

टी.एन. एंड एम.डी.

संदर्भ: टी.एन.एम.डी./47

13 जुलाई 2021

विषय: 'भारतीय मानक ब्यूरो की कॉर्पोरेट सामाजिक उत्तरदायित्व (सी.एस.आर.) की गतिविधियों पर दिशानिर्देश' - कार्यालय आदेश

भारतीय मानक ब्यूरो के सभी क्षेत्रीय कार्यालयों/ शाखा कार्यालयों से अनुरोध है कि उपरोक्त विषय से संबंधित संलग्न कार्यालय आदेश का अनुपालन हेतु अवलोकन करें।

(नवीन)  
अनु. अधि. (टीएन एंड एमडी)

वैज्ञा. एफ एवं प्रमुख (टीएन एंड एमडी)

सभी क्षेत्रीय कार्यालय/ शाखा कार्यालय (इंट्रानेट के माध्यम से)

TN & MD

Ref: TNMD/47

13 July 2021

Subject: Office Order on 'Guidelines on Corporate Social Responsibility (CSR) Activities of BIS'

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

(Navin)  
SO (TN & MD)

Sc F & Head (TN & MD)

All ROs/BOs (Through Intranet)

**Bureau of Indian Standards**

(DDGPRT Secretariat)

**Office Order**

**Subject: Guidelines on Corporate Social Responsibility (CSR) Activities of BIS**

Bureau of Indian Standards, the 'National Standards Body' of India is a premier institution for formulation of National Standards, for providing Conformity Assessment Schemes to the Industry, and to provide third-party testing services to the stakeholders. BIS has also grown in multiple of its support activities including Training Services, Grievance Handling Mechanism, Consumer Affairs, Action Research, etc.

In keeping with the overarching goal of BIS of creating a robust quality ecosystem in the country and the importance of CSR activities in furthering that goal, following guidelines are issued in regard to the planning, execution and monitoring of CSR activities:

1. Basic objective of the activities identified under the CSR should be to build the capacity of the stakeholders critical to the creation and strengthening of the quality consciousness in the country in terms of the knowledge and understanding of the factors conducive to the quality ecosystem and the resources necessary to adopt or adapt to the appropriate processes and practices. Besides, the CSR activities should also be aimed at improving the visibility, credibility and brand image of BIS as an organisation dedicated to creating and strengthening the quality ecosystem.
2. The stakeholders that the CSR activities can be conceived for include the following:
  - i) Micro and Small industries;
  - ii) Cottage industries, making significant contributions to the national economy.
  - iii) Clusters in the unorganized sector, beneficial to the national economy.
  - iv) Educational institutions imparting science education.
  - v) Research Institutions conducting extension programmes.
  - vi) Government organisations implementing programmes that impact quality of life.
  - vii) NGOs and consumer organisations working for promotion of standards and quality issues.
3. Following should be considered while identifying and planning the CSR activities for the stakeholders mentioned above:

**3.1. Micro and Small industries:**

- a. Setting up of cluster-based labs.
- b. Setting up of product-specific Satellite Labs.
- c. On-Site and Institutional Training of the quality control personnel.
- d. Training of the management personnel on Management Systems.
- e. Exposure visits for their personnel to the factories and labs.

- f. Sponsoring the personnel for appropriate courses in NITS, ITS or other professional institutions.

**3.2.Cottage Industries and Manufacturing Units in unorganized sector:**

- a. Any of the activities enumerated above for the Micro and Small Industries.
- b. On-site or institutional training of the artisans.
- c. Construction of modern worksheds/workshops.
- d. Providing facilities for health and hygiene at the workplace.
- e. Creche or Child care centres for the children of women workers.
- f. Provision for the industrial safety and protective gears.
- g. Counselling and guidance regarding the social safety net available to them from the government.

**3.3.Educational Institutions imparting science education:**

- a. Formation of Standards Clubs.
- b. Setting up/strengthening Science Laboratories.
- c. Exposure visits for the students to factories, labs and prominent institutions.
- d. Short-term courses for the teachers/faculty on standards.
- e. Introduction of customized courses in ITIs or Skill Development Centres.
- f. Community-level awareness programmes by the students.
- g. Sponsoring students for post-graduation or PHD courses related to standards.

**3.4.Research Institutions conducting extension programmes:**

- a. Training of extension workers or community leaders on standards.
- b. Awareness programmes aimed at promoting standards.
- c. Sponsoring the scientific personnel for appropriate courses.
- d. Publication of documents.
- e. Sponsoring interns from the institutions.

**3.5.Government organisations implementing programmes that impact quality of life:**

- a. Formation of Standardisation Cells.
- b. Customised training programmes for integration of standards with schematic guidelines.
- c. Formation of Standardisation Cells at the district level.
- d. Training of grass-root level formations on quality issues.

**3.6.NGOs and Consumer Organisations:**

NGOs and Consumer Organisations working in the Health, Education, Disaster Management, Environment, Urban Planning, Road Safety, Women & Child Welfare, Energy-efficient Construction, Agriculture, Irrigation, Allied Activities of Agriculture, Food Processing, Industrial Safety and Labour Welfare may take up the activities mentioned in the preceding paragraphs or any innovative activity that contributes to the strengthening of the quality ecosystem in the country.

- 4. There shall be a Planning and Monitoring Committee for CSR Activities (PMCCSRA) at the Branch Office with the following composition:

- i) One leading academician familiar with the Standards and Conformity Assessment – Chairperson.
  - ii) Representative of the Consumer Affairs Department in the state concerned (not below Joint Secretary level) – Member.
  - iii) Representative of the Industry Department in the state concerned (not below joint secretary level) – Member.
  - iv) Representative of a prominent management institution – Member.
  - v) Head, Branch Office – Member Secretary.
5. The PMCCSRA shall examine the proposals for CSR activities and recommend the ones to be taken up during the year. The Committee may hold more than one meeting, as and when required, for this purpose, and may invite an expert to help it in this exercise, if deemed necessary.
  6. The proposals for the CSR activities may be put up by the Branch Office itself and can be invited from the stakeholders either through Expression of Interest or by approaching them directly, depending on the nature of activities to be taken up.
  7. For the NGOs and Consumers to be able to submit a proposal for CSR activity of BIS, Registration on the Consumer Engagement Portal will be mandatory.
  8. The recommendation of the PMCCSRA shall be sent to the Bureau Headquarters in the Think, Nudge & Move Department (TNMD).
  9. The Consumer Affairs Advisory Committee shall examine the recommendations received from the Branch Offices and make its recommendations in regard to the proposals to be taken up for implementation.
  10. DG, BIS shall have the authority to accept or reject the recommendation of the Advisory Committee.
  11. It shall be mandatory for the DDG, BIS handling the subject to obtain the views of Finance and Legal Affairs departments before putting up the file for the decision of DG, BIS.
  12. The decision to release the fund, whether as advance or in instalments and size of the advance or instalments shall be taken on the case-to-case basis or as per the norms laid down by the Executive Committee of BIS.
  13. DG, BIS shall submit a report to the Executive Committee on the CSR activities approved and the status of their implementation in its quarterly meetings.
  14. The implementation of the CSR activities shall be monitored closely by the Head, Branch Office and the DDG of the Region concerned, and the Bureau shall arrange for the periodic audit of the implementation of CSR activities by deputing the auditors trained for the purpose.

15. Head, Branch Office shall stop further release of funds and seek explanation in cases of undue delay in the implementation of the approved activity or violations of the approved norms or terms and conditions. All such cases shall be reported to the Bureau Headquarters for decision on punitive action to be taken.
16. Head, Branch Office and DDG for CSR activities should submit a report on the implementation of the approved activities to the PMCCSRA and Advisory Committee on Consumer Affairs respectively for information and advice.
17. The agencies desirous of applying for CSR activities or implementing them shall be bound to comply with the guidelines issued by the bureau and use the formats for submission of proposal or reports online or offline, and must extend all the necessary cooperation to the Bureau officials or audit team of the Bureau in the audit or monitoring of the implementation of the activities.
18. Records pertaining to the CSR activities shall be maintained as instructed by the Bureau and be available for inspection and audit.
19. The Bureau shall publish an annual report on the CSR activities, and take steps for the documentation of the success stories.
20. Third party evaluation of the CSR activities should also be commissioned at appropriate intervals.
21. A CSR Cell will be created with three management professionals, at least one with experience of research work, in the TNMD to aid the Bureau in the effective discharge of the CSR related functions.
22. TNMD shall issue activity-specific guidelines and ensure necessary upgradation in the Consumer Engagement Portal to facilitate the process flow of CSR activities. Activities under the CSR initiative are to be carried out strictly in accordance with the guidelines issued. Guidelines for Formation of Standards Club have already been issued vide TNMD circular ref TNMD/SP/4 dated 22 Apr, 2021. Similarly, guidelines for other activities will also be issued in due course.
23. These guidelines come into force from the financial year of 2021-22.
24. This issues with approval of DG, BIS.

-sd-

**Nishat S. Haque**  
Sc. F & Head (TNMD)  
*Officiating* (DDGPRT)

Ref: TNMD/47

Circulated through BIS Intranet