

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

हमारा संदर्भ : PNC09/18/2024-PNC-BIS

दिनांक: 11-01-2024

कार्यालय आदेश

विषय : कार्यालय आदेश

महानिदेशक, भारतीय मानक ब्यूरो के निर्देशों के अनुसार अनुपालन के लिए कार्यालय आदेश संलग्न है।

(प्रवीण कुमार)
वैज्ञानिक एफ एवं प्रमुख

बीआईएस इंटरनेट के माध्यम से परिचालित

Bureau of Indian Standards
Planning and Coordination

Our Ref: PNC09/18/2024-PNC-BIS

दिनांक: 11-01-2024

Office Order

Subject: Office Order

As per the directions of DG, BIS the Office Order is attached for compliance.

(Praveen Kumar)
Sc F & Head (P&C)

Circulated to all concerned through BIS Intranet

OFFICE ORDER

Subject: Guidelines for identification of subjects/ standards for Interns, Consultants, ARP and R&D

With a view to streamlining the exercise to be undertaken for the identification of subjects/ standards for Interns, Consultants, ARP and R&D, following guidelines are being issued for strict compliance:

1. For each Sectional Committee, a statement will be prepared in the following format in respect of the items for new works and revision included in the AAP for 2023-24:

A. NWIP (including current and carried over)

S No (i)	Title of the Subject (ii)	Stage of Development (published, under publication, FD, WCD, PD, WD, Action to be initiated) (iii)	Priority Grade (iv)	Mode of Execution: (Intern, consultant, ARP, R&D, Member Secretary on his/her own) (v)

B. Review (including pre-2000, and due for periodic review - current and carried over)-

Statement to be prepared in the below format.

S No (i)	Title of the Subject (ii)	Stage of Development (published, under publication, FD, WCD, PD, WD, Action to be initiated) (iii)	Priority Grade (iv)	Mode of Execution: (Intern, consultant, ARP, R&D, Member Secretary on his/her own) (v)	Action to be taken (vi)

2. Once the subjects/standards have been identified for the Mode of Execution, the next task is to look at the subjects/standards which do not figure against any of the priority grades. Here, the Member Secretary has to indicate one of the following actions:

- i. **NWIP-** drop or take up the subject for standard formulation
- ii. **Review-** (a) Archive, or
(b) Re-affirm and archive (for standards for review), or
(c) Review

3. Once this exercise is completed, the statement in the suggested format becomes the reference for the AAP of 2024-25.
4. It will give a correct picture of the items of work which will get carried over. NWIPs for the next year are expected to emerge from consultations with Ministries, Industry etc. Standards having become due for periodic review will get included. Pre-2000 standards will have to be identified for inclusion in the AAP.
5. As was done in case of the standards for review included in the AAP for 2023-24, the Member Secretary will have to indicate against each of the pre-2000 standards if it is to be archived and against each of the standards due for periodic review, if it is to be reaffirmed & archived.
6. This will leave them with those standards which are fit to be reviewed. The decision that will have to be taken at this stage is, which of the pre-2000 standards should be included in the AAP for 2024-25.
7. The primary criterion to decide whether to include a standard for review in the AAP is to be the need of/demand for the standard.
8. This ensures that the AAP for 2024-25 is ready for execution and there is clarity about the Mode of Execution of each of the work items included in the AAP for this year and the coming year.
9. Exercise, as mentioned above, in respect of the subjects/standards in the AAP for 2022-24 must be completed for each of the Sectional Committee by Friday, and the Heads of the Department will submit a certificate to the SCMD by 5 PM of 12th January, 2024 in this regard, and indicate the SC and Member Secretary, the exercise for which could not be completed and the reason thereof.
10. Non-compliance with the guidelines will be treated as dereliction of duty attracting major penalty.