भारतीय मानक ब्यूरो
योजना एवं समवन्य विभाग
PLANNING & COORDINATION

संदर्भ : पी एंड सी/ सामान्य – जी -1 19-05-2023

कार्यलय ज्ञपान

As per the direction of DG-BIS, DDGs at Headquarters should submit the monthly status of progress in respect of the issues indicated against their activities in **ANNEX A** (enclosed) to DG-BIS by 7th of the succeeding month.

चित्रा गुप्ता 19/5

Chitra Gupta
DDG (FMCD,HMD,P&C & REG)

Circulated through Intranet to :

DDG (Certification & CSMD)

DDG (Standardization-II)

DDG (DDG Standardization-I)

DDG (FMC,HM & Registration)

DDG (Laboratory)

DDG (ITS, PRT & TNM)

DDG (IR & TIS, MSC & SCMD)

For Information :

PS to DG – ***For DG's information***

ADG

ANNEX A

Monthly Process Report

1.	**Certification & CSMD**
	a) Applications for GoL pending beyond the timeframe prescribed for disposal
	b) AIF applications pending beyond prescribed timeframe
	c) Analysis of the poorly performing BOs and Officers as per the Efficiency Index
	d) Analysis of Deferment and Suspension Cases pending for more than six months
	e) Failure analysis of samples and follow-up action
	f) Status of updation in BIS website of : i. QCOs ii. Details of Licensees on our Website are updated
	g) Any other important development(s) that the Activity Head wants to bring to the notice.
2.	**Standardisation**
	a) Research Projects commissioned
	b) New Work Items from ISO/IEC taken up for consideration
	c) Review work assigned to Standardisation Cells
	d) International Seminars attended
	e) Inactive members identited and action taken
	f) New experts identified and inducted into TCs or WPs
	g) Analysis of NWIPs based on International Standards
	h) Any other important development(s) that the Activity Head wants to bring to the notice.
3.	**FMCD**
	a) Factory visits planned for the month and carried out

	b) Analysis of reasons for failed visits
	c) Special Reports submitted by visiting officers
	d) Cases of undue delay in getting lab reports
	e) MS planned and carried out
	f) Failure Analysis of samples
	g) Any other important development(s) that the Activity Head wants to bring to the notice.
4.	**CRS**
	a) New products under Registration
	b) Country-wise break-up of new licenses
	c) Status of Market Surveillance
	h) Any other important development(s) that the Activity Head wants to bring to the notice.
5.	**Hallmarking**
	a) No. of new A&H centres recognized
	b) No. of deficient district covered
	c) No. of new Jewellers registered
	d) No. of samples drawn under market surveillance
	e) Failure analysis of test report of samples and follow-up action
	f) Training programme(s) during the month
	g) Awareness programme conducted during the month
	h) Important policy decisions taken during the month
	i) Any other important development(s) that the Activity Head wants to bring to the notice.
6.	**Labs**
	a) Update on Gap Analysis of lab facilities in respect of products under QCOs
	b) New facilities added in BIS labs and under LRS
	c) Applications for Recognition or Inclusion pending beyond prescribed time-frame

	d) Audits planned for the month and carried out
	e) Instances of automation of equipments
	f) Any other important development(s) that the Activity Head wants to bring to the notice.
7.	**Training**
	a) Programmes planned for the month and carried out
	b) New Resource Persons/faculty identified
	c) Important documentation
	d) Any other important development(s) that the Activity Head wants to bring to the notice.
8.	**TNMD**
	a) Analysis of the performance of BOs in terms of SP activities
	b) Programmes taken up with NGOs and CO
	c) Important documentation
	d) Any other important development(s) that the Activity Head wants to bring to the notice.
9.	**IRD**
	a) Analysis of action for implementation of MoUs
	b) Proposals for ballots received and responded to
	c) NWIPs and new TCs proposed,
	d) Onboarding of new experts
	e) ISO meetings attended by Indian delegation & Important outcomes.
	f) Any other important development(s) that the Activity Head wants to bring to the notice.
10.	**SCMD**
	a) Standardisation Cells created and training held for them Annual Programmes for Standardisation received

	b) Activities for stakeholder engagement
	c) Activities concerning Educational Outreach
	d) Important documentation
	e) Any other important development(s) that the Activity Head wants to bring to the notice.
11.	**MSCD**
	a) Organisations contacted and brought under certification
	b) Advocacy Programmes held
	c) Audits planned and carried out
	d) Important documentation
	e) Any other important development(s) that the Activity Head wants to bring to the notice.