



भारतीय मानक ब्यूरो

(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)

**BUREAU OF INDIAN STANDARDS**

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## DRAFT INDIAN STANDARD IN WIDE CIRCULATION

Reference : MSD 19/T-29

Date : 23 October 2023

TECHNICAL COMMITTEE : Human Resource & Innovation Management, MSD 19

To,

All concerned

Dear Madam/Sir,

The following document has been prepared by the Human Resource & Innovation Management Sectional Committee, MSD 19. Please [click here](#) to view the document.

**Document Number : MSD 19 (23927) WC**

**Title of the document : Human Resource Management Workforce Allocation**

**Document Type : New Indian Standard**

*This document has following salient features which may require specific attention for your valuable comments:*

- 1) *This document describes a framework of processes, practices and management activities for allocating work to workers. Its high-level principles and processes are applicable to all allocation methods and workforce types. It can be used in all types of organizations and industry sectors, and from small teams to large complex organizations. It applies to all workforce sourcing methods, whether the workforce is made up of internal employees or externally sourced workers.*
- 2) *This document also addresses the relationship between allocation decisions and stakeholders, including operations, finance, human resource functions and, most importantly, workers.*
- 3) *This document explains how to create an allocation framework, design an allocation process and document, communicate, measure and improve the process. It also suggests preventative actions to stop or mitigate undesirable outcomes.*
- 4) *This document does not address:*
- 5) *a) absence management or planning or timekeeping;*
- 6) *b) role or skill-based workforce planning (refer to ISO 30409);*
- 7) *c) labour standards;*
- 8) *d) training or succession planning;*
- 9) *e) recruitment (refer to ISO 30405 and ISO 30409);*
- 10) *f) compensation or performance reviews;*
- 11) *g) health and safety (refer to ISO 45001);*
- 12) *h) work ergonomics (refer to ISO 6385);*
- 13) *i) methods of organizing specific types of work (e.g. lean manufacturing, agile project management);*
- 14) *j) automation of tasks using "digital workers", such as physical robots and artificial intelligence bots.*

15) Annexes to this document describe details and foundational concepts of allocation applied in various industries as examples to support the theory.

Please examine the document and share your comments regarding further improvement in the document.

**Last date for sharing the comments is : 22 November 2023**

The comments should be shared in the prescribed template through this portal only; and the comments so received shall be taken up by the Sectional Committee for necessary action. For any other query, please write an email at [msd@bis.gov.in](mailto:msd@bis.gov.in) to the undersigned at Bureau of Indian Standard, Manak Bhawan, 9, Bahadur Shah Zafar Marg, New Delhi.

In case no comments are received, we would presume your approval of the documents. However, in case we receive any comments on the document, the same shall be put up to the Sectional Committee for necessary action.

Thanking You,

**Yours faithfully,**  
**(ANUJ SWARUP BHATNAGAR)**  
**Head (Management and Systems Department)**  
**Email: [msd@bis.gov.in](mailto:msd@bis.gov.in)**



## व्यापक परिचालन में मसौदा(दे)

हमारा सन्दर्भ : MSD 19/T-29

दिनांक : 23-10-2023

**तकनीकी समिति : Human Resource & Innovation Management Sectional Committee, MSD 19**

प्राप्तकर्ता : रूचि रखने वाले सभी निकाय

महोदय/या,

निम्नलिखित मसौदा तैयार किया गया है :

प्रलेख संख्या : MSD 19 (23927) WC

शीर्षक :

कृपया इस/इन मानक(को)/संशोधन(नो) के मसौदे(दो) का अवलोकन करें और अपनी सम्मतियाँ यह बताते हुए भेजें कि यदि ये मानक(को) के संशोधन(नो) के रूप में प्रकाशित हो तो इन पर अमल करने में आपके व्यवसाय अथवा कारोबार में क्या कठिनाइयां आ सकती हैं।

**सम्मतियाँ भेजने की अंतिम तिथि : 22 November 2023**

सम्मतियाँ, यदि कोई हों तो, कृपया यहाँ क्लिक करके ऑनलाइन पोर्टल के माध्यम से ऊपर दी गयी अंतिम तिथि तक दर्ज कराएं।

यह/ये प्रलेख भारतीय मानक ब्यूरो की वेबसाइट [www.bis.gov.in](http://www.bis.gov.in) पर भी उपलब्ध है/हैं।

धन्यवाद।

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