

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

हमारा संदर्भ: PNC09/21/2024-PNC-BIS

दिनांक: 24-09-2024

कार्यालय आदेश

विषय : वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट संबंधित

महानिदेशक, भारतीय मानक ब्यूरो के निर्देशानुसार, अनुपालन के लिए कार्यालय आदेश संलग्न हैं।

(प्रवीण कुमार)
वैज्ञानिक एफ एवं प्रमुख

बीआईएस इंटरनेट के माध्यम द्वारा सभी संबंधित को परिचालित

Bureau of Indian Standards
Planning and Coordination Department

Our Ref: PNC09/21/2024-PNC-BIS

Date: 24-09-2024

Office Order

Subject: Annual Performance Appraisal Report (APAR) Related

As per the directions of DG, BIS the Office Order is attached for compliance.

(Praveen Kumar)
Scientist F & Head

Circulated to all concerned through BIS Intranet

Subject: Consideration of Scientific Work in the Annual Performance Appraisal Report (APAR) w.e.f. year 2024-25

Scientific officers are required to submit an annual work report along with the APAR. It has been decided that the following works will be considered the scientific work for this purpose with effect from the year 2024-25:

1. Action Research Project.
2. Membership of a working group for drafting the standard.
3. Membership of a working group or any other formation to draft a standard.
4. Preparing a Reference Handbook or developing Reference Materials and Training Modules for the Manak Manthan, Capsule Courses, or other stakeholders sensitisation programmes on Indian Standards and implementation thereof.
5. Writing a Summary of an Indian Standard.
6. Preparing audio-visual guidance materials on the test methods.
7. Developing content for the online certificate courses on the learning management system.
8. Proposing a New Work Item for Standardisation with adequate rationale/international relevance.
9. Writing analytical reports on the failure of the product samples.
10. Commenting on the wide circulation drafts.

The SCMD shall be the Nodal Department to keep a record of the scientific works done by the officers. The new Standardisation Portal will have the feature to report, compile, and analyse the reports.

An officer having not reported any scientific work shall be screened out for promotion, and the Assessment Committee must examine if an officer has done the desired level of scientific work.

Outstanding and Very Good grades in the APAR shall be based on the critical examination of the volume and quality of the scientific works reported by an officer.