

BUREAU OF INDIAN STANDARDS
मानक समन्वय एवं निगरानी विभाग
(Standards Coordination and Monitoring Department, SCMD)

Our Ref: एससीएमडी/SCMD/G-32/6/2021

03 February 2022

Subject : Guidelines for Recognition of Contributions of Technical Committees and its Members

The 'Guidelines for Recognition of Contributions of Technical Committees and its Members' duly approved by the Competent Authority is attached for implementation by all concerned.


(Lalthan Pari)
Scientist-E & Head
SCMD

परिचालित/Circulated to : All concerned

GUIDELINES FOR PRESENTING 'BIS COMMITTEES OF THE YEAR' AWARDS

1. Objective

To recognize the significant contribution and outstanding performance of a BIS Sectional Committee or Subcommittee in the development of Indian Standards.

2. Eligibility

Any Sectional Committee or Sub-Committee of BIS would be eligible for the award. The award shall be given to one of the Sectional Committees or Sub-committees under each Divisional Councils on annual basis.

3. Nomination

Nomination for the award can be submitted by any Sectional Committee/Sub-Committee (by the Chairperson or a Member). Nominations should be submitted to the Member Secretary of the Committee by 30 April of the year in the prescribed form (**Annex A**).

4. Sectional Process.

A Selection Committee for each Division Council comprising of the Chairperson of the Division Council, the Head of the Technical Department concerned (Member Secretary of the Division Council) and two other members of the Council as nominated by the Council (to be decided every year) shall review the nominations received against the defined selection criteria and submit its recommendation by 31 July of the year. The recommendation of each of the Division Councils on their respective awardees shall be placed for approval to DG BIS through the Activity Head/DDG concerned by 31 August of the year. A Selection Committee of a Division Council, based on its assessment, may choose not to recommend a committee for the award.

5. Selection Criteria.

The selection shall be based on the following criteria.

- The size and portfolio of the committee's work, including of any work plan
- Management of current work program with priority setting, development of need based standards having high degree of relevance, ensuring timelines of standard development
- Timely review & up-dating of standards
- Number of standards published
- Good meeting dynamics with - timely meetings, ensuring adequate agenda items and good level of participation of members.
- Good coordination & communication internally with reporting by subordinate committee

- Promotional activities of committee work through workshops, conferences, seminars and trainings
- Contributions to international standards activities
- Specific achievements that are outstanding in nature including of any committee level innovations.

6. Award and presentation

The award shall comprise of a plaque and a certificate which shall be presented on the occasion of World Standards Day celebration each year to be received by the Committee Chairperson/Convener or a member or its Member Secretary.

Annex A

Nomination Form – ‘BIS Committees of the Year’ Awards

Part A (to be filled in by the person nominating)

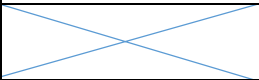
Technical Department	
Nominated Sectional Committee/Sub-committee (Number & Title)	
Statement of Contribution and Performance of the Sectional Committee or Subcommittee	
➤ The size and portfolio of the committee’s work, including of any work plan	
➤ Management of current work program with priority setting, development of need based standards having high degree of relevance, ensuring timelines of standard development	
➤ Timely review & up-dating of standards	
➤ Number of standards published	
➤ Good meeting dynamics with - timely meetings, ensuring adequate agenda items and good level of participation of members.	
➤ Good coordination & communication internally with reporting by subordinate committee	

➤ Promotional activities of committee work through workshops, conferences, seminars and trainings	
➤ Contributions to international standards activities	
➤ Specific achievements that are outstanding in nature including of any committee level innovations.	
Name of person nominating	
Organization of the person nominating	
Role of the person nominating in the committee (i.e. chairperson/member)	
Signature	
Place	
Date	

Note - The completed form may be submitted to the Member Secretary of the concerned Committee.

Part B (to be filled by BIS Secretariat)

Remarks of Member Secretary	
Signature	
Name	
Designation	
Date	

Recommendations of the Selection Committee of Division Council <i>(To be filled by Head of Technical Department)</i>			
Composition of Selection Committee		Name & Designation	Organization
	Chairperson of Division Council		
	Member Secretary of Division Council		
	Member of Division Council		
	Member of Division Council		
Signature			
Name			
Designation			
Date			

Recommendation of Activity Head/DDG			
Signature			
Name			
Designation			
Date			

Approval/Rejection of Nomination:

Signature:

Name:

Designation:

Date:

**GUIDELINES FOR ISSUE OF
'LETTER OF APPRECIATION' TO COMMITTEE MEMBERS**

1. Objective

To recognize significant contribution of members of technical committees in developing standard(s) that can be considered to be a major development in the subject area and in national/international standardization.

2. Eligibility

Any individual can be nominated in his/her capacity as a member of a Committee/Sub-committee/panel including their Chairperson/Convenor.

3. Selection

3.1 Candidates may be nominated by fellow members, by the Chairperson/Convenor or Member Secretary of the relevant technical committee in the prescribed form (**Annex B**). The nomination shall be approved by the Activity Head/DDG concerned, based on the recommendation of the Head of the Technical Department.

3.2 The person nominating shall consider those individuals who have made significant contribution in an important recent standardization project (normally within the year preceding the date of nomination) involving the development of an Indian Standard/International Standard or a group of Indian Standards or a Handbook/Special Publication.

3.3 There is no limit on the number of certificates that can be issued.

4. Selection Criteria

The importance of the subject standard(s) and the contribution of the member in arriving at the technical content of standard(s), in drafting the standard(s) and in leading/evolving an agreed opinion on the subject shall form the criteria.

4.1 The following aspects shall be considered while recommending for letter of appreciation:

- a) Leadership in initiating a project.
- b) Technical inputs provided on standard(s) developed including during preparation of the draft standard.
- c) Draft document(s) developed (new Indian Standards/revision of existing Indian Standards).

- d) Technical comments/inputs provided on ISO/IEC documents/deliverables or major contributions made in developing International Standards.
- e) Exceptional contributions in leading standardization projects at national/international level.
- f) Initiatives taken/contributions in standards promotion work through workshops, conferences, seminars and trainings.

5. Form and presentation

The letter of appreciation shall be signed by DDG(Standardization). The Member Secretary shall also inform the organization that the member represents. A separate section in the Standardization Portal/BIS Website should carry details of all members who have been issued such letters of appreciation during the previous month.

Annex B

Nomination Form – Letter of Appreciation

Part A (to be filled in by the person nominating)

Technical Department	
Technical Committee (Number & Title)	
Name of member being nominated	
Name of the Organization being represented	
Role of the member being nominated in the committee (i.e. member/Convener/Chairperson)	
Contribution of the member being nominated in the standardization work of the Committee	
➤ Leadership in initiating the project.	
➤ Technical inputs provided on the standard(s) developed including during preparation of the draft standard.	
➤ Draft document(s) developed (new Indian Standards/revision of existing Indian Standards).	
➤ Technical comments/inputs provided on ISO/ IEC documents/ deliverables or major contributions made in developing International Standards.	
➤ Exceptional contributions in leading standardization projects at national/international level.	

➤ Initiatives taken/contributions in standards promotion work through workshops, conferences, seminars and trainings.	
Name of person nominating	
Organization of the person nominating	
Role of the person nominating in the committee (i.e. member/convener/chairperson)	
Signature	
Place	
Date	

Note - The completed form may be submitted to the Member Secretary of the concerned Sectional Committee.

Part B (to be filled by BIS Secretariat)

Remarks of Member Secretary	
Signature	
Name	
Designation	
Date	

Recommendations of Head of Technical Department	
Signature	
Name	
Designation	
Date	

Approval/Rejection of nomination:
Signature:
Name:
Designation:
Date:

**GUIDELINES FOR ISSUE OF
'CERTIFICATE OF EXCELLENCE' TO COMMITTEE MEMBERS**

1. Objective

To recognize members of technical committees for their long association with BIS and their outstanding technical contribution to National Standardization work.

2. Eligibility

Any individual who is a member of a BIS Sectional Committee/Sub-Committee/Panel or a Convenor of a Sub-committee/Panel or the Chair of a Sectional Committee, with at least five years of continuous association with the relevant Sectional Committee/Sub-Committee/Panel is eligible.

A person awarded a Certificate of Excellence shall not be eligible for nomination during the subsequent three years.

3. Selection

At the end of each financial year (i.e. 31 March), each Sectional Committee will be eligible to nominate one of its members for 'Certificate of Excellence' for his/her outstanding contribution during the previous period. In the case of member of Sectional Committee/Sub-Committee/Panel or of Conveners of Sub-committees/Panels, such nominations shall be made by the Chairperson of the Sectional Committee, while in case of the Chairperson of a Sectional Committee the nomination shall be made by the Chairperson of the Division Council. The nominations shall be submitted by 30 June of the year to BIS Secretariat in the prescribed form (**Annex C**). The nominations submitted shall be approved by DG BIS based on the recommendations of the Head of the Technical Department and Activity Head/DDG concerned.

4. Selection Criteria

The person nominating shall consider those individuals who have been associated with the work of the Committee for at least five years, have been actively engaged and made extraordinary contribution in the development of standards (national or international or both) during the period of association.

The following aspects shall be considered while recommending a member for a Certificate of Excellence:

- a) Initiatives taken and/or proposals made on new standards or revision of standards
- b) Contributions made in drafting documents as well as providing the technical inputs
- c) Commenting on draft documents and/or published Indian Standards on regular basis, leading to substantial improvements in these documents/standards.

- d) Substantial technical comments/inputs were provided on ISO/IEC document/deliverables
- e) Actively contributed as a delegate in international technical committee meetings or as Indian expert/representative nominated by BIS in any other committee(s) of International Standards bodies.
- f) Exceptional contributions in leading standardization projects of national or international committees
- g) Active contribution in promotion of committee activities and of standards through workshops, conferences, seminars or capacity building programmes in relevant areas.
- h) Inspiring other experts to involve in national/international standardization and participate in committees.
- i) Outstanding leadership provided to committees in providing strategic directions to the technical work and standards work plan, encouraging active involvement of members and high level of participation, in maintaining project timelines, in and relevance of existing standards, ensuring

5. Form and presentation

The Certificate of Excellence signed by DDG (Standardization) and DG BIS, shall be presented during the next meeting of the concerned Division Council or on any other appropriate occasion as decided by the concerned Activity Head/DDG. The Member Secretary shall also inform the organization that the member represents.

Annex C

Nomination Form – Certificate of Excellence

Part A (to be filled in by the person nominating)

Technical Department	
Technical Committee (Number & Title)	
Name of member being nominated	
Name of the Organization being represented	
Role of the member being nominated in the committee (i.e. member/Convener/Chairperson)	
Contribution of the member being nominated in the standardization work of the Committee	
➤ Initiatives taken/ proposals submitted for developing standards on new subjects	
➤ Contributions made in drafting documents	
➤ Commenting on draft documents and/or published Indian Standards	
➤ Technical comments provided on ISO/IEC document/deliverables	
➤ contribution as a delegate or as expert or representative in international committees	
➤ Exceptional contributions in leading standardization projects at national/international level.	

➤ Active contribution in promotion of committee activities and standards	
➤ Inspiring other experts to involve in national/ international standardization	
➤ Outstanding leadership provided to committee	
Name of person nominating	
Organization of the person nominating	
Role of the person nominating in the committee (i.e.member/convener/chairperson)	
Signature	
Place	
Date	

Note - The completed form may be submitted to the Member Secretary of the concerned Sectional Committee.

Part B *(to be filled by BIS Secretariat)*

Remarks of Member Secretary	
Signature	
Name	
Designation	
Date	

Recommendations of Head of Technical Department	
Signature	
Name	
Designation	
Date	

Recommendation of Activity Head/DDG	
Signature	
Name	
Designation	
Date	

Approval/Rejection of nomination:

Signature:

Name:

Designation:

Date:

