



भारतीय मानक ब्यूरो BUREAU OF INDIAN STANDARDS

{DDG(PRT) Sectt., BIS, HQ}

Our Ref: DDG(PRT)/SP/1

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Subject: Guidelines for Publication of Articles by BIS Officers

Standards formulation is the main activity of BIS through which all other activities get initiated and serve the intended purpose of creating an ecosystem of quality. Implementation of standards by the industries ensures making available quality goods & services to the consumers and compliance to the regulatory requirements, wherever applicable. BIS Scientific Cadre officers engaged in standards formulation, conformity assessment and other related activities already have the knowledge and understanding of the technical aspects of various subjects which also get enhanced through experience gained while carrying out the assigned work. Sharing of such knowledge and experience with stakeholders and consumers, in general would lead to image building of BIS and achieve the required recognition for the importance of Standards published by the National Standards Body.

For this purpose, DG, BIS has desired to adopt "Policy of Permitting & Promoting" publication of technical articles in print & electronic media. Following guidelines are being issued for implementation of this policy:

1. All BIS Scientific Cadre officers are advised to write technical articles on the subjects of their interest, expertise and field of work. Topics could include new/revised standard, standards of consumer interest & importance and/or wider industry use at national & international level, key quality characteristics, codes of practices etc.
2. While selecting topic for the article, officers are encouraged to refer the Knowledge Portal of BIS so as to avoid duplicity of subjects chosen.
3. To the extent possible, the articles should be written in a manner easy to understand and interesting to the readers.
4. Length of the article would depend upon the contents of the article. However, word count of about 1500 to 2000 is generally considered appropriate.
5. Articles prepared by the officers shall be got approved by the respective Activity Heads.
6. Articles, duly approved, should be sent by the officers directly to the newspapers/technical journals with the request for printing.
7. Each article shall have 'disclaimer' that the ideas and information contained in the article is the personal opinion of the author.
8. Copy of the articles should be forwarded through the Department Head to TNMD, BIS, HQ along with the details of the publishing media where it has been sent for printing. TNMD would also make efforts to get it printed and send it to other media in its list. On merit, an article may also be got published through paid push means following due process of approval.
9. The articles would also be printed in Standards India and put up on the BIS website & Blog.
10. TNMD would be the repository of all articles and make it available on BIS Knowledge Portal.

Writing & publication of articles would have direct bearing on the APAR of the individual officers.

This is issued with the approval of DG, BIS.

(N.K. Kansara)
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To All Deptts. at HQ/ROs/BOs/Labs/NITS
(through BIS Intranet)