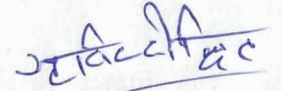


मानक समन्वय एवं निगरानी विभाग

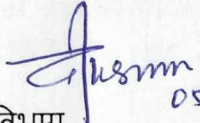
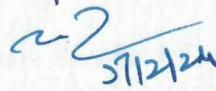
हमारा संदर्भ: एस सी एम डी/ जी-32

05-12-2024

**विषय:** तकनीकी समितियों और उसके सदस्यों के योगदान की मान्यता के लिए दिशानिर्देशों का संशोधन  
सक्षम प्राधिकारी द्वारा विधिवत अनुमोदित संशोधित 'तकनीकी समितियों और उसके सदस्यों के योगदान की मान्यता के लिए दिशानिर्देश' तत्काल प्रभाव से कार्यान्वयन के लिए संलग्न हैं।

  
सृष्टि दीक्षित  
वैज्ञानिक - डी

प्रमुख, मानक समन्वय एवं निगरानी विभाग  
उपमहानिदेशक (आई आर, एस सी एम एवं एम एस सी)  
सभी तकनीकी वेभागों को पररचालित

  
05/12/2024  
  
05/12/24

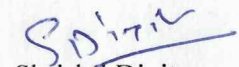
**STANDARDS COORDINATION AND MONITORING DEPARTMENT**

**Our Ref SCMD/G-32**

05-12-2024

**Subject:** Revision of Guidelines for Recognition of Contributions of Technical Committees and its Members

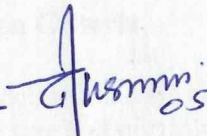
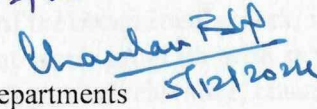
The revised '**Guidelines for Recognition of Contributions of Technical Committees and its Members**' duly approved by the Competent Authority is attached for implementation with immediate effect.

  
Shrishi Dixit  
Scientist-D

HSCMD

DDG (IR, SCM & MSC)

Circulated to All Technical Departments

  
05/12/2024  
  
05/12/2024

## GUIDELINES FOR PRESENTING 'BIS COMMITTEES OF THE YEAR' AWARDS

### 1. Objective

To recognize the significant contribution and outstanding performance of a BIS Sectional Committee in the development of Indian Standards.

### 2. Eligibility

Any Sectional Committee or Sub- Committee of BIS would be eligible for the award. The award shall be given to one of the Sectional Committees or Sub-committees under each Divisional Councils on annual basis.

### 3. Nomination

Nomination for the award can be submitted by any Sectional Committee (by the Chairperson or a Member). Nominations should be submitted to the Member Secretary of the Committee by 30 April of the year in the prescribed form (**Annex A**).

### 4. Sectional Process.

A Selection Committee for each Division Council comprising of the Chairperson of the Division Council, the Head of the Technical Department concerned (Member Secretary of the Division Council) and two other members of the Council as nominated by the Council (to be decided every year) shall review the nominations received against the defined selection criteria and submit its recommendation by 31 July of the year. The recommendation of each of the Division Councils on their respective awardees shall be placed for approval to DG BIS through the Activity Head/DDG concerned by 31 August of the year. A Selection Committee of a Division Council, based on its assessment, may choose not to recommend a committee for the award.

### 5. Selection Criteria.

The selection shall be based on the following criteria.

- The size and portfolio of the committee's work, including of any work plan
- Management of current work program with priority setting, development of need based standards having high degree of relevance, ensuring timelines of standard development
- Timely review & up-dating of standards
- Number of standards published
- Good meeting dynamics with - timely meetings, ensuring adequate agenda items and good level of participation of members.
- Good coordination & communication internally with reporting by subordinate committee
- Committee composition review and efforts for strengthening the committee
- No of projects identified for R & D, Review of ToRs and subsequent monitoring of R & D projects
- Number of projects taken up for standardization in the area identified under SNAP

- Promotional activities of committee work through workshops, conferences, seminars and trainings
- International standards activities, Number of proposals as NWIP at ISO/IEC level, identification of projects in High/Medium/Low category and number of experts designated to these projects
- Specific achievements that are outstanding in nature including of any committee level innovations.
- Number of projects addressing sustainability taken up by the committee.

## **6. Award and presentation**

The award shall comprise of a plaque and a certificate (**Annex B**) which shall be presented on the occasion of World Standards Day celebration each year to be received by the Committee Chairperson/Convener or a member or its Member Secretary.

## Annex A

## Nomination Form – ‘BIS Committees of the Year’ Awards

Part A (to be filled in by the person nominating)

<b>Technical Department</b>	
<b>Nominated Sectional Committee/Sub-committee (Number &amp; Title)</b>	
<b>Statement of Contribution and Performance of the Sectional Committee or Subcommittee</b>	
➤ The size and portfolio of the committee’s work, including of any work plan	
➤ Management of current work program with priority setting, development of need based standards having high degree of relevance, ensuring timelines of standard development	
➤ Timely review & up-dating of standards	
➤ Number of standards published	
➤ Good meeting dynamics with - timely meetings, ensuring adequate agenda items and good level of participation of members.	
➤ Good coordination & communication internally with reporting by subordinate committee	

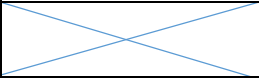
➤ No of projects identified for R & D, Review of ToRs and subsequent monitoring of R & D projects	
➤ Number of projects taken up for standardization in the area identified under SNAP	
➤ Promotional activities of committee work through workshops, conferences, seminars and trainings	
➤ International standards activities, Number of proposals as NWIP at ISO/IEC level, identification of projects in High/Medium/Low category and number of experts designated to these projects	
➤ Specific achievements that are outstanding in nature including of any committee level innovations.	
➤ Number of projects addressing sustainability taken up by the committee.	
<b>Name of person nominating</b>	
<b>Organization of the person nominating</b>	
<b>Role of the person nominating in the committee (i.e. chairperson/member)</b>	
<b>Signature</b>	
<b>Place</b>	
<b>Date</b>	

**Note - The completed form may be submitted to the Member Secretary of the concerned Committee.**

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**Part B** (to be filled by BIS Secretariat)

<b>Remarks of Member Secretary</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

<b>Recommendations of the Selection Committee of Division Council</b> <i>(To be filled by Head of Technical Department)</i>			
<b>Composition of Selection Committee</b>		<b>Name &amp; Designation</b>	<b>Organization</b>
	<b>Chairperson of Division Council</b>		
	<b>Member Secretary of Division Council</b>		
	<b>Member of Division Council</b>		
	<b>Member of Division Council</b>		
<b>Signature</b>			
<b>Name</b>			
<b>Designation</b>			
<b>Date</b>			

<b>Recommendation of Activity Head/DDG</b>			
<b>Signature</b>			
<b>Name</b>			
<b>Designation</b>			
<b>Date</b>			

**Approval/Rejection of Nomination:**

**Signature:**

**Name:**

**Designation:**

**Date:**

Annex B

Format of Certificate of Committee of the Year

**COMMITTEE  
OF THE YEAR  
AWARD**

On behalf of Bureau of Indian Standards,

we have the pleasure in recording our appreciation and in extending  
the Committee of the Year Award to

..... (*Name of the committee*)

in recognition of its extraordinary achievements in standards  
development in the field of ..... (*area/scope  
of work*) under the ..... Division Council.

..... (*Name*).....  
Deputy Director General, BIS

.....(*Name*).....  
Director General, BIS



**GUIDELINES FOR ISSUE OF  
'LETTER OF APPRECIATION' TO COMMITTEE MEMBERS**

**1. 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.

**2. Eligibility**

Any individual can be nominated in his/her capacity as a member of a Committee/Sub-committee/panel including their Chairperson/Convenor.

**3. Selection**

**3.1** Candidates may be nominated by fellow members, by the Chairperson/Convenor or Member Secretary of the relevant technical committee in the prescribed form (**Annex C**). The nomination shall be approved by the Activity Head/DDG concerned, based on the recommendation of the Head of the Technical Department.

**3.2** The person nominating shall consider those individuals who have made significant contribution in an important recent standardization project (normally within the year preceding the date of nomination) involving the development of an Indian Standard/International Standard or a group of Indian Standards or a Handbook/Special Publication.

**3.3** There is no limit on the number of certificates that can be issued.

**4. Selection Criteria**

The importance of the subject standard(s) and the contribution of the member in arriving at the technical content of standard(s), in drafting the standard(s) and in leading/evolving an agreed opinion on the subject shall form the criteria.

**4.1** 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.

#### **5. Form and presentation**

The letter of appreciation shall be in line with the format provided in **Annex D** and shall be signed by DDG(Standardization). The Member Secretary shall also inform the organization that the member represents. A separate section in the Standardization Portal/BIS Website should carry details of all members who have been issued such letters of appreciation during the previous month.

## Annex C

**Nomination Form – Letter of Appreciation**

Part A (to be filled in by the person nominating)

<b>Technical Department</b>	
<b>Technical Committee (Number &amp; Title)</b>	
<b>Name of member being nominated</b>	
<b>Name of the Organization being represented</b>	
<b>Role of the member being nominated in the committee (i.e. member/Convener/Chairperson)</b>	
<b>Contribution of the member being nominated in the standardization work of the Committee</b>	
➤ Leadership in initiating the project.	
➤ Technical inputs provided on the standard(s) developed including during preparation of the draft standard.	
➤ Draft document(s) developed (new Indian Standards/revision of existing Indian Standards).	
➤ Technical comments/inputs provided on ISO/ IEC documents/ deliverables or major contributions made in developing International Standards.	
➤ Exceptional contributions in leading standardization projects at national/international level.	

➤ Initiatives taken/contributions in standards promotion work through workshops, conferences, seminars and trainings.	
<b>Name of person nominating</b>	
<b>Organization of the person nominating</b>	
<b>Role of the person nominating in the committee (i.e. member/convener/chairperson)</b>	
<b>Signature</b>	
<b>Place</b>	
<b>Date</b>	

**Note - The completed form may be submitted to the Member Secretary of the concerned Sectional Committee.**

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**Part B** *(to be filled by BIS Secretariat)*

<b>Remarks of Member Secretary</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

<b>Recommendations of Head of Technical Department</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

**Approval/Rejection of nomination:**

**Signature:**

**Name:**

**Designation:**

**Date:**

Annex D

**Format for Letter of Appreciation**

**Our Ref:**

**date:**

**Subject: Appreciation for contribution made in the work of the .....** (*name of the committee*)

Dear

BIS is glad to have you as a member of /Chairman of/Convener of ..... (*name of the committee*) representing .....(*name of the organization being represented, where applicable*).

BIS acknowledges your dedication and commitment to the work of the ..... (*name of the committee*) and in particular to the development of standards on ..... (*gist of contribution*).  
BIS would like to place on record its appreciation of your active involvement and contribution to national standardization.

BIS wishes to also convey its gratitude to your organization for nominating you as an expert in the committee. We are sure that you and your organization would continue supporting the national standardization work and contribute in all future endeavors.

With kind regards

Yours sincerely

(.....)  
**Deputy Director General (Standardization - ....)**

**Name and Address of Member**

Copy to: Name & Address of the nominating authority in the member's organization

**GUIDELINES FOR ISSUE OF  
'CERTIFICATE OF EXCELLENCE' TO COMMITTEE MEMBERS**

**1. Objective**

To recognize members of technical committees for their long association with BIS and their outstanding technical contribution to National Standardization work.

**2. Eligibility**

Any individual who is a member of a BIS Sectional Committee/Sub-Committee/Panel or a Convenor of a Sub-committee/Panel or the Chair of a Sectional Committee, with at least five years of continuous association with the relevant Sectional Committee/Sub-Committee/Panel is eligible.

A person awarded a Certificate of Excellence shall not be eligible for nomination during the subsequent three years.

**3. Selection**

At the end of each financial year (i.e. 31 March), each Sectional Committee will be eligible to nominate one of its members for 'Certificate of Excellence' for his/her outstanding contribution during the previous period. In the case of member of Sectional Committee/Sub-Committee/Panel or of Conveners of Sub-committees/Panels, such nominations shall be made by the Chairperson of the Sectional Committee, while in case of the Chairperson of a Sectional Committee the nomination shall be made by the Chairperson of the Division Council. The nominations shall be submitted by 30 June of the year to BIS Secretariat in the prescribed form (**Annex E**). The nominations submitted shall be approved by DG BIS based on the recommendations of the Head of the Technical Department and Activity Head/DDG concerned.

**4. Selection Criteria**

The person nominating shall consider those individuals who have been associated with the work of the Committee for at least five years, have been actively engaged and made extraordinary contribution in the development of standards (national or international or both) during the period of association.

The following aspects shall be considered while recommending a member for a Certificate of Excellence:

- a) Initiatives taken and/or proposals made on new standards or revision of standards
- b) Contributions made in drafting documents as well as providing the technical inputs
- c) Commenting on draft documents and/or published Indian Standards on regular basis, leading to substantial improvements in these documents/standards.

- d) Substantial technical comments/inputs were provided on ISO/IEC document/deliverables
- e) Actively contributed as a delegate in international technical committee meetings or as Indian expert/representative nominated by BIS in any other committee(s) of International Standards bodies.
- f) Exceptional contributions in leading standardization projects of national or international committees
- g) Active contribution in promotion of committee activities and of standards through workshops, conferences, seminars or capacity building programmes in relevant areas.
- h) Inspiring other experts to involve in national/international standardization and participate in committees.
- i) Outstanding leadership provided to committees in providing strategic directions to the technical work and standards work plan, encouraging active involvement of members and high level of participation, in maintaining project timelines, in and relevance of existing standards, ensuring
- j) Number of training programmes, organized by BIS and attended by the member
- k) Number of R & D projects of BIS taken up by the member

## **5. Form and presentation**

The Certificate of Excellence in line with the format provided in **Annex F** and signed by DDG (Standardization) and DG BIS, shall be presented during the next meeting of the concerned Division Council or on any other appropriate occasion as decided by the concerned Activity Head/DDG. The Member Secretary shall also inform the organization that the member represents.

## Annex E

## Nomination Form – Certificate of Excellence

Part A (to be filled in by the person nominating)

<b>Technical Department</b>	
<b>Technical Committee (Number &amp; Title)</b>	
<b>Name of member being nominated</b>	
<b>Name of the Organization being represented</b>	
<b>Role of the member being nominated in the committee (i.e. member/Convener/Chairperson)</b>	
<b>Contribution of the member being nominated in the standardization work of the Committee</b>	
➤ Initiatives taken/ proposals submitted for developing standards on new subjects	
➤ Contributions made in drafting documents	
➤ Commenting on draft documents and/or published Indian Standards	
➤ Technical comments provided on ISO/IEC document/deliverables	
➤ contribution as a delegate or as expert or representative in international committees	
➤ Exceptional contributions in leading standardization projects at national/international level.	



➤ Active contribution in promotion of committee activities and standards	
➤ Inspiring other experts to involve in national/ international standardization	
➤ Outstanding leadership provided to committee	
➤ Number of training programmes, organized by BIS and attended by the member	
➤ Number of R & D projects of BIS taken up by the member	
<b>Name of person nominating</b>	
<b>Organization of the person nominating</b>	
<b>Role of the person nominating in the committee (i.e. member/convener/chairperson)</b>	
<b>Signature</b>	
<b>Place</b>	
<b>Date</b>	

**Note - The completed form may be submitted to the Member Secretary of the concerned Sectional Committee.**

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**Part B** (to be filled by BIS Secretariat)

<b>Remarks of Member Secretary</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

<b>Recommendations of Head of Technical Department</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

<b>Recommendation of Activity Head/DDG</b>	
<b>Signature</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Date</b>	

**Approval/Rejection of nomination:**

**Signature:**

**Name:**

**Designation:**

**Date:**

Annex F

Format of Certificate of Excellence

**CERTIFICATE  
OF  
EXCELLENCE**

On behalf of Bureau of Indian Standards,

This certificate is awarded to

.....(*Name*).....

.....(*Role*) in the ..... (*Name of the committee*)

in recognition of his/her ..... years of extraordinary contribution

to the work of the standards development in the field .....

.....

..... (*Name*).....  
Deputy Director General, BIS

.....(*Name*).....  
Director General, BIS