

BUREAU OF INDIAN STANDARDS

Office Order

Our Ref: SPPD/G-154

12.07.2019

Sub: Guidelines for Appointment of Members in the Sectional Committees of Bureau of Indian Standards (BIS)

The Bureau of Indian Standards Rules, 2018 (Rule 17) empowers the Division Councils of BIS to constitute such number of Sectional Committees, for the work of formulation of Indian Standards, as it may consider necessary for the purpose. As per the *Rules*, every Sectional Committee shall comprise of concerned officers of the Bureau and representatives of various interests such as consumers, regulatory and other Government bodies, industry, testing organisations laboratories or calibration laboratories, scientists, technologists, experts in personal capacity and consumer interests and an officer of the Bureau shall be its Member-Secretary.

In order to ensure uniform implementation of the *Rules* in the appointment of members in the Sectional Committees, guidelines for the same has been formulated and is provided as Annexure I.

This issues with the approval of the Competent Authority.

Sd/-
(Dr. R K Bajaj)
Scientist – G & DDG (Standardization)

Circulated to all concerned through BIS intranet

भारतीय मानक ब्यूरो

कार्यालय आदेश

हमारा संदर्भ: एसपीपीडी/जी-154

12.07.2019

विषय: भारतीय मानक ब्यूरो (बीआईएस) की विषय समितियों में सदस्यों की नियुक्ति के लिए दिशानिर्देश

भारतीय मानक ब्यूरो नियम, 2018 (नियम 17) बीआईएस की विभाग परिषदों को मानकों का निर्धारण करने के कार्य हेतु उतनी संख्या में विषय समितियों का गठन करने की शक्ति प्रदान करता है, जो इस उद्देश्य के लिए परिषद् आवश्यक समझे। *नियमों* के अनुसार, प्रत्येक विषय समिति में ब्यूरो के संबंधित अधिकारी और उपभोक्ताओं, विनियामक एवं अन्य सरकारी निकायों, उद्योग, परीक्षण संगठन प्रयोगशालाओं या अंशांकन प्रयोगशालाओं, वैज्ञानिकों, प्रोद्योगिकीविदों, व्यक्तिगत हैसियत में विशेषज्ञ तथा उपभोक्ता हितधारक जैसे विभिन्न हितधारकों के प्रतिनिधि शामिल होंगे और ब्यूरो का अधिकारी इसका सदस्य-सचिव होगा।

विषय समितियों में सदस्यों की नियुक्ति में नियमों का एक समान कार्यान्वयन सुनिश्चित करने हेतु इसके दिशानिर्देश तैयार किए गए हैं और अनुलग्नक I के रूप में इसके साथ उपलब्ध कराए गए हैं।

यह सक्षम प्राधिकारी की मंजूरी के साथ जारी किया जा रहा है।

(डॉ. आर के बजाज)

वैज्ञानिक - जी एवं उपमहानिदेशक (मानकीकरण)

बीआईएस इंटरनेट के माध्यम से सभी संबंधितों को परिचालित

Annexure I

Guidelines for Appointment of Members in the Sectional Committees of Bureau of Indian Standards (BIS)

1. *Scope*

These guidelines cover the principles and general considerations for offer of representation in Sectional Committees of Bureau of Indian Standards (BIS) and procedures for review of composition (including co-option, reconstitution, withdrawal of membership and resignation).

2. *Principles*

2.1 *The Bureau of Indian Standards Rules, 2018 (Rule 17)* empowers the Division Councils of BIS to constitute such number of Sectional Committees, for the work of formulation of Indian Standards, as it may consider necessary for the purpose. As per the *Rules*, every Sectional Committee shall comprise of concerned officers of the Bureau and representatives of various interests such as consumers, regulatory and other Government bodies, industry, testing organisations laboratories or calibration laboratories, scientists, technologists, experts in personal capacity and consumer interests and an officer of the Bureau shall be its Member-Secretary. Further, as per the *Rule 19*, Sectional Committees shall be reconstituted once every three years.

2.2 The basic principles are that BIS should carry out its task in the national interest, take account of all significant viewpoints, secure their representation at all committee levels and, through its consultation procedures, have an authoritative body of opinion behind every Indian Standard.

4. *General Considerations*

4.1 *Membership of Committee*

4.1.1 A distinction is drawn between the constitution of a Committee, i.e. the bodies represented, and the membership, i.e. the individual representatives nominated by those bodies to serve the Committee. Except when a member is appointed in his personal capacity, a person vacates his/her membership on leaving his/her organization, firm or institution and a fresh nomination is sought from the nominating authority.

4.1.2 The size of a Committee is often a compromise between a reasonably broad basis of representation and the need to restrict membership to workable numbers. In order to

keep committees to a workable size, the strength of Sectional Committee is generally 25 (bodies represented).

4.1.3 BIS Directorate General would be represented in the Committee by the Head of the Technical Department.

4.1.4 A Technical Officer of the Bureau shall be the Member-Secretary of the Sectional Committee.

4.1.5 Only relevant organizations that are related to the subject, and representing the views of consumers, regulatory and other Government bodies, industry, testing organisations laboratories or calibration laboratories and scientists or technologists, should be offered representation. Offer of membership to individual experts shall be made with great caution and only when a suitable person is not forthcoming as a representative of an organization, a firm or an institution.

4.1.6 The organizations represented shall be recognized as a legal entity in India and the members represented shall be citizens of India resident/located in India.

4.1.7 There should be adequate representation of all sections of stakeholders.

4.1.8 Membership shall be offered to All-India or State Organizations / Associations in preference to individual firms or institutions.

4.1.9 Consumer interests may be represented by the consumer organizations, NGOs, Users organizations and Government Departments/ Ministry.

4.1.10 There should be adequate representation from Research & Development institutions in order to enable the Committee to have technical inputs about latest developments.

4.1.11 Organizations offered representation should be specifically appraised that they should nominate members who have expertise in the subject. Standard letter should be addressed to the organizations requesting them to nominate their principal and alternate representatives on the committee (see **Appendix A, D and E**). It should be ensured that letters for nomination of representatives on Committee are addressed to proper nominating authority.

4.1.12 In case the Committee seeks nomination of a specific expert from the organization, as its representative, standard letter for the same (see **Appendix B, D and E**) should be communicated to the nominating authority.

4.1.13 In case of nomination of experts in personal capacity, standard letter for the same (see **Appendix C** and **E**) should be communicated to the expert.

4.1.14 On receipt of replies, necessary entries should be made in the software. The composition of Sectional Committees shall be made available on BIS website on real-time basis.

4.2 *Invitees*

4.2.1 The Member-Secretary may extend with the prior knowledge of the Chairman and Departmental Head concerned, an invitation to individuals or representatives of organizations whose presence is likely to be helpful in the discussions proposed to be held under the agenda. While all courtesy should be shown to the invitees when they participate in the discussion, they shall not be entitled to vote. Special care has to be taken by the Member-Secretary to ensure that no financial commitment is made in these invitations.

4.2.2 An officer of the Bureau (other than Head of Technical Department and Member-Secretary), who in the opinion of the Committee, can contribute to the works of the Committee, may be requested to attend the meetings as invitee. However, such officers should not be offered membership of the Committee.

4.3 *Engagement of Consultants*

The engagement of Consultants to assist the committees is governed by the *Rule 21* of the *Bureau of Indian Standards Rules, 2018*.

5. Review of Composition

5.1 The attendance / involvement of each member shall be recorded by the Member Secretary in the following manner:

- (a) Suppose 'X' is a member of a committee of which three meetings were held after his/her nomination and he/she has attended only two. The entry in the column would be $\frac{2}{3}$.
- (b) Suppose 'Y' is a member who has not been able to attend any of the meetings, but is active in work of the committee by correspondence, the entry in the column would be $\frac{0}{3}$.
- (c) Suppose 'Z' is a member who has not been able to attend any of the meetings, but is active in work of the committee by correspondence, a separate entry 'A'

would be made against his/her name to indicate active participation, i.e., the entry in the column would be $0/3$ A.

5.2 *Review of Composition by concerned Activity Head*

The Composition of the Committee may be reviewed by concerned Activity Head to verify that the non-manufacturers is $2/3$ rd or more. In case the representation is less than $2/3$ rd, the same would be conveyed to the Division Council for necessary balancing.

5.3 *Review of Composition by the Sectional Committee*

5.3.1 A Sectional Committee may co-opt additional members, to make the committee more fully representative, subject to reporting the same to the Division Council. The recommendations regarding withdrawals shall be communicated to the Division Council for decision in this regard.

5.3.2 When a Sectional Committee first meets, members should be asked whether they know of any other directly interested organizations, which should be represented.

5.3.3 The composition and membership of an inactive Committee should be invariably reviewed when it is reconvened for new work. The organizations/ members representing for reasonably long time (more than 6 years) without participation/contribution may be substituted by new organizations who are capable of contributing in the new technologies/areas of the work.

5.3.4 In addition, the composition may be reviewed in all the meetings of the Sectional Committee based on attendance and contribution.

5.4 *Review of Composition by the Division Council*

5.4.1 The composition of Sectional Committee may be subject to revision by the Division Council at any time after its appointment but, with a view to making such changes as may be considered necessary to make it more effective, and fully representative of the interests concerned with the subjects allotted to it.

5.4.2 If a particular Sectional Committee does not meet within one year of its appointment, the Division Council may consider the question of its continuance and/or revision of its membership.

5.4.3 The membership of the Sectional Committee shall invariably be reviewed by the Division Council after three years of the first meeting of a new or reconstituted Sectional Committee.

5.4.4 The decision to withdraw the representation of an organization is to be taken by the Division Council and has to be supported by adequate reasons.

5.4.5 After reconstitution of the committee, letter as provided at **Appendix F** (also see **Appendix D** and **E**) should be communicated to retained member organization for updating the composition list. The decision of withdrawal shall also be communicated (see **Appendix G**).

5.4.6 On receipt of replies, necessary entries should be made in the software. The composition of Sectional Committees shall be made available on BIS website on real-time basis.

5.5 *Resignation*

Organizations wishing to relinquish the representation given to them in the Sectional Committee due to various reasons shall do so after communicating the same in writing to the Secretariat. The Secretariat shall keep the Sectional Committee and the Division Council informed of such development. Necessary entries shall be made in the software.

6 *Power to Relax*

Where Director General, BIS is of the opinion that it is necessary or expedient so to do, he/ she may, for reasons to be recorded in writing, relax any of the provisions of these guidelines in respect of any class or category of persons.

7 *Saving*

Nothing in these guidelines shall affect implementation of BIS Act, 2016 and BIS Rules, 2018 as amended from time to time.

Appendix A

(Clause 4.1.11)

OFFER OF REPRESENTATION IN THE SECTIONAL COMMITTEE TO AN ORGANIZATION

Our Ref:

dated:

Subject: Representation in the Sectional Committee, (.....) of BIS

Dear Madam/Sir(s),

As you are aware, Bureau of Indian Standards (BIS), is the National Standards Body of India, which is *inter alia* responsible for promotion of harmonious development in standardisation and matters connected therewith, both within the country and at international level. In line with its mandate, BIS is engaged in the establishment, publication, review and promotion of the Indian Standards, in relation to goods, articles, processes, systems and services.

The standard formulation process of BIS is carried out by Sectional Committees, functional under Division Councils. For standardization in the area of “.....
.....
.....(scope of the Sectional Committee)”, the Division Council of BIS has constituted theSectional Committee,(code of Sectional Committee).

I am glad to convey that..... Sectional Committee/ Division Council has decided to offer a representation to your organization in.....Sectional Committee (.....) of BIS.

I hope you will accept this representation and let me have the name, designation and address including contact number, fax, e-mail particulars of your representative in the proforma enclosed.

May I add that BIS is anxious to give due consideration in its work to the views of your organization. It is, therefore, requested that suitable arrangements may be made to brief your representative on all matters on which he may have to express your organization's views. Furthermore, the possibility of implementing Indian Standards within your organization should always be borne in mind by your representative, from the earliest stages of their formulation.

The guidelines for participation in technical committee work are enclosed herewith.

An early reply would be appreciated.

Yours faithfully,

(Head of Department/ Activity Head)

Encl.: As above

Appendix B

(Clause 4.1.12)

**OFFER OF REPRESENTATION IN THE SECTIONAL COMMITTEE TO
AN ORGANIZATION REQUESTING FOR A SPECIFIC EXPERT**

Our Ref:

dated:

Subject: Representation in the Sectional Committee, (.....) of BIS

Dear Madam/Sir (s),

As you are aware, Bureau of Indian Standards (BIS), is the National Standards Body of India, which is *inter alia* responsible for promotion of harmonious development in standardisation and matters connected therewith, both within the country and at international level. In line with its mandate, BIS is engaged in the establishment, publication, review and promotion of the Indian Standards, in relation to goods, articles, processes, systems and services.

The standard formulation process of BIS is carried out by Sectional Committees, functional under Division Councils. For standardization in the area of “.....
.....
.....(scope of the Sectional Committee)”, the Division Council of BIS has constituted theSectional Committee,(code of Sectional Committee).

I am glad to convey that..... Sectional Committee/ Division Council has decided to offer a representation to your organization in.....Sectional Committee (.....) of BIS.

In this connection it has been suggested that, if there is no objection, you may kindly consider nominating....., as your representative. I hope it will be possible for you to accept this representation. Please intimate the latest address including contact no., fax, email of your representative.

May I add that BIS is anxious to give due consideration in its work to the views of your organization. It is, therefore, requested that suitable arrangements may be made to brief your representative on all matters on which he may have to express your organization's views. Furthermore, the possibility of implementing Indian Standards within your

organization should always be borne in mind by your representative, from the earliest stages of their formulation.

The guidelines for participation in technical committee work are enclosed herewith.

An early reply would be appreciated.

Yours faithfully,

(Head of Department/ Activity Head)

Encl.: As above

Appendix C

(Clause 4.1.13)

**OFFER OF REPRESENTATION IN THE SECTIONAL COMMITTEE TO
AN EXPERT, IN PERSONAL CAPACITY**

Our Ref:

dated:

Subject: Representation in the Sectional Committee, (.....) of BIS

Dear Madam/Sir (s),

As you are aware, Bureau of Indian Standards (BIS), is the National Standards Body of India, which is *inter alia* responsible for promotion of harmonious development in standardisation and matters connected therewith, both within the country and at international level. In line with its mandate, BIS is engaged in the establishment, publication, review and promotion of the Indian Standards, in relation to goods, articles, processes, systems and services.

The standard formulation process of BIS is carried out by Sectional Committees, functional under Division Councils. For standardization in the area of “.....
.....
.....(scope of the Sectional Committee)”, the Division Council of BIS has constituted theSectional Committee,(code of Sectional Committee).

I am glad to convey that..... Sectional Committee/ Division Council has decided to offer a representation to you, in personal capacity in theSectional Committee.

I hope you will accept this representation and confirm your contact details.
The guidelines for participation in technical committee work are enclosed herewith.

An early reply would be appreciated.

Yours faithfully,

(Head of Department/ Activity Head)

Encl.: As above

Appendix D

(Clauses 4.1.11, 4.1.12 and 5.4.5)

NOMINATION PROFORMA

.....DEPARTMENT

Committee Name : Sectional Committee

Committee Number :

Name of Organization :

Principal Member

Shri/Smt/Dr./Prof. :

Designation :

General Interest :

Address in full for Correspondence (with PINCODE):

.....

.....

Contact No. :

Fax :

E-mail :

Alternate Member

Shri/Smt/Dr./Prof. :

Designation :

General Interest :

Address in full for Correspondence (with PINCODE):

.....

.....

Contact No. :

Fax :

E-mail :

2nd Alternate Member (subject to the condition that the additional alternate member is a young professional below 37 years of age)

Shri/Smt/Dr./Prof. :

Designation :

General Interest :

Address in full for Correspondence (with PINCODE):

.....

.....

Contact No. :

Fax :

E-mail :

Appendix E

(Clauses 4.1.11, 4.1.12, 4.1.13 and 5.4.5)

GUIDELINES FOR PARTICIPATION IN THE TECHNICAL COMMITTEE WORK OF BIS

1. The organizations represented shall be recognized as a legal entity in India and the members represented shall be citizens of India resident/located in India. In case the criteria is not met, the organization shall communicate the same to the Member-Secretary of the Committee.
2. Further, where an organization offered representation in BIS work feels that it has limited interests in the scope of activity of the committee, it shall communicate the same to the Member-Secretary of the Committee before accepting the representation.
3. All organizations represented in a technical work of BIS shall be conscious of the national role they play in the preparation of Indian Standards. They shall nominate the best available talent for this work and ensure that their nominees are fully briefed, and utilize all opportunity to express their organization's view point in the Bureau forums. For continuity of participation, it shall be ensured that representatives once nominated are continued as long as possible and changes, where inevitable, are proceeded smoothly and shall be communicated to Member-Secretary without delay.
4. Organizations participating in the technical work of the Bureau may also consider initiating wherever possible formal standardization activity within the organization that would amongst other things aid participation and act as permanent liaison with Bureau on all standardization matters, and shall coordinate adoption and implementation of national standards.
5. Organizations' representing the interests of a group/association/federation shall ensure that all constituent members (whose interest he/she represent) are consulted/kept informed of the committee work.
6. The members of the technical committees representing the Central Government, State Governments, Union territories, statutory bodies, autonomous bodies and public sector undertakings (other than those specially approved by the Executive Committee), trade, industry and their associations, shall not be eligible to draw any travelling or daily allowance from the funds of the Bureau. Therefore, all expenses related to the nominees from such organizations are to be borne by the participating organizations.

7. Travelling allowances for other members, not covered under para. 6 above, may be admissible from the Bureau for attending meetings of the technical committee or discharging any duty of the technical committee, at rates applicable to non-officials attending the meetings of the committees set up by the Central Government, with prior concurrence of the Director General.

8. The reimbursement of travel expenses would be processed as per the guidelines for payment of TA/DA to members of BIS Committees from BIS funds, as amended from time to time. In addition, BIS may consider reimbursement of Travelling Allowance under Plan Funds of Government of India, if available, subject to conditions stipulated from time to time.

9. Authorities nominating representatives as members of Sectional Committee of the Bureau, if they so choose, may nominate two representatives one to be known as the principal and the other as the alternate. The organization may also nominate a third representative, ie., a second alternate member, provided the representative is a young professional below the age of 37 years. The nominations of the members are subject to the following:

i) Generally one representative shall attend the meeting but if this department or body so desired, both the principal and alternate(s) may attend the meeting.

ii) Only the principal representative shall have the right to vote.

iii) In the absence of the principal representative, the alternate may exercise the right to vote.

iv) All documents circulated in electronic form shall be sent to all the representatives, irrespective of location. Hard copies of documents concerned with the work of the technical committee, if circulated, shall ordinarily be sent to the Principal representative, if both principal and alternate representatives are located at the same station. However, if principal and alternate representatives are from different stations, such hard copy documents shall be sent to all the representatives.

v) Organizations may, if they so choose, nominate experts by designation instead of by name.

vi) In exceptional circumstances, where a case is made out on the basis of regional representation or representation of special interests within any organization, more than one alternative may be accepted.

vii) Only the designated Principal/Alternate members can attend Sectional Committee meetings. In case of their absence, their representatives can attend the meetings. However, BIS should be given prior intimation in such cases. In any case, no more than three representatives from one organisation can attend the committee meetings.

10. Comments on documents at any stage, as well as on printed Indian Standards, though are welcome at all times, members are requested to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.

11. In case there is continual failure to contribute either through correspondence or by attending meetings for a period of three years/three technical Committee meetings by the members, the membership of such organizations will be recommended for withdrawal.

Appendix F

(Clause 5.4.5)

RECONSTITUTION OF SECTIONAL COMMITTEES

Our Ref:

dated:

Subject: Confirmation about Continuance of Existing Member(s)

Dear Madam/Sir(s),

In accordance with the *BIS Rules*, 2018 the Composition ofSectional Committee,....., has recently been reviewed and it has been decided to continue your representation.

I shall be glad if you kindly let me know whether you would like your representative (s), whose particulars are given below, to continue or you would like to make any change.

Principal Member.....

Alternate Member

Kindly let me have your reply by..... If no reply is received by that date, I shall presume that you would like the present representative(s) to continue.

If you wish to change the nominations, please provide us with full particulars of your new nominations together with complete address, along with contact number, fax and e-mail particulars in the enclosed proforma.

The relevant extract from the guidelines for participation in technical committee work are reproduced overleaf.

Thanking you,

Yours faithfully,

(Head of Department/ Activity Head)

Encl.: As above

Appendix G

(Clause 5.4.5)

WITHDRAWAL OF REPRESENTATION

Our Ref:

dated:

Subject: Review/Reconstitution of the..... Sectional Committee

Dear Madam/Sir,

The Division Council at itsmeeting held on at reviewed and reconstituted the Sectional Committee, and decided to withdraw representation of your organization, in the light of lack of adequate participation of your organization in the activity of the Sectional Committee.

I take this opportunity to thank you and your organization for your representation in the Sectional Committee and hope you would extend your cooperation and support in all future work of the Bureau.

Thanking you,

Yours faithfully,

(Head of Department/ Activity Head)