

टीएनएंडएमडी

संदर्भ: टीएनएमडी/एसपी/4:2

25 अगस्त 2023

**विषय: शाखा कार्यालयों द्वारा संसाधन सहायता टीमों के गठन के लिए संशोधित दिशानिर्देश।**

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

(डीएमएस श्रीनिवास)  
वैज्ञानिक 'सी' (टीएनएमडी)

वैज्ञ. एफ एवं प्रमुख (टीएनएमडी)

मुख्यालय के सभी विभागों/ क्षेत्रीय एवं शाखा कार्यालयों/ प्रयोगशालाओं को परिचालित (इंट्रानेट के माध्यम से)

TN&MD

Ref: TNMD/SP/4:2

25 August 2023

**Subject: Revised guidelines for formation of Resource Support Teams by BOs**

All Department at HQs/Regional Offices/Branch Offices/Labs may kindly see the attached circular on the subject mentioned above for compliance.

(DMS Srinivas)  
Sc. 'C' (TNMD)

Sc F & Head (TNMD)

Circulated to all Department at HQs/ROs/BOs/Labs (Through Intranet)

**BUREAU OF INDIAN STANDARDS**  
**THINK, NUDGE & MOVE DEPARTMENT**

Our Ref: TNMD/SP/4:2

25 Aug 2023

Doc. No: TNMD/RST/3, Aug 2023

**Sub: Revised guidelines for formation of Resource Support Teams by BOs**

**I.** The revised guidelines for formation of Resource Support Teams by BOs have been last circulated on 08 Feb 2023. Further modifications were felt necessary and recommendations were received from BOs to modify the existing guidelines. The following revised guidelines are approved by the CA,

The members of the Resource Support team may be drawn from amongst:

- Faculty from Engineering & Science Colleges and other professional Institutes
- Research Scholars from Science stream
- Members of BIS Technical Committees
- Industry personnel with technical know-how and expertise
- Active Mentors of Standards Clubs
- COs/VOs/NGOs (as per the guidelines for Standards Clubs)
- Ex-BIS Officers (including Lab Officers)
- Retired Scientific and Government Officers
- Students pursuing post-graduation courses

**II. Activities to be carried out by Resource Personnel (RPs):**

BOs may engage a minimum of 50 such Resource Personnel in their team. A familiarization programme should be held for RST members to explain the need for RST; Standards Promotion activities being done by BO including the activities of Standards Clubs and the role of the Resource Support Team in conducting these activities. Resource Personnel to be utilized for various activities being undertaken for a combination of activities with the same or different stakeholders on a given day or on multiple days. The activities listed below may be carried out by the Resource Persons:

1. Facilitating Standard Club activities (Schools & Science Colleges) like
  - ❖ Orientation of Standards club members
  - ❖ Competitions such as Quiz, Essay-writing, Debates etc. on Quality and Standards Ecosystem
  - ❖ Awareness Programmes - Seminars and Workshops on Quality and Standards related subjects and their role in the upliftment of the quality of life and economic development
  - ❖ Standards writing competitions
  - ❖ Conducting Lessons plan activities under Learning Science via Standards
2. Standards Club activities (Engineering Colleges) like
  - ❖ Standards Writing Competition
  - ❖ Workshops / Seminars on specific standards, workshops on areas for developing new standards, industry-oriented projects on standards, etc.
3. Training of Mentors of Standards Clubs
4. Training of Manak Mitra for the Quality Connect Programs
5. Training of Science teachers (other than Mentors) and Laboratory personnel of schools

6. Exposure visits to Industries and labs for Students and for Industry personnel
7. Orientation and training of New Resource personnel
8. Quality Connect, Walkathon and Quality Walk
9. DLOs training programme, Sub-districts level officers training programme
10. Consumer Awareness Programmes
11. Awareness Programmes for Industry and Industry associations on the Indian Standards and QCOs
12. Participation in Manak Manthan Programmes
13. Managing BIS Stalls at Trade Fair etc.
14. Facilitating celebration of Special Days like World Standards Day, National Consumers Rights Day, Science Day etc.
15. Special Campaigns and Drives during important days like Road Safety Week, collaborating awareness programs with Jago Grahak Jago etc.

### **III. Honorarium & Transport Facilities:**

The following honorarium is made applicable for engaging Resource Personnel for Standards Promotion Activities:

- i) Rs. 1,500/- per activity requiring up to 2 hours work
- ii) Rs. 2,500/- per activity undertaken per session (Forenoon or Afternoon)
- iii) Rs. 5,000/- for whole day engagement activity

### **IV. Travel and Stay facility:**

Resource Support Team should be formed in a manner that its members are spread throughout the BOs jurisdiction to minimize the travel involved. Taxi shall be provided/reimbursed as per the rates to RST members for travel up to 125 km one way. In case RST members have to travel for a longer distance than above, then II AC fare shall be reimbursed for travel between nearest stations. For local conveyance is as per entitlement as applicable to Pay Level in Pay Matrix 6 to 13 of Central Government employees as per Para D. (i) of Annexure of OM No. 19030/1/2017-E.IV dated 13 July 2023.

However, in special cases, as authorized by Head BOs with proper justification, journey may be performed by any other mode, the entitlement will be limited to Pay Level in Pay Matrix 6 to 13 of Central Government employees as per Para D. (i) of Annexure of OM No. 19030/1/2017-E.IV dated 13 July 2023.

For cases where the activities may be spread across multiple days, Head BOs may permit accommodation to RST members limited to the Level 9 to 12 given under 12 iv a) of Bureau of Indian Standards, (Terms and Conditions of Service of Employees) Regulations, 2020.

The honorarium would be calculated based on actual duration of the activity only excluding travel and stay.

### **V. Expenditure:**

Expenditure incurred on honorarium, transportation facility and accommodation shall be utilized from the Standards Promotion budget allocated to ROs/BOs under then budget head Code 3101 and 3102 as applicable keeping in view the type of activities for which services of RP were utilized.