

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

हमारा सन्दर्भ:PNC09/18/2023-PNC-BIS

दिनांक: 06.09.2023

कार्यालय आदेश

Subject: Declaration by the Member of the Technical Committee of BIS

As per the directions of DG, BIS and in continuation with Office Order of even number dated 05.09.2023, "Declaration by the Member of the Technical Committee of BIS" as provided at **Annex-I** is circulated to all Technical Departments.

Technical Departments are directed to send the declaration to all members of Technical Committees to be signed and sent back within a week of the receipt of the communication.

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

Circulated to all concerned through BIS Intranet

ANNEX-I

DECLARATION

By the Member of the Technical Committee of BIS

1. The Technical Committee is an important mechanism in BIS for formulation and review of the Indian Standards with a well-defined scope of work and norms for the transaction of business thereto in conformity with the good practices enunciated by the 'Code of Good Practice for the Preparation, Adoption and Application of Standards' given in the 'Agreement on Technical Barriers to Trade' of World Trade Organization.
2. A member of the Technical Committee is required to attend the meetings of the Technical Committee as per the schedule included in the Annual Calendar of the Technical Committee Meetings as well as the special meetings convened to discuss important issues.
3. In case a member is not able to attend a meeting, prior intimation of this is necessary to be given to the Member Secretary of the Technical Committee. However, a member cannot abstain from attending two consecutive meetings of the Technical Committee, and must attend at least 50% meetings of the Technical Committee held in a year.
4. Failure to attend two consecutive meetings of the Technical Committee and at least 50% meetings of the Technical Committee held in a year, shall attract termination of the membership of the Technical Committee, except in extra-ordinary cases to be considered by the Division Council concerned.
5. A member of the Technical Committee is expected to contribute in discharging the following responsibilities of the Technical Committee:
 - a) Identification of the new subjects for standardisation.
 - b) Preparation of the rolling Annual Action Plan and periodic review of the implementation thereof.
 - c) Review of the implementation of the Standardisation National Action Plan (SNAP) in relation to the scope of work of the Technical Committee.
 - d) Examination of the Annual Programme for Standardisation, submitted by the Ministries/Departments of the Central Government.

- e) Approve the annual calendar of Technical Committee meetings.
- f) Discuss and approve the Agenda for Technical Committee Meeting.
- g) Formation of Sub-committees, Panels. Working Groups and Task Forces.
- h) Assigning Action Research Projects.
- i) Identification of R&D projects to be commissioned by BIS and the determination of the Scope and Terms of Reference thereof.
- j) Evaluation of R&D proposals received from outside organisations.
- k) Examination of New Work Item Proposals (NWIP) and draft standards received from ISO/IEC.
- l) Participation in the meetings of the Technical Committee or Working Groups of ISO/IEC, as and when nominated by BIS.
- m) Participation in the Workshops /Seminars and Capacity-Building Programmes organized by BIS.

6. It is mandatory for a newly inducted member of the Technical Committee to attend the on-boarding session organised by BIS.

7. It is also mandatory for the Member of the Technical Committee to share comments on the Preliminary and Wide Circulation Drafts under development in the Technical Committee.

8. It is expected for a Member of a Technical Committee to act with impartiality and fairness, free from any undue influence and bias to ensure that the standards established by the Technical Committee address the needs of all the stakeholders equitably.

I,(Name)....., hereby declare that having been inducted as a member of the Technical Committee,....., in my individual capacity/as a representative of, I have gone through the provisions of this document enunciated above, and place on record my desire and commitment to discharge the responsibilities of the Member of this Technical Committee with utmost sincerity and dedication.

Date:

Place:

Signature of the Member