

BUREAU OF INDIAN STANDARDS
DG SECRETARIAT

OFFICE ORDER

With a view to replacing the compartmentalised approach to the functioning of the Bureau of Indian Standards by a unified, harmonized and fully synergised one involving all the wings of the organisation to achieve the objective of the optimum utilisation of the manpower and resources necessary for addressing the merging needs of the fast-developing Indian economy and aspiration of the consumers, following guidelines are issued in supersession or partial modifications, as the case may be, of the existing ones:

1. REVIEW OF STANDARDS

- 1.1 Each of the Scientific Officers (except DDGs) not posted in Standardisation Departments shall be assigned four Standards due for review in the coming year to prepare and submit the review documents following the Action Research-based approach. This implies that one review document will be submitted by an officer in every quarter of the year.
- 1.2 Standardisation Coordination & Monitory Department (SCMD) will seek the preferences of the officers, they would like to work on from among the standards due for review and giving due consideration to the individual preferences assign the standards to them.
- 1.3 All the four Standards will be assigned to officers before the beginning of the year itself (at least a month ahead of the beginning of the year).
- 1.4 In respect of one of these Standards, to be taken up in the first quarter of the year, the officer concerned will discharge all the functions of the Member Secretary to the Technical Committee concerned, i.e. up to the publication of the Standard. In respect of other three standards, the responsibility of the officer will extend to submission of review documents and presentation thereof to the Technical Committees concerned.
- 1.5 The Standards assigned to an officer shall not change with the change in his/her place of posting.
- 1.6 Heads of the Standardization Departments shall have a meeting with the officers concerned immediately after the standards are assigned to them to brief them of the scope of the review and technical and procedural aspects of the work and ensure that the officers are provided access to the necessary documents/information and progress is monitored regularly.



- 1.7 Heads of the Branch Offices (BOs) shall be equally responsible to mentor the officers and monitor their work. Presumption will be that a review document submitted by an officer has been read and checked by the Head of the BO concerned.
- 1.8 There shall be absolutely no deviation from the requirements of the Action Research, as issued from time to time.
- 1.9 DDGRs shall monitor the performance of both the individual officers and Heads of BOs, on monthly basis.

2. BOs as a bridge between the Standardisation Departments and Stakeholders

- 2.1 Heads of BOs shall identify the new standards, revised/amended standards and Wide-circulation Drafts which may be relevant for the industry or other stakeholders in their respective jurisdiction.
- 2.2 The monthly meetings with the Stakeholders to be known as “Manak Manthan” shall be organized in every BO with the twin objectives of the formal launch of the identified standards and collecting feedback thereon.
- 2.3 The proceedings of the “Manak Manthan” should be duly recorded and feedback be shared with SCMD promptly.

3. Role of the Officers in the Standard Departments for Conformity Assessment

- 3.1 Each of the officers in the Standardisation Departments (except DDGs and Heads) shall be assigned five Inspection Reports (IRs) and five Test Reports (TRs) pertaining to factory and market surveillance every month for detailed examination.
- 3.2 They will submit their findings to the Heads of the BO concerned.
- 3.3 DDG (Certification) shall be responsible for assigning the IRs and TRs to the officers.
- 3.4 Heads of the Standardisation Departments must check the examination done by the officer under their control in respect of at least one IR and one TR per officer before the findings are being sent to the BOs concerned.

4. Half-yearly Standards Conclaves at the BO level

- 4.1 Each BO shall organize a Standard Conclave on half-yearly basis to provide a platform both for the dissemination of the standards and enhancing stakeholders participation in the standard formulation process.

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4.2 Standardisation Departments should be closely associated with the organisation of Standards Conclaves. Each of them may engage themselves with two to three BOs for better coordination.

5. **Preparation of Standard National Action Plan (SNAP) 2022-2027**

5.1 To ensure that SNAP is only a Headquarter-center activity but represent the shared vision and understanding of the entire organisation, Discipline-wise sub-groups should be created to deliberate upon the important areas for standardisation and institutional and structural modalities for improvement in the standardisation landscape.

5.2 The sub-groups should be asked to submit their reports in two months.

5.3 SCMD shall facilitate the creation of sub-groups, and compile their reports for detailed analysis and finalization of SNAP.


6. **Coordination with ISO, IEC**

6.1 Each of the Standardisation Departments shall prepare a Strategic Roadmap for coordination with ISO/IEC.

6.2 The Roadmap should cover the Standards to be adopted, new proposals under consideration, proposals to be submitted, engagement with Technical Committees, creation of Mirror Committees, efficient functioning of the Secretariats Creation of pool of Technical Experts, etc.

6.3 The Roadmap may should be shared with IRD for smooth and effective implementation.

These guidelines come into force with immediate effect.


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- Circulated to all concerned