

**BUREAU OF INDIAN STANDARDS**  
**(Director General Secretariat)**

Our Ref : DG/G-1

Dated: 27 Dec 2021

**ORDER**

This is with reference to the joining of Shri N.K. Kansara, Ex- DDG(PRT) as a Consultant for Standard Promotions, Shri H.R. Ahuja, Ex-DDGF as a Consultant for Finance and Shri S.K. Gupta, Ex- DDGE as a Consultant for Civil Work.

2. The scope of work of the above consultants in their activities are as under:

Sl. No.	Name of the Consultant	Consultant	Scope of Work
1.	Shri N.K. Kansara, Ex- DDG (PRT)	For- Standard Promotions	<p>He shall provide consultancy to DG, BIS over standard promotion activities of BIS.</p> <p><b>As a Head of Professional Support Group (PSG) for Standard Promotion</b>, Shri N. K. Kansara shall be responsible for the following:</p> <ol style="list-style-type: none"><li>1. Advising the Think, Nudge and Move Department (TNMD) in crafting new activities or strategies for Standard Promotion and helping it design the new activities or strategies.</li><li>2. Review the implementation of the approved activities and suggest action to be taken to address the areas of weakness and amendments to the guidelines.</li><li>3. Documentation of the good practices and commendable implementation examples and sharing them with other stake-holders.</li><li>4. Liaison with Government Ministries, Departments and Organisations dealing with implementation of Science and Technology promotion policies or programmes.</li><li>5. Liaison with Consumer Organisations and NGOs for Quality Awareness and Standard Promotion, and suggesting programmes for their involvement.</li></ol>



		<p>6. Monitoring and performance assessment of Standard Promotion Officers and recommending measures for improvement.</p> <p>7. Undertaking field visits for first hand assessment of implementation and assisting the BOs and Labs in fine-tuning their preparedness.</p> <p>8. Assisting TNMD in designing Reward and Recognition Scheme for BIS employees.</p> <p>9. Any other activity assigned by the Bureau.</p> <p>10. He will also involve in the existing Standard Promotion Programmes which are as follows -</p> <p>a) Standard Clubs in Schools and colleges.</p> <p>b) Capacity-building of State and District level Officers on use of standards in procurement and programme implementation.</p> <p>c) Identification and engagement of Consumer Groups for Quality Awareness Programmes.</p> <p>d) Fortnightly Exposure Visits to BIS labs and BOs for students, teachers and Members of Small and Micro units.</p> <p>e) Examination of RFPs and NITs to detect cases of Indian Standards being bypassed or wrongly quoted and pursuing the matter with organisations concerned for corrective action.</p> <p>f) Timely holding of SLC meetings and prompt follow-up action on decisions thereof.</p> <p>g) Placing artistically designed Glow-sign boards at District Collector offices and other prominent places.</p> <p>h) Coordination with Police and Transport Departments to promote the use of ISI-marked Helmets.</p> <p>i) Coordination with Professional/Technical Institutions for classes/sessions on standards.</p> <p>j) Development of Case Studies on success stories.</p>
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			<p><b>In the performance of the activities mentioned above in respect of the approved activities, following norms shall be adhered to:</b></p> <p>a) He will not be dealing with the official files of TNMD, but send the proposals through Buff sheets marked to Head, TNMD. It shall be the responsibility of Head, TNMD to process the proposals.</p> <p>b) Files for internal use of PSG may, however, be opened using the provision to be his effect in the e-Office.</p> <p>c) PSG shall not need the prior permission of the TNMD for seeking information from the field, holding one-on-one interaction with Labs, BOs or SPOs or sharing information about good practices or strategies of other BOs or Labs with them.</p> <p>d) Any new activity or strategy or amendment in the existing guidelines with the Ro,BOs or Labs, shall be taken up only through TNMD.</p> <p>e) VC/meeting with the Labs, BOs or SPOs shall be held through TNMD.</p> <p>f) Field visits of the consultants of PSG can be approved by the Head of PSG just by giving intimation to the TNMD. The tour programme of the Head, PSG shall be approved by DG.</p> <p>g) No official communication with outside organisations will be done by PSG. The matter should be referred to TNMD for necessary communication. This does not include correspondence of routine nature for coordination purposes.</p>
2.	Shri H. R. Ahuja, Ex- DDGF	For- Financial Services	<p>He shall provide consultancy to DG, BIS on financial matters of BIS and shall be responsible for the following:</p> <p>a) Assisting Finance Department in the Financial Management and Investment Policy related matters.</p>

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			<ul style="list-style-type: none"> <li>b) Assisting Finance Department in the Review of the operation of budgetary provisions and reappropriation proposals.</li> <li>c) Review of the Financial Management and utilisation of Budgetary Provisions at ROs,BOs, &amp; Lab levels.</li> <li>d) Assisting Finance Department in planning and executing Internal Audit.</li> <li>e) Planning and organizing in-service training programmes for BIS officials.</li> </ul>
3.	Shri S. K. Gupta, Ex-DDGE	For- Civil Work	<p>He shall provide consultancy to DG, BIS over Project Management and Works activities like-</p> <ul style="list-style-type: none"> <li>a) Advising and assisting the PMWD in the maintenance and up-dation of the Infrastructural Facilities in the Asset Management Module.</li> <li>b) Assisting BOs and Labs in preparing and executing the infrastructure improvement and renovation of the existing Infrastructure.</li> <li>c) Assisting PMWD in the Monitoring of the ongoing works.</li> <li>d) Assisting PMWD in Conducting in-service training programmes for Civil Engineers.</li> <li>e) Developing training and communication materials on Standards relating to Green and Energy- Efficient Building Materials and Construction Practices.</li> <li>f) Assisting PRTD in Planning and Organizing Training Programmes for Central and State Govt. officials and Academia on such Standards.</li> <li>g) Any other function assigned by the Bureau.</li> </ul>

*P. S. Rao*

3. In the performance of the activities mentioned at Sl. No. 2 & 3 of para 2 above, following norms shall be adhered to:

- a) Consultants will not handle the official files. They will put up the proposals through buff sheets/e-mail and mark it to the HODs concerned. HODs will process the proposals for necessary decision.
- b) Tour programmes of the consultants shall be approved by DG BIS.
- c) They shall not need prior approval of concerned Department for seeking information from the field officers in connection with the functions mentioned above and may hold one-on-one meetings with them.
- d) Any meeting or training programme shall be held with the prior approval of DG and must not be engaged in correspondence with other organizations.
- e) HODs shall ensure that relevant papers/ information are made available to the consultants, as required by them for the effective discharge of their responsibilities.

  
**(Pramod Kumar Tiwari)**  
**Director General**

**Circulated to all concerned through Intranet.**