

Guidelines for supporting other Laboratories for creation/ augmentation of test facilities in critical areas

1. Eligibility: Laboratories owned or fully or partially funded by the Central Government; institutions of higher education; private organisations running laboratories for R&D purposes or on not-for-profit basis shall be eligible for support.

2. Application for the scheme: The organisation desirous of setting up the Testing Facility shall send a proposal to the Bureau through the Central or State Government Department/Ministry concerned with the following.

- a. Details of location and management along with the contact details of the Laboratory.
- b. Nature of relationship with the Department/Ministry.
- c. Test facility(s) proposed to be created or augmented.
- d. Details of existing test facility(s) with scope thereof.
- e. Indian Standards related to the test facilities proposed.
- f. Detailed justification for the test facility proposed.
- g. Existing testing capacity and the inflow of samples during last one year, in case, augmentation is proposed.
- h. Details of financial assistance received from government.
- i. Annual turn-over.
- j. Any other Information as required for the examination of the proposal.

3. Screening Committee: The composition of the Screening Committee shall be as follows:

- a. Additional Secretary, Department of Consumer Affairs- Chairperson
- b. DDG (Laboratories), BIS – Member
- c. Representative from QCI (not below the rank of Director or equivalent) – Member
- d. Representative from CSIR (not below the rank of Director or equivalent) – Member
- e. Representative from the Ministry/Department seeking assistance (not below the rank of Director or equivalent) – Member
- f. Representative of the Finance department of the Bureau – Member
- g. Representative from IFD of DoCA – Member
- h. Head LRMD, BIS - Convener. The Committee may invite or co-opt any person on the above Committee, if required.

4. The Committee shall examine the potential for utilisation, viability and sustainability of the proposals received for support and make suitable recommendations.

5. Screening Committee shall submit its recommendation to the Department of Consumer Affairs for approval, so that timely assistance is provided to the project and the same shall be placed before GC for its approval.

6. Scope of Support:

- a. After the proposal is approved by the Governing Council of the Bureau, the organisation seeking support shall procure and install the equipment, strictly in accordance with the letter through which the approval of the Governing Council is conveyed. BIS will release financial assistance on receiving the report of the

procurement and installation of the equipment. Before release of payment, BIS will depute a team of officials to verify the installation of equipment.

b. Adequate space with necessary infrastructure like electrical power, electrical fittings, water connection etc. shall be provided by the organisation seeking support. c. Operation, management and maintenance of the test facility shall be the responsibility of the organisation seeking support.

d. Technical manpower will be provided by the organisation seeking support.

e. Expenditure towards the purchase of consumables and other day-to-day commodities required for running the facility shall be arranged by the organisation seeking support.

f. The Bureau shall arrange for the capacity building for running of the facility, if requested.

g. The organisation shall obtain an insurance of the equipment procured along with any high value items.

h. Utilisation of revenue from testing charges shall accrue fully to the organisation housing the test facility without the Bureau taking any share of it.

i. A representative of BIS shall be there in the Purchase committee of organisation procuring the equipment with the financial assistance from BIS. The meetings of purchase committee should, as far as possible, be held virtually, and proceeding thereof be recorded for optimum transparency.

7. The Bureau from time to time will undertake audit of the facility to ensure its proper utilisation.

8. If the test facility is found to be un-utilised or not utilised properly, the equipment and other items provided by the Bureau can be withdrawn with the approval of the Governing Council.

For any assistance in this regard, please write to:

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Bureau of Indian Standards
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ITO, New Delhi – 110091

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