

BUREAU OF INDIAN STANDARDS

162nd Meeting of the Executive Committee

PROCEEDINGS

Day and Date : Wednesday, 23 July, 2025

Venue : Bureau of Indian Standards,
DG's Committee Room,
Manak Bhavan, 9, Bahadur Shah Zafar Marg,
New Delhi - 110002

PRESENT:

Chairman : 1. Shri Pramod Kumar Tiwari, DG, BIS

Members (Present) : 2. Shri Bharat Khera, Additional Secretary,
Ministry of Consumer Affairs, Food & Public
Distribution
3. Dr. Anant Sharma, National President;
Consumer Confederation of India (CCI);
4. Prof. Venugopal Achanta, Director, NPL;

Representatives : 1. *Dr. Ashish Kumar, Sr. Consultant, DPIIT;
2. *Ms. Asha Nangia, Scientist G and Group
Coordinator, MEITY;
3. *Dr. B. K. Yadav, MEITY;
4. Dr. Ashok Kumar, DDG, BEE;

**Members (Leave of
Absence)** : 1. Shri Sanjiv Shankar,
Additional Secretary & Financial Adviser,
Ministry of Consumer Affairs,
Food & Public Distribution;
2. Shri V. Arun Roy, IAS, Secretary,
Industries Department, Chennai,
Government of Tamil Nadu;
3. Shri Alok Kumar, Principal Secretary,
Infrastructure and Industrial Development
Department Government of Uttar Pradesh;
4. Prof. Rajat Moona, Director,

- IIT Gandhinagar;
5. Prof. Devendra Jalihal, Director,
Indian Institute of Technology Guwahati;
 6. Ms. Charu Mathur, Director General,
Indian Electrical & Electronics Manufacturers
Association

**BIS Officers
in Attendance**

- :
1. Shri H.J.S. Pasricha, DDG (Certification);
 2. Shri Chandan Bahl, DDG (IR);
 3. Shri Sanjay Pant, DDG (Standardization-II);
 4. Lt Col (Retd.) Kumar Shantanu, DDG
(Administration);
 5. Shri Vinod Kumar, DDG (Finance);
 6. Smt. Chitra Gupta, DDG (Hallmarking &
Training);
 7. Smt. Nishat S. Haque, DDG (Lab);
 8. Shri Praveen Khanna, DDG (P & C);
 9. Smt. Reena Garg, DDG (Standardization-I);
 10. Smt. Rachna Sehgal, DDG (MSC);
 11. Shri Deepak Singla, (CMD-I);
 12. Shri Ajay Tewari, Head (LRMD);
 13. Shri Amit Garg, Dir (Training);
 14. Shri Ritesh Kumar Baranwal, Dir (Finance);
 15. Ms. Alka, Secretary (BIS);
 16. Shri Rajat Gupta, Sc. D (LPPD);
 17. Shri Mohit Janoiya, Sc. D, (CMD-I);
 18. Shri Chirag Shah, Sc. D (P& C);
 19. *Shri Atindra Chatterjee, Head (NITS);
 20. Shri Gurpreet Singh, Dir (Administration);
 21. Smt. Neha Singhal, Dir (GSD)

** Through video conference*

Item 1 WELCOME BY THE CHAIRMAN

- 1.1** The 162nd meeting of the Executive Committee (EC) of BIS was held on 23 July 2025 to discuss the Agenda circulated to the members on 14 July 2025.

**Item 2 PRESENTATION ON IMPORTANT INITIATIVES TAKEN BY
BIS SINCE LAST EC MEETING HELD ON 07 MARCH 2025**

- 2.1** DG, BIS welcomed the members. A presentation on activities of BIS, highlighting the important initiatives and achievements by BIS in recent past was made by the Activity Heads of BIS.

**Item 3 CONFIRMATION OF THE PROCEEDINGS OF 161st
MEETING OF THE EXECUTIVE COMMITTEE (EC) OF BIS
HELD ON 07 MARCH 2025**

- 3.1** There being no comments from the members, EC confirmed the proceedings of the 161st meeting of the EC held on 07 March 2025 as given as Annex-3A of the agenda.

**Item 4 ACTION TAKEN REPORT (ATR) ON THE DECISIONS
TAKEN/ACTIONABLE POINTS OF THE 161st MEETING OF
EC HELD ON 07 MARCH 2025**

- 4.1** EC noted the Action Taken Report of the 161st meeting of EC, held on 07 March 2025 as given in Annex-4A of the agenda.

AGENDA(S) FOR DISCUSSION/APPROVALS

Item 5 PROPOSAL FOR MODIFICATION IN THE INTERNSHIP SCHEME

Background

BIS laboratories, under the laboratory internship scheme, have been engaging interns from the local colleges and institutions in their respective region. These students joining as interns for the internship duration ranging from 02 to 06 months and till now a total no. of 243 interns have been engaged by BIS laboratories in 2023-24 (112) and 2024-25 (131).

The students under their internship are provided training on the testing of products as per Indian Standards, laboratory practices, procedures, operation of testing equipment and the laboratory quality management system.

The interns are being assigned various projects on the gap analysis of testing facilities, preparation of technical specification of equipment for fabrication and procurement, development of test methods, measurement uncertainty analysis, method verifications, preparation of videos on test methods, automation of manual equipment and maintenance of technical records.

To carry out the above project, visits to various manufacturing facilities of products, test equipment vendors and fabricators, prominent laboratories of R&D institutions, academic institutions, large scale manufacturers and BIS recognized & empanelled laboratories are required to be carried out by the interns. However, there is no provision for providing logistical support to interns for exposure visits, at present. Such support could offer valuable learning opportunities to students, helping them develop their technological know-how, understand state-of-the-art technologies, and gain insights into new products and the operations of manufacturing industries and laboratories.

In view of the above, it is proposed that the provision for providing logistical support to the interns to carry out visits may be incorporated in the BIS Laboratory Internship Scheme as given below:

‘The support may be provided for the local/outstation visits, if required to be undertaken as part of the Internship, BIS would reimburse the travel and stay expenses as admissible to BIS employees at Pay Level 10 or actual, whichever is less.’

A draft copy of the revised internship scheme incorporating the changes was presented.

Proposal made to the EC

EC was requested to consider and approve.

Decision of the EC

The Executive Committee approved the proposal.

Item 6 GUIDELINES FOR ENGAGEMENT OF CONTRACTUAL MANPOWER IN BIS TESTING LABORATORIES

Background

An agenda on the contractual staff in BIS testing laboratories was placed for consideration of the Executive Committee (EC) in the 161st meeting held on 7th March 2025. During the meeting, the matter was deliberated, and the EC recommended that the matter be re-examined in light of the facts presented. It was advised that a revised proposal be placed before the Committee in the next EC meeting.

Accordingly, the revised guidelines for the engagement of contractual manpower in the form of testing personnel and technicians were prepared and the same were placed before the EC.

Further, the background note on the engagement of contractual manpower in BIS laboratories was also placed.

The clause (1) (b) of the Rule 33 of the Bureau of Indian Standards Rules, 2018 dated 25th June 2018 states the following:

“Appointment of agents. – (1) The Bureau may appoint any person or laboratory or organisation in India or outside India as its agent to act on its behalf for discharging any one or more of the following functions, namely: -

(b) to test samples of products for their conformity to Indian Standards;”

The Delegation of Powers by the Governing Council of BIS and Sub-delegation of Powers by Director General, BIS has been detailed in the BIS/DGO(450)/2018 Dated 09 July 2018 and the power for appointment as mentioned above has been delegated to Director General as per guidelines approved by EC.

Proposal made to the EC

It was proposed that the guidelines for the engagement of contractual manpower, in form of testing personnel and technicians may be approved by EC.

Decision of the EC


The Executive Committee decided that the engagement of the contractual manpower in BIS Testing Laboratories shall be done as per the guidelines, as have been proposed in the agenda item 8, “*Empanelment of agents for Product Certification works on behalf of the Bureau (BIS)*”, and these guidelines shall be revised accordingly.

Item 7 RENEWAL OF AGREEMENT BETWEEN BIS AND RUBBER BOARD

Background

BIS had entered into agreement with Rubber Board under Rule 11 of BIS Rules, 1987 with regard to operation of BIS certification marks scheme related to rubber and rubber products signed on 08 December 1999. The agreement was renewed/extended several times and the latest renewal was valid upto 31 March 2025. This agreement was signed on 29 September 2022 under Rule 33 of the BIS Rules, 2018.

The Rubber Board has been established by the Government of India under the provisions of the Rubber Act, 1947. The Rubber Board is functioning under the aegis of the Ministry of Commerce and Industry. The Rubber Act has tasked the Rubber Board with the function of improving the quality of rubber and implementing the standards for quality marking, labelling and packing for the rubber produced or processed in, imported into or exported from India. Further as per the Rubber Rules enacted by the Government of India, the Rubber Board carries out inspections and is obliged to ensure conformity and compliance of rubber/rubber products with the quality Standards formulated by the Bureau of Indian Standards.

Presently, BIS product certification licences for use of Standard Mark () are under operation for two rubber products namely, “*Ammonia Preserved Concentrated Natural Rubber Latex*” as per IS 5430 and “*Rubber, Raw, Natural*” as per IS 4588. Since 1999, the product certification scheme of BIS for these products is operated in association with the Rubber Board, i.e. a specialised statutory body established by the Government of India working for overall development of the Rubber Industry in the country.

Under the Rubber Board, the testing activities are performed at The Rubber Research Institute of India (RRII). RRII represents India in the field of Rubber products in many international research programmes and is a member of the International Rubber Research and Development Board (IRRDB).

Broadly, the activities undertaken by Rubber Board involves carrying out surveillance inspections on behalf of BIS and testing of product samples in the laboratory, i.e. the Rubber Research Institute of India. The inspection report & test report from laboratory are submitted to BIS, which are reviewed for appropriate necessary action. The preliminary inspection for a new applicant is carried out jointly by BIS and Rubber Board. Out of the total marking fee collected by BIS, 2/3rd of the share is paid to Rubber Board and remaining 1/3rd is retained by BIS. The performance of Rubber Board was reviewed by a committee at BIS and the performance has been assessed as satisfactory.

The agreement has been renewed with prior permission of the Chair continuing on the same terms and conditions under the Rule 33 of the BIS Rules, 2018. The agreement with Rubber Board has been renewed for three years up to 31 March 2028.

Proposal made to the EC

The EC was requested to note for its information.

Decision of the EC

The Executive Committee noted.

Item 8 EMPANELMENT OF AGENTS FOR PRODUCT CERTIFICATION WORKS ON BEHALF OF THE BUREAU (BIS)

Background

BIS is operating its product certification activities in India for more than 1,360 products with about 50,000 certifications under Scheme-I (ISI Mark) and Scheme-IV (CoC). The number of products notified for compulsory BIS certification under these schemes presently stands at 692 with a consistently rising trend. Additionally, more products are under consideration at the line Ministries/Departments of the Central Government for issuance of technical regulations/quality control orders (TR/QCOs) mandating BIS certification.

With the rising trend witnessed in product certification activities and requirement for effective surveillance, especially for products notified under TR/QCOs, AGENTS for carrying out factory inspections (i.e. pre-market surveillance) on behalf of the Bureau (BIS) were appointed in 2020. The pick-up in these surveillance activities with involvement of outside agencies having accreditation primarily dedicated towards factory surveillance inspection activities.

Even though there was provision for extension of contract agreement for two years based on mutual consent, the new RFP process was opted to enhance the scope of work for accredited agencies. In addition to the factory inspection works, the back-end documentation review works was also added for appointment of accredited agencies. This was done primarily to assist the Bureau in handling the increased documentation review emanating out of the rising product certification and surveillance activities.

The works related to factory inspections are still continuing with utilisation of appointed accredited agencies. However, the back-end documentation review works was not being handled effectively by the appointed accredited agencies and contract agreement towards utilisation of their services have been terminated. Previously in 2021, a more decentralised model of appointing accredited agencies was also tried which involved physical presence of skilled manpower by such agencies at the location of BIS Branch Offices (BOs). However, there was not much healthy response towards bid submission by the accredited agencies.

Out of necessity and exigency of rising workload, it is imperative to supplement the resources for BOs of BIS to deliver certification services and assist in effective operation, planning and execution of market surveillance activities, including the actions arising from surveillance activities like review of surveillance reports and test reports. For this purpose, provision under Rule 33 of the BIS Rules, 2018, the appointment of agent to assist BIS in carrying out market sampling / surveillance activities is available.

Accordingly, a model terms and conditions document for decentralised appointment of AGENT (at BO level) for product certification (Scheme-I and Scheme-IV) work has been

prepared. Based on nature and distribution of industry base in the geography pertaining to BO, the AGENT will be required to deploy the skilled professionals as per the requirement of BO having the relevant credentials like education qualification skill (like Mechanical, Civil, Metallurgy, Electrical, Electronics, Textiles, Chemicals) and aptitude. Each deployed professional shall be paid ₹ 50,000 consolidated monthly remuneration. However, an overall maximum cap of 4 number of skilled professionals at a particular BO will be prescribed. Scope of work for AGENT will be as follows:

1. Assistance in collection of market samples, including
 - i) planning, scheduling
 - ii) purchase from physical or online stores or any point in the product supply chain
2. Assistance in market surveillance activities, including
 - i) checking labelling and marking requirements
 - ii) generation of test request for laboratory testing as well as
 - iii) works emanating out of surveillance activities like examination of surveillance reports, test reports and preparing performance review reports
3. The agent shall be fully responsible for the recruitment, background verification, placement and ongoing management of deputed technical professionals, in alignment with the operational needs of the BO.

The model terms and conditions prepared will be processed individually by each BO of BIS for procurement through the GeM portal. Estimated financial implication (annually) based on deployment of 4 number of skilled professionals deployed across all 33 BOs of BIS would be ₹ 7,92,00,000. The bidding process will be of two stages (1 Technical, 2 Financial). The agencies will be selected based on financial bid L1 basis, i.e. service cost over and above the payment to be made to each deployed skilled professional with service charges in the range of 3.85% to 7% as per GeM norms. Accreditation criteria for the pre-qualification of AGENT selection has already been tried on two earlier occasions and has been done away with. Services of these skilled professionals deployed by the AGENT will not be utilised for factory inspection and any decision making. Technical bid assessment against competence criteria as per work requirement will be done by BOs and final approving authority towards appointment of AGENT will be delegated till a senior position, i.e. Deputy Director General (Region) only. Procurement instructions for the public authorities laid down by the Government of India like GFR, Services Procurement Manual shall also be complied.

The complete terms & conditions (guidelines) document were placed before the EC which will serve as the guidelines to suit the specific needs of works desired.

The provisions for appointment of AGENTS for market surveillance related activities and for carrying out any work of the Bureau are available under Rule 33 of the BIS Rules, 2018. For the aforesaid provisions, as per delegation of powers by the Governing Council of the Bureau, the authority for such appointment has been delegated to the '*Director General as per guidelines approved by Executive Committee*'.

Proposal made to the EC

The Executive Committee was requested to consider and approve the proposed terms & conditions (guidelines) for appointment of AGENTs for product certification works described in the proposal and scope of work as mentioned in the agenda item, on behalf of the Bureau (BIS).

Decision of the EC

The Executive Committee approved.

Item 9 EMPANELMENT OF EXPERTS IN THE AREA OF SAFETY ASSESSMENTS FOR MACHINERY AND ELECTRICAL EQUIPMENTS

Background

The Ministry of Heavy Industries (MHI), Government of India has notified the Machinery and Electrical Equipment Safety (Omnibus Technical Regulation) Order, 2024 on 28 August 2024. Final complete product for this regulation is required to be certified for safety by BIS for implementation of Standards, as per the latest amendment order dated 12 June 2025. For safety certification towards implementation of OTR order, a separate conformity assessment scheme-X was also notified under the BIS (Conformity Assessment) Regulations, 2018 which was drafted in consultation with MHI.

This is a completely new field and different certification concept based on technical file evaluation for implementation of Standards. In-house organisational level expertise is being developed for which four number of classroom training programmes (of 3 days) have been conducted for capacity building of 120+ BIS officers of relevant educational discipline. To supplement theoretical know-how, practical field visits of 50+ BIS officers in the Industry where machinery related safety Standards are being implemented have also been conducted. Furthermore, capacity building measures are required towards actual real-time audits to verify compliance to technical safety measures, type A standards - basic design principles, type B standards - specific safety aspects/safeguards and type C standards - complete machinery.

In the past, for such a scenario requiring in-house organisational capacity building, the model of utilisation of external experts from the India Government Mint was executed in the hallmarking activity. The expertise of Government Mint officials was utilised for a joint visit alongside BIS officials for carrying out audits of Assaying & Hallmarking centres. Over the years, as the BIS officers gained competence, the use of external experts in hallmarking activity has been discontinued.

On the similar lines, it is proposed to empanel available expertise in the country, i.e. from the Industry for associating with BIS for carrying out audits of products covered under the OTR regulation. For both desk audits and site audits; these experts who have worked full time in Industry will be providing services of their technical expertise to BIS. This will not only ensure development of competence of BIS officers over time, but will also take care of independence and impartiality of BIS certification processes.

Legal provision under Rule 33 of the BIS Rules, 2018 for appointment of persons as agents to assist BIS for inspection is available. Manner of this proposed empanelment is e-publishing on GeM portal and for wider publicity on official BIS website as well. Scope of work proposed for which assistance will be taken from empanelled experts will include

audits to verify compliance of machinery and electrical equipments certification cases under Scheme-X received at BIS by way of:

- 1 Desk audit (or inspection) for examination of technical file(s) submitted by the manufacturer situated within India
- 2 Product compliance audit (or inspection) at the site within India alongwith BIS officer(s) and/or other empanelled expert(s)
- 3 Submission of audit (or inspection) reports to BIS for the allocated works undertaken Since audit is a more widely used term, in place of inspection, for this sector; the same terminology is to be used for ease of understanding.

Draft document to be e-published inviting empanelment applications was presented. The provisions for appointment of persons as AGENTS to discharge functions of audits (inspection) on behalf of BIS are available under Rule 33 of the BIS Rules, 2018. For the aforesaid provisions, as per delegation of powers by the Governing Council of the Bureau, the authority for such appointment has been delegated to the '*Director General as per guidelines approved by Executive Committee*'.

Proposal made to the EC

The Executive Committee was requested to consider and approve the proposed terms & conditions (guidelines) for empanelment of experts (individual persons) as AGENTS to discharge functions of audits (inspections) on behalf of the Bureau (BIS) in the area of safety assessments for machinery and electrical equipments for implementation of OTR regulation.

Decision of the EC

The Executive Committee accorded its approval.

Item 10 PRODUCT SPECIFIC CAPSULE COURSES

Background

Bureau of Indian Standards (BIS) is conducting product specific Capsule Courses since 2021 to augment the technical expertise and capacity building of Quality Control Personnel of industries as per the approval of EC in its 149th Meeting.

These workshops focus on imparting knowledge on the various aspects of Indian Standards including manufacturing process, in-process controls, testing methodologies, and statutory requirements. The customized Capsule courses ensure that Quality Control In-Charges of MSME units are conversant with the Indian Standards and its requirements relevant to their industry, fostering a deeper understanding of quality parameters and compliance procedures.

Financial Aspects:

These product-specific capsule courses conducted at BOs/ROs are conducted free of cost. No training fee is charged from the participants. Additionally, accommodation is provided to non-local participants, on request of participants, by the concerned BOs/ROs, subject to a maximum limit of Stay Accommodation Charges as prescribed in Level 9-12 at 12.(4).(a) of Bureau of Indian Standards (Terms and Conditions of Service of Employees) Regulations, 2020 i.e. Rs. 4200/- in 'X' class cities of Rs.3300/- in all other cities. However, no travelling expenses shall be reimbursed to participants, either local or outstation.

Courses conducted since 2022-23

Previously, at least 1 capsule course was conducted by each BO in each quarter. The participants of such courses are primarily from the MSME sector. Accordingly, in 2022-23, a total of 157 product specific capsule courses were conducted by the BOs for 3084 participants. In 2023-24, a total of 141 product specific capsule courses were carried out by BOs and around 2890 participants. The above was also mentioned in the ATR of 158th EC meeting.

Subsequently, 135 product specific capsule courses for 3023 participants were carried out in 2024-25.

Responses received from BOs

The significance and prominence of such Capsule courses, was largely realized by the BOs. Feedback and responses received from some of the BOs indicate:

1/ These tailored Capsule courses for Quality Control-in-charges are focussed on critical areas of Scheme of Inspection and Testing, and helps bridge the competence gap in the skills of testing personnel. Such concise and comprehensive courses addresses both general and sector specific quality control issues through classroom training and laboratory exposure visits.

2/ Capsule Courses emphasizes on root cause analysis of sample failures so that manufacturers are capable of consistently maintaining high quality of ISI marked product being supplied to the consumers. This has been effective in significantly reducing the percentage of sample failures, which in turn has been instrumental in increasing productivity, quality, innovation, and competitiveness of MSMEs.

Courses planned in 2025-26

The feedback and responses received from BOs justifies the need for conducting these courses in large numbers. Hence, realizing the significance and the manifold benefits that these courses are reaping, it has been decided that all BOs would conduct six Capsule Courses each for the year 2025-26 (i.e. a total of 198 capsule courses) out of which 43 have already been conducted as on 08th July 2025. The list of products on which capsule courses are to be organized are also uploaded on BIS website for information of all stakeholders.

Budget allocated for capsule courses in 2025-26

In each of the last 3 years, NITS allocated 12 lakhs ₹ to each RO, amounting to ₹60 lakhs for 5 ROs, from the ₹12 crore budget allocated to NITS under the budget head “Training Programme in NITS” (Budget Head: 3002) for the expenditure on Capsule Courses conducted at ROs. However, this year, as the number of capsule courses to be conducted by each BO has increased to 6 courses per year i.e. 1.5 times, the allocation has been accordingly increased to ₹18 lakhs to each RO (1.5 times the budget allotted for previous year), thus amounting to ₹90 lakhs for 5 ROs.

Proposal made to the EC

EC was requested to note.

Decision of the EC

The Executive Committee noted.

Item 11 CONTENT DEVELOPMENT COMMITTEE (CDC) AND CONTENT REVIEW COMMITTEE (CRC) FOR E-LEARNING COURSES

Background

Composition of CDC and CRC

NITS, the training wing of BIS is in the process of procuring and implementing Learning Management System (LMS) and developing e-learning content for uploading various training courses. However, in order to develop and finalize the course content to be hosted on the LMS portal, Content Development Committees (CDC) have been constituted to prepare the course content and Content Review Committee (CRC) have been constituted to approve the content prepared by the CDC. Accordingly, 48 CDCs for product and code of practices have been constituted while 9 CRCs have been constituted discipline wise to review the courses. The composition of CDC and CRC as decided in consultation with the concerned technical departments, have been approved by DG BIS.

Honorarium to CDC and CRC members

The honorariums to be paid to the members of CDC and CRC for their services, have been approved by DG BIS as per the powers conferred to him vide SI No. (20) of Schedule of Bureau of Indian Standards (Powers and Duties of Director General) Regulations, 2018. The honorarium has been decided as below:

- a) Once the content of course has been accepted by CRC, the external experts in the CDC involved in preparation of course shall be entitled for an honorarium of Rs. 20,000 per course.
- b) Chairperson and members of the CRC (other than serving BIS officials) shall be entitled for honorarium of Rs. 20,000 per physical meeting and Rs. 40,000 for two and more physical meetings.
- c) DDG (NITS) shall be the Competent Authority for payment of honorarium to members of CDC and CRC.

TA-DA to Members of CDC and CRC

Members of CDC and CRC shall be entitled for TA-DA for undertaking visits/attending physical meetings for the purpose of content development and content review and finalization. Entitlement shall cover reimbursement of the following:

- i) For officials, the TA/DA shall be as admissible to them in their current official capacity.
- ii) For non-officials, the TA/DA admissible shall be as under:
 - 1) Travel by Economy class by Air or AC-II by train. In case of journey performed by road the reimbursement will be restricted to that of travel by AC-II of train.

- 2) Accommodation in NITS' hostel subject to availability. In case stay arrangement in NITS' hostel could not be made due to non-availability, reimbursement for hotel accommodation/guest house of up to Rs. 7500 per day.
- 3) Reimbursement of taxi charges as per actual for travel within a city.
- 4) Reimbursement of food bills not exceeding Rs. 1200 per day.

The entitlements are aligned with that of Department of Expenditure OM No. 19047/1/2016-E.IV dated 14 September 2017 regarding TA/DA entitlements of Non-officials of Committees/Boards/Panels, etc. BIS technical committee members who are non-officials, by virtue of being eminent subject experts are considered under category of 'eminent personalities' of the said O.M.

Total estimated expenditure towards development and finalization of e-learning course content is Rs. 73.0 lakhs towards honorarium plus travel expenses as on actual.

Proposal made to the EC

The EC was requested to note.

Decision of the EC

The Executive Committee noted.

Item 12 REVISE THE POLICY FOR PROVIDING LAPTOPS TO THE ELIGIBLE OFFICERS AND EMPLOYEES OF THE BUREAU

Background

The existing BIS laptop policy was revised in line with the Office Memorandum Ministry of Finance, Department of Expenditure, E-II (A) Branch) vide their Office Memorandum ref. F.No. 03(20)/2022-E.II (A) dated 21 July 2023 and accordingly, the said Laptop Policy was circulated by Administration Department vide Circular No. BIS HQ/ADMN/ Circular (55)/2023 dated 28.12.2023 and prepared the Agenda for placing before the 158th Executive Committee meeting with proper justification. The same has been approved by 158th EC.

50% of the sanctioned strength of Section Officers and equivalent to be covered under the existing BIS Laptop Policy as per Office Memorandum ref. F.No. 03(20)/2022-E.II (A) dated 21 July 2023 issued by Ministry of Finance, Department of Expenditure, Government of India. A request was received from BISAOA that all SOs and equivalent posts shall be covered under the said Office Order.

- i. In this regard, Administration Department has constituted a committee for the above proposal and the committee recommended that eligible 50% of the sanctioned strength of Section Officers and equivalent to be covered under the existing BIS Laptop Policy.
- ii. The selection of eligible Section Officers and equivalent posts (up to 50% of the sanctioned strength) shall be made as per the detailed procedure approved by the Director General, BIS.
- iii. The details provided by the Establishment Department regarding sanctioned and allocated strength of SO and equivalent was presented.
- iv. Financial implications: Inclusion of 50% of the total strength of Section Officers and equivalent under the laptop policy will result in the total financial implication of around ₹1 crore over a span of 4 years (₹25 lakh annually). This is minimal as compared to the overall investment made by BIS and the Government in IT infrastructure and will further enhance its effective utilization.
- v. The existing terms and conditions of the BIS Laptop Policy shall apply to SOs and equivalent officials. In this regard, Draft Policy was presented.

Proposal made to the EC

The Executive Committee was requested to approve.

Decision of the EC

The Executive Committee approved, as proposed.

Item 13 TERM INSURANCE SCHEME/POLICY FOR BIS OFFICIALS UNDER WELFARE OF THE BIS

Background

The Administration Department, with the approval of the Competent Authority (Director General, BIS), constituted a Committee to examine the request received from BISEU, BISAOA, BISLEA, and BISOA for introducing a Term Insurance Scheme/Policy for BIS officials under the staff welfare initiatives. The representation dated 22 May 2024. was examined and forwarded to the Establishment Department on 05.06.2024 for necessary action.

Subsequently, the same letter was received from the Establishment Department.

The matter was re-examined. As per the BIS (Terms and Conditions of Service of Employees), 2020, employees are to be covered under the Group Savings Linked Insurance (GSLI) Scheme of LIC. However, LIC discontinued the scheme in 2014. Furthermore, the said regulations are silent on the provision of a Term Insurance Scheme. Nevertheless, BIS employees are currently covered under various other benefits such as Pension, GPF, Medical Benefits, Benevolent Fund Scheme, Personal Accident Insurance Scheme, and the Group Savings Linked Life Insurance Scheme.

Accordingly, the Committee constituted under the chairmanship of Director (Accounts) studied similar schemes implemented in various ministries/autonomous bodies/PSUs and government organizations such as RBI, IBBI, IIT, IITs, IIMs, and IIM, etc., and submitted the following:

RECOMMENDATIONS:

The Committee recommended in their interim report, implementing the Central Government Employees Group Insurance Scheme (CGEGIS) for BIS employees under the name “BIS Employees Group Savings Linked Insurance Scheme” as an interim relief, citing the following reasons:

- Any new Term Insurance Scheme would require amendments to the BIS (Terms and Conditions of Service of Employees) Regulations, 2020.
- There is an existing provision (Sl. No. 19) in the regulations for a Group Savings Linked Life Insurance Scheme, which states:

“The scheme shall be as implemented by the Central Government for its employees and as amended from time to time.”

The Committee further recommended that BIS may implement the scheme on its own, without any insurance service provider, due to LIC's refusal to operate it.

There is requirement of amendment in the BIS (Terms and Conditions of Service of Employees) Regulations, 2020. Once EC approve the amendments. The modified regulation will be sent to DoCA for further approval.

Under the staff welfare initiatives, this will provide safeguard in the interest of BIS employees.

Proposal made to the EC

The Executive Committee was requested to approve.

Decision of the EC

The Executive Committee recommended to put up revised proposal with clarification on the following factors w.r.t BIS:

- a. The applicable 'premium' be studied to estimate the financial implication of the proposal.
- b. Who will bear the cost of premium, whether it would be the employee, employer or on the sharing basis.

Item 14 REIMBURSEMENT OF MOBILE HANDSET / CELLULAR PHONE AND TELEPHONE BILL

Background

The Bureau currently has a policy for reimbursement of mobile handset for officers of the level DDG and above. Considering the role of the BIS officers in the Standards Promotions, Enforcement and field activity, it was directed that the existing policy may be revised to also include the HODs for reimbursement of mobile phones in line under the provisions available to officers in similar PSUs/Central Government Organizations.

The existing policy cater to the need of DG/ADG/DDGs and came into effect on 23/05/2018 and mobile phones reimbursement need to be revised considering the technological advancement discharge of national duties of Standard Promotions.

The policy of different departments having similar structure and patterns like the bureau were explored and policy of NHAI (a statutory body under the Ministry of Road Transport & Highways, Government of India following similar pay structure as the bureau dated 31/01/2024 and the draft policy for reimbursement of mobile handset is prepared for implementation in the Bureau on the line of NHAI policy and duly approved by DG:BIS was placed before the EC. The reimbursement will be made once in 3 years and the estimated 3 years' financial implication will be Rs. 30,50,000/-.

It is also submitted that the Bureau also has a policy for reimbursement of telephone bills which is limited to Group A officers only. The policy was last circulated on 30/07/2008. It has been decided to extend the facilities of reimbursement of telephone bill to other class of employees due to technological advancements, E-Office usage and digital India.

A draft policy for reimbursement telephone bills to different class of employees has also been prepared on the basis of NHAI Policy and approved by DG:BIS. The estimated annual financial implication on implementation of the policy will be Rs. 2,17,44,000/-. The draft policy was presented.

Proposal made to the EC

The proposals for including the HODs for reimbursement of mobile phones and reimbursement of telephone bills to different class of employees was submitted for consideration and approval of the Executive Committee.

Decision of the EC

Considering the functional requirements of the officers, the Executive Committee approved the proposal of providing Mobile Handsets limiting it to Branch Heads and Laboratory Heads only, as per the policy proposed.

With regard to reimbursement of Telephone Bills, the Executive Committee decided it be remained the same as per the existing policy.

ISSUE(S) FOR REPORTING

Item 15 RECRUITMENT OF SCIENTIFIC CADRE OFFICERS IN BIS

Background

The agenda item, "Recruitment of Scientific Cadre Officers in BIS", for the approval of EC members, was received from HRD on 28 Mar 2025

In view of urgency, the said agenda item was circulated for approval to EC members vide our email dated 28 Mar 2025 with the request to approve the proposal by 04 April 2025. Approval from the following member was received:

1. Joint Secretary, MEITY (Ministry of Electronics and Information Technology)

As no comment/query was received from the members, the approval of the Executive Committee members was presumed. The same was intimated to the concerned department for further action at their end.

Proposal made to the EC

This was for information of EC.

Decision of the EC

The Executive Committee noted.

Item 16 APPROVAL OF ANNUAL ACCOUNTS OF BIS FOR THE FINANCIAL YEAR 2024-25

Background

The agenda item "Annual Accounts of Bureau of Indian Standards for the Financial Year 2024-25" was received from the Accounts Department for approval of the EC members, on 25 June 2025.

In view of urgency, the agenda item was circulated to EC members vide our e-mail dated 26 June 2025 with the request to approve the proposal by 30 June 2025.

It was also stated in the e-mail that in case no reply is received by the said date, we may be permitted to presume the approval of the agenda item. Following member communicated his approval on the agenda item:

- (i) Shri Rajat Moona, Director, IIT Gandhinagar

Approval of other members was assumed as no comment/query was received from the rest of the members.

Proposal made to the EC

This was for information of EC.

Decision of the EC

The Executive Committee noted.

Item 17 ANY OTHER BUSINESS WITH THE PERMISSION OF THE CHAIR

- 17.1** The EC appreciated the initiative of BIS of organizing an exhibition during the IEC General Meeting, scheduled from September 15 to 19, 2025. It was informed by BIS that the event is already witnessing impressive participation from the stakeholders.

It was recommended by the Executive Committee that Governing Council and Executive Committee members be invited to the opening and closing ceremonies of the event.

- 17.2** The EC recommended to expedite the hallmarking of Silver items.

- 17.3** The EC suggested signing MoUs with the Industry Associations, similarly as the MoUs have been signed with the Academia.

- 17.4** It was recommended to explore the idea of creating *Standardization Cells* with the prominent Consumer Groups.

It was further desired by the Chairman of the EC that Consumer Groups may be requested to suggest appropriate names who can represent Consumer Groups in the Technical Committees of BIS.

Item 18 CONTINUATION OF M/S. IDBI CAPITAL MARKETS & SECURITIES LTD. AS FUND MANAGER TO PROVIDE FUND MANAGEMENT SERVICES TO BIS

Background

The investments of BIS- Corpus Fund (including Leave Encashment Fund), National Pension System Fund, Pension & Gratuity Liability Fund and General Provident Fund are made in accordance with the laid down procedure, which includes the advice of a professional Fund Manager. The Executive Committee of BIS in its 96th meeting dated 30.09.2010 decided to appoint M/s. IDBI Capital Markets & Securities Ltd as Fund Manager of BIS to provide Portfolio Fund Management Services on non-discretionary basis for a period of three calendar years from 2011 to 2013 extendable on yearly basis subject to satisfactory performance at an Annual Fee of Rs. 15,000/- (Rupees Fifteen Thousand only) plus GST (All statutory expenses such as stamp duty, taxes, legal expenses and incidental expenses such as Demat, Custodial, CSDL Charges etc. shall be reimbursed by BIS on actual basis). From time to time, EC in its different meetings had extended the services of the firm upto December 2025. The last extension was approved by EC in its 154th meeting held on 21.10.2022 for the calendar years 2023 to 2025. A written annual agreement is entered into on yearly basis between BIS and M/s. IDBI Capital Markets & Securities Ltd. which contains the terms and conditions, the services to be rendered and the annual fee payable. The agreement is extendable on yearly basis with the approval of DG: BIS on the basis of satisfactory performance of the Fund Manager. The term of M/s. IDBI Capital Markets & Securities Ltd. as Fund Manager of BIS is expiring on 31.12.2025.

BIS is seeking the advice of the Fund Manager, M/s. IDBI Capital Markets & Securities Ltd. on continuous basis for investment of the aforementioned funds. The details of the scope of the work and services being rendered by them are mentioned at Clause 3 of the agreement. The investments of funds of BIS consisting of Pension & Gratuity Liability Fund and Capital Fund are made in accordance with the Investment Policy Guidelines given by the FAC and the investment of GP Fund of BIS are made in accordance with the guidelines prescribed by Central Government for the purpose. The fund manager makes recommendation to BIS within these policy guidelines after detailed analysis on the basis of return, credit profile, profitability, NPAs and Capital Adequacy Ratio etc. of the banks/institutions to arrive at the best available investment opportunity to maximize the return of the portfolio.

The advisory services provided by M/s. IDBI Capital Markets & Securities Ltd., Fund Manager have been satisfactory. Their existing fee of Rs. 15000/- per annum is nominal. IDBI Capital Markets & Securities Ltd. is a wholly owned subsidiary of IDBI Bank Ltd.

M/s.IDBI Capital Market & Securities Ltd. vide their letter No.FM/Cap/BIS/KM/2025-26/0042 dated 08-07-2025 have expressed to continue it further and extend it for

another three calendar years (2026, 2027 & 2028) with a fee hike as deemed fit by BIS.

BIS is regularly seeking the advice from M/s. IDBI Capital Markets & Securities Ltd. whenever there are funds available for investment of BIS- Corpus Fund (including Leave Encashment Fund), National Pension System Fund, Pension & Gratuity Liability Fund and General Provident Fund and they are prompt in sending their recommendations/replying to our queries. A monthly report of the portfolio with analysis is also received from IDBI Capital. The services of M/s. IDBI Capital Markets & Securities Ltd. are satisfactory and the fee charged by the firm is very nominal. It may, therefore, be considered that their services may be extended for three calendar years from 2026 to 2028 on the existing fee & other terms & conditions.

Proposal made to the EC

EC was requested to consider that the services of IDBI Capital Markets & Securities Ltd., as Fund Manager to provide Fund Management along with, Advisory Services to BIS on non-discretionary basis may be continued for further three calendar years (2026, 2027 & 2028) on the existing fee, terms & conditions and agreement. However, it shall be extended on yearly basis with the approval of DG:BIS on the basis of satisfactory performance of the Fund Manager .

Decision of the EC

The Executive Committee approved.

Item 19 LEASED ACCOMMODATION POLICY FOR BIS EMPLOYEES

Background

BIS employees are not covered under Central Government General Pool Residential Accommodation (CGPRA) and BIS owns limited flats at few locations, and therefore considering the accommodation crunch, a committee was constituted by the Competent Authority to address the issues and explore possibilities and way forward.

After the approval of the Competent Authority, the matter regarding inclusion of BIS under CGPRA was referred to DoCA and however, DoCA vide letter No. V-11/48/2022-BIS dated 26.09.2022 informed the conditions for eligibility under CGPRA which mandatorily required that the staff is to be paid from the Consolidated Fund of India. Since, salaries of BIS employees are paid from BIS funds and not from Consolidated Fund of India, it was found that BIS employees are not eligible for CGPRA.

The committee then deliberated on a separate leased accommodation policy for BIS employees and discussed lease accommodation policies of various PSU/Central Government and State Government organizations. The committee noted that National Highways Authority of India (NHAI), a statutory body under Ministry of Road Transport and Highways, also has a leased accommodation policy in place and NHAI employees draw salaries in CDA scales similar to BIS employees. The committee was of the view that NHAI being a dedicated wing of Government of India for infrastructure purposes and has come out with a recent lease policy for its employee which is better to adopt, therefore the Committee recommended that lease policy of NHAI may be adopted in BIS by making suitable amendments as per requirements of BIS.

The committee prepared a draft lease policy based on the NHAI policy which was duly approved by DG:BIS and placed before Executive Committee in its 160th meeting held on 19th November 2024. The Executive Committee recommended and suggested the following and decided that BIS will bring a revised proposal after considering the suggestions:

- a) EC recommended that the said policy be implemented in 'X' category cities initially. The experience and feedback be observed and EC may review it after sometime.
- b) EC recommended that considering the litigation that BIS may face with implementation of this policy, the terms and conditions off leave may be modified suitably.
- c) Considering the transfer aspect and the difficulties being faced by employees, EC also suggested that in place of the proposed policy, like many other Govt. organizations and PSUs are practicing, BIS may explore enhancing the HRA on the basis of location.

EC's suggestions were placed before the committee for revision in the policy and the committee members' recommendations were presented before the EC.

Proposal made to the EC

The Executive Committee was requested to review the recommendations and grant approval for the implementation of the leased accommodation policy initially in the “X” class cities for BIS employees.

Decision of the EC

The Executive Committee approved the proposal for ‘X’ class cities.

Item 20 TERMS & CONDITIONS FOR ENGAGEMENT OF ESTATE MANAGER AT NITS

Background

National Institute of Training for Standardization operates from A-20 & 21, Sector-62, Noida which is spread over an area of four-acre complex. It consists of an administrative block, a hostel block consists of 48 rooms, Dining Hall & recreation Hall, 4 Staff quarters and a service block having utilities. There are regular training programs conducted throughout the year most of which are residential training programs. In addition, NITS also conducts three or four International Training Programmes (ITP) every year which are funded by MEA, Govt of India under the Indian Technical & Economic Cooperation scheme and are attended by the international trainees from various countries.

There is a need for having a regular Estate Manager to manage the institute as well as hostel which requires quick decision to be taken along with the integrity and discipline and competency to rise to the occasion when the situation demands and thus as such an ex-serviceman with adequate experience is desired.

As per The Bureau of Indian Standards (Powers and Duties of Director General) Regulations, 2018- Director General of Bureau is having full powers to appoint persons on contract or on tenure basis to meet the exigencies of work with prior approval of Central Government.

The Department of Consumer Affairs has conveyed the approval of Competent Authority vide their letter No.V-2/3/2023-BIS dated 10.07.2024 for engaging one Contractual Estate Manager- Cum-Hostel Warden at NITS, Noida initially for a period of six months w.e.f the date of assumption of charge on the terms & conditions duly approved by the Executive Committee of BIS.

The proposed terms and conditions for engaging the contractual Estate Manager were presented before the EC.

Proposal made to the EC

The Executive Committee of Bureau was requested to approve the terms and conditions for engaging the contractual Estate Manager.

Decision of the EC

The Executive Committee accorded its approval.