p>DRAFT Offset press installation inspect</p> <p>Further, The Panel also requested Prof. Madhura Mahajan to put up the</p>

		 <p>Offset testing standards_chart.xlsx</p> <p>The last date for comments was <b>14 July 2024</b>.</p> <p>However, no comments have been received till date.</p> <p>The Committee may kindly note and decide.</p> <p><b><u>Background</u></b></p> <p>Shri Harjinder Singh informed the committee about the detailed guide sheet prepared by him on pre-installation. The Committee discussed the same and requested MS to share the same with all the members seeking their views/comments.</p> <p>The Committee also requested the Convenor, Panel to have a meeting in the 3<sup>rd</sup> week of March 2024 for discussion and finalizing the working draft.</p>	<p>will be put up as P-draft for 30 days.</p>	<p>guidelines into draft format and share with the Panel before its next meeting.</p> <p>The draft is awaited.</p> <p>The Committee may kindly note and decide.</p>
2.	3.1, S No 5	<p>As decided, Panel-1 under the convenorship of Ms K. Senthil Vadivu had a Panel meeting dated 20 March 2024 to discuss about the draft standard on '<b>Assessment of Digital Print Outputs</b>'.</p> <p>Further, an email dated 01 June was sent to Convener, Panel-1 to inform the status of the work.</p> <p>No inputs have been received till date.</p> <p>Further, it is also informed that Panel 2 under the Convenorship of Prof. Anjan Baral had three Panel</p>	<p>Convenor of Panel 1, Ms Senthil Vadivu was not present in the meeting.</p> <p>MS on her behalf informed the Committee about the ongoing work on draft standard on '<b>Assessment of Digital Print Outputs</b>'. He informed the members that working draft on the subject is under preparation and will be provided by the end of this month.</p> <p>Convenor of Panel 2, Shri Anjan Kumar Baral for '<b>CTP</b></p>	<p>An email dated 26 September 2024 was sent to Ms K. Senthil Vadivu (Convenor) for providing the draft on '<b>Assessment of Digital Print Outputs</b>'. She has agreed to provide the draft before the committee meeting.</p> <p>The Committee may kindly discuss and decide.</p>

		<p>meetings dated 19 April 2024, 06 May 2024 and 01 July 2024. During the meetings, the Panel discussed on the scope and coverage of draft standard. It also agreed to submit the working draft within 1 month.</p> <p>The Committee may kindly note and decide.</p> <p><b><u>Background</u></b></p> <p>The Committee noted the information given in the agenda and requested Convenor (Panel-1) to have a meeting in the month of March 2024 and submit the working draft to the MS.</p> <p>Further, it also requested Convenor (Panel-2) to schedule a meeting in the month of March 2024.</p>	<p><b>Offset Printing Machines'</b> gave a brief presentation informing the members about the status of the work. At last, he informed the committee that the panel will provide the working draft on CTP offset printing machines by end of August 2024.</p>	
<p>3.</p>	<p>3.1, S No 7</p>	<p>An email dated <b>03 June 2024</b> was sent to all Panel members to conduct panel meeting for '<b>Flexography Printing Machines'</b>.</p> <p>No meetings have been conducted till date.</p> <p><b><u>Background</u></b></p> <p>The Committee noted the information given in the agenda and requested Convenor to have a meeting in the month of March 2024 for discussion among the members.</p> <p>Further, it also agreed to add the following members to the Panel:</p>	<p>Ms. Madhura Mahajan, <b>Convenor</b> delivered a brief presentation informing the Committee about the progress of work.</p> <p>The Committee noted the same and requested the panel members to co-ordinate with Ms. Madhura Mahajan for preparation of working draft by end of the August 2024.</p>	<p>A panel meeting was held on 12 September 2024 under the convenorship Prof Madhura Mahajan. During the meeting, the basic outline of the draft standard was discussed and finalized.</p> <p>The Convener kindly agreed to share the draft before the committee meeting.</p> <p>The Committee may kindly note and discuss.</p>

		<p>(i) Shri Parag Hase, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.</p> <p>(ii) Shri Sunil Kokane, M/s TechNova Imgaing Systems Pvt. Ltd</p> <p>The Committee may kindly note and decide.</p>		
4.	3.1, S No 8	<p>An email dated <b>03 June 2024</b> was sent to convenor and the panel members to conduct panel meeting for <b>‘Paper Folding Machines’</b>.</p> <p>No meetings have been conducted till date.</p> <p>The Committee may kindly note and decide.</p> <p><b><u>Background</u></b></p> <p>The Committee noted the information given in the agenda and requested Convenor to have a meeting in the month of March 2024 for discussion among the members.</p> <p>Further, Convenor informed the Committee about their planned visit to M/s Pratham Technologies Pvt. Ltd to oversee the manufacturing of folding machines and also requested MS to share the draft format for preparing an Indian Standard.</p>	<p>Shri Parmeshwar Vishwanath Shinde, <b>Convener</b> informed the Committee about the ongoing work on draft of Paper Folding Machines.</p> <p>He also presented the initial working before the Committee and agreed to submit the final working draft by end of August 2024.</p>	<p>Shri Parmeshwar Vishwanath Shinde, Convener vide his mail dated <b>20 September 2024</b> has provided the working draft on <b>‘Paper Folding Machines’</b>.</p> <p>The draft received has been enclosed below:</p> <div style="text-align: center;">  <p>Draft_format_for_p aper_folding_machi</p> </div> <p>Further, a panel meeting was also held on 01 October 2024 for discussion among the Panel members. During the meeting, some modifications were suggested by the Panel members for incorporation in the working draft.</p> <p>The Committee may kindly note and decide.</p>

\* Item number refers to the minutes of the last meeting of MED 25.

**ITEM 4 RESEARCH PROJECT TO BE TAKEN UP FOR INCLUSION OF EMPIRICAL DATA AND INSIGHTS**

BIS has recognized the importance of including research to generate empirical data in its standardization process for the development of Indian standards. Decision making without evidence can be challenging, and it may result in dropping some crucial projects related to standard making. In this regard, empirical data can help the committee to make informed decisions on such issues. By incorporating research-based empirical data, the standardization process can become more evidence-based, accurate, and effective, ultimately leading to the development of better and more relevant Indian standards. This type of project may be granted to experts in the relevant field.

*The Committee may deliberate and identify standards that require empirical data for their development or revision.*

**ITEM 5 PROGRAMME OF WORK**

**5.1** The Indian Standards published by Printing Machinery Sectional Committee, along with its PoW is enclosed below:



**5.2** During the last meeting, the Committee decided to put up the national foreword to following ISO standards into wide circulation for 60 days:

Sl. No.	IS/ISO No.	Title	Reaffirmation M-Y	Base Standard (Latest Version)	Actions taken
1.	IS/ISO 12643-1 : 2009	Graphic technology - Safety requirements for graphic technology equipment and systems: Part 1 general requirements	March 2024	ISO 12643-1 : 2023	The draft document has put up into wide circulation dated 08 October 2024 vide reference MED/25/T-11. The last date for the comments is

					<p>07 December 2024.</p> <p>The Committee may kindly note and decide.</p>
2.	IS/ISO 12643-2: 2010	Graphic technology - Safety requirements for graphic technology equipment and systems: Part 2 prepress and press equipment and systems	March 2024	ISO 12643-2 : 2023	<p>The draft document has put up into wide circulation dated 08 October 2024 vide reference MED/25/T-12.</p> <p>The last date for the comments is 07 December 2024.</p> <p>The Committee may kindly note and decide.</p>
3.	IS/ISO 12643-3:2010	Graphic technology - Safety requirements for graphic technology equipment and systems: Part 3 binding and finishing equipment and systems	March 2024	ISO 12643-3 : 2023	<p>The draft document has put up into wide circulation dated 08 October 2024 vide reference MED/25/T-13.</p> <p>The last date for the comments is 07 December 2024.</p> <p>The Committee may kindly note and decide.</p>



4.	IS/ISO 12643-4:2010	Graphic technology - Safety requirements for graphic technology equipment and systems: Part 4 converting equipment and systems	March 2024	ISO 12643-4 : 2023	<p>The draft document has put up into wide circulation dated 08 October 2024 vide reference MED/25/T-14. The last date for the comments is 07 December 2024.</p> <p>The Committee may kindly note and decide.</p>
5.	IS/ISO 12643-5:2010	Graphic technology - Safety requirements for graphic technology equipment and systems: Part 5 stand - Alone platen presses	March 2024	ISO 12643-5 : 2023	<p>The draft document has put up into wide circulation dated 08 October 2024 vide reference MED/25/T-15.</p> <p>The last date for the comments is 07 December 2024.</p> <p>The Committee may kindly note and decide.</p>

## 5.2 Review of Published Indian Standards

As on on-going activity, Sectional Committee reviews the Indian Standards formulated by it at an interval of five years from the date of publication. During review, the Committee may decide either to reaffirm or to revise/withdraw the standards based on latest technology available on the subject at the time of review. No standard is due for review/reaffirmation in 2024-25.

*The Committee may kindly note.*

## Item 6 SELECTION OF SUBJECTS

As per the latest policy and guidelines, before any new subject is taken up for formulation of National Standard the following issues are to be examined by BIS.

- i) Whether the subject is financed by the proposer;
- ii) Salability of the standard;
- iii) Standards shall be user friendly; and
- iv) Social needs with regards to safety, health and environment.

Only after assessing the above aspects it will be possible for BIS to consider the formulation of Indian standard. The proposal should essentially be taken in the prescribed Performa, as preliminary work item as given in **Annex 3 (Pages 18-19)**. When members propose in the Technical Committee (TC) meeting, they have to fill-in the Performa beforehand which is then be considered by the TC.

*The Committee may please note and decide the new items for development of standards.*

## Item 7 INTERNATIONAL ACTIVITIES

ISO/TC 130 on ‘Graphic Technology’ is the relevant ISO Technical Committee in the related field. BIS is a Participating Member of above Technical Committee and having liaison with ISO/TC 130 through Publication and Graphic Technology Sectional Committee, MSD 06 under Management & Systems Department (MSD) of BIS. The list of ISO Standards formulated by ISO/TC 130 on ‘Graphic Technology’ is enclosed below:



ISO Standards by  
TC 130.docx

*The Committee may consider taking a decision about the adoption of ISO standard(s) as Indian Standard.*

## ITEM 8 RECENT INITIATIVES IN THE STANDARD DEVELOPMENT PROCESS OF BIS

In the recent months, several initiatives have been undertaken to reform the standard making process in BIS with the aim to make the delivery mechanism in tune with the National needs and aspirations. These initiatives are both process initiatives as well as technical initiatives. Some of the important initiatives are:

### 8.1 Green Initiative by BIS

As part of the ‘Green Initiative’ to conserve resources, the Bureau of Indian Standards (BIS) has decided to communicate with all the technical committee members only through electronic media. From 01 January 2014 onwards, the meeting notice, agenda, minutes of all technical committee meetings of BIS and other documents associated with technical committee work, such as P-drafts, WC-drafts etc. are being sent in Electronic Form only at the email addresses provided by the technical committee members. No printed documents of any kind shall thereafter be sent to the technical committee members. It may be noted that the activities of sectional committees namely, Programme of work, Composition of sectional committees, Draft standards in circulation,

etc. are also available on [www.bis.gov.in](http://www.bis.gov.in). Further, formats for comments on drafts and also proposals for new work items are available on the BIS website. Members are encouraged to visit BIS website on a periodical basis to be acquainted with the latest status in standards development process.

*The Committee may kindly note.*

## **8.2 Interaction with SDO**

A number of Standards Developing Organizations (SDOs) under various Govt. Departments exist which cater to the needs of specific sectors by developing standards. It has been identified that an effort may be made to adopt such standards developed by these SDOs as Indian Standards so as to avoid duplication of work. Further these standards will also be upgraded as Indian Standards.

*The Committee may kindly note.*

## **8.3 Training of Committee Members**

BIS Management has decided to organise a two-day residential training programme for Committee members for making them familiar with BIS working, drafting of standards etc. A brief overview is given in attached file given below.



Annex D, MED  
25.docx

*The Committee may kindly note.*

## **ITEM 9 LETTER OF APPRECIATION TO COMMITTEE MEMBERS**

Objective: To recognize significant contribution of members of technical committees in developing standard(s) that can be considered to be a major development in the subject area and in national/international standardization.

Any individual can be nominated in his/her capacity as a member of a Committee/Subcommittee/panel including their Chairperson/Convenor. Candidates may be nominated by fellow members, by the Chairperson/Convenor or Member Secretary of the relevant technical committee in the prescribed form.

The person nominating shall consider those individuals who have made significant contribution in an important recent standardization project. The following aspects shall be considered while recommending for letter of appreciation:

- a) Leadership in initiating a project.
- b) Technical inputs provided on standard(s) developed including during preparation of the draft standard.
- c) Draft document(s) developed (new Indian Standards/revision of existing Indian Standards).
- d) Technical comments/inputs provided on ISO/IEC documents/deliverables or major contributions made in

developing International Standards.

- e) Exceptional contributions in leading standardization projects at national/international level.
- f) Initiatives taken/contributions in standards promotion work through workshops, conferences, seminars and trainings.

*The Committee may kindly note.*

#### **Item 10 NATIONAL AND INTERNATIONAL LEVEL EVENTS TO BE PARTICIPATED IN**

BIS has envisaged participation in events organised at national and international level as these events showcases the latest trends in the field of standardisation and technological advancements. Considering the importance of these events committee may please suggest such event where participation of BIS can benefit development of national standards.

#### **Item 11 SCIENTIFIC JOURNALS AND PERIODICALS TO BE SUBSCRIBED**

BIS has taken a new initiative to subscribe to scientific journal and periodicals relevant to committee work. It is also envisaged that relevant articles from these journal and periodicals are shared with members of sectional committee.

*Committee members may please suggest important journals and magazines that may benefit this committee.*

#### **Item 12 CREATION OF POOL OF EXPERTS**

As part of its initiative to develop a pool of experts for standardization activities, BIS has established standardization chairs in technical institutes of national repute, including IITs, NITs, and others. In addition, BIS plans to establish standardization cells in various manufacturer's associations to further this effort. By tapping into the knowledge and skills available in the country, this initiative can assist BIS in developing more effective and technically sound standards. This approach can also ensure that technical experts are linked with the National Standards Body to foster a high-quality ecosystem in India.

*The Committee may kindly note.*

#### **ITEM 13 RECOMMENDATION OF THE PLANNING AND DEVELOPMENT ADVISORY COMMITTEE (PDAC) OF BUREAU OF INDIAN STANDARDS**

The Planning and Development Advisory Committee (PDAC) of Bureau of Indian Standards in its 12<sup>th</sup> meeting decided as follows:

- a. Technical Committee should be sensitized for Eco requirements and standards should be formulated considering the environmental aspects.
- b. The committee felt that BIS should be proactively involved so as to have greater impact in International Standardization. For this purpose, the key areas are to be identified for formulating standards for new products.

*The Committee may kindly note.*

#### **ITEM 14 GUIDELINES FOR MEMBERS OF TECHNICAL COMMITTEES**

**The committee may please note the following Guidelines provided by Competent Authority of BIS for implementation:**

- i) Status of participation of members in the previous three meetings inviting suggestions for improvement (pl refer composition of the committee at **Annex-1, Pages 13-14**),
- ii) Status of comments received from various members during the last three years inviting suggestions for ensuring active participation,
- iii) Identification and involvement of talent available in the country related to the subject dealt by the committee and methodology to involve them in the proceedings of the Committee,
- iv) Status of standardization in the areas dealt by the committee at international level and suggestions for improving participation in the related committees of ISO/IEC, and
- v) Future plans and strategies to be adopted by the committee during the next 5 years aiming at contribution in related standardization activity at national and international level.

*The Committee may consider and give directions.*

#### **Item 15 TRANSLATION OF INDIAN STANDARDS FROM ENGLISH TO HINDI**

This is for the information of committee members that there is a provision in BIS to translate the Indian Standards in Hindi by committee members. For this purpose they will be paid Rs. 250/- per page of A-4 size (Approx 300 words). Those members who are interested to do this job of translation can register their name with BIS details available at: <http://www.bis.org.in/other/EOIHT.html>.

*The committee may kindly note.*

#### **Item 16 DATE AND PLACE FOR THE NEXT MEETING**

#### **Item 17 ANY OTHER BUSINESS**

**Annex 1**  
(See Item 2.2.1)

**COMPOSITION OF PRINTING MACHINERY SECTIONAL COMMITTEE MED 25**

<b>23<sup>rd</sup> Meeting</b>	<b>WEBEX</b>	<b>22.11.2023</b>
<b>24<sup>th</sup> Meeting</b>	<b>Hybrid (Lucknow, Uttar Pradesh)</b>	<b>03.03.2024</b>
<b>25<sup>th</sup> Meeting</b>	<b>WEBEX</b>	<b>24.07.2024</b>

<b>Sl. No</b>	<b>ORGANISATION REPRESENTED</b>	<b>PRINCIPAL MEMBER /ALTERNATE MEMBER</b>	<b>23<sup>rd</sup></b>	<b>24<sup>th</sup></b>	<b>25<sup>th</sup></b>	<b>TOTAL</b>
1.	Savitribai Phule Pune University, Ganeshkhind, Pune	Dr. Dattatraya Kute ( <i>Chairperson</i> )	Y	Y	Y	3/3
2.	All India Fed. of Master Printers, New Delhi	Shri Harjinder Singh	Y	Y	Y	3/3
3.	Anna University, Chennai	Dr. K. Senthil Vadivu Dr. M. Kanchana (Alt)	Y	Y	Y	3/3
4.	Autoprint, Combatore	Shri K. G. Suresh Shri Mahesh R S (Alt)	Y	Y	Y	3/3
5.	Avinashilingam Institute For Home Science And Higher Education For Women, Coimbatore	Dr. A. Arulmozhi	NA	Y	Y	2/2
6.	Bennett Coleman & Co. Ltd., Ghaziabad	Shri Navneet Ahuja Shri Chand Kumar Sharma (Alt)	Y	Y	Y	3/3
7.	Boettcher India Private Limited, Faridabad	Shri Sandeep Saini Shri Manoj Madhukar (Alt)	Y	N	N	1/3
8.	Dr Babasaheb Ambedkar Marathwada University Aurangabad	Prof Parag Hase	Y	Y	Y	3/3
9.	Guru Jambheshwar University, Hisar	Dr. Anjan Kumar Baral Shri Sanjeev Kumar (Alt) Shri Bijender (YP)	Y	Y	Y	3/3
10.	Indian Printing, Packing & Allied Machinery Manufacturers Association, Noida	Shri S. Dayaker Reddy Shri Prashant Vats (Alt)	Y	N	Y	2/3
11.	Komori Corporation, New Delhi	Shri Amitabh Jha	Y	N	N	1/3
12.	Kodak India Private Limited, Mumbai	Shri Abhiram Sathe Shri Ashok Miylani (Alt) Shri Rohan Kulkarni (Alt )	Y	N	N	1/3
13.	Konica Minolta Business Solutions Ind Pvt Ltd, Gurgaon	Shri Manish Gupta Shri Ankit Madan (Alt)	Y	N	Y	2/3

14.	Manugraph Industries Ltd, Shiroli, Kolhapur, Maharashtra	Shri Mahesh Madhukar Joshi	Y	Y	Y	3/3
15.	MRL Printing Rolls Private Limited, Modinagar	Shri Vaibhav Agarwal	Y	N	Y	2/3
16.	Office of the Development Commissioner (MSME), New Delhi	Ms Maitreyee Talpatra Shri Susanta Kumar Som (Alt)	Y	Y	Y	3/3
17.	PVG'S College of Engineering and Technology, Pune	Prof. Madhura Mahajan Prof. Swati Dutt (Alt)	Y	Y	Y	3/3
18.	PVG'S Maharashtra Institute of Printing Tehncolgoy, Pune	Shri Parmeshwar Vishwanath Shinde	Y	Y	Y	3/3
19.	Pratham Technologies Private Limited, Pune	Shri Datta Deshpande Shri Anand Kulkarni (Alt) Shri Mayur Patil (YP)	NA	NA	Y	1/1
20.	Sakal Media Pvt. Ltd., Pune	Shri Sanjay Wagle Shri Prasad Pathak (Alt)	Y	N	N	1/3
21.	Technova Imaging Systems (P) Limited, Mumbai	Shri Iyer Murali Krishnan Shri Shiva Subramanian (Alt)	Y	N	Y	2/3
22.	The Printers House Pvt Ltd., Ballabgarh	Shri S K Dixit Shri D P Dabas (Alt)	Y	N	Y	2/3
23.	In Personal Capacity	Shri Diptendu Chowdhury	Y	Y	Y	3/3

Y – Present    N – Absent    NA – Not applicable

**Annex 2**  
(See Item 2.2.2)

**EXTRACTS ON GUIDELINES FOR PARTICIPATION IN THE TECHNICAL  
COMMITTEE WORK OF BIS**

- Where an organization offered representation in BIS work feels that it has limited interests in the scope of activity of a Committee it shall communicate so to the Committee secretary before accepting the representation.
- All organizations represented in a technical work of BIS I shall be conscious of the national role they play in the preparation of standards. They shall nominate the best available talent for this work and ensure that their nominees are fully briefed, and utilize all opportunity to express their organization's view point in the Bureau forums. For continuity of participation, it shall be ensured that representatives once nominated are continued as long as possible and changes where inevitable are proceeded smoothly and shall be communicated to Secretary without delay.
- Organizations participating in the technical work of the Bureau may also consider initiating wherever possible formal standardization activity within the organization that would amongst other things aid participation and act as permanent liaison with Bureau on all standardization matters and shall coordinate adoption and implementation of national standards.
- Organizations representing the interests of a group/association/federation may ensure that all constituent members (whose interest he/she represent) are consulted/kept informed of the Committee work.
- All expenses related to the nominees for participating in this activity are to be borne by the participating organizations.
- Authorities nominating representatives as members of Sectional Committee of the Bureau, if they so choose, may nominate two representatives one to be known as the principal and the other as the alternate, subject to the following:
  - Generally, one representative shall attend the meeting but if this department or body so desired both the principal and alternate may attend the meeting.
  - Only the principal representative shall have the right to vote.
  - In the absence of the principal representative, the alternate may exercise the right to vote.
  - All documents concerned with the work of the technical Committee shall ordinarily be sent to the Principal representative, if both principal and alternate representatives are located at the same station. However, if principal and alternate representatives are from different stations, all documents shall be sent to both the representatives.
  - Organizations may, if they so choose, nominate experts by designation instead of by name.
  - In exceptional circumstances where a case is made out on the basis of regional representation or representation of special interests within any organization, more than one alternative may be accepted by the officer-in charge of the Division.



- Only the designated Principal/Alternate members can attend Sectional Committee meetings. In case of their absence, their representatives can attend the meetings. However, BIS should be given prior intimation in such cases. In any case, no more than two representatives from one organization can attend the Committee meetings.
- Comments on documents at any stage, as well as on printed Indian Standards, though are welcome at all times, members are requested to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.
- In case there is continual failure to contribute either through correspondence or by attending meetings for a period of three years/three technical Committee meetings by the members, the membership of such organizations will be recommended for withdrawal.

**Annex 3**  
(See Item 6)

**PROFORMA FOR PROPOSING NEW SUBJECTS FOR NATIONAL STANDARDIZATION**

1.	Proposer (Name & Address)	
2.	Title	<i>Note :-Indicate whether the standard required is for product specification/methods of test/code of practice and define the subject in brief</i>
3.	Scope	<i>Note :- Define the limits to be considered</i>
4.	Purpose and Justification	
5.	Likely users of standards and their inputs	
6.	Any related standard/series of standard/system standard required to make this subject standard complete	
7.	When the final Standard would be required	<i>Note : - any time limit</i>
8.	Any specific bottlenecks without this standard	
9.	Bearing with Govt legislation regulation, etc	
10.	Name and address of manufacturers/implementing industries/purchasing organization/component supplier/raw material supplier	
11.	Availability of test facilities	
12.	Whether related to variety reduction, export, health, safety consumer protection, mass consumption, energy conservation, technology transfer, technology up gradation, protection of environment & other national priorities.	

13.	Relevant supportive document. standards	<i>Note :- other national/international standards, company standard, technical &amp; research papers, etc.</i>
14.	R&D work done in India	
15.	Status of the industry in the country	
16.	Any foreign collaboration (give details)	
17.	Liaison with any organization(s)	
18.	Preparatory work	
a)	whether draft attached	
b)	whether outline attached and draft can be prepared	
c)	no draft possible, if so, why ?	
19.	Whether this project can be funded by your organization or can it be sponsored by industry/ association/professional bodies/ministry? If yes, to what extent?	
20.	Whether your organisation would be interested to opt for BIS Standard Mark once the standard is published?	
	Date	Signature
<b>NOTES</b>		
	1.	<i>It is desirable that information is provided by the proposer for all items of the proforma; in any case information against item 1 to 5 must be provided.</i>
	2.	<i>Write `NA' wherever not applicable.</i>
	3.	<i>Add separate sheet to elaborate.</i>

