

योजना एवं समन्वय विभाग

हमारा संदर्भ:पीएंडसी/97

09 अप्रैल 2021

विषय:मानकीकरण में संरचनात्मक सुधार

बीआईएस की मानकीकरण गतिविधियों में संरचनात्मक सुधार के संबंध में दिशानिर्देश संलग्न है।

ये दिशानिर्देश महानिदेशक, बीआईएस के निर्देशानुसार जारी किए गए हैं और ये तत्काल प्रभाव से लागू होंगे।

**अंजना तंवर
प्रमुख (पीएंडसी)**

परिचालित:-मुख्यालय के सभी विभाग/क्षे.का/शा.का/प्रयोगशाला/एनआईटीएस

PLANNING & COORDINATION DEPARTMENT

Our Ref: P&C/97

09 April 2021

Subject: Structural Reform in Standardization

Guidelines regarding Structural Reform in Standardization Activities in BIS are enclosed.

These guidelines have been issued with the directions of DG, BIS and come into force with immediate effect.

**Anjana Tanwar
Head(P&C)**

Circulated to all departments at HQ/ROs/BOs/Labs/NITS

Bureau of Indian Standards

Office Order

Ref: P&C/97

08 April 2021

With a view to bring in greater efficiency in the standard formulation and revision work in BIS, Speed, Skill and Scale as a part of the structural reform in BIS approved by the Executive Committee in its 148th meeting, following guidelines are issued:

1. The optimum size of a Sectional Committee is 30 and it should have individuals (in personal capacity or as representative of an organisation) with widely acknowledged domain area expertise and experience on the subjects covered by the scope of the Sectional Committee. Whenever an organisation viz. Ministry, Industry Association or Research and Academic Institutions is included in the Sectional Committee, it should be ensured that the person representing the organisation is clearly specified and has the desired standing.
2. It shall be the responsibility of the Divisional Council to decide the size of a Sectional Committee and to ensure the inclusion of right persons as its members. Every Divisional Council shall constitute Search Committee with 3 or 4 of its members to recommend the persons to be included in a Sectional Committee.
3. If a member fails to attend two consecutive meetings of the Sectional Committee, communication should be sent to him by the Head of the Department concerned seeking his cooperation in the functioning of the Committee. If the member concerned fails to attend the Sectional Committee meeting even after the communication was sent, his/her membership shall be liable to be terminated. The Sectional Committee should review all these cases and the cases of absenteeism of serious nature and make suitable recommendations for their replacement to the Divisional Council.
4. If a member nominated by a Government Organisation is found to be irregular in attending the meeting, the intimation should also be sent to the Head of the Organisation.
5. The Sectional Committees shall follow the system of quarterly meetings to be held preferably in the first month of the quarter on a date decided by the Chairperson of the Sectional Committee. As far as possible, the date of the next meeting shall be fixed in the Committee's meeting itself or else, the date fixed by the Chairperson must be communicated to the members at least one month in advance along with the agenda items likely to come up for the discussions.
6. Sectional Committee meetings shall as far as possible to be held in virtual mode and all the communication with the members, including the agenda and minutes of the meeting

should take place through Standardisation Portal only. The Chairperson of the Sectional Committee can, however, decide if it is desirable to have a physical meeting or a meeting in hybrid mode (both physical and virtual).

7. It shall be mandatory to prescribed stage-wise timelines (approval of the proposal, circulation of preliminary draft, circulation of wide circulation draft and publication of standard) in respect of each of the proposals received for the formulation of new standards of revision of the existing standards. This will help the Committee track the progress of the work.
8. Standardisation portal has provisions for both recording the date of the Sectional Committee meetings and timelines for each of the proposals for the formulation/revision of standards.
9. There are approximately 4000 standards to be reviewed every year. The review of each and every existing Indian standard shall follow the Action Research based approach. This implies that preparation of a Review Document to be put up to the committee for consideration must be preceded by the following activities:
 - (a) Study and analysis of relevant international standards.
 - (b) Literature survey on the subject.
 - (c) Interaction with the industry on the changes in the technologies, manufacturing processes or test methods.
 - (d) Visit to leading manufacturing units for the firsthand information on the manufacturing processes.
 - (e) Interaction with BIS officers and labs for feedback on certification and test method related issues.
10. The Action Research for the review of standards can be assigned to the member secretary of the Sectional Committee, scientific officers of BIS, members of the Sectional Committee, sub-committee or working panel, academic or research institution, industry association, a specific industry or ministry and an organisation thereunder. The Sectional Committee shall decide the individuals or organisations to be assigned Action Research projects.
11. Review of standards shall be taken up through the Review Module of the Standardization Portal.
12. Sub-committees and working panel play an important role in the formulation and revision of standards. It should be ensured that they are created with right kind of persons and with well-articulated scope of work and time frame for the completion of the work.

13. To ensure required support to the Sectional Committee, it will be ensured that one Scientific Officer of BIS does not have to deal with 30 standards in a year. In addition, no BIS scientist will be the Member Secretary of more than 03 Sectional Committees.
14. The individual experts or Sub-committees and Working Panels having been assigned the task of preparing the Preliminary Draft for a new standard or Review Document for an existing standard shall be provided secretarial assistance as and when required by them.
15. There shall be a fully automated Resource Centre to help the Sectional Committees and others associated with standardisation work with information and documents required by them.
16. Quality of standards depends a lot on in the process of consultation. The Member Secretary of the Sectional Committee under the guidance of the Chairperson shall make sincere endeavors to involve all the potential stakeholders and interested parties in consultation on draft standards. The Preliminary Draft or the Review Documents are normally circulated to the members of the Sectional Committee only, but if it is felt necessary, it can be shared with others in consultation with the Chairperson of the Sectional Committee.
17. For a proposal to be taken up for formulation or revision of a standard, it must be submitted through the Standardisation Portal and with adequate justification in support of the proposed standard. Proposals which are in the nature of a wish list and do not have the required justification shall be returned to the sender forthwith for resubmission in the desired manner. If the proposal was received from Ministry, the communication should go from DDG and in all other cases from the Head of Department.

These guidelines come into force with immediate effect and shall be followed scrupulously and sincerely by all concerned. DDGS will bring all the instances of deviation from the guidelines to the notice of the DG in the monthly review meetings.

This issues with the directions of DG, BIS.

Head (P&C)