

BUREAU OF INDIAN STANDARDS

(National Institute of Training for Standardization)

Our Ref: NITS/Trg./03/2024-25/Rev. 1

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Subject: Guidelines for Capacity Building Programmes for Various State Government Departments and Engagement of Resource Persons for such Programmes

1. INTRODUCTION

As the National Standards Body of the country, Bureau of Indian Standards (BIS) plays a pivotal role in ensuring quality, safety, and reliability of products and services. Capacity Building programmes are conducted by BIS' Training Institute, National Institute of Training for Standardization (NITS) for enhancing the understanding and implementation of national standards across various state government departments. These programmes are particularly focussed on standards which will lead to procurement of good quality BIS certified products, adoption of good practices, and better service delivery to the citizen of the country. By organizing localized capacity building programmes at the state level, BIS now intends to directly engage with government officials for promoting uniformity and compliance with national standards. These programmes will be crucial in building capacity, bridging knowledge gaps, and ensuring effective adoption of standards that align with global best practices. Additionally, they will provide a platform for discussing regional challenges and customizing solutions that cater to specific state needs, ultimately driving growth, development, and public welfare.

2. CAPACITY BUILDING PROGRAMMES IDENTIFIED

In the first stage, the capacity building programmes for the following state government departments have been identified, and module, session transaction plan, course content and powerpoint presentations have been prepared:

- a) Public Works Department (Buildings);
- b) Public Works Department (Electricals);
- c) Public Health Engineering Department;
- d) Distribution Utilities (DISCOM);
- e) Water Resources and Irrigation Department;
- f) Labour Department
- g) Agriculture Department;
- h) Women and Child Welfare Department;
- i) Health Department; and
- j) Urban Development Department and Municipal Corporation.

However, capacity building programmes for other state departments may also be planned in due course based on the requests received for the same.

3. ENGAGEMENT OF RESOURCE PERSONS

3.1 The resource person may be drawn from amongst the following, however, their minimum experience in the concerned field shall not be less than 3 years:

- a) Member of concerned BIS Technical Committees stationed near to the RO/BO, information about which may be obtained from the concerned technical department;
- b) Approved faculties of NITS conducting similar sessions in the ongoing courses;
- c) Faculties/Resource Persons being engaged by SCMD for conducting technical sessions in MoU Partner Institutes;
- d) Retired Officer of the concerned government department like, CPWD, PWD, PHED, Distribution Utilities, Water Resources, Irrigation, etc.
- e) Faculty of the concerned discipline from Engineering/Science Colleges with preference to MoU Institutes;
- f) Serving Industry personnel/consultant of the concerned field; and
- g) Member of the concerned professional bodies like Institution of Engineers (India), Indian Association of Structural Engineers, Indian Plumbing Association, Indian Water Works Association, Institute of Electrical and Electronics Engineers.

3.2 The interested candidate willing to be associated as BIS' Resource Person for the state government programmes, shall be required to submit the faculty profile proforma as given in Annexure 1. They shall also specify their preferred locations (states) where they would be comfortable conducting training sessions.

3.3 A Training of Trainers (ToT) programme will be organized by NITS to explain the engaged resource persons about conducting sessions as per the session transaction plans.

4. MODE OF TRAINING

4.1 The trainings shall be physical and classroom based. The engaged Resource Person (faculty) shall conduct the session as per the Session Transaction Plan circulated by NITS, using the course content and powerpoint presentations provided by NITS. They may like to improvise the PPTs based on their knowledge and experience. However, any technical change required in the course content shall be communicated to NITS along with brief justification. NITS shall consult the concerned technical department for deciding and incorporating any change in the course material based on the comments received from the Resource Person.

4.2 BOs are advised to translate the session-wise course content of each of the capacity building programmes into vernacular language(s). Hindi translation of the course content will be prepared by NITS.

5. LOCATION AND VENUE OF THE PROGRAMME

The location and venue of the programme shall be as decided by the BO in consultation with the concerned state government department so as to ensure maximum participation.

6. HONORARIUM

Honorarium as below shall be payable to the Resource Persons for taking session(s) during the state government capacity building programmes.

Honorarium per session of 2 hours in a day	Honorarium for 2 sessions of 2 hours each in a day	Honorarium for more than 2 sessions of 2 hours each in a day
Rs.10000/-	Rs.15000/-	Rs 20000/-

7. TERMS AND CONDITIONS FOR RESOURCE PERSONS

The following terms and conditions shall be applicable for engagement of resource persons:

- a) Orders of the Central/State Government/organization/institution, as applicable to the Resources Persons concerned, in regard to the payment of honorarium, shall be applicable to them, and they will be required to give an undertaking that they are entitled to receive the honorarium.
- b) The experts/professionals decided to be engaged as Resource Persons shall use the Training Modules and Reading Materials approved by the Bureau for a particular session(s), and attend the preparatory (ToT) programme for that, face-to-face or virtual, as decided by the Bureau.
- c) In case, the Bureau requires Training Modules or reference materials to be prepared or enriched by the Resource Persons, the same shall be used by the Resource Persons only after the Bureau has received a copy in advance and consented to use them.
- d) The concerned department of BIS in-charge of the training/technical sessions (NITS/SCMD) shall put in place a robust system of Feedback Analysis, and maintain the record of the same for each of the Resource Persons to be evaluated periodically, at least once in six months, for decision on the utilization of the services of the Resources Persons in future.
- e) Other requirements for engagement as Resource Person — After a Resource Person is selected based on the criteria outlined in these guidelines, the following conditions shall apply for their final engagement:
 - i) *Attendance in the ToT Programme* — Participation in the ToT Programme will be mandatory for final selection as a Resource Person. Absence may lead to disqualification without any further clarification/information from BIS. TA-DA and stay arrangements as per this Guidelines will be provided to the selected Resource Persons for attending the training.
 - ii) Submission of original documents in support of qualification and work experience in the concerned field as claimed in the application form.

- iii) Feedback received subsequent to the first programme conducted by the Resource Person.

8. TRAVEL AND STAY INCLUDING LUMP SUM AMOUNT

- 8.1 The reimbursement of travel charges including local travel shall be as per the entitlement as applicable to Pay Level 10 of Central Government employees as per O.M. No. 19030/1/2017-E.IV dated 13 July 2017 as amended from time to time. The current entitlement as above is given below for ready reference:

Level	Travel Mode	
	Air	Train
10 (~ Sc. 'B' in BIS)	Economy	IIInd AC

All other Travelling allowance rules shall be the same as applicable in Government of India.

- 8.2 The stay accommodation charges and lump sum amount per day shall be as per the entitlement as admissible to Pay Level 10 employees under 12 (iv) (a) of the Bureau of Indian Standards' *Terms and Conditions of Service of Employees Regulations, 2020* as amended from time from time. The current entitlement as above is given below for ready reference:

Level	Stay Accommodation Charges		Lump Sum Amount per day (subject to length of absence from the declared place of residence)
	In the cities classified as 'X' for the purpose of House Rent Allowance	All Other Cities	
10 (~ Sc. 'B' in BIS)	4200 rupees	3300 rupees	1000 rupees <ul style="list-style-type: none"> • 100% of lumpsum amount if absence is more than 12 hours • 70% of lumpsum amount if absence is between 6 hours to 12 hours • 30% of lumpsum amount if absence is less than 6 hours

NOTE — The actual expenditure on staying accommodation is subject to the ceiling rates indicated above on production of receipt and the rates are excluding taxes or Government levies which shall be extra at actuals. All other Travelling allowance rules shall be the same as applicable in Government of India.

9. EXPENDITURE

Expenditure incurred on logistics and honorarium, transportation facility, accommodation, local travel and lumpsum amount to the Resource Persons shall be utilized by the BOs from the Training budget allocated to ROs/BOs under the budget head 'Training Programme in NITS' and Budget Head Code 3002.

ANNEXURE 1

FORMAT FOR SHARING FACULTY PROFILE

Faculty Photograph (Please attach)	Sl No.	Faculty Details	
	1	Name	
	2	Organization	
	3	Designation	
	4	Contact Address	
	5	Mobile	
	6	Email	
	7	Education Qualification	
	8 a)	Experience (in years)	
	b)	Details	
	9	Expertise	

	10	Special Achievements	
	11	Course Conducted	
	12	Bank Details and PAN Card No.	Name of the Bank : Account No. : Account Type : IFSC Code : PAN No. :

11. I accept to act as Resource Person (Faculty) for the Capacity Building Programmes being conducted by BIS.

12. I will be interested to act as Resource Person for the sessions and programmes as given below:

SI No.	Capacity Building programme for the	Session on _____
	_____	Session on _____
		Session on _____
	Capacity Building programme for the	Session on _____

13. I will be interested to act as Resource Person for the Capacity Building Programmes conducted at any location in the following States and UTs:

State/UT 1	State/UT 2	State/UT 3

Interested candidates may like to give more choice of locations. In case they are willing to travel anywhere in India for conducting the session, they may like to give the option 'Anywhere in India'.

14. I undertake that,

- a) I shall use the course material and PPTs provided by NITS for conducting the session(s) during the state government capacity building programmes.
- b) I shall not use the material provided by NITS for the programme for any other programme being organized by any organization other than BIS.
- c) I shall not use material of any other organization as training material for programmes of NITS, BIS.
- d) I shall provide BIS soft copies of any additional reference material being prepared and used/shared with the trainees of state government capacity building programmes to NITS and permit NITS the use of same for training programmes being conducted by BIS.
- e) I shall treat all documentation and information on participants of training programmes of NITS, BIS as confidential.

Signature:

Name:

Date: