

भारतीय मानक ब्यूरो
योजना एवं समन्वय विभाग

संदर्भ: P&C/97

13 अप्रैल 2022

OFFICE ORDER

In the interest of smooth and efficient functioning of the programmes and schemes of BIS and seamless and efficacious implementation of reform initiatives, and further, to create a culture of innovation, the duties and responsibilities of the DDG of a region are codified in the manner mentioned below:

1. Constant and continuous review of the implementation of Scheme-I of Conformity Assessment by holding weekly reviews with Heads of Branch Offices with the help of the Efficiency Index for BOs and Officers, Work Execution Report for the officers on Advance Dashboard of Manakonline and the Reports on the status of applications for GoL and Inclusion on Manakonline.
2. Effective implementation of the Factory and Market Surveillance Plans by ensuring the finalisation of the Monthly Plan of Action by 27th of the month, preparation of the plan in consultation with BIS Lab Heads in the region to facilitate regular flow of samples, weekly review of the implementation of the plans and immediate corrective action to address the instances of shortfall, review of timely despatch of samples, timely disposal of IRs and TRs, Follow-up with labs in cases of delay in issuing TRs and review of action taken in cases of failure of samples.
3. Review of formation and functioning of Standards Clubs, organising training for the Mentors of the Clubs, identification of non-performing Clubs and corrective action, selection of well-performing clubs and documentation of good practices.
4. Organizing product-specific Capsule Courses on Indian Standards in consultation with NITS.
5. Coordination with Academic Institutions and Plan of Action to be prepared for lectures on Indian Standards by Scientific officers.
6. Review of the organization of Exposure Visits for students and Industry.
7. Meetings State Government Officers and District Collectors for promotion of Indian Standards.
8. Encouraging and facilitating Case Studies on the impact of standards and conformity assessment schemes.
9. Publicity and Media Management.
10. Review of the implementation of the Internship programme.
11. Implementation of Hallmarking - performance monitoring of agents, timely despatch of samples and receipt of TRs, failure analysis and corrective action, timely audit of AHCs, awareness generation and training programmes.

12. Implementation of Management System Certification Schemes - Plan of Action, sensitisation programmes, timely audits, capacity-building of auditors, documentation of success stories.

13. Periodic meetings with OSLs and major users for insights into the need for review of standards.

14. Efficient Financial Management

DDG(Region) shall be required to submit a detailed account of the important developments through a DO letter to DG by 5th of the every succeeding month.

This issues with the directions of DG,BIS and comes into force with immediate effect.

प्रमुख (योजना एवं समन्वय विभाग)

Copy to:

1. All DDGs at HQ
2. All DDGRs
3. BO Heads
4. Lab Heads
5. Other concerned