Our Ref: DDG(PRT)/PRT/15   **27 April 2020**
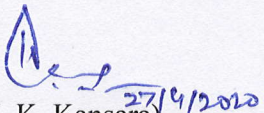
OFFICE ORDER

Subject: Delegation of Powers for approval of Nominations for Training Programmes

Training Policy of BIS, as approved by EC, makes learning one of the fundamental values of the Organization not only for efficient discharge of duties but also enabling overall personality development through on-the-job, generic and focused training to employees. NITS has been catering to the training needs of industry &other stakeholders in areas of standardization and conformity assessment as well as to the training needs of BIS employees. Recently, a new department, the Policy, Research & Training Department (PRTD)has been created at BIS, HQ as the Nodal Department for coordination of the training activities and its functions include "Training needs identification (including Training and Competency Skill Gap Analysis)". NITS continues to serve as the implementation wingfor all types of training activities.

2.   Training of BIS employees through training programmes conducted within BIS (at NITS/ HQ/ROs/BOs) or at external Organization shall be dealt with and processed in the following manner:

a)   Concerned activity/departments such as Standardization, Certification (MSC, CMDs, CRS, HM, FMCD), Laboratory, HRD & Estt., PRTD, TNMD, NITS, Finance, Accounts, Administration, Legal, IT, Vigilance, Hindi, etc) shall proactively identify training needs and propose the same through respective Activity Head in prescribed proforma PRTD/TRG/PF:01 to PRTD. The names of prospective trainees shall also be proposed for such programmes, after due consultations with DDGRs, wherever applicable.

b)   Training needs as identified by ROs/BOs for officials under their jurisdictions should be submitted on PRTD/TRG/PF:01 through respective DDGRs to PRTD.

c)   In addition to the above, BIS officials desirous of attending any training programme can also submit proposal through respective Heads & Activity Head to PRTD. Such proposals shall be submitted on proforma PRTD/TRG/PF:02. Heads of Deptt. and/or Activity Head, while recommending the proposal, may alter/add nominations of other officials as well. In such cases proforma PRTD/TRG/PF:02 shall also be submitted for the new nominees added.

d)   DDG(PRT) shall be the approving authority for training of all employees upto Heads of Deptts./BOs. For DDGs & above, the approving authority shall be DG BIS.

e)   In case proposal for training involves payment of participation fee/charges to external organizations, the same shall be processed by exercising the financial powers as delegated under BIS/DGO (459)/2020 dated 18.03.2020 after administrative approval has been accorded as at d) above.

This issues with the approval of Director General, BIS.

(N. K. Kansara)
DDG(PRT)
27/4/2020

भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

Doc. No.: PRTD/TRG/PF:01	Issue No.: 1	Issue Date 27 Apr 2020	**TRAINING PROPOSED BY ACTIVITY/ DEPTTs./ROs/BOs**

1.	Proposer (Activity/Deptt./RO/BO)	
2.	Training Programme (Title/Subject etc.)	
3.	Objective of the Training Programme	
4.	If the training programme is part of NITS Training Calendar, give details	
5.	No. of participants *(As known/Approx.)*	
6.	Names & Design. of Proposed Nominees *(attach complete list, with Employee Nos.)*	
7.	Duration & Date(s)/Tentative Date(s) for training	
8.	Venue, if known/proposed *(NITS/BIS HQ/Lab/ RO/BO/External Organization/location)*	
9.	Participation Fee & Discounts etc. for BIS, Multiple nominees etc.	
10.	Expenditure & Budget details *(as & if applicable)* Attach copy if approval is already obtained	
11.	Any other relevant information *(Training Module, if prepared/available with faculty details, Similar prog. held in past, Whether Prog. Is to be conducted in batches etc. Invites, Pamphletfor Programme, to be attached)*	

Name & Designation
Sign. with Date

Head (.........)

Activity DDG (..........)

Head (PRTD)

भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

Doc. No.: PRTD/TRG/PF:02	Issue No.: 1	Issue Date 27 Apr 2020	**PROPOSAL FOR INDIVIDUAL TRAINING**

1.	Employee No.	
2.	Name & Designation	
3.	Qualification	
4.	Discipline with area of specialization, if any	
5.	Deptt./BO/RO & Place of Posting	
6.	Date of Superannuation	
7.	Title of the Training Programme	
8.	Objective of the Training Programme	
9.	Any pre-requisite for attending the Training Prog. (*e.g., LA Course for QMS for its Transition Course) If yes, give details how these are met.*	
10.	Organization & Place of Training (*e.g., NITS/ BIS HQ, RO, BO/External Organizations, Institutes*)	
11.	Whether Programme is residential	
12.	Participation Fee and Discount etc. for BIS, Multiple nominees etc.	
13.	If the training programme is part of NITS Training Calendar, give details	
14.	Duration & Date(s) of Training Programme, *if known*	
15.	Details of Training(s) if already undertaken on same/similar Topic (*Details of at least last 5 years*)	
16.	Justification for attending the Training programme	
17.	Any other relevant information (*Pamphlet, Invite etc. to be attached*)	

Sign. of employee
with Date

Recommendations of Head (………)

Recommendations of DDG (………..)

Head (PRTD)