

मानक समन्वय एवं निगरानी विभाग

हमारा संदर्भ: एस सी एम डी/ जी-32

12-12-2024

विषय: पूर्ण हो चुके एक्शन रिसर्च प्रोजेक्ट्स (एआरपी) के लिए विशेषज्ञों को मानदेय प्रदान करने हेतु मानक संचालन प्रक्रिया (एसओपी)

सक्षम प्राधिकारी द्वारा विधिवत अनुमोदित 'पूर्ण हो चुके एक्शन रिसर्च प्रोजेक्ट्स (एआरपी) के लिए विशेषज्ञों को मानदेय प्रदान करने हेतु मानक संचालन प्रक्रिया (एसओपी)' तत्काल प्रभाव से कार्यान्वयन के लिए संलग्न हैं।

सृष्टि दीक्षित

सृष्टि दीक्षित
वैज्ञानिक - डी

अ.सू.सू.
12/12/2024.

प्रमुख, मानक समन्वय एवं निगरानी विभाग
उपमहानिदेशक (आई आर, एस सी एम एवं एम एस सी)
सभी तकनीकी वेभागों को पररचालित

STANDARDS COORDINATION AND MONITORING DEPARTMENT

Our Ref SCMD/G-32

12-12-2024

Subject: Standard Operating Procedure (SOP) for Grant of Honorarium to Experts for Completed Action Research Projects (ARPs)

The 'Standard Operating Procedure (SOP) for Grant of Honorarium to Experts for Completed Action Research Projects (ARPs)' duly approved by the Competent Authority is attached for implementation with immediate effect.

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Scientist-D

HSCMD
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Circulated to All Technical Departments

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Standard Operating Procedure (SOP) for Grant of Honorarium to Experts for Completed Action Research Projects (ARPs)

1. BACKGROUND

1.1 Review of Standards

The Indian Standards or some of their provisions may be reviewed from time to time due to various reasons such as technological changes, technical comments received and changes in other connected standards. However, all standards have to be reviewed at least once in five years (three years in case of LITD standards) from date of its publication or its last reaffirmation as provided in Rule 23 of BIS Rules, 2018. Review of an Indian standard may give rise to any of the following conclusions:

- a) Continuing without any change to the standard,
- b) Necessity of revision/amendment to the standard, or
- c) Necessity of withdrawal of the standard.

In case of (a), the standard is reaffirmed and in case of (b), the standard is taken up for revision/amendment.

1.2 Why Action Research Project

To ensure establishment of robust, evidence-based standards, the review and development process for each standard should be preceded by a comprehensive Action Research Project. This project should incorporate a thorough analysis of the state-of-the-art, latest trends, market needs and global technological advancements.

1.3 Activities Required in Action Research Project

Action Research Project implies preparation of a review document to be put up to the concerned Technical Committee for consideration which must be preceded by the following activities:

- i) Study and analysis of relevant international standards;
- ii) Literature survey;
- iii) Interaction with the industry on changes in technologies, practices, testing (including where necessary visiting relevant industry and feedback from laboratories or certification);
- iv) Interaction with BIS offices and labs for feedback on certification and test method related issues; and
- v) Any comments/suggestions received and ongoing discussions in the committee relating to the standard.

1.4 Who can carry out Action Research Project

ARP for the review of standards may be assigned to the Member Secretary of the Sectional Committee (SC), other scientific officers of BIS, an expert/member of BIS Technical Committee (Sectional Committee, Working Group) or a Working Group (WG shall consist of not more than three members. In exceptional cases, to be recorded, the WG may comprise of four members). The Sectional Committee shall decide regarding allotment of ARPs. The ARP report along with the draft document of proposed revision/amendment if any shall be

considered by the Sectional Committee to decide whether the standard should be reaffirmed, amended and reaffirmed, taken up for revision and reaffirmed, or withdrawn.

1.5 Need for establishing provision of granting honorariums to experts doing Action Research Projects (ARPs)

Experts contributing to ARPs often bring a high level of technical expertise, specialized knowledge, and field experience. Recognizing their efforts through honorarium will ensure not only that BIS values and appreciates the unique perspectives they contribute to the formulation of standards but also compensated for their contributions. This will further help in fostering quality and timely progress on action research projects.

2. SOP FOR GRANT OF HONORARIUM

2.1 Purpose

To establish a formal procedure for granting an honorarium to experts involved in Action Research Projects (ARPs) as part of the Bureau of Indian Standards (BIS) standard formulation process. This SOP ensures recognition of the expert's contribution while maintaining consistency, transparency, and compliance with BIS policies.

2.2. Scope

This SOP is prepared based on instructions issued through BIS office order (PNC09/18/2023-PNC-BIS) dated 25 10 2023. It applies to experts (excluding BIS Scientific Officers) who are assigned ARPs by BIS. It includes eligibility, procedural steps, and approval mechanisms for honorarium disbursement. The payment of travelling and daily allowance is not the part of this SOP. Concerned technical department shall process the reimbursement of TA/DA to experts for the purpose of ARP as per prevalent guidelines.

2.3. Eligibility and Honorarium

2.3.1 Eligible Members:

- i) Expert/members of BIS Technical Committees (other than BIS officers).
- ii) Members of Working Group (WG shall consist of not more than three members. In exceptional cases, to be recorded, the WG may comprise of four members).

2.3.2 Honorarium Amounts:

- i) 40,000/- for individual experts or professionals upon successful completion and acceptance of the ARP report by the concerned Technical Committee.
- ii) 20,000/- per member for working group members upon acceptance of the ARP report by the concerned Technical Committee.

2.4. Approval and Disbursement Process

2.4.1 ARP Assignment

The Technical Committee assigns the ARP to eligible experts, defining the scope, objectives, and deliverables.

2.4.2 Conduct of Research and Reporting

i) The assigned expert(s) shall conduct Action Research Project in accordance with clause 1.3 of this SOP.

ii) The expert compiles findings into a comprehensive report to be submitted to the Technical Committee.

2.4.3 Submission and Review

i) The completed ARP report shall be submitted to the concerned Sectional Committee for review.

ii) The Sectional Committee assesses the quality, completeness, and relevance of the research findings.

2.4.4 Acceptance of Report and Honorarium Recommendation

Upon the Sectional Committee's acceptance of the ARP report or draft standard, the honorarium disbursement is recommended by Member Secretary.

2.4.5 Approval for Honorarium Disbursement

The Head of the concerned Technical Department shall be the Competent Authority for administrative approval of recommendations of sectional committee. Financial sanction for the honorarium payment shall be obtained from the competent authority as per the prevalent delegation of financial powers. The concerned Member Secretary is responsible for submitting the recommendation for honorarium payment, along with the financial sanction request for approval of Competent Authorities through proper channel.

2.4.6 Honorarium Disbursement

The approved honorarium (40,000/- for individual experts or 20,000/- per working group member) is processed following BIS and relevant organizational financial procedures. The working group shall not have more than three members, except in special cases where the sectional committee may recommend a working group with four members, with proper justification.

2.5 Terms and Conditions

2.5.1 In case of incomplete or unsatisfactory work, the BIS holds the right to withhold payment of honorarium.

2.5.2 All findings, drafts, and final documents submitted as part of the ARP are to remain the intellectual property of BIS unless otherwise specified.

2.5.3 The payment of honorarium to the expert/professional shall be subject to the rules of the organization, the expert belongs to, in regard to the acceptance to honorarium by the officials thereof.

2.6 Documentation Requirements

2.6.1 Agenda and minutes of meetings of sectional committees detailing the ARP assignment to expert or experts, timelines and expected outcomes.

2.6.2 Final report submitted by the expert(s) for review and acceptance.

2.6.3 Extract of the minutes of meetings of sectional committees detailing acceptance of ARP and recommendation of honorarium disbursement.

2.6.4 Expert shall submit duly filled form for payment of honorarium. The honorarium form is attached as **Annex 1**.

2.6.5 For disbursement of honorarium, the file shall be put up to Accounts Department through e-office.

2.7 **Exemptions and exceptions** Any exemptions or exceptions to the SOP shall require approval from DG BIS.

Annex 1**Form for payment of Honorarium to TC Experts for completed ARPs****A. Details of Beneficiary/Expert for Completed Action Research Project (ARP)**

i.	Name (As per bank records)	
ii.	Brief Description of ARP Completed and concerned Sectional Committee	
iii.	Address	
iv.	Contact Number	
v.	Email-	
vi.	PAN Number	
vii.	Account No-	
viii.	Bank Name/ Branch-	
ix.	IFS Code-	

Undertaking

1. I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the Bureau of Indian Standards responsible.
2. The acceptance of payment of honorarium shall be as per rules of my organization.
3. I undertake to self-assess, pay residual income tax (if any) and file income tax return in respect of this honorarium.
4. I certify to the best of my knowledge, belief and understanding that the above declarations are correct.

Name of Expert:
Signature (With Date):

B. For BIS Internal Use

i.	ARP allotted individually or as member of Working Group	
ii.	Date of Allocation of Action Research Project	
iii.	Date of Submission of Action Research Project Report	
iv.	Date of Acceptance of Action Research Project Report by Sectional Committee	
v.	Amount to be paid as honorarium	
vi.	Recommendation of Member Secretary (Recommended for /Not Recommended)	

Name of Member Secretary
Signature:

Recommendation/Decision of Head of Technical Department :
(Recommended/Not Recommended/Approved/Not Approved)

Name of Head of TD:
Signature (With Date):

Decision of DDG, if Applicable :
(Approved/Not Approved/Not Applicable)

Signature (With Date):

Accounts Department