

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

Our Ref: SCMD/G-27/1/2022

13th January 2022

Subject: Guidelines for Engagement of Consultants for Standardization.

The Guidelines for Engagement of Consultants for Standardization, duly approved by the Competent Authority along with the Proforma for review of contribution made by the consultant, is attached for information and use by Technical Departments.


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Scientist E & Head (SCMD)

Circulated to : All concerned

GUIDELINES FOR ENGAGEMENT OF CONSULTANTS FOR STANDARDIZATION

Standards today have assumed immense importance and role in supporting development initiatives through establishing benchmarks of quality of goods and services, of good practices and in consumer protection while ensuring resilience, sustainability and desired quality of life. Last couple of decades have shown that there are number of emerging philosophies and areas as part of development which needed attention of standardization, be it non-conventional energy, environmental protection, disaster resilience, structural safety, food safety, personal protection/safety, health safety, child safety, or purity and prevention of adulteration. It is seen that technological intervention through well-established standards has been the most acceptable and effective way to address all such emerging requirements and challenges.

2. The Bureau of Indian Standards (BIS) has very well understood and recognized the importance of timely development of standards, and has already formulated more than 20,000 Indian Standards so far. However, on review of need for formulation of standards, it is found that the focus and pace of standardization has to increase to enable BIS to cover more ground, ensure timely delivery and address complex areas/issues effectively. This in turn requires sufficient technical support to the current standardization activities and initiatives by the BIS technical committees and secretariat through appropriate means. Also, all such standards should be extensively publicized among the stakeholders to enhance their implementation as well as timely feedback to render standardization a really dynamic activity. One of the ways to provide the needed support can be by engaging competent Consultants.

3. The rule position as per the *Bureau of Indian Standards Rules, 2018* is as follows:

- a) The Rule defines 'Consultant' as an expert or an organization of experts engaged for a specific task relating to standards formulation to whom a fee is payable by the Bureau.
- b) Further, Rule 21 'Terms and conditions for engaging consultants' prescribes as follows:
 - 1) The Bureau may from time to time, engage such number of consultants as it may consider necessary, to assist the Committees constituted under the rule.
 - 2) The terms and conditions for engaging consultants in the work of technical committees and in the work relating to establishment of Indian Standards shall be such as may be decided by the Executive Committee.
- c) Thus, Consultant can be engaged by BIS to assist in the work of the technical committee, the technical committee as defined in these Rules being the Committee constituted by the Bureau for the formulation of Indian Standards and includes division council, sectional committee, subcommittee, panel, working group and any other committee.

- d) Rules 16 to 19 prescribe that the Bureau shall, for the purposes of formulation of Indian Standards constitute Division Councils which in turn may constitute number of Sectional Committees as it may consider necessary. A Sectional Committee can constitute needed subcommittees, panels and working groups to assist it. The Rule 19 (3) prescribes functions of the Division Council which included advising sectional committees on: new subjects for formulation of standards and their revisions, approving proposals for work, directing to undertake the work of standards formulation, R&D for standards formulation, participation in formulation of international standards and their utilization, implementation and promotion of Indian Standards, etc.
- 4.** The terms of reference of engagement of such Consultants, therefore, may involve providing support in the following areas:
- a) Review of existing standards leading to, where required, their timely revision/amendments to update the same as per the latest technological developments.
 - b) Collection of information/data on state-of-the-art in the country and best practices world over and assist in the preparation of draft revision of existing standards and formulation of standards in new areas of topical interest.
 - c) Strategic initiatives for wide publicity and effective implementation of standards/ group of standards/ special publications, through comprehensive circulars, seminars/ workshops/ training programmes/ webinars, articles in journals/ print media/ online publications, video talks, publicity/informative brochures and pamphlets, etc.
 - d) Interactions and working coherently with Government departments, industry associations, professional institutions, academic institutions, for inputs and for promotion of use of standards.
 - e) Technical editing of draft standards/other publications by the technical departments for ensuring their error-free and world-class publication.
- 5.** The selection of Consultant to assist in the work under a Division Council/Sectional Committee is to be done carefully keeping in mind the need of such assistance, the scope of work and competence of the Consultant to carry out such works effectively. The selection criteria may be as follows:
- a) Minimum Qualification : Graduate in Engineering/Technology OR Post-graduate in Science OR Post-graduate Diploma in Management/Finance OR equivalent
 - b) Minimum Experience : 05 years
 - c) Maximum Age Limit : 65 years
 - d) Remuneration : Rs. 75,000/- p.m.
 - e) Period of Engagement : 3 Months to 2 years. The period may be extendable by a maximum of 1 year at a time, with the approval of the Competent Authority giving due justification for the need of such

- extension
- f) Number of Consultants : To be decided by respective Division Council/Sectional Committee.
- g) Selection Process : Through open advertisement

6. The decision to engage a Consultant shall be taken with the approval of DG BIS. HRD shall process for appointment of Consultants for Standardization through an open advertisement, followed by selection of the Consultant by a Selection Committee comprising the following:

- DDG (Standardization-I) (**Chairman**)
 - Chairman of concerned Division Council/ Sectional Committee
 - 2 Other Members of the same committee (i.e. Division Council/ Sectional Committee)
 - DDG (Standardization-II)
 - DDG (Laboratory)
 - Head (HRD) (**Member Secretary**)
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Proforma for Three Monthly Review of Consultants Engaged for Standardization

1. Details of Consultant
 - a) Name, Designation
 - b) Organization
 - c) Qualification & Experience
2.
 - a) Technical Department
 - b) Sectional committee
 - d) Period of engagement
3. Details of work allocated:
4. Review for the period:
5. Progress of work:
6. Assessment made by the sectional committee (if applicable)
7. Recommendation of the Member Secretary:
8. Recommendation of the Head of the Department:

(Member Secretary)

(Head of the Department)

DDG(Standardization)