

टीएनएंडएमडी

संदर्भ: टीएनएमडी/एसपी/4:9

29 अगस्त 2023

विषय: बीआईएस मानक क्लब योग्य स्कूलों को प्रयोगशाला अनुदान हेतु दिशानिर्देश ।

भारतीय मानक ब्यूरो के सभी विभागों/ क्षेत्रीय कार्यालयों/ शाखा कार्यालयों/प्रयोगशालाओं से अनुरोध है कि उपरोक्त विषय से सम्बंधित सलंगन प्रपत्र का अनुपालन हेतु अवलोकन करें ।

(डीएमएस श्रीनिवास)

वैज्ञानिक 'सी' (टीएनएमडी)

वैज्ञा. एफ एवं प्रमुख (टीएनएमडी)

मुख्यालय के सभी विभागों/ क्षेत्रीय एवं शाखा कार्यालयों/ प्रयोगशालाओं को परिचालित (इंट्रानेट के माध्यम से)

TN&MD

Ref: TNMD/SP/4:9

29 August 2023

Subject: Guidelines for Laboratory Grant to Eligible schools having BIS Standards Clubs

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

(DMS Srinivas)

Sc. 'C' (TNMD)

Sc F & 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/4:9

Date: 29 Aug 2023

Doc. No. TNMD/ Lab Grant/1, Aug 2023

Subject: Guidelines for Laboratory Grant to Eligible schools having BIS Standards Clubs

More than 6000 Standards Clubs established by BIS are in operation across the country in various schools and colleges. As per the latest guidelines for Standards Club activity, Laboratory Grant provision is made available to eligible School Standards Clubs formed in high and higher secondary Govt. Schools. As per the guideline, provision of Rs. 50,000/- towards grant for providing lab equipment to eligible Government Schools has been made and an online module for receipt and processing the requests from such schools has already been made available on standards promotion portal and demonstrated to BOs by ITSD.

Further as per the module for submitting & processing online requests for lab equipment, the eligible schools shall submit online requisition to concerned BO for further processing, procurement & dispatch of lab equipment to concerned schools.

In order to ensure adopting smooth & uniform approach for processing the lab grant request by BOs, the following guidelines are issued.

1. Eligibility:

Following Schools having BIS standards clubs shall be eligible for the Laboratory Grant:

- a) Government Schools (State and Central) having standards club.
- b) Standards Club in school is operational for at least 1 year.
- c) At least 1 Standards Club activity is conducted.
- d) Schools not received BIS lab grant earlier.

2. Nature of Equipment:

Any equipment used in Science Labs like Chemistry, Physics and Biology labs may be provided under this scheme subject to limit mentioned above. A list of equipment is prepopulated in the online portal. Any item not listed in the module may be informed to ITS for addition in the module by the BOs. Alternatively, BOs may ask the mentors to add such equipment under the 'Other' section of the Laboratory Requisition form provided in the online portal.

3. Procedure for Laboratory Grant:

- i. The online system will check the eligibility of the School for the Laboratory Grant with respect to serial no. (a), (b) and (d) based on the data available in the online portal.
- ii. If the online portal finds a school eligible, mentor will be asked to fill the requisition form. Mentor shall fill in all the details of equipment sought as per the format available in Laboratory Grant page of the Standards Club. The range and least count and other specifications of the equipment shall be taken care of by the mentor while submitting the requisition.
- iii. Mentor shall print the list and obtain approval/endorsement from the principal of the school.

- iv. The mentor of the Standards Club shall submit the request by uploading the approval/endorsement from the principal on BIS Standards Promotion Portal through their login.
- v. On submission, the request will be reflected on the dashboard of the concerned Head BO for approval.
- vi. Head BO, after duly checking the requisition submitted by mentor, verifying the eligibility of school with respect to (c) under Para 1 of these guidelines and re-verifying the eligibility checked by system for point a), b) and d) under para 1, shall enter the decision regarding the sanction of lab grant and the details for the further action. An auto generated message shall be forwarded to the school about the status of the request. (Copy attached at **Annex-1**)
- vii. BO shall initiate the purchase process following the procurement/ financial rules and guidelines.
- viii. The respective BO shall ensure direct delivery to the destination school by suppliers with adequate safeguards for specifications, supply, and also the safe transportation etc. The information regarding confirmation of placement of order & scheduled delivery of equipment is communicated to the concerned school. (Copy attached at **Annex-2**).
- ix. The delivery details shall be entered by the BO on the Standards Promotion Portal using the available provisions of the online module.
- x. The school shall verify the equipment vis-a-vis their request and upload the details and photographs of the equipment received on the Standards Promotion Portal.
- xi. BO may further process the payments on confirmation regarding receipt of equipment as per specification in working condition from mentors on the Standards Promotion Portal and submission of installation report (as applicable) by the supplier duly signed by the principal to BO.
- xii. BO to ensure that requests from eligible schools are received by **21 Aug 2023** and approval process to be completed by **15 Sep 2023**. Thereafter, procurement shall be initiated and process should be completed by placing supply orders by preferably November end, giving maximum of 45 days to the supplier for delivery of equipment to schools.

4. Budget provisions

Expenditure for purchase and supply of lab equipment shall be incurred from the Standards Promotion Budget allocated to ROs/BOs under Standards Club Budget head code 3102. Such grant with amount and list of equipment shall be recorded in the Standards Promotion Portal under the Standards Club page.

Annex-1

LETTER 1: SEEKING CONFIRMATION OF EQUIPMENT BEFORE PLACING ORDER

Our Ref. _____

Date _____

Dear [School Principal]

We are pleased to inform you that your school's Standard Club ID [insert Standard Club ID], approved by BIS on [insert date], has met the eligibility criteria for the one-time laboratory grants being offered by BIS to government schools.

With reference to the requisition of laboratory equipment raised by your school, vide Requisition ID No. [insert requisition ID] dated [insert date], duly countersigned by you on [insert date], we are pleased to inform you that BIS has **in-principle approved** to provide the following equipment:

Sl. No.	Equipment Name and Description	Least Count (as applicable)	Quantity	Remarks
1.				
2.				
3.				

Please confirm that the above equipment meets your requirements. BIS will be initiating the purchase process and will inform you of the supplier details, along with the schedule of dispatch, etc.

If you have any queries or concerns regarding the delivery of the laboratory equipment, please feel free to contact us. We are always here to assist you.

Sincerely,
[Name] BIS Branch Head

Annex-2

LETTER 2: INFORMING PLACEMENT OF ORDER AND SEEKING CONFIRMATION OF RECEIPT

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Our Ref.

Date

Subject : Sanction Order for Laboratory Grant to (School name) having established Standard Club (SC Id -)

Dear [School Principal]

This is in continuation to the our letter dated (as above) informing you of the in-principle approval for one-time laboratory grant and your confirmation dated for accepting the same.

I am pleased to inform you the process of procurement of the approved equipment has been initiated and Purchase Orders have been issued as per following details:

Sl. No.	Equipment & Description	Least Count	Qty	Supplier (Name & Address)	Purchase Order No. & Date	Contact details	Remarks
1.							
2.							
3.							

The equipment would be supplied by (date) at your School address (complete address with Pin code).

You are requested to confirm receipt of the equipment and provide us the following:

- Receipt of equipment in good condition
- Date of Receipt
- Confirmation that the equipment matches with the specification (Description and least count etc.)
- Photograph of the equipment to be sent (or uploaded on the Portal)
- Take the equipment on record as inventory (as per the schools procedures) and assign the Asset Id/Code which should be shared with BIS.
- Copy of report of installation/commissioning/demonstration of equipment (as applicable) and signed by the principal of the school.

In case the equipment is not delivered within the promised delivery period, please inform us immediately so that we can take appropriate action to ensure prompt delivery.

We hope that this grant will help your school to enhance the quality of education by providing access to modern laboratory equipment and facilitate the learning process for the students in respect of the academic course curriculum as well as exploring the world of science through its application in day-to-day life.

We also look forward to receiving your feedback on the utilization of the grant and the impact it has made on your school's laboratory facilities.

If you have any queries or concerns regarding the delivery of the laboratory equipment, please feel free to contact us.

Sincerely,

[Name] BIS Branch Head