

BUREAU OF INDIAN STANDARDS

Manak Bhawan
9 B.S. Zafar Marg
New Delhi.

Our Ref: HRD/19:5(2019)

20 December 2019

OFFICE MEMORANDUM

Subject: Reorganization of Departments and allocation/placements of officers and staff in newly created Departments

1. The Executive Committee in its 144th Meeting held on 5th Dec 2019 considering an Agenda Item related to Re-organization of Departments and Re-designation / Modification of Scientific Cadre officers designated as Activity Heads (Deputy Director General) had decided for creation/re-organization of departments:-

2. As decided, the following new departments have been created:-

- i) Think, Nudge and Move Department (TN&MD)
- ii) Policy, Research & Training Department (PRTD)

The above departments shall be under DDG(TI).

3. The existing Service Sector Department has been bifurcated into Services Sector Department-I and Services Sector Department-II. Till further orders, these departments shall be under DDG(Standardization).

4. Keeping in view the above, the Competent Authority has decided to place the following Scientific Cadre officers / A&F Cadre officers/staff as per the details given below:-

4.1 Think, Nudge and Move Department (TN&MD) -

Allocated Strength of Officers & Staff	Placement of Officers & Staff
Officers	Officers
i) One scientific cadre officer as Head of this Department	i) Shri A.R. Unnikrishnan, Sc. F & Head with additional charge of Head(CMD-III) (presently posted as Sc. F&Head(CMD-III))
ii) One scientific officer	ii) Shri Amit Choudhary, Sc.C, presently posted in CAD
iii) One Young Professional	iii) Smt. Alka, Deputy Director (Public Relations)
iv) Deputy Director (Public Relations)	iv) Shri Ashish, Young Professional
v) Two professionals, who shall be MBA in Marketing or Degree in Mass communication from reputed Institution.	v) Two professionals (to be hired)

<u>Staff</u> i) One Section Officer ii) One Steno iii) Two Assistant/UDC iv) One LDC / Data Entry Operator v) Two Helpers	<u>Staff</u> i) Smt. Nishi Chandna, Section Officer presently posted in PR Department ii) Smt. Indu Kumbnani, Steno presently posted in PR Department iii) Smt. Shashi Malhotra, Assistant presently posted in PR Department iv) Smt. Ritu Sharma, UDC presently posted in CAD v) One existing LDC/Data Entry Operator in CAD vi) One existing contractual Helper, presently posted in CAD vii) One existing Helper/contractual Helper presently posted in PR Department
Reporting – The Activity Head of this Department shall be DDG(TI).	

The functions of TN&MD are given in Annex-I.

4.2 Policy, Research & Training Department (PRTD)

Allocated Strength of Officers & Staff <u>Officers</u> i) One scientific cadre officer as Head of this Department ii) One scientific cadre officer (for Policy and Research) iii) One scientific cadre officer (for Training) iv) Two professionals, who shall be MBA/Ph.D with 3-5 years' experience in policy-making and research work.	Placement of Officers & Staff <u>Officers</u> i) Smt. Renu Gupta, Sc. F & Head (presently posted as Head (P&C)) ii) Smt. Surya Kalyani S., Sc.D for Policy & Research activity (presently posted in SPPD) iii) Shri Sai Kumar Vedula, Sc. C, presently posted in DDG(Certification) Secretariat iv) Two professionals (to be hired)
<u>Staff</u> i) One Private Secretary/Steno ii) One Assistant iii) One UDC iv) One LDC/Data Entry Operator v) One Helper	<u>Staff</u> i) Smt. Sarita Ahuja, PS (presently posted in P&C Deptt) ii) Shri Navin, Assistant (presently posted in CAD) iii) Shri Nishant Meena, UDC (presently posted in PR Deptt) iv) One LDC/Data Entry Operator (to be provided by Estt/GSD Deptt) v) One Helper / contractual Helper (to be provided by Estt/GSD Deptt)
Reporting – The Activity Head of this Department shall be DDG(TI).	

The functions of PRTD are given in Annex-I.

4.3 **Bifurcation of existing Services Sector Department into SSD-I and SSD-II**

A. Services Sector Department-I (SSD-I)

Allocated Strength of Officers & Staff	Placement of Officers & Staff
<u>Officers</u> i) One Scientific Officer as Head ii) Two Scientific officers	<u>Officers</u> i) Shri Sanjay Goswami, Sc.F & Head presently posted in SSD ii) Smt. Shikha Rana, Sc.C presently posted in SSD iii) Smt. Neha Yadav, Sc.C presently posted in SSD
<u>Staff</u> i) One PS/Steno ii) Two Assistants/UDC/LDC iii) One Helper	<u>Staff</u> i) Existing contractual staff of SSD as per the allocated strength shall remain in SSD-I

The functions of SSD-I are given in Annex-I.

B. Services Sector Department-II (SSD-II)

Allocated Strength of Officers & Staff	Placement of Officers & Staff
<u>Officers</u> i) One Scientific Officer as Head ii) Two Scientific officers	<u>Officers</u> i) Shri S. K. Kanogia, Sc.E & Head presently posted in ETD ii) Shri Dharamsoth Santhosh, Sc.B presently posted in LITD
<u>Staff</u> i) One PS/Steno ii) Two Assistants/UDC/LDC iii) One Helper	<u>Staff</u> i) Staff as per allocated strength shall be provided by Establishment Deptt/GSD.

The functions of SSD-II are given in Annex-I.

4.4 **Re-organization of Planning & Coordination (P&C) Department -** The Department shall function as two Cells – Planning Cell and Coordination Cell.

i) PLANNING CELL

Allocated Strength of Officers & Staff	Placement of Officers & Staff
<u>Officers</u> i) One Officer ii) One Member of the existing Project Management Unit (PMU) iii) Two Young Professionals or	<u>Officers</u> i) Ms. Anjana Tanwar, Deputy Director ii) Shri Anirudh Saini, PMU iii) Ms. Komal Singh, Young Professional iv) Shri Gautam Kapoor, Young Professional presently posted in CAD

Two professionals – who hold MBA Degree (one specializing in Finance and the other in Project Management with 3-5 years of experience).	
Staff i) One Section Officer ii) One UDC/Data Entry Operator iii) One LDC/Data Entry Operator iv) One Helper	Staff i) Smt. Sunita S. Karnani, Section Officer (presently posted in CAD) ii) One UDC/Data Entry Operator (to be provided by Estt/GSD) iii) LDC/Data Entry Operator (to be provided by Estt/GSD) iv) One Helper / contractual Helper (to be provided by Estt/GSD)
Reporting – This Cells shall directly report to ADG.	

The functions of Planning Cell are given in Annex-I.

ii) **COORDINATION CELL**

Allocated Strength of Officers & Staff	Placement of Officers & Staff
Officers i) To be headed by Bureau Secretary in addition to the work of Bureau Secretariat. ii) One scientific cadre officer iii) One Young Professional	Officers i) Lt. Col. Kumar Shantanu, Bureau Secretary as Head (additional charge) ii) Shri N.B. Chakraborty, Sc.C presently posted in CAD iii) Smt. Prerna Agarwal, Young Professional
Staff i) One Section Officer ii) One PS/Steno iii) One Assistant/UDC iv) One LDC/Data Entry Operator v) One Helper	Staff i) Smt. Sashi Shukla, SO presently posted in P&C ii) Smt Renu Gautam, PS presently posted in CAD iii) Smt. Bimla Rohela, UDC presently posted in P&C iv) One LDC/Data Entry Operator (to be provided by Estt /GSD Deptt) v) One Helper/contractual Helper (to be provided by Estt/GSD Deptt)
Reporting - This Cell shall directly report to ADG.	

The functions of Coordination Cell are given in Annex-I.

5. Further, as decided by the Competent Authority, the placement of the following Scientific Cadre officers shall be as given below:-

Sl. No.	Name and designation of the Officer	Present placement	New placement
1.	Shri N.K. Bansal, Sc. F	Sc. F & Head (CAD)	Sc. F & Head (PCD)
2.	Shri Sanjay Saxena, Sc.C	P&C	CMD-I
3.	Smt. Lalthan Pari, Sc.D	CAD	WRD
4.	Shri Deepak Jain, Sc. F	Sc. F & Head (SPPD) with additional charge of Head(PGD)	Sc. F & Head (PGD)
5.	Shri Arun Shankhwar, Sc. B	SPPD	DDG (Std) Sectt
6.	Shri G. Venkatnaryanan, Sc.E	DDG(Cert.) Sectt	CMD I
7.	Shri Tilak Raj, Sc.B	PMWD	NITS
8.	Shri Manoj Kumar Rajak, Sc.C	CED	PMWD

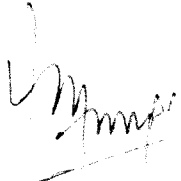
6. As decided by the Competent Authority, the existing SPPD stands disbanded. The Scientific officer being placed under DDG(Standardization) Sectt will look after coordination related work of Technical departments and the present work of SPPD other than the Standard Policy work which will be looked after by PRTD. The existing staff of SPPD other than Section Officer shall report to DDG(Standardization). The following shall be the new placement of the Section Officer spared from SPPD:-

Sl. No.	Name and designation of the Officer	Present placement	New placement
1.	Smt. Indu Grover, Section Officer	SPPD	Legal Department

7. As the newly created departments (TN&MD, PRTD, Planning & Coordination Department (i.e. Planning Cell and Coordination Cell), SSD-I & SSD-II) are to function with immediate effect, therefore, proper space allocation / re-allocation may be made by PMW Department at the earliest. Till such time, these departments shall function from the place as under:-

- | | | |
|------|-----------------------------------|---|
| i) | TN&MD | - Present space allocated to CAD |
| ii) | PRTD | - Present space allocated to PRD |
| iii) | Planning Cell & Coordination Cell | - Present space allocated to P&C Department |
| iv) | SSD-I | - Present space allocated to SSD |
| v) | SSD-II | - Present space allocated to SPPD |

8. The officials indicated in this OM shall be relieved from their present placement today i.e. 20 Dec 2019 (AN) and join their new placement on the next working day. The officers/staff whose placements have changed shall send their relieving/joining reports to HRD/Establishment Department.
9. This issues with the approval of DG, BIS and shall come into force with immediate effect.


(H.R. Ahuja)
DDG(Administration)

To : All concerned officers/staff through BIS Intranet

Copy for information to:

- i) PS to DG
- ii) ADG
- iii) CVO
- iv) All Activity Heads & DDGs
- v) All Activity Heads & DDGRs
- vi) DDGA
- vii) DDGF
- viii) DAC
- ix) DF
- x) HRD Department
- xi) Establishment Department
- xii) Concerned Departments
- xiii) Personal files of the officers/staff concerned
- xiv) ITSD - for hosting on BIS Intranet

FUNCTIONS OF THE NEWLY CREATED DEPARTMENTS

1. Functions of Think, Nudge and Move Department (TN&MD)

Broad functions of TN&M Department are given below:-

1. Matters related to Standard Promotion.
2. Matters related to Consumer Awareness.
3. Consumer Policy Advisory Committee.
4. Matters related to the publicity of BIS activities.
5. Reward and Recognition Scheme.
6. National Mirror Committee of ISO COPOLCO (Committee on Consumer Policy of International Organization for Standardization) and work related to other Technical/Project Committees of ISO (ISO PC 303 & ISO PC 311).

2. Functions of Policy, Research & Training Department (PR&TD)

Broad functions of PR&T Department are given below:-

1. Policy formulation and review.
2. Matters related to Research Advisory Committee.
3. Training needs identification (including Training and Competency Skill Gap Analysis).
4. Promoting and Planning Research including evaluation/impart, assessment studies, survey and action research.
5. MoUs/collaboration with other organizations and institutions within the country.
6. Matters relating to the Training Advisory Committee.
7. Preparation of Training Plan and execution.

3. Functions of Services Sector Departments

The work of the two Services Sector Departments will be broadly based on the 12 champion services sector identified by the Government of India. The broad division of work of these Departments is given below:-

A. Services Sector Department-I (SSD-I)

Standardization work related to the following Services Sectors:-

1. Banking, Financial and Insurance Services
2. Education Services
3. Tourism & Hospitality Services
4. Accounting & Finance Services

5. Media & Entertainment Services
6. Legal Services

B. Services Sector Department-II (SSD-II)

Standardization work related to the following Services Sectors:-

1. Health & Wellness Services
2. IT & ITES Services
3. Environment Services
4. Telecommunication Services
5. Infra & Construction Services
6. Transport & Logistics Services

4. Functions of Planning and Coordination Department

i) Planning Cell

The broad functions of Planning Cell are given below:-

1. Preparation of Perspective and Annual Plans
2. Periodic appraisal of plan activities
3. Management Information System
4. Matters relating to Strategic Transformation of BIS
5. Corporate Audits

ii) Coordination Cell

The broad functions of Coordination Cell are given below:-

1. Coordination with MoCA & other Departments
2. Matters relating to Parliament Questions, assurances and Parliamentary Committees
3. VIP References
4. Review Meetings with ROs & BOs
5. Senior Officers Meetings
6. Annual Reports
7. MCRs and reports to the MoCA
8. Office inspections

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