

उप महानिदेशक (प्रमाणन) सचिवालय

हमारा संदर्भ : डीडीजी(प्रमाणन)/38

05.09.2018

विषय: बीआईएस की प्रमाणीकरण गतिविधि में व्यवस्थित सुधार।

कृपया उपरोक्त विषय पर जारी किए गए संलग्न दिशानिर्देशों को देखें ।

(साई कुमार वेदुला)
वैज्ञानिक-सी

प्रमुख (उप महानिदेशक) (हस्ता/-)

प्रतिलिपि : आई टी एस को बीआईएस इंटरनेट पर अपलोड करने के लिए

DDG (Certification) Secretariat

Our Ref: DDG (Cert)/38

05.09.2018

Subject: Systematic Improvement in the Certification Activity of BIS.

Please find enclosed circular issued on above subject.

(Sai Kumar Vedula)
Scientist-C

DDG(Certification) (sd/-)

Copy to: ITS for hosting on Internet

DDG (Certification) Secretariat

Our Ref: DDG (Cert)/38

05 Sep 2018

The competent authority has decided to implement the following points for the systematic improvement in the certification activity of BIS:

- 1) Head BO to have a meeting with the applicants/licensees whose cases are pending beyond time norms on monthly basis to resolve the issues and also record the minutes of the meeting and forward the same to DDGR for review.
- 2) It is decided that while issuing visitor pass at the Branches and Regional Offices, the following needs to be complied with:
 - a) The copy of photo identification of the visitor to be checked and entered in the system.
 - b) Photograph of the visitor to be captured and printed on the visitor pass.
 - c) The date and time and the person whom the visitor intends to interact needs to be reflected in the visitor pass.
 - d) The data to be kept for a minimum period of six months.

This would restrict unauthorized entry of the persons in the BO/ROs.

- 3) CCTV arrangement is required to be made where visitors would sit and wait for interaction with the officers. The footage of the CCTV is required to be kept for a minimum period of six months.
- 4) Display boards are required to be kept at visitor area informing them that in case Applicants/Licensees have an issue, they can contact Head/DDGR/DDG (Certification) for redressal of the issue. The display board should be in English, Hindi and also in the local language containing the email addresses and telephone numbers of them.

The above mentioned points to be taken up on top most priority and status on the same to be reported within 30 days.

(M.V.S.D PrasadaRao)
DDG (Certification)

Circulated to: All ROs/BOs