

टीएनएमडी

संदर्भ: टीएनएमडी/जन/18

10 मई 2024

विषय: स्टैंडर्ड क्लब के लिए 15 नवंबर 2022 को जारी दिशानिर्देशों में संशोधन संख्या 2

भारतीय मानक ब्यूरो के सभी विभागो/क्षेत्रीय कार्यालयो/शाखा कार्यालयो/प्रयोगशालाओ से अनुरोध है कि उपरोक्त विषय से सम्बंधित सलग्न प्रपत्र का अनुपालन हेतु अवलोकन करे।

(डीएमएस श्रीनिवास)
वैज्ञानिक डी (टीएनएमडी)

वैज्ञा.ई एवं प्रमुख(टीएनएमडी)

TN& MD

Ref: TNMD/Gen/18

10 May 2024

Subject: Amendment No.2 to Guidelines for Standards Club Issued on 15 Nov 2022 regarding.

All the Department at BIS HQs/Regional Offices/ Branch Offices/Labs may kindly see the attached circular on the subject mentioned above for compliance.

(DMS Srinivas)
Sc 'D' (TNMD)

Sc-E & Head(TNMD)

Circulated to all Department at HQs/ROs/BOs/Labs(Through Intranet)

Bureau of Indian Standards
Think, Nudge & Move Department

Our Ref: TNMD/SP/4

May 2024

Subject: Amendment No. 2 to Guidelines for Standards Clubs issued on 15 Nov 2022

Based on the experiences gained during the functionality of these clubs and on the basis of inputs received from ROs/BOs to remove the constraints in initiating and conducting the activities under Standards Club & subsequent settlement of expenditure, the Guidelines of Standards Club issued vide circular no. TNMD/SP/4 dated 15 Nov 2022 (*Please also see Amendment No. 1 issued on 25 Apr 2023*) has been amended as follows:

Substitute the following for existing in Clause 5.4.3 (b) of Guidelines of Standards Club issued vide circular no. TNMD/SP/4 dated 15 Nov 2022 (*Please also see Amendment No. 1 issued on 25 Apr 2023*)

“The financial support for Standards Clubs in institutions other than Engineering Institutions would be limited to Rs 10,000/- maximum, for each of the three activities in a year for each Standards Clubs as per Clause 4.4 above. The support shall be maximum Rs. 20,000/- for Standards Clubs having more than 50 Student Members. The financial support can be utilized for expenditure towards refreshments, banner, poster, stage preparation, transportation, stationery, and prizes for competition activities. The prizes to be distributed as per the break-up below.

1st Prize = Rs 1000/-
2nd Prize = Rs 750/-
3rd Prize = Rs 500/-
Consolation Prize = Rs 250/-

As and when any proposal for Standards Club Activity is received from the Club as per Clause 5.3 and is approved by the Head of the BIS BO, 100% of the amount per activity (Rs. 10,000/- or 20,000/- as applicable) would be released as advance to the Standards Club. The Club shall submit a detailed expenditure statement along with relevant original receipts and invoices, duly signed by the Mentor and the Student Leader, and countersigned by the Head of Institution seeking settlement of the amount utilized from the advance amount. After the settlement of expenditure of an activity, the advance amount of the next activity would be released.

Any unutilized amount from previous activity may be carried forward to the next activity and BO shall transfer the additional advance amount accordingly after subtracting the unutilized amount to maintain 100% advance with Standards Club for next activity.

The advance provided should be settled before 31st March of that Financial Year.

Illustration: After creation of Standards Club, an advance amount of Rs. 10,000/- or Rs. 20,000/- as applicable shall be transferred to the account of the Standards Club. After completion of first activity (may also include orientation activity) the Standards Club shall submit bills for settlement of advance amount. If Standards Club submits bills of Rs. 7600/- for settlement to the BO, the remaining unutilized amount of 2,400/- shall be left with Standards Club and new advance of Rs. 7,600/- shall be transferred to the account of Standards Club for the second activity.

Standards Club will schedule and conduct the next activity after the approval of the Head BO. If the Standards Club utilized Rs. 9,400/-, the bills for the same shall be submitted

for settlement of expenditure of second activity to the BO. The advance for third activity of Rs. 9,400/- shall be transferred to the account of Standards Club.

If only Rs. 9,400/- has been incurred for the third activity, the balance Rs. 6000/- would be remitted by the Mentor back to BIS by 31st March of that Financial Year.

In case the activity under the club is initiated & executed by the BIS Branch Office at its own initiative, the branch office may make the necessary expenditure themselves subject to the expenditure limits for each activity specified in the guidelines, in such cases disbursement of advance to school will not be applicable. Further, the logistics support would be arranged and borne by BIS BO.

In case, the Resource Persons are carrying out the Standards writing activities for the first time, BO may consider deputing 2-member team of such RPs for conducting a single Standard writing Competition. In such cases, there should be no need for deputing any other BO official such as SPO, SPCO, support staff, etc.”