

केन्द्रीय मुहर विभाग-2

हमारा संदर्भ : के.मु.वि.-2/जी-36

23 03 2018

विषय: वार्षिक कार्य प्लान व की परफॉर्मेंस इंडिकेटर (के पी आई) 2018-19

1. उपरोक्त विषय के संदर्भ में परिपत्र अवलोकन हेतु संलग्न है।

(आदित्य दास)
वैज्ञानिक (सी एम डी-2)

प्रमुख (के.मु.वि.-2)

सभी क्षेत्रीय उपमहानिदेशकों/क्षेत्रीय/शाखा कार्यालयों को परिचालित प्रतिलिपि:

उपमहानिदेशक (मानकीकरण/पी पी एंड सी)

आईटीएस विभाग – बीआईएस इंटरनेट पर अपलोड करने के लिए

प्रमुख पी एंड सी

CENTRAL MARKS DEPARTMENT-2

Our Ref: **CMD-2/G-36**

23 03 2018

Subject: Annual Action Plan and Key Performance Indicators for 2018-19

1. Please find enclosed circular regarding subject matter for your kind perusal.

(Aditya Das)
Sc. 'C' (CMD-2)

Head (CMD-2)

Circulated to all DDGRs/ROs/BOs

Copy to:

DDG (Stds/PP&C)

ITS - for hosting on BIS Intranet

Head P&C

CENTRAL MARKS DEPARTMENT-2

Our Ref: CMD-2/G-36

23-Mar-2018

Subject: Annual Action Plan and Key Performance Indicators (KPIs) for 2018-19

1. This has reference to the above and P&C's email dated 22.03.2018 in this regard informing that KPIs of all activity heads, HoDs and other officers are to be made and aligned with Annual Action Plan (AAP), and submitted to P&C by 27 Mar 2018.
2. In this context, it is informed that Annual Action Plan 2018-19 for Certification Activity has been finalized and is enclosed for perusal. All DDGRs/Heads are requested to consider the same and issue instructions for preparation of the required KPIs of each Head/officer in alignment with the AAP of Certification activity.
3. DDGRs may ensure that their own KPIs and the KPIs for all Heads/Officers in their jurisdiction may be submitted to P&C within the specified deadline of 27 Mar 2018, with a copy to CMD-2.

Aditya Das
Sc. C

Head CMD-2
DDG (Certification)

To:

All DDGRs
Heads of BOs
Head FMCD
Head CMD-1/CMD-2/CMD-3
Head Registration

Copy to:

DDG (Stds/PP&C)
Head P&C – with a request to consider attached AAP inputs
Head ITS – for uploading on BIS intranet

4. CERTIFICATION

Product Certification Scheme

- 4.1** The Product Certification Scheme of BIS aims at providing Third Party Assurance of quality, safety and reliability of products to the customers. Presence of the Standard Mark on a product is an assurance of conformity to the relevant Indian Standards. The conformity is ensured by regular surveillance of the licensees' performance by surprise inspections and testing of samples, drawn both from the market and the factory. The manufacturer is permitted to self-certify the licensed products after ascertaining conformity to the relevant Indian Standards.
- 4.2** The Product Certification Scheme of BIS is essentially voluntary in nature. However, in public interest, Government of India has enforced mandatory certification on some products through various Quality Control Orders issued from time to time under various Acts and has notified 158 products for mandatory conformance to the relevant Indian Standards. This means that these products have to mandatorily carry the BIS Standard Mark and the Standard Mark can be used only under a valid licence from BIS. Mandatory conformity to Indian Standards can be imposed under various Statutory provisions like The Essential Commodities Act, 1955; Indian Explosives Act, 1884; The Environment (Protection) Act, 1986; Food Safety & Standards Act, 2006, etc. Some examples of items under mandatory certification are milk powder, packaged drinking water, LPG cylinders, clinical thermometers, cement, tyres and tubes, steels, etc. A total of 34210 certification marks licenses are in operation under the Scheme covering over 960 products and 26 new products have been brought under product certification for the first time during 2017-18.
- 4.3** Overseas applicants are also granted BIS licence for use of the Standard Mark under Foreign Manufacturers' Certification Scheme (FMCS), which is being operated by BIS since the year 1999. Under this scheme, 785 licences are in operation covering about 50 different countries.

BIS Registration Scheme

- 4.4** Compulsory Registration Scheme (CRS) is being operated by BIS as per BIS Rules - Chapter IV A “REGISTRATION”. Under this Scheme, a manufacturer may apply for registration of the notified products along with the test report(s) issued by BIS recognized laboratories, for which the registration is sought. The Ministry of Electronics and Information Technology or MeitY, (erstwhile Department of Electronics and Information Technology), had issued “Electronics and Information Technology Goods (Requirements for Compulsory Registration) Order, 2012” notifying 15 products for compulsory registration w.e.f. 03 April 2013. Subsequently, a Notification for amendment to this Order was issued as per which this Order was made effective from 03 October 2013 with certain conditions. The products include LED/LCD TVs, Laptops, Printers, Set Top Box, Microwave Oven, Notebook/Tablets, Projectors, Servers, Storage, etc.
- 4.5** Further, MeitY, vide order of Nov 2014 has notified 15 more Electronics and IT goods under this Compulsory Registration Scheme such as Mobile Phones, LED Luminaires, Passport Reader, Smart Card Reader, UPS/Inverters, Sealed secondary cells/batteries, Power banks for use in portable applications, point of sale terminals, Franking machines, power adapters for audio, video and similar apparatus etc., taking the total to 30 Electronics and IT Goods. A total of 3024 registrations have been granted till Feb 2018 this year.
- 4.6** 13 more product categories have been notified by MeitY vide order dated 23 Aug 2017. The last date of implementation is 23 May 2018. The products include smart watches, LED luminaires for street and road lamps, recessed LED luminaires, CCTV cameras/CCTV recorders, Adaptors for household and similar electrical appliances.
- 4.7** Ministry of New and Renewable Energy (MNRE) vide notification dated 05 Sept 2017 has notified 6 products under CRS. The last date of implementation is 01 Apr 2018. The products include Photovoltaic (PV) modules, power converters for photovoltaic power systems, Utility Interconnected photovoltaic inverters, storage battery.

5 Conformity Assessment Schemes (Product Certification, Hallmarking, Registration, Self Declaration of conformity, etc.)

Revenue Generation (Rs in crores)

Activity	2017-18		Targets 2016-17					Accountability	
	Targets	Achievements (up to Feb 2018)	Annual	Quarter-Wise				Direct	Supervisory
				I	II	III	IV		
1.a Product Certification (including FMCS)	600	513.35	700	200	200	200	100	HBO/ HCMD-FCT	DDGRs/ DDG (Certification)
1.b Registration	-	25.76	30	10	10	5	5	H (Registration)	DDG (Certification)
2. Hallmarking	May be obtained from Hallmarking Dept								
3. Management System Certification	May be obtained from MSCD								
4. Training Institute *	May be obtained from NITS								
5. Sale of BIS Publications (Excluding Royalties from ISO/IEC)	May be obtained from DDGCA/Sales								

2. <u>Operation of Licences (excluding SDoC)</u>	-	34210	40000	1000 0	15000	10000	5000	
a) No. of operative licences as on 1 Feb 2018								
b)Renewals within time norms (within 3 days on receipt of RA & MF)	80%	51%	90%	90%	90%	90%	90%	
c)Target for Market Surveillance	11930	9839	13124	3281	3281	3281	3281	
d)Factory Samples	-	10492	11000	3000	4000	2000	2000	<i>FS are based on number of surveillance visits , units being operational at the time of visit and nature of products (eg. Seasonal products), licence being operated based on factory testing or samples are bulky</i>
e)Target for Factory Surveillance	15560	10134	11148	2787	2787	2787	2787	
f) Target for lot inspection*	-	6992	8000*	2000	2000	2000	2000	* Based on demand from Industry e.g. cylinder, valve, regulators etc.
3. <u>Review Meetings</u>	Data may be obtained from CAD/Hallmarking Deptt for Consumer Awareness/Hallmarking Awareness Programs							
a) Review Meeting with Licensees – State Level								
b)Review Meeting with Licensees – National level								

Key Thrust Areas

Sl. No.	Thrust Areas	Target Date for completion
1	Adoption of following CASCO Standards/Guides: ISO guide 27:1983, ISO/IEC Guide 68, ISO/IEC 17011:2017, ISO/IEC 17021-2:2016, ISO/IEC 17021-3:2017, ISO/IEC 17021-9:2016, ISO/IEC TR 17028:2017, ISO 17034:2016	2018-19
2	Review and issue of finalized certification policy guidelines such as Scheme of Testing and Inspection, grouping guidelines, etc. for certification of new products i.e. All India First products	2018-19
3	Fixation and revision of marking fee rates of various products including new (All India First) products and products under certification	2018-19
3	Audits of ROs/BOs, once every year	2018-19
4	Shifting & Opening of new Branch Offices i) Surat, Gujarat ii) Shifting of the office from Jamshedpur to Ranchi iii) Amravati, Andhra Pradesh iv) Naya Raipur, Chattisgarh (new building construction) v) Bhubaneswar, Odisha (new building construction)	2018-19

DEPARTMENT- BO Head

Sl. No.	Work Functions	Performance		Weightage %	Score			Remarks
		Target	Achievement		Last Month	During the Month	Cumulative (since 1st April)	
	QUANTATIVE WORK OF BO							
1	Marking Fee Collection							
2	Grant of New Licences							
3	Net increase in licences							
4	Multiple grade licences							
5	New Products Brought under certification							
6	Grant of Hallmarking licences							
7	Renewal Cancellation of licences/ SOM-ROM							
8	Periodic/Lot inspections of BO							
9	Collection of Market samples & Despatch							
10	Factory Samples							
11	Enforcement cases done/Timely actions taken							
12	Review Meeting/ Licensee Meet/ SLC Meeting							
13	Consumer Awareness & Hall Marking awareness programmes							
	QUALITY OF WORK OF BO							
14	Licences granted within time norms							
15	Licences renewed within time							
16	SOM cases pending >2 months							
17	Contribution to product manual							
	PERSIONAL CONTRIBUTION							
18	Supervisory visits done							
19	Comments given on Indian Standards/STI/Systems/Procedures/Guidelines, Technical Papers published, Lectures delivered in training programme/Seminars etc.							

RATING OF PERFORMANCE OF OFFICERS IN CMD-MCM

Name & Designation of Officer:													Month:
Sl. No	Activities	Annual Target	Weight	Cumulative (till last month)			During month			Cumulative (till this Month)			Remarks
				Target	Achieved	Score	Target	Achievement	Score	Target	Achievement	Score	
QUANTITATIVE WORK (50)													
1	Grant, Renewal, Cancellation of Licences, SOM/ROM and Inclusion Cases		40*										To be rated as : 0 (< 50%), 4 (50%-60%) , 8 (60%-70%), 12 (70%-80%), 16 (80%-90%) & 20 (90%-100%)
2	FMCS & Special Inspections		10#										To be rated as : 0 (< 50%), 2 (50%-60%) , 4 (60%-70%), 6 (70%-80%), 8 (80%-90%) & 10 (90%-100%)
3	Review, approval, revision and control of Product Manuals for certification of products related to all technical divisions related to CMD-MCM. Answering queries relating to mandatory certification and Quality Control Orders, Parliament, DoCA, National Manufacturing Competitiveness Council, MoC&I, Ministry of Steel, Ministry of Power and other Government Departments. Overall coordination of work relating to mandatory certification. Providing information to DG on policy issues of mandatory certification as discussed in the meetings of National Manufacturing Competitiveness Council, Government Departments, etc. Coordination with IR&TISD to answer queries on certification matters such as MRAs & MOUs, Bi-lateral and multi-lateral issues, Inter-ministerial matters, WTO/TBT issues, etc. Reply under RE 44 about applicability of products under mandatory certification. National Mirror Committee for CASCO. Trade Cell. RTI matters.		40										To be rated as : 0 (< 50%), 8 (50%-60%), 16 (60%-70%), 24 (70%-80%), 32 (80%-90%) & 40 (90%-100%)
QUALITY OF WORK (40)													
4	Quality (in terms of timeliness, completeness, accuracy, clear recommendations, etc.) of work done		20*										To be rated as : 0 (< 50%), 4 (50%-60%) , 8 (60%-70%), 12 (70%-80%), 16 (80%-90%) & 20 (90%-100%)
5	Feedbacks from Applicants / Licensees		10*										To be rated as : 0 (< 50%), 2 (50%-60%) , 4 (60%-70%), 6 (70%-80%), 8 (80%-90%) & 10 (90%-100%)
6	New initiative to bring more products under certification and / or significant work done in relation to new product under certification		10*										

