

BUREAU OF INDIAN STANDARDS
DG SECRETERIAT

OFFICE ORDER

With a view to facilitating effective implementation of the SNAP 2022-27 and streamlining the functioning of the Standardisation Departments aimed at making BIS a future-ready organization in the true sense of the term, following guidelines are issued with immediate effect:

1. Annual Programme for Standardisation

- a) SCMD shall be responsible for timely communication with the Central Government Ministries/Departments, State Governments and Industry Associations for Annual Programme for Standardisation (APS).
- b) Each of the Standardisation Departments will examine the information pertaining to its domain area, received in response to the above letters, and share its comments with SCMD, which shall be responsible for conveying the decision of the BIS to the Ministries, Departments, State Governments and Industry Associations concerned.
- c) For shared understanding of the APS and role clarity among different stakeholders, SCMD will chalk out a programme for the training of the members of the Standardisation Cells in Ministries, Departments and Industry Associations in collaboration with NITS.
- d) SCMD will prepare Quarterly Progress Reports in respect of the APS and share with the relevant stakeholders.
- e) Timelines for the activities mentioned above for planning APS of a financial year shall be as follows:
 - i. Letters to Ministries, departments etc. - By 31st December of the preceding year.
 - ii Submission of APSs - 31st January of the preceding year.
 - iii. Comments by Technical Departments to SCMD - 15th February of the preceding year.
 - iv. Conveying the Decision of the BIS - 28th February of the preceding year.
 - v. Workshops with Standardisation Cells - In the month of March.



2. Identification of emerging areas for Standard Formulation and Updation

While SNAP and APS will be the principal sources in this regard, it is necessary to have a set of dynamic processes in place for staying abreast of the latest technologies and processes in manufacturing and services sectors. This will be ensured through the following measures:

- a) It will be made mandatory for the manufacturing in the country to self-declare the standards followed by them, and an online portal will be created for the purpose to create a centralized database on the Indian Standards in action, products or processes without Indian Standards and those for which the Standards of other SDOs are being followed.
- b) ITSD will create a database on the faculty members of the prominent technical and professional institutions with which BIS has signed an MoU or is in partnership for education on standards to help the Standardisation Departments interact with them for suggestions on new areas for Standard formulation.
- c) Each of the Standardisation Departments will maintain updated information on important national and international level major events in the sectors relevant to them and ensure that the officers dealing with subject related to those sector attend the events.
- d) Each of the Standardisation Departments will maintain updated information on the start-up ecosystem in the sectors relevant to them and organise consultations with them - at least two in a year.
- e) In addition to staying informed of the standardisation activities at the ISO and IEC levels, the Standardisation Departments will keep track of the new standards developed or revised by other prominent NSBs or regional bodies.
- f) SCMD shall ensure subscription of important journals, magazines and research papers and have a team of professionals in place to scan important articles and share them with the Standardisation Departments.

3. Identification of domain area experts for inclusion in DCs and TCs

- a) PRTD will invite Action Research papers on important areas taken up or to be taken up for standardisation through advertisement in newspapers and on social media once a year and best of five papers chosen by Expert Panels will be awarded prizes. The prize-winners will also be shortlisted for awarding membership of TCs or subject-specific working panels, based on the need and interest shown by them.



- b) Active members of the Standardisation Cells will be identified for inclusion in TCs or working panels.
- c) In case of important standards under development at BIS or ISO / IEC level, Expression of interest may also be issued for identification of experts.
- d) Absence from two consecutive or more than one-third meetings of the TC in a year shall be viewed seriously and member be informed to reaffirm his/her commitment to continue or quit.
- e) In case of representatives of government organisations, a copy of this notice should go to the Ministry/Department and Head of the Organisation concerned too.
- f) Activities like National Science Congress awards like SS Bhatnagar Award to Young scientists shall be utilised for information on experts.

4. Efficiency in the functioning of TCs

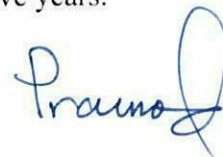
- a) Quarterly meetings of the TCs should be held, to the extent possible.
- b) Scope of TCs must be reviewed periodically to ensure that it is not too diffused and covers areas with no commonality of subjects or of little convergence. If necessary, the TCs should be split up with an inclusive scope.
- c) It shall be the responsibility of the DDG, Standardisation concerned to form a Joint TC for subjects that require the involvement of more than one TC, defining the scope of the work, appointment of the Chairperson and obtaining approval of the Divisional Council (DC) for the same.
- d) In some cases, Joint Working Panels may also be created by DDG, Standardisation, with clear direction regarding the TC the said Working Panel should report to.
- e) Meetings of the TCs should, as far as possible, be held in virtual or Hybrid mode.
- f) Physical meetings should be held not only at Manak Bhawan, but also at the Academic Institutions or at major Industrial Units or Associations.
- g) TA/DA, as per the norms decided by the Bureau, should be admissible to the members of DC and TC if they opt for it, irrespective of the organisation they belong to.
- h) Every Standard, new or revised, should have an Annexure, mentioning the names of the members of the TC and Working Panel, if any.

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- i) Each of the Member Secretaries will be provided with an Executive Assistant to help him/her in organising TC/WP meetings, drafting of agenda/minutes, contacting members, keeping record of communications received etc.
- j) Convener/Head of the Working Panel may be assigned the support of a Data Entry Operator, if a request for this is received.
- k) Standardisation Portal will have pictures of the members of TC and WP against the Standard developed by them.
- l) Heads of the Standardisation Departments shall be responsible to ensure that a Mirror Committee is constituted for each of the ISO/IEC TCs BIS is a P member of, and a member or two nominated to represent BIS.
- m) Each of these nominated members should get training at NITS on the functioning of the TCs and related systems at ISO/IEC for effective participation.
- n) A report must be obtained from the persons attending a TC meeting or any meeting at ISO/IEC level, physically or virtually, on the specific issues concerning the interests of the BIS, and should form part of the presentation by DDGs in the monthly SoMs.

5. Review of Standards

- a) Each of the Member Secretaries shall examine the existing standards, more than 5 years old, to identify:
 - (i) those having become redundant and obsolete because of a new standard having been developed or the product, process or Test Method itself having become obsolete,
 - (ii) standards, which might not have become obsolete, but does not need to be taken up for revision because of limited use or little possibility of any change in the pattern of use, and
 - (iii) those, which can be merged together for better clarity.
- b) The Annual Programme for Review of standards shall be prepared only after this prioritization has been done.
- c) Each of the Scientific Officers upto D level, irrespective of his/her place of posting, be assigned a list of standards to be revised in the coming five years - 4 standards every year, with year-wise sequence of review.
- d) Scientific Officers of E and F levels will be assigned two and one Standards for review in a year respectively with a list of standards to be reviewed in five years.



- e) Each of the Standardisation Departments will identify Industry Associations and the standards to be assigned to them for review.
- f) Action Research based approach shall mandatory be followed for the review of standards.
- g) Each of the Departments shall inform SCMD in regard to the new or draft standards it would like Manak Manthan to be organised by the Branch Offices.
- h) No reaffirmation of an existing Standard shall be done, unless as a conscious decision not to review the standard has been taken and in such cases, a disclaimer be shown against the standard that it is not taken up for review.
- i) While taking up review of any standard or development of any new standard, a whole product cycle approach should be adopted.

6. Aligning Indian Standards to international standards for better integration of the country's economy with the global supply chain:

- a) TCs should take up the deliberations on the need for revising the Indian Standard or desirability of adopting the ISO/IEC standard, on the receipt of the draft ISO/IEC standard itself.
- b) The TC member or experts representing BIS should be suitably briefed about the needs and concerns of the BIS, so that those are articulated effectively in the ISO/IEC level deliberations. This will facilitate easier and faster adoption.
- c) Revision of the corresponding Indian Standard or formulation of a new Indian Standard should be taken up only if the ISO/IEC standard does not address the needs and concerns of BIS.
- d) SCMD shall coordinate with the Ministry of Commerce in regard to the major items of region/country-wise export and import to examine if the standards of those countries are aligned to Indian Standards.
- e) SCMD should organise consultation with Export Promotion Councils for better preparedness in this regard.
- f) IRD should ensure that BIS is representative in important task forces and working groups created by ISO/IEC.



7. Addressing the issue of Sustainability

- a) Every new standard being developed or existing standard being reviewed shall be examined from the viewpoints of:
 - (i) the carbon footprint of the raw material or intermediate products used for the product,
 - (ii) the carbon footprint of the process of manufacturing,
 - (iii) Climate-friendly alternatives available, and
 - (iv) nature of the waste or by-products and their safe disposal or recycling.
- b) The format of the standard shall be revised suitably to include the paras on sustainability.
- c) Each Department shall create a panel of experts to advise it on the latest developments in sustainable and smart manufacturing.
- d) Departments should use the consultations with industry, industry associations and start-ups to glean information on their approach and innovations to reduce carbon footprint.
- e) PRTD should prepare a plan of action for the factory visits by interns to collect information on sustainable manufacturing processes adopted by the industry.
- f) SCMD should work closely with Niti Aayog for policy directives in sustainability and circularity in the identified areas to ensure that appropriate standards are made available on time.
- g) One of the discussion points in the workshops with Standardisation Cells should be the policy and approach of the Ministry/Departments on Sustainability
- h) NITS should start a lecture series: Sustainability Dialogues.

8. Promoting the culture of Research


- a) Research is fundamental to formulation of good standards. Every Scientific Officer working as Member Secretary, in consultation with the TC concerned, will identify the subjects for Research, which may be of short or long duration.
- b) Research work can be awarded to the Academic Institutions BIS has MoU with, individual experts, and R&D organisations, as per the norms in this regard, or to other agencies through bidding process.



9. Support Mechanism for Standardisation

- a) One Scientific Officer should not manage more than 150 Standards. The strength of the Departments for Standardisation will be worked out accordingly.
- b) Each Department will be provided with a five-seven member team of Young Professionals to help it in the varied kinds of planning and coordination, information gathering and analysis, and engagement issues.
- c) SCMD will have the strength of one Head, four Scientific Officers, seven Young Professionals and a PSG with one Chief Consultant and four Management Executives.
- d) SCMD will ensure that access to international standards is made available to the officers/experts at the earliest, preferably within a week.
- e) DDGs will review the status with Heads on all the points covered under these guidelines once every month and will be required to make a presentation in the SoM every month.

These guidelines supersede all the previous instructions/guidelines in regard to and to the extent of the subject covered herein.


(Pramod Kumar Tiwari)
Director General

- Circulated to all concerned