

**HUMAN RESOURCE DEVELOPMENT DEPARTMENT**

**Our Ref: HRD/21(69)/2019-20**

**Dated: 29 December 2020**

**Subject:** Induction Training for newly recruited Scientist-B's

The Induction Training Programme for newly recruited Scientist-B's as listed in **Annex I** is being organized from **04 January 2021** (Monday) to **29 January 2021** (Friday) at NITS, Noida. The Tentative Training Schedule received from NITS is given in **Annex II**.

In view of the COVID pandemic and in an endeavor to ensure everyone's safety, the training will be a residential programme i.e. all participants are required to stay at NITS for the whole duration of the programme. In addition all participants are required to carry a COVID Test Report (RT-PCR test) not more than 48 hours old from the time of their reporting to NITS. Only such participants who carry a COVID Test Report (indicating Negative result in RT-PCR test) shall be allowed by NITS. This is being done to ensure everyone's safety as these participants will be staying together, during and post office hours also.

The concerned Departmental Heads are requested to relieve the concerned officer to enable him/her to attend the above Induction Training.

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(Deepak Kumar Aggarwal)  
Head (HRD)

**Circulated to all concerned through BIS Intranet**

**ANNEX - I**

<b>S.No</b>	<b>Name</b>	<b>Emp. No.</b>	<b>Place of Posting</b>
1)	Shri MD Afsar Imam	070459	CL, Sahibabad
2)	Shri Shivam Dwivedi	070467	PCD, Delhi
3)	Shri Aman Dhanawat	070475	MED, Delhi
4)	Shri Aditya Bhatt	070483	MSCD, Delhi
5)	Ms. Dhule Ankita Laxman	070572	CSMD, Delhi
6)	Shri Kunal Roy	070602	HPBO, Parwanoo
7)	Shri Himanshu Meena	070581	Publication Department, Delhi
8)	Ms. Varsha Karnani	070599	Publication Department, Delhi
9)	Shri Hemant Singh Negi	070611	HPBO, Parwanoo
10)	Shri Maddila Rishindra Kumar	070556	HYBO, Hyderabad
11)	Shri Saaqib Raahi	070564	MTD, Delhi
12)	Ms. Gurpreet Kaur Bhombra	070491	MHD, Delhi
13)	Shri Jatoth Bharath Kumar	070521	ITSD, Delhi
14)	Shri Priyanshu Sharma	070548	LITD, Delhi
15)	Shri Lokraj Meena	070505	MED, Delhi
16)	Shri Daruru Akhil	070513	CTBO, Coimbatore
17)	Shri Aman Singh	070530	PNBO, Pune
18)	Shri Hawelikar Dushyant Satyaprem	070629	MTD, Delhi
19)	Shri Rupam Raj	070637	ETD, Delhi
20)	Shri Ram Sai Kumar Gedela	070645	MTD, Delhi

**ANNEX – II**

**Draft Programme for Induction Training for Newly recruited Scientists-B (Second batch)**

**Week 1 (4 Jan 2021 to 8 Jan 2021)**

<b>Day&amp;Date</b>	<b>Topic for Lecture/Discussion</b>	<b>Faculty</b>
Mon, <b>4 Jan 2021,</b> <b>Session A</b>	Welcome and Overview of BIS Activities	DDG(PRT)
<b>Session B&amp;C</b>	– Regulatory Framework of BIS and BIS Act, Rules & Regulations – Functioning of Bureau, Executive Committee, Finance Committee and Advisory Committees of BIS	Lt. Col Kumar Shantanu, Bureau Secretary
<b>Session D</b>	Standards, Need & Benefits of standards and Standards Eco-system	DDG(Std-P&M)
<b>Session E</b>	Principles of standardization and Good Standardization Practices (incl. WTO-TBT Code of Good Practice)	DDG(Std-P&M)
Tues, <b>5 Jan 2021,</b> <b>Session A</b>	Structure of standardization activity in BIS, BIS Rules and Standards Development Process (including Project Approach in Standards Formulation)	Shri Sanjay Pant Head CED
<b>Session B</b>	Technical Committees – Constitution, appointments and roles & responsibilities	Shri Ajay Lal HCHD
<b>Session C&amp;D</b>	Responsibilities of Member Secretary	Shri Sanjay Pant HCED
<b>Session E</b>	Leadership and communication	<b>DG</b>
Wed, <b>6 Jan 2021</b> <b>Session A</b>	Standardization in Services Sector	DDG(Std-SS)
<b>Session B</b>	Basic Standards (SI Units, Preferred Numbers, Standard Atmospheric Conditions) & Limits and Fits	Shri R R Singh, HTED
<b>Session C</b>	Use of Statistics in Standardization including Sampling Plans	Shri Sanjay Goswami, H( SSD-1)
<b>Session D&amp;E</b>	Drafting of Standards as per IS 12	Smt Snehlata, HMSD
Thurs, <b>7 Jan 2021,</b> <b>Session A</b>	International Standardization and BIS	DDG(Std-P&M)
<b>Session B&amp;C</b>	Participation in International Standardization Work	Smt Rachna Sehgal HIR&TISD
<b>Session D</b>	<ul style="list-style-type: none"> <li>• Strategic Approach to Standardization and Standards National Action Plan</li> <li>• BIS and other Standards Developing Organizations and concept of One Nation One Standard</li> </ul>	Sh Rajneesh Khosla, HMED
<b>Session E</b>	WTO-TBT Agreement and WTO-TBT Enquiry point	Sh.Virender Singh ScD(IR&TISD)

Fri, <b>8 Jan 2021,</b> <b>Session A to C</b>	Mock exercises on Standard writing and conducting Sectional Committee meetings	Smt. Suniti Tuteja, Sc E (SCMD) Sh J K Gupta, Sc D (TXD)
<b>Session D to E</b>	e BIS– Standardization Portal	Ms Ankita Srivastava, Sc-C ITSD
Sat, <b>9 Jan 2021,</b>	<b>Weekly Off</b>	
Sun, <b>10 Jan 2021</b>	<b>Weekly Off</b>	

### Week 2 (11 Jan 2021 to 15 Jan 2021)

<b>Day&amp;Date</b>	<b>Topic for Lecture/Discussion</b>	<b>Faculty</b>
Mon, <b>11 Jan 2021,</b> <b>Session A</b>	Principles of Certification and Voluntary & Mandatory Certification	Sc F&H(CMD 1)
<b>Session B</b>	BIS (Conformity Assessment) Regulations	Sc F&H(CMD 1)
<b>Session C</b>	Operation of Conformity Assessment Schemes of BIS	Sh Mohit Janoiya, Sc C, CMD 1
<b>Session D&amp;E</b>	<ul style="list-style-type: none"> <li>Product certification licence (Grant of license, Renewal of license, Inclusion of additional varieties, Deferment of licence etc.)</li> <li>Foreign Manufacturer's Certification Scheme</li> </ul>	Sh Mohit Janoiya , Sc C, CMD1 Sh Shovik Chandra, Sc C, FMCD
Tues, <b>12 Jan 2021,</b> <b>Session A &amp; B</b>	Product Manual including SIT, Marking Fee, Drawl of Sample etc.	Sc F&H(CMD-2)
<b>Session C &amp; D</b>	Process of Inspections	Sc F&H(CMD 1)
<b>Session E</b>	Do's and Don'ts during inspection and handling applications and licences for product certification	Sc F&H(CMD-3)
Wed, <b>13 Jan 2021,</b> <b>Session A</b>	Lot inspections	Sh Rakesh Kumar, Sc C, CMD-3
<b>Session B</b>	Rules for Rounding off Numerical Values' as per IS 2 and Role and Responsibility of DOs and IOs	Sh Rakesh Kumar, Sc C, CMD-3
<b>Session C</b>	Process Capability & Statistical Quality Control by the Licensee	Shri Sanjay Goswami, H( SSD-1)
<b>Session D&amp;E</b>	QCOs and their implementation	Sh Ranjit Kumar, Sc C, CMD1
Thurs, <b>14 Jan 2021,</b> <b>Session A to B</b>	Manak Online -Portal for Certification	Ms Jyoti Kushwaha, Sc-C, ITSD
<b>Session C&amp;D</b>	Workshop on Certification, writing a Product Manual & SIT and drafting of QCO	Sh Aditya Das, Sc D, CMD 2 & Sh Avik Datta, Sc C,

		DDG(Cert) Sectt
<b>Session E</b>	Change Management	<b>DG</b>
Fri, <b>15 Jan 2021,</b> <b>Session A &amp; B</b>	Registration Scheme for Self- Declaration of Conformity (S-Doc)	H (Registration)
<b>Session C</b>	<ul style="list-style-type: none"> <li>• Concept of Hallmarking</li> <li>• Procedures for licensing of Jewellers, Recognition of A&amp;H Centres and drawl of market samples</li> </ul>	Sh Pasricha, Sc F&H (CMD 1), Sh Sanjeev Maini,H(HMD)
<b>Session D&amp;E</b>	Auditing of A&H Centre	Sh Mitra Sen, Sc C, CL, Sh Chinmay Dwivedi, Sc-D, Vig
Sat, <b>16 Jan 2021</b>	<b>Weekly Off</b>	
Sun, <b>17 Jan 2021</b>	<b>Weekly Off</b>	

**Week 3 (18 Jan 2021 to 22 Jan 2021)**

<b>Day&amp;Date</b>	<b>Topic for Lecture/Discussion</b>	<b>Faculty</b>
Mon, <b>18 Jan 2021,</b> <b>Session A&amp;B</b>	Overview of BIS Laboratory Activity Rules & Regulations for laboratory operations	DDGL/HLPPD
<b>Session C</b>	<ul style="list-style-type: none"> <li>– Laboratory Recognition Scheme</li> <li>– Auditing of outside labs</li> </ul>	Sh Ajay Tiwari Sc D & Sh Pinaki Gupta, Sc D (Vig)
<b>Session D&amp;E</b>	Laboratory Quality Management System – Management Requirements, General, Structural and Process Requirements & Accreditation and Calibration	Sh Dileep Kumar, Ex BIS
Tues, <b>19 Jan 2021,</b> <b>Session A &amp; B</b>	Proficiency Testing & ILC	Sh Chandan Bahl, H(NITS)
<b>Session C</b>	Use of CRMs and SRMs.	Sh Anuj Bhatnagar, H(Pub)
<b>Session D&amp; E</b>	Measurement Uncertainty	Sh Anuj Bhatnagar, H(Pub)
Wed, <b>20 Jan 2021, Session A</b>	Breakdown, Preventive maintenance and calibration	Sh Rajat Gupta, Sc C, CL
<b>Session B</b>	Modernization & Expansion plan of Labs	Sh Manish Kumar, H(LPPD)
<b>Session C</b>	LIMS	Sh Ajay Tiwari, Sc D
<b>Session D to E</b>	Visit to CL (Half day)	LPPD Officer
Thurs, <b>21 Jan 2021,, Session A</b>	Management System Certification –Principles & Basic Concepts	DDG(PRT)
<b>Session B&amp;C</b>	Introduction to QMS, EMS, OHSMS, EnMS, FSMS, Risk Management, etc	Sh Chandan Bahl, H(NITS)

<b>Session D&amp;E</b>	Operation of management system certification Schemes of BIS (Grant of license, Renewal of license, Deferment of licence etc.)	Ms Shikha, Sc CMSCD
<b>Fri, 22 Jan 2021, Session A</b>	Complaint handling/investigation under product certification	DDG(PRT)
<b>Session B</b>	Consumer Engagement Portal and Reaching out to MSMEs	Sh Nitish Verma, Sc C, ITSD
<b>Session C</b>	Conducting search and seizure operations – Enforcement Activity	Advocate Suresh C. Gupta, External Legal Practitioner
<b>Session D &amp; E</b>	<ul style="list-style-type: none"> <li>Art of correspondence(DO letter, note, summary, report, note-sheet, press release, correspondence with ministry, etc.)</li> <li>Mock exercise on writing different types of letters</li> </ul>	Sh Deepak Bist, ISTM
<b>Sat, 23 Jan 2021, Session A</b>	<b>Weekly Off</b>	
<b>Sun, 24 Jan 2021</b>	<b>Weekly Off</b>	

**Week 4 (25 Jan 2021 to 30 Jan 2021 with 26 Jan 2021 as GH)**

<b>Day&amp;Date</b>	<b>Topic for Lecture/Discussion</b>	<b>Faculty</b>
<b>Mon, 25 Jan 2021, Session A</b>	Training- Scope and Strategy and Training Portal	Mr. Hemant Bansiwal, Sc D ITSD
<b>Session B</b>	Research and Action Research	Smt Renu Gupta, H(PRTD)
<b>Session C</b>	Standard Promotion- Need & concept Strategies for Standard Promotion	H(TNMD)
<b>Session D</b>	Public relations and importance and use of Social Media	Smt Alka, DD, TNMD
<b>Session E</b>	Conducting meetings	<b>DG</b>
<b>Tues, 26 Jan 2021,</b>	<b>Republic Day (Gazette Holiday)</b>	
<b>Wed, 27 Jan 2021 Session A</b>	Career Progression of Scientific Cadre in BIS - BIS Scientific cadre regulations, terms and conditions of service, etc.	Sh Deepak Aggarwal, H(HRD)
<b>Session B</b>	BIS HFMS Portal	Sh Nitish Verma, Sc-C (ITSD)
<b>Session C</b>	Common forms used in BIS, APAR, ITR, RTI etc.	Shri Sandeep Meena, DEST
<b>Session D</b>	Rajbhasha Hindi Rules	Hindi Department
<b>Session E</b>	Managing Life at Workplace (General conduct, dressing sense, sitting posture, inadvertent mistakes, Gender sensitization, conduct, etc.)	External Faculty
<b>Thurs, 28 Jan 2021, Session A &amp; B</b>	Pay and Allowance, National Pension Scheme, Budget and Delegation of Power	Shri Gurpreet Singh, DF & Sh Vinod Kumar, H(GSD)
<b>Session C &amp; D</b>	GFR, GeM and e-Procurement	Shri Gurpreet Singh, DF

		&Sh Vinod Kumar, H(GSD)
<b>Session E</b>	Medical Rules, LTC and TA &DA Rules	Shri Gurpreet Singh, DF & Sh Vinod Kumar, H(GSD)
<b>Fri, 29 Jan 2021, Session A</b>	Ethics & Integrity	Dr Seema Sharma (CVO)
<b>Session B&amp;C</b>	CCS-CCA Rules Vigilance activities in BIS	Sh Pinaki Gupta, Sc-D, Vigilance Sh Chinmay Dwivedi, Sc- D, Vigilance
<b>Session D&amp; E</b>	<b>Concluding Session</b>	DG, DDG(PRT)
<b>Sat, 29 Jan 2021</b>	<b>Weekly Off</b>	
<b>Sun,30 Jan 2021</b>	<b>Weekly Off</b>	

**Session  
Details**

Session A	0900 – 1030 h	Break	1030– 1040 h
Session B	1040 - 1210 h	Break	1210- 1220 h
Session C	1220 - 1350 h	Lunch Break	1350 - 1450 h
Session D	1450 - 1620 h	Break	1620-1630h
Session E	1630-1800h	Break & Lunch timings could be slightly changed	