

BIS/DGO/2/2023  
11 January 2023

**BUREAU OF INDIAN STANDARDS**  
**DG SECRETERIAT**

**OFFICE ORDER**

**Reorganising the functions of Departments**

**Functions and responsibilities of Standard Coordination and Monitoring Department (SCMD)**

1. Nodal Department to deal with policy issues of Standardization activity and functioning of Technical departments including Standards Formulation Manual.
2. Operationalisation of the Annual Programme for Standardisation by Ministries/ Departments.
3. Implementation of SNAP through rolling Action Plans.
4. Coordination/Engagement with
  - a. Standardization Cells in Govt Ministries/Departments and Industry associations (including their monitoring)
  - b. Chairs on Standardisation.
  - c. Nodal Officers of other institutions.
  - d. Industry and Industry Associations for standard formulation/review.
  - e. Other Standard Development Organizations (including their Accreditation/ recognition)
5. Coordination with Technical Departments for
  - a. Designing and implementing Faculty Development Programmes.
  - b. Development of Reference Materials on Indian Standards to be used by the faculty and students.
  - c. Identification of R&D Projects to be commissioned/sponsored by BIS.
  - d. Identification of non-product Standards for promotion.
  - e. Strategies for the identification of emerging areas for standardisation.
  - f. Collection of data for inputs to GC/EC/SoM/other meetings
  - g. Preparation of MCR and KPP and DO letter inputs



h. Inputs for Annual Report

6. Coordination with NITS for training of Technical Committee members, Chairs, Convenors and experts
7. Implementation and Monitoring of Manak Manthan.
8. Strategies for associating new members for Technical Committees.
9. Workshops and Seminars on standards.
10. Organisation of Half-yearly Manak Mahotsava.
11. Anchoring the programme of Action Research Projects.
12. Dealing with SAC matters, including its meetings and DC/SC Chairman meetings
13. Periodic assessment of the functioning of Division Councils and Technical Committees.
14. Upgradation of Standardisation Portal.
15. Any other matter, as assigned from time to time.

**Functions and responsibilities of National Institute of Training for Standardization (NITS):**

1. Preparation of the Annual Training Calendar for NITS.
2. Organising Induction level Training Programmes.
3. Organising Refresher Courses.
4. Engagement and partnership with reputed institutions for customised training programmes.
5. Organising training and exposure visits to other NSBs and institutions.
6. Running online courses for various stake-holders.
7. Designing and implementing product-specific Capsule Courses for MSMEs.
8. Designing and implementing customised courses for Science Teachers of the institutions having Standards Clubs.
9. Creating a pool of Resource Persons and Master Trainers and their capacity-building.
10. Organising Sustainability Dialogues and other lecture series.
11. Recognition of TCs, experts and BIS officers for significant contribution.
12. Periodic Impact Assessment of important initiatives/programmes.



13. Publication of papers by the BIS officers and TC members.
14. Managing online courses on standards.
15. Implementation of Internship Programme.
16. Matters relating to Research projects.
17. Coordination with ITSD for management of Training Portal.
18. Organising training programme for international participants.
19. Matters relating to Research Advisory Committee and Training Advisory Committee.
20. Any other subject, as assigned from time to time.

**Functions and Responsibilities of Think, Nudge & Move Department (TNMD) –**

1. Formation and functioning of Standards Clubs - Identification of schools and mentors, training of mentors, formation ceremony and orientation programme, designing and organising competitions, issuing laboratory Grant and other assistance, and assessment of the clubs.
2. Creating and managing the Resource Persons Groups at the BOs.
3. Implementation of Learning Science via Standards - Development of lesson plans, organising training for science teachers, holding classes in schools, encouraging teachers to develop lesson plans, felicitating good contributions.
4. Managing the Online Exchange Forum for Standard Promotion - Formation of a Content Development Team, designing the activities to be conducted, developing content for them, addressing the feedback and suggestions, managing virtual classrooms.
5. Sensitisation Programmes at the district level - organising programmes for the district and sub-district level officials, designing and implementing communication strategy for continuous engagement.
6. Facilitating SLC meetings and follow-up action on its decisions.
7. Planning and implementing Quality Connect.
8. Facilitating and monitoring the engagement with industry for standard promotion.
9. Scrutiny of Tender Documents to verify compliance with standards.
10. Designing and developing programmes for the engagement of interns for SP activities.
11. Sensitisation of RWAs.
12. Involving Consumer Groups and NGOs - Standards Clubs, Market Survey, Sensitisation for Sub-district level officials, Quality Connect, Learning Science via Standards, sensitisation of RWAs.



13. Impact Assessment of Outreach Activities.
14. Documentation of Standard Promotion Activities.
15. Coordination with ITSD for efficient functioning of Standard Promotion Portal.
16. Performance appraisal of Standard Promotion Officers.
17. Celebration of important Days: World Standards Day, National Consumers Day and BIS Foundation Day.
18. Matters relating to Consumer Affairs Advisory Committee.
19. Any other matter as assigned from time to time.



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- **Circulated to all concerned**