

टीएनएंडएमडी

सन्दर्भ: टीएनएमडी/एसपी /3:5

14 दिसंबर 2021

विषय: बीआईएस की मानक संवर्धन गतिविधियों में उपभोक्ता संगठनों और गैर सरकारी संगठनों की भागीदारी के लिए दिशानिर्देश

भारतीय मानक ब्यूरो के सभी क्षेत्रीय कार्यालयों/शाखा कार्यालयों से अनुरोध है कि उपरोक्त विषय से सम्बंधित सलंगन प्रपत्र का अनुपालन हेतु अवलोकन करें।

(मोहम्मद तौसिफ)
वैज्ञा. डी (टीएनएंडएमडी)

प्रमुख (टी एन एंड एम डी)

भा. मा. ब्यूरो के सभी क्षेत्रीय कार्यालयों/शाखा कार्यालयों (इंट्रानेट के माध्यम से)

TN&MD

Ref: TNMD/SP/3:5

14 December 2021

Subject: Guidelines for the engagement of Consumer Organizations (COs) and NGOs in Standard Promotion Activities of BIS

All ROs/BOs may kindly see the attached circular on the subject mentioned above for compliance.

(Md. Tausif)
Sc. D (TNMD)

Head (TNMD)

All ROs/BOs (Through Intranet)

Guidelines for Engagement of Consumer Organizations (COs) and Non-Governmental Organizations (NGOs) in Standards Promotion Activities of the Bureau of Indian Standards

1. Introduction

- 1.1 Standards are meant to create a quality ecosystem in the economy. They act as a guide to the industry and entrepreneurs in designing their products and organizing the manufacturing/business processes. They are in no small measure instruments for the education of the consumers about what to look for in a particular product and how to be sure that it meets their expectations of performance and safety. The greater the awareness of this dual role of the standards among the masses, the better is the potential of a society and economy to have a robust quality ecosystem.
- 1.2 It is in this context that Bureau of Indian Standards, the national standards body of the country, has one of its goals to enhance and intensify its engagement with the important stakeholders in the implementation of standards and been looking for partners, who can help it in this important enterprise. Consumer Organizations and NGOs are seen as potent partners to give a bigger reach and impact to the enterprise.
- 1.3 The scheme provides a framework for the engagement of the COs/NGOs with requisite experience and expertise in the implementation of the Standard Promotion Activities of BIS.

2. Objectives

- 2.1 The scheme aims to achieve the following:
 - a. Generate innovative ideas and approaches in regard to outreach activities of the organization.
 - b. Broaden the ambit and coverage of the outreach activities of the organization.
 - c. Create a strong network of brand ambassadors for standards and quality.

3. Target Group

- 3.1 The awareness generation campaign may be organized at the state, district and sub-district levels or at specific institutions / organizations. The target groups for the awareness generation programmes include Officials of
 - a. Government Departments
 - b. Members of Industry
 - c. Members of Academia

- d. Teachers and Students of Educational institutions
- e. Grass-Root level organizations

4. Eligibility Criteria

- 4.1 Any Consumer Organization / Non-Governmental Organization / Voluntary Organization (CO / NGO / VO) having registered in the NGO Darpan portal can apply. The organization is required to register itself in the Consumer Engagement Portal of Manakonline using NGO Darpan Unique ID and PAN number to be able to apply.

5. How to Apply

- 5.1 Eligible organizations can apply through the Consumer Engagement Portal of Manakonline. Steps involved for submission of application are as follows:

Creating Account with BIS on Manakonline Portal

- a. Go to Manakonline Portal (<https://www.manakonline.in>)
- b. Click on 'Consumer Engagement' Tile
- c. Click on 'Login' at the top right corner
- d. Login to the Portal using existing User ID and Password. If not registered already, click on 'Create your BIS Account'
- e. Fill the form for 'BIS Guest Registration' and Click 'Submit'.
- f. Go to the mailbox in the email ID entered to fetch User ID and Password.

Registering CO / NGO / VO with BIS

- g. Go to the Login Page again, enter User ID / Email ID / Mobile Number and Password. Click 'Continue'.
- h. If logging in for the first time, please update Password and login using updated Password again. Otherwise, proceed to the next step.
- i. Select 'Consumer Engagement Portal' on the Dashboard.
- j. If the organization is already registered with BIS and has a unique BISCR number, skip to step (6.1.n) below. Otherwise, click on 'CO / NGO / VO Dashboard' on the left for registering the organization with BIS.
- k. Click on 'Apply for Registration'.
- l. Enter NGO Darpan Unique ID and PAN Number. Click on 'Fetch Details'.
- m. Please the details highlighted in RED color, including submitting Registration Certificate / Proof of Registration in corresponding fields. Click on Submit. A unique BISCR number will be allotted to the organization instantly.

Submitting Proposal

- n. Click on 'Proposal for Programme offered by CO / NGO / VO' tile on Consumer Engagement Portal dashboard [refer (6.1.i) above].
 - o. Fill the application form, upload the documents as per (6.3) below and other documents relevant to the proposal. Click on Submit.
 - p. Proposal will be submitted successfully for scrutiny by BIS.
- 5.2 All the mandatory fields in the application form must be filled up.
- 5.3 As can be seen, the applicant shall have to upload following documents along-with the application:
- a. Certified copy of Registration Certificate
 - b. Certified copy of Memorandum & Articles of Association
 - c. Certified copy of Audited statement of accounts for the last three years
 - d. Annual Report for the last 3 years
- 5.4 If BIS makes any change(s) in the application form and prescribes any additional requirement on the portal, the same shall be binding on the applicant.

6. Financial Assistance from BIS

- 6.1 Financial assistance for the awareness generation programmes from BIS will be as follows:
- A. Meeting / Training / Workshop / Seminar (based on number of participants):
 - i. State Level: Rs 500/- per participant
 - ii. District Level: Rs 250/- per participant
 - iii. Sub-District Level: Rs 150/- per participant
 - B. Door-to-door campaign / processions / Quality Marches (based on lump-sum, per event):
 - i. A maximum of Rs 10,000/- per event
- 6.2 The financial assistance mentioned above is for non-residential programmes and indicates the maximum amount of financial assistance. The financial assistance is to be utilized by CO / NGO /VO for meeting expenses related to Brochures, Leaflets, Handouts, Stationery, Refreshments to the participants, Transportation, Publicity, Miscellaneous (explicitly defined).
- 6.3 The number of participants in one Meeting / Training / Workshop / Seminar should not exceed 100, unless in exceptional cases.
- 6.4 Every BO will form a Sanctioning Committee who will be responsible for examining the proposals from the organizations / institutions and make an informed decision on whether to accept or reject the proposal. The committee will include the following members:

- a. Head of BO
- b. A representative from State Government Department
- c. One of the members in SLCS from Academia

6.5 The Sanctioning Committee should examine the justification for the proposed programme diligently and decide on its approval, with modification, if required. The Sanctioning Committee shall explicitly record in writing, the justification of granting approval for programmes under (7.1.A) where the number of participants exceed 100.

7. Documentation and Monitoring

- 7.1 BIS will release 10% of the approved financial assistance as Mobilization Advance directly to the Bank Account Number shared by the organization, subject to submission of Undertaking (**Annex 1**) by the Organization to this effect, on a non-judicial stamp paper of appropriate value.
- 7.2 Rest of the fund shall be released only on the submission of the Completion Report through the Consumer Engagement Portal with all required documentary evidence including original invoice(s) of expenditure. The Completion report should cover *'Agenda of the Programme, Type of Activity, Date, Time, Venue, Participants List and attendance, Topic(s) covered, Summary of content presented, Language of programme / activity (regional language preferred), Expected Outcome of the Programme for BIS, Expenditure incurred with break-up, Invoice(s) of expenditure, Photographs and / or video of the programme, Original copy of brochures / leaflets / handouts provided during the programme, Feedback from the participants'*.
- 7.3 The Completion Report shall have to be submitted within 3 days of the activity having been conducted. Any unspent amount shall be returned to the Bureau within 3 days of the approved schedule of activity.
- 7.4 BIS may depute its officers / representatives to monitor the actual conduct of the approved activity.
- 7.5 If the activity is not conducted as per the approved schedule or in a manner it should have been conducted, the organization shall be required to refund the Mobilization Advance immediately on getting the notice from BIS in this regard.

Annex 1

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**FORMAT OF UNDERTAKING TO BE EXECUTED BY THE CONSUMER ORGANIZATION /
NON-GOVERNMENT ORGANIZATION / VOLUNTARY ORGANIZATION AT THE TIME OF
TAKING ADVANCE FOR AN ACTIVITY**

(To be provided on non-judicial stamp paper of appropriate value)

UNDERTAKING

The undertaking is given at(Place) on thisday of(Month) of(Year) by the Primary Representative, Shri/Smt/Ku on behalf of..... (Name of Organization, hereinafter referred to as “the Organization”) which shall include its successors and assigns, recognized by the Bureau of Indian Standards (hereinafter referred to as “the Bureau”) vide Letter No..... dated.....in accordance to the ‘**Guidelines for Engaging Consumer Organizations / Non-Governmental Organizations / Voluntary Organizations in the Outreach Activities of the Bureau of Indian Standards**’ approved by the Director General of the Bureau.

2. WHEREAS the said Organization has submitted the details of the programme to the Head of Branch Office of the Bureau. As per the Guidelines, the Organization is eligible for drawing an amount of 10% of the approved financial assistance as Mobilization Advance for conducting awareness generation activity as per the schedule approved by the Sanctioning Committee vide Letter No..... dated..... on the terms and conditions specified in the Guidelines.

3. Now, it is hereby agreed by the said Organization that, in consideration of the sum of 10% of the approved financial assistance as Mobilization Advance by the Bureau, the Organization has agreed to the following terms and conditions:

- i. To refund the advance amount in case the activity, for which it has been paid by the Bureau, is not completed by the Standards Club; and
- ii. To refund the unspent amount of advance, if any, on completion of the activity; and
- iii. To refund the advance amount in case the Organization is de-registered or blacklisted by the Bureau.

4. It is hereby further agreed and declared that the said Organization shall not spend the amount of advance for any activity other than that has been approved by the Sanctioning Committee of the..... Branch Office of the Bureau. Hence, the amount of advance shall be used by the Organization only for the purpose or purposes for which the amount was sanctioned.

5. IN WITNESS WHEREOF these presents have been executed by the Organization on the day and year first above written.

6. The Organization has agreed to bear the stamp duty chargeable on this document.

Witness:	Authorized Signatory (Primary Representative)
..... Signature of Witness Name: Address: Id: Mobile No. Signature of Primary Representative Name: Address: Id: Mobile No. Seal: