

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

हमारा सन्दर्भ:PNC09/18/2023-PNC-BIS

दिनांक: 05.09.2023

कार्यालय आदेश

Subject: Instructions for the Effective Implementation of the Process Reforms Aimed at the Strengthening of the Standardisation Ecosystem in the Country

As per the directions of DG, BIS instructions for the effective implementation of the process reforms aimed at the strengthening of the standardisation ecosystem in the country as provided at **Annex-I** is circulated for compliance.

The Heads of Standardisation Departments shall submit a monthly report on the implementation of these instructions by the 7th of the succeeding month, starting from the month of September, 2023.

(Chitra Gupta)
DDG (FMC, HM & REG.)

Circulated to all concerned through BIS Intranet

ANNEX-I

Instructions for the Effective Implementation of the Process Reforms Aimed at the Strengthening of the Standardisation Ecosystem in the Country

1. Each of the members of a Technical Committee shall be required to sign a declaration concerning the duties and responsibilities of the member of a Technical Committee in the form prescribed by BIS.
2. It shall be mandatory for a member of the Technical Committee to record his comments in regard to a Preliminary Draft Standard. In case, a member feels that the subject the draft deals with is not related to his domain knowledge, he should have it mentioned in his comment.
3. Absence from two consecutive and less than 50 percent of the meetings of the TC held in a year shall invite termination of the membership except in special circumstances acknowledged in the writing by the Divisional Council on the basis of the recommendation of the TC to this effect.
4. Although the members are supposed to be aware of the requirement to attend TC meetings, it shall be incumbent upon the Member Secretary concerned to send a reminder to the member having been absent in a TC meeting that the failure to attend the next meeting may lead to the termination of his membership.
5. The quorum for the TC meeting shall be 10 or one third of the members, whichever is higher.
6. A person whose membership is terminated on the ground of absence from the meetings or not responding to the Preliminary Draft standard shall not be eligible to be reinducted as a member in any of the TCs of BIS for two years from the date of termination.
7. To assist the Search Committees in the Divisional Councils in finding out suitable persons to be inducted into the Technical Committees, a reference to this end shall be made by the Head of the Standardisation Department to the SCMD, which will advertise the requirement by writing to the academic institutions, industry, R&D Organisations, civil society groups, central or state government departments, as the case may be, or by inviting Expression of Interest through the print and social media.
8. An acknowledgement of the contributions made by a TC member in a year shall be issued by BIS in the format prescribed for the purpose.
9. BIS will also encourage the TC members to write books/reference materials on Indian Standards by providing financial or logistical support, as approved by the Committee constituted for this purpose.
10. BIS will also encourage the TC members to collaborate with the institutions BIS has MoU with, to organise workshops, seminars or guest lectures on Indian Standards.
11. Copy of the instructions shall be shared with the Divisional Council and Technical Committee Chairs and Members.