

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

हमारा संदर्भ: PNC09/19/2024-PNC-BIS

दिनांक: 27-05-2024

कार्यालय आदेश

विषय : मानकीकरण संबंधित

डीजी बीआईएस के निर्देशानुसार, कृपया अनुपालन के लिए कार्यालय आदेश संख्या 19 दिनांक 27-05-2024 संलग्न करें।

(प्रवीण कुमार)
वैज्ञानिक एफ और प्रमुख

बीआईएस इंटरनेट के माध्यम से परिचालित

BUREAU OF INDIAN STANDARDS
PLANNING AND COORDINATION DEPARTMENT

Our Ref: PNC09/19/2024-PNC-BIS

Date: 27-05-2024

Office Order

Subject: Standardisation Related

As directed by DG BIS, please find attached an office order no 19 dated 27-05-2024 for Compliance.

(Praveen Kumar)
Scientist F & Head

Circulated to all concerned through BIS Intranet

OFFICE ORDER

For efficient Management of Standardisation activities every month, Heads of Standardisation Departments are advised as follow:

1. Read & Examine 10-15 Preliminary/WC Drafts to check adequacy of data/evidence gathering efforts, materials presented for validation and the quality of drafting.
2. Identify Instances of delay or stalemate on any draft/issue, and intervene by talking to the TC Chair and members.
3. Ensure that the Annual Calendar of TC meetings is adhered.
4. Keep note of inactive members in TC/SC or WG.
5. Interact with the Search Committee of the Divisional Council and take up with SCMD to bolster the TC membership.
6. Ensure onboarding session for the newly inducted members is organised immediately.
7. Monitor that the signing of the declaration by the members regarding comments on P drafts, etc, and adoption of resolutions on the day of the TC meeting itself, are being complied with.
8. Review the progress of ARPs regularly.
9. Monitor work of Working Groups & ensure the assigned tasks are completed on time.
10. The need for an R&D Project is duly attended to by the TC concerned in respect of each and every standard under development or review.
11. Ensure that the Member Secretaries prepare the draft ToRs in a proper manner.
12. Monitor the progress of R & D projects and provide necessary support where ever needed.
13. Draw up a plan for the participation of officers in Seminars/Workshops/Exposure Visits.
14. Ensure close coordination with the Consultative Groups on Sustainability.
15. Prepare a plan for consultations on important standards at the WC Draft stage.

16. It is to be ensured that NWIPs from ISO/IEC are examined carefully to decide the level of engagement of BIS.
17. Exercise Due diligence to identify experts to represent BIS in the TC/WG at ISO/IEC level.
18. Ensure that briefing and debriefing sessions for experts at ISO/IEC level are held scrupulously.
19. Ensure that a brief, informative summary of important standards published during the month is prepared and uploaded on the BIS Website.
20. New/revised standards fit to be covered under QCOs/fit to be discussed in Manak Manthan/ requiring creation of testing facilities are to be brought to the notice of CMD/BOs/LPPD respectively.
21. Identify the need for consultants and Young Professionals and inform SCMD.
22. Motivate the TC members to write articles and reference materials on standards.
23. Organise Consultations with the ministry officials on the Annual Programme for Standardisation.
24. Organise Consultations with the Standardisation Cells of the Industry Associations.
25. Nurture the culture of hard work, sincerity and a sense of purpose in the department.

(Praveen Kumar)
Scientist F & Head (P&C)

Heads of Standardisation Departments

CC: DDG (Std-I & Std- II)