

**भारतीय मानक ब्यूरो**  
**योजना एवं समन्वय विभाग**

हमारा संदर्भ : PNC09/18/2024-PNC-BIS

दिनांक: 02-01-2024

**कार्यालय नोट**

विषय : कार्यालय नोट

महानिदेशक, भारतीय मानक ब्यूरो के निर्देशों के अनुसार अनुपालन के लिए कार्यालय नोट संलग्न है।

(प्रवीण कुमार)  
वैज्ञानिक ई एवं प्रमुख

**बीआईएस इंटरनेट के माध्यम से परिचालित**

**Bureau of Indian Standards**  
**Planning and Coordination**

**Our Ref:** PNC09/18/2024-PNC-BIS

**दिनांक:** 02-01-2024

**Office Note**

Subject: Office Note

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

(Praveen Kumar)  
Sc E & Head (P&C)

**Circulated to all concerned through BIS Intranet**

## NOTE

To ensure that the Rolling Annual Plan of Action, 2024-25 for the formulation of New Standards and the review of existing standards is prepared on the basis Annual Programmes for standardisation prepared by the Ministries and the inputs from the Standardisation Cells of the Industry Associations, following instructions are issued:

1. DDG, Standards I & II should plan webinars with Industry Associations and BIS licensees, separately for each of the standardisation departments, and complete the consultations by the 2<sup>nd</sup> week of February, 2024.
2. DDG, Standards I & II should plan webinars with the Standardisation Cells of Ministries (not more than 5 Ministries at a time) and complete the process of consultation by the end of February, 2024.
3. The Webinars should be designed in a manner that the participants are apprised of the subjects/standards already under development and identified for development, and the participating associations/ministries are invited to share information of new subjects to be taken up. The occasion should also be utilized to inform them of the support entrusted from them in developing standard on the subjects suggested on them.
4. It shall be the responsibility of the Heads of the Standardisation Departments to compile the inputs received from the participants, and discuss them with the Member Secretaries to enable them to factor them into the Draft Rolling Annual Action Plan to be put up to the Sectional Committees concerned for approval. The Rolling Annual Plan of Action should be ready by 31<sup>st</sup> March, 2024.
5. The next step after the completion of the Faculty Sensitisation Programmes at the institutions having entered into MoU with BIS is to organise Discipline-wise planning workshops for the

faculty members. SCMD should identify one of the institutions for each Discipline to host the workshop with financial assistance from BIS. Since we are expected to complete the Faculty Sensitisation programmes by the middle of February, 2024, these workshops can be scheduled in the month of March, 2024.

6. To ensure that the functioning of Standards Clubs is not adversely impacted due to the non-availability of the teachers trained as mentors, for the reasons of retirement, transfer etc., it is necessary to prepare one more teacher from these institutions to assume the mantle of mentorship without any time lag. While organising the training programmes on the Lesson Plans developed under Learning Science via Standards, therefore, one teacher in addition to the Mentor should also be invited. These Training Programme should be of two-day duration to be organised at NITS or the Branch Offices.

TNMD should engage with the NITS and BOs to prepare a detailed Plan of Action in this regard.