

*Bureau of Indian Standards  
(Establishment Department)*

BUREAU OF INDIAN STANDARDS  
(Establishment Department)

OFFICE MANUAL-VOLUME III  
[FUNCTIONS, ROLES & RESPONSIBILITIES  
OF OFFICERS & STAFF]

*Bureau of Indian Standards  
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First Edition  
(As on 01 January 2004)

## FOREWORD

A need was felt to bring out a comprehensive document in order to clearly define the functions of various Departments and roles and responsibilities of officers and staff of BIS working at its Headquarters, Regional/Branch/Inspection Offices/ Central Laboratory and Training Institute.

Accordingly, under the guidance of Shri Nirmal Singh, IAS, DG BIS; and Shri Deepak K. Singh, Deputy Director General (Administration), BIS; an attempt has been made to bring out the document on "Functions, Roles and Responsibilities" as Volume III of Office Manual.

Due care has been taken to bring out the first edition of the document on "Functions, Roles and Responsibilities" with the active involvement of all Activity Heads and Departmental Heads. However, in spite of this, if any error is detected or any suggestion is to be made, it may kindly be brought to the notice of Establishment Department of BIS.

The Establishment Department extends its acknowledgement to all the Activity Heads and Departmental Heads in preparing the document. The cooperation and support given by S/Shri K.R.K. Menon, Deputy Director (Establishment); and Sanjay Kr Arora, Stenographer, is also worth-appreciable in preparing this document.

( G.V. Rayudu )  
Director (Establishment)

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# CORPORATE OFFICERS OF BIS

## LIST OF CORPORATE OFFICERS

1. Scientist G (Technical)[ADGT]
2. Scientist G (Marks) [ADGM]
3. Scientist F (Technical-I) [DDGT-I]
4. Scientist F (Technical-II) [DDGT-II]
5. Deputy Director General (Administration) [DDGA]
6. Deputy Director General (Finance) [DDGF]

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FUNCTIONS, ROLES & RESPONSIBILITIES OF  
CORPORATE OFFICERS/DEPARTMENTS

<b>Designation (Post)</b>	<b>Responsibility</b>
Scientists G (ADG)	Overall management of all the activities of the Departments under him.
Scientist F/DDG	Overall management of all the activities of the Departments under him.
Private Secretary	<ul style="list-style-type: none"> <li>- To keep record of appointments;</li> <li>- To keep record of attendance/CL record;</li> <li>- To give stenographic/typing assistance;</li> <li>- To do the maintenance/filing work of the Secretariat</li> <li>- To give appointments</li> <li>- To entertain visitor/officers</li> <li>- To receive calls and to connect the corporate officers to others on phone;</li> <li>- Any other work assigned.</li> </ul>
LDC/UDC	<ul style="list-style-type: none"> <li>i) To make entry in Diary Register both income and outgoing</li> <li>ii) Assisting Private Secretary (PS) to the corporate officer in administration work</li> <li>iii) Handling and maintenance of filing work and correspondence</li> <li>iv) Carrying out PA's duties in his absence</li> <li>v) Any other work assigned.</li> </ul>
Helper/Attendant	<ul style="list-style-type: none"> <li>- Extending general assistance to the corporate officer and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

## JURISDICTION OF CORPORATE OFFICERS

### **Scientist G (ADGM)**

- i) Certification activities including CMD-I, CMD-II and CMD-III and Regional Operations.
- ii) Quality System Certification
- iii) Enforcement Coordination
- iv) Environment Management Systems
- v) Legal Department

### **Scientist G (ADGT)**

- i) Technical Departments
- ii) International Relations
- iii) Laboratories
- iv) Human Resource Development
- v) Planning & Coordination
- vi) Bureau Secretariat

### **Scientist F (DDGT-I)**

- i) Civil Engineering Department (CED)
- ii) Electro-Technical Department (ETD)
- iii) Electronics & Telecommunications Department (LTD)
- iv) Mechanical Engineering Department (MED)
- v) Transport Engineering Department (TED)
- vi) Basic and Production Engineering Department (BPD)
- vii) Management & Systems Department (MSD)
- viii) Medical Equipment and Hospital Planning Department (MHD)
- ix) Chemical Department (CHD)
- x) Metallurgical Engineering Department (MTD)
- xi) Food & Agriculture Department (FAD)
- xii) Petroleum, Coal and Related Products Department (PCD)
- xiii) Textiles Department (TXD)

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**Scientist F (DDGT-II)**

- i) Standards Promotion
- ii) Consumer Affairs Department
- iii) Technical Information Services Center
- iv) Training Institute
- v) Building Maintenance
- vi) Foreign Language
- vii) Information Technology Services Department (ITS)

**Deputy Director General (Administration)**

- i) General Administration including Security
- ii) Establishment
- iii) Library Services Center
- iv) Printing
- v) Publications
- vi) Hindi
- vii) Sales and Distribution
- viii) Public Relations

**Deputy Director General (Finance)**

- i) Finance and Accounts

# STANDARDS FORMULATION DEPARTMENTS

## FUNCTIONS OF THE STANDARDS FORMULATION DEPARTMENTS

NAME OF THE DEPARTMENT	FUNCTIONS
<b>Basic &amp; Production Engineering and Medical &amp; Hospital Equipment Planning Department</b>	Standardization in the field of general engineering and production engineering such as engineering drawings, screw threads, fasteners, transmission devices, weights and measures, engineering metrology, ergonomics, bearings, gears, horology, machine tools, hand tools, cutting tools, pneumatic tools and fluid power systems including automation in manufacturing and robotics. Standardization in the field of medical equipment, including all types of surgical instruments, electromedical equipment, surgical dressings, anaesthetic equipment, artificial limbs, rehabilitation equipment, biological stains, veterinary surgery instruments, dentistry, laboratory instruments and equipment and hospital planning
<b>Civil Engineering Department (CED)</b>	Standardization in field of Civil Engineering including structural engineering, building materials and components, planning design, construction and maintenance of civil engineering structures, construction practices, safety in building; but excluding those subjects which specifically relate to River Valley Projects.
<b>Chemical Department (CHD)</b>	Standardization in the field of chemical products, including paints and related products, glass and ceramic-wares, paper and stationery items, leather and footwear, soaps and detergents, photographic and electroplating materials, lac and lac products, thermal insulation materials, industrial gases, explosives and pyrotechnics, nuclear materials, Chemical hazards, water quality, environmental protection and industrial safety (to the extent off their aspects relating to the activity of the Chemical Division).
<b>Electrotechnical Department (ETD)</b>	Standardization in the field of electrical power generation, transmission, distribution and utilization equipment, and insulating materials, winding wires, measuring and process control instruments and primary and secondary batteries.
<b>Electronics &amp; Telecom Department (LTD)</b>	Standardization in the field of electronics and telecommunication, including information technology
<b>Food &amp; Agricultural Department (FAD)</b>	Standardization in the field of food and agriculture including food processing, agricultural inputs and agricultural machinery.

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<b>Management &amp; Systems Department (MSD)</b>	Standardization in the field of basic standards of relevance to all Division Councils, Quality Management Systems, Statistical Quality Control (SQC), Management and Productivity, Documentation and Information and various services including education, banking and financial services, health care services, IT enabled services, and other services.
<b>Mechanical Engineering Department (MED)</b>	Standardization in the field of Mechanical Engineering including mining, boilers, pressure vessels, refrigeration and air conditioning, material handling, chemical engineering and other general engineering such as compressors, gas cylinders, oils and gas burners, water well drilling, pump sets, educational instruments and equipments.
<b>Metallurgical Engineering Department (MTD)</b>	Standardization in the field of metallurgy and metallurgical engineering including ferrous and non-ferrous metals, alloys and their products, ores and minerals, foundry, refractories, powder metallurgy, heat treatment, corrosion protection, metallic and non-metallic coating (excluding paints, pigments and enameling), and welding (excluding electrical welding equipment).
<b>Petroleum, Coal &amp; Related Products Department (PCD)</b>	Standardization in the field of petroleum, natural gas, coal and coal based products, alcohols, dye-intermediates, natural and synthetic fragrance materials, cosmetics, fertilizers, plastics, rubber, toys and sports goods.
<b>Textiles Department (TXD)</b>	Standardization in the field of textiles covering natural and man-made fibers and their products, geotextiles, dyestuffs, textile auxiliaries and textile machinery.
<b>Transport Engineering Department (TED)</b>	Standardization in the field of Transport Engineering including air, water, road and rail transport, diesel engines for stationary application ISO freight containers, transport packaging, etc.
<b>Water Resources Department (WRD)</b>	Standardization in the field of water resources development and management to include activities covering utilization of water-resources for all users. However in regard to drinking and industrial water supply, the work shall be confined to making the raw water available for treatment and distribution. Also in regard to water for hydroelectric uses., the work shall include planning and design of hydroelectric development and powerhouse structures but may not include generation, transmission and distribution equipment.

FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF STANDARDS  
FORMULATION DEPARTMENTS

<b>Designation (Post)</b>	<b>Responsibility</b>
Head of Department	<ul style="list-style-type: none"> <li>i) Overall administration, supervision, cleanliness, discipline, attendance, leave matters, etc. in the Department.</li> <li>ii) All external and internal committee matters.</li> <li>iii) To allocate work to the officers and staff in the Department.</li> <li>iv) To monitor the progress on various projects under the technical committees.</li> <li>v) To perform all works relating to the Division Council.</li> <li>vi) To preferably hold one or two important Sectional Committees as Member-Secretary (duties as defined under 4.6 of the Standards Formulation Manual).</li> <li>vii) To preferably hold the Secretariat responsibilities of ISO/IEC technical committee/sub-committees, if any and where India has been allocated the same (duties as defined in ISO Directives).</li> <li>viii) Attending Management Committee meetings and taking actions emanating therefrom.</li> <li>ix) Any other work assigned by the superiors.</li> </ul>
Technical Officers	<ul style="list-style-type: none"> <li>i) To deal with all aspects of technical committees, as allocated as member-secretary (duties as defined under 4.6 of the Standards Formulation Manual).</li> <li>ii) To perform all necessary actions for the related ISO/IEC technical committees/sub-committees where India is 'P' or 'O' member.</li> <li>iii) To assist HoD on various issues as directed.</li> <li>iv) Any other work assigned by superiors.</li> </ul>
Drawing Staff	<ul style="list-style-type: none"> <li>i) To prepare technical drawings for inclusion in the draft Standards, for printing.</li> <li>ii) Any other work assigned by superiors.</li> </ul>
Private Secretary/ Personal Assistant	<ul style="list-style-type: none"> <li>i) To keep record of appointments/give appointments and stenographic/typing/computer work of HoD.</li> <li>ii) In case, Section Officer is not posted in the Department, to carry out the work assigned to the Section Officer.</li> </ul>

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Section Officer	<ul style="list-style-type: none"> <li>i. To perform the following functions taking assistance from one of LDC/UDC if so allocated:</li> <li>ii. General works including supervising receipt and dispatch of dak subject to recording in the diary maintaining all general files, registers, etc.</li> <li>iii. Leave matters, attendance and other miscellaneous works such as keeping updated records of furniture/equipment in the Department.</li> <li>iv. To assist the HoD in the work of Division Council and in all external and internal committees/meetings.</li> <li>v. To collect all information and prepare MCR, Annual Action Plan, Annual Reports, Programme of Work and all Hindi related issues under the guidance of HoD or any technical officer so designated.</li> <li>vi. All matters related to stationery procurement and use, and for the maintenance of computers/photocopies, etc., under the guidance of the technical officer as designated.</li> <li>vii. Any other work assigned by superiors.</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>i) To assist the technical officers in the preparation of the agenda and minutes of the technical committee.</li> <li>ii) Maintenance of all technical files, meeting files of the technical committees including filing all papers, page numbering, etc.</li> <li>iii) To keep updated information in the computer for the composition of the technical committees and the Programme of Work, etc.</li> <li>iv) To assist the technical officer in preparing documents at all stages of progress, including typing, comparison, etc.</li> <li>v) To coordinate with the drawing staff, Hindi Department, library, etc. relating to the work of technical committees, under the direction of the technical officer.</li> <li>vi) Any other work assigned by superiors.</li> </ul>
Stenographer	<ul style="list-style-type: none"> <li>i) To assist the technical officers in all matters relating to the work of technical committees including taking dictation/typing letters, notes, agenda, minutes, technical papers, etc.</li> <li>ii) Any other work assigned by superiors.</li> </ul>
General Staff (if available)	<ul style="list-style-type: none"> <li>i) To carry out general works including maintaining diary for the incoming and outgoing dak, maintenance of general files, registers, etc.</li> </ul>

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	<p>ii) To handle leave matters, attendance, etc. under the supervision of SO/PA.</p> <p>iii) Other miscellaneous works as directed by HoD/TOs/SO/PA.</p>
Helpers	<ul style="list-style-type: none"><li>- Extending general assistance to all the officers and other staff</li><li>- Maintaining of files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors.</li><li>- Any other work assigned.</li></ul>

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# CERTIFICATION DEPARTMENT

## LIST OF CENTRAL MARKS DEPARTMENTS

- a. Central Marks Department-I (CMD-I)
- b. Central Marks Department-II (CMD-II)
- c. Central Marks Department-III (CMD-III)

## FUNCTIONS OF THE CENTRAL MARKS DEPARTMENTS

NAME OF THE DEPARTMENT	FUNCTIONS
<p>Central Marks Departments</p> <p>In order to establish uniform policies and practices for Product Certification at the Regional and Branch level offices, an apex level department named as Central Marks Department (CMD) has been established at BIS Headquarters, New Delhi. CMD functions under the over-all supervision of Additional Director General (Marks)</p> <p>The Central Marks Department has been further sub-divided into three Departments as follows:</p> <ul style="list-style-type: none"> <li>i) Central Marks Department-I (CMD-I) for attending all General Policy Matters</li> <li>ii) Central Marks Department-II (CMD-II) to attend all technical policy issues relating to certification of product classified as non-engineering products.</li> <li>iii) Central Marks Department-III (CMD-III) to attend all technical policy issues relating to certification of product classified as engineering products.</li> </ul>	
<p><b>Central Marks Department-I (CMD-I)</b></p>	<p>The functions of CMD-I relates to:</p> <ul style="list-style-type: none"> <li>a) Maintenance/revision of Operating Manual (OM) for Product Certification;</li> <li>b) Certification Data Monitoring;</li> <li>c) Responding to queries from Ministries/Departments;</li> <li>d) Launching of New Certification Schemes;</li> <li>e) Hallmarking Scheme;</li> <li>f) Foreign Manufacturers and Indian Importers Scheme;</li> <li>g) Coordination work relating to Gazette Notification regarding: <ul style="list-style-type: none"> <li>- Newly formulated Indian Standards;</li> <li>- Revisions and amendments of Indian Standards</li> <li>- New licences granted;</li> <li>- Licences cancelled;</li> <li>- Marking fee schedules for products; and</li> <li>- Standard Mark for each product under certification</li> </ul> </li> <li>h) Inspector Card</li> <li>i) Audit of Regional Offices; and</li> <li>j) Organizing meetings related to Certification</li> </ul>
<p><b>Central Marks Department-II (CMD-II)</b></p>	<p>The functions of CMD-II relates to work of Certification of Products classified as non-engineering products covered in various standards prepared by Food &amp; Agricultural Department (FAD), Chemicals Department (CHD), Petroleum, Coal and Related Products Department (PCD) and Textiles Department (TXD).</p>

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<b>Central Department-III (CMD-III)</b>	<b>Marks</b> The functions of CMD-III relates to work of Certification of Products classified as engineering products covered in various standards prepared by Basic & Production Engineering Department (BPD), Mechanical Engineering Department (MED), Transport Engineering Department (TED), Metallurgical Engineering Department (MTD), Civil Engineering Department (CED), Electro-technical Department (ETD), Electronics & Telecom Department (LTD) and Medical & Hospital Equipments Planning Department (MHD). In addition, functions of CME-III also include work related to IEC-EE (CD Certification) and IEC-EQ Certifications.
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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
CENTRAL MARKS DEPARTMENTS

<b>Designation (Post)</b>	<b>Responsibility</b>
Head of Department	<ul style="list-style-type: none"> <li>i) Overall supervision and coordination in the Department.</li> <li>ii) Handling of parliamentary queries/VIP references.</li> <li>iii) Handling of queries relating to Legal and Enforcement matters.</li> </ul>
Technical Officers	<ul style="list-style-type: none"> <li>i) All certification scheme related works which includes:               <ul style="list-style-type: none"> <li>a. Preparation of STI for new products, revision of STI based on amendments in the standard/revision of standards and procedure for its implementation.</li> <li>b. Fixation of marking fee for new products and revision of existing marking fee.</li> <li>c. Preparation of specific product guidelines and methodology for its implementation.</li> <li>d. Scrutiny of red forms for new products covered for the first time both on all-India basis as well as in the region.</li> <li>e. Evaluation of applications received for foreign certification and scrutiny of red forms of such products for grant of licence.</li> <li>f. Mandatory Certification of related products.</li> <li>g. Coordination with Regional/Branch Offices of BIS.</li> <li>h. Interaction with technical departments on certification matters.</li> <li>i. Interaction with Central Laboratory regarding testing charges and availability of testing facilities.</li> <li>j. Internal audit of Regional Offices.</li> <li>k. Organizing and participating in all-India review meeting of licensees of various products.</li> <li>l. Any other work allotted by the HoD.</li> </ul> </li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) All administrative work including maintenance of leave record.</li> <li>ii) Work related to certification activity which includes:               <ul style="list-style-type: none"> <li>a) Maintenance of files IS-wise.</li> <li>b) Maintenance of general files.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>c) Maintenance of records of RF received and dispatched.</li> <li>d) Maintenance of records of Parliament Questions, VIP reference, etc.</li> <li>e) Preparation of MCR.</li> <li>f) Maintenance of record of Dak.</li> </ul> <p>iii) Any other work allotted by the HoD/Technical Officers.</p>
Supporting Staff viz. Stenographer, Assistant, UDC/LDC/	All the supporting staff assists the officers/Section Officers in performing the jobs assigned to them.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

# REGIONAL/BRANCH AND INSPECTION OFFICES

## LIST OF REGIONAL OFFICES

1. Central Regional Office (CRO), New Delhi
2. Eastern Regional Office (ERO), Kolkata
3. Northern Regional Office (NRO), Chandigarh
4. Southern Regional Office (SRO), Chennai
5. Western Regional Office (WR), Mumbai

*List of Branch Offices (Region-wise)*

*List of Inspection Offices (Region-wise)*

*Jurisdiction of Regional Offices*

*Jurisdiction of Branch Offices*

*Functions of Inspection Offices*

*Functions and Responsibilities of Officers and Staff of Regional Offices*

*Functions and Responsibilities of Officers and Staff of Branch Offices*

*Functions and Responsibilities of Officers and Staff of Inspections Offices*

## LIST OF BRANCH OFFICES

*(Region-wise)*

### Central Regional Office (CRO)

- 1) Marks Department-I (MDD-I)
- 2) Marks Department-II (MDD-II)
- 3) Marks Department-III (MDD-III)
- 4) Bhopal Branch Office (BPLBO)
- 5) Ghaziabad Branch Office (GZO)
- 6) Jaipur Branch Office (JBO)

### Eastern Regional Office (ERO)

- 1) Marks Department-I (MDK-I)
- 2) Marks Department-II (MDK-II)
- 3) Marks Department-III (MDK-III)
- 4) Bhubaneswar Branch Office (BHBO)
- 5) Guwahati Branch Office, Guwahati (GBO)
- 6) Patna Branch Office, Patna (PBO)

### Northern Regional Office (NRO)

- 1) Marks Department-I (MDCH-I)
- 2) Marks Department-II (MDCH-II)
- 3) Faridabad Branch Office (FDO)
- 4) Kanpur Branch Office (KBO)
- 5) Lucknow Branch Office (LBO)
- 6) Nalagarh Branch Office (NLBO)

### Southern Regional Office (SRO)

- 1) Marks Department-I (MDC-I)
- 2) Marks Department-II (MDC-II)
- 3) Bangalore Branch Office (BNBO)
- 4) Coimbatore Branch Office (CBTO)
- 5) Hyderabad Branch Office (HBO)
- 6) Thiruvananthapuram Branch Office (TBO)
- 7) Vishakapattanam Branch Office (VBO)

**Western Regional Office (WRO)**

- 1) Marks Department-I (MDM-I)
- 2) Marks Department-II (MDM-II)
- 3) Ahmedabad Branch Office (ABO)
- 4) Nagpur Branch Office (NBO)
- 5) Pune Branch Office (PNBO)
- 6) Rajkot Branch Office (RBO)

**LIST OF INSPECTION OFFICES**

*(Region-wise)*

**Central Regional Office (CRO)**

1. Bhilai Inspection Office (Chhatisgarh)

**Eastern Regional Office (ERO)**

1. Inspection Office, Durgapur (West Bengal)
2. Inspection Office, Jamshedpur (Jharkhand)
3. Inspection Office, Rourkela (Orissa)

**Western Regional Office (WRO)**

1. Inspection Office, Aurangabad (Maharashtra)

## JURISDICTION OF THE REGIONAL OFFICES

### Central Regional Office (CRO)

State of Madhya Pradesh, Rajasthan, Union Territory of Delhi, NOIDA and areas of UP, covered by Ghaziabad Office.

### Eastern Regional Office (ERO)

State of Bihar, Bengal, Orissa, Assam, Meghalaya, Nagaland, Arunachal Pradesh, Tripura, Manipur and Mizoramj.

### Northern Regional Office (NRO)

State of Punjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Union Territory of Chandigarh and Uttar Pradesh (excluding NOIDA) and areas covered by Ghaziabad Office.

### Southern Regional Office (SRO)

State of Tamil Nadu, Andhra Pradesh, Karnataka, Kerala and Union Territory of Pondicherry.

### Western Regional Office (WRO)

State of Maharashtra, Gujarat, Goa, Daman & Diu.

## **JURISDICTION OF REGIONAL AND BRANCH OFFICES**

### **1. Northern Regional Office (NRO), Chandigarh**

State of Pujjab, Haryana, Jammu & Kashmir, Himachal Pradesh, Union Territory of Chandigarh and Uttar Pradesh (excluding NOIDA and area covered by Ghaziabad Office)

#### **1.1 Chandigarh Branch Office (CHBO)**

State of Punjab, Himachal Pradesh, Jammu & Kashmir, Haryana (excluding those under FDO), Union Territory of Chandigarh

#### **1.2 Faridabad Branch Office**

Faridabad & Gurgaon Districts of Haryana

#### **1.3 Kanpur Branch Office**

Agra, Etawah, Kanpur, Kanpur Dehat, Mathura, Aligarh, Fatehpur, Firozabad & Jhansi, Lalitpur, Jalam, Banda, Hamirpur, Mahoba, Shivaji Nagar, Etah, Mainpuri, Nathras, Allahabad, Pratapgarh, -----, Auraya, Farukhabad, Karimgaj

#### **1.4 Lucknow Branch Office (LBO)**

State of Uttar Pradesh (excluding NOIDA and districts covered by KBO and GZO)

### **2. Central Regional Office (CRO), Delhi**

States of Madhya Pradesh, Rajasthan, Union Territory of Delhi, NOIDA and area of Uttar Pradesh covered by Ghaziabad Office

#### **2.1 Bhopal Branch Office (BPLBO) – Inspection Office - Bhilai**

State of Madhya Pradesh

#### **2.2 Delhi Branch Office (MDD)**

Union Territory of Delhi, NOIDA

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2.3 Ghaziabad Branch Office (GZBO)

Ghaziabad, Gautam Budh Nagar (excluding NOIDA), Saharanpur, Dehradun, Muzaffarnagar, Meerut, Bulandshahar, Chimoli, Tehsil Garhwal, Hardwar Districts of UP

2.4 Jaipur Branch Office (JBO)

State of Rajasthan

3. **Eastern Regional Office (Kolkata), ERO**

States of Bihar, Bengal, Orissa, Assam, Meghalaya, Nagaland, Arunachal Pradesh, Tripura, Manipur and Mizoram

3.1 Bhubaneswar Branch Office (BHBO) – Inspection Office – Rourkela,

State of Orissa

3.2 Kolkata Branch Office – Inspection Office - Durgapur

State of West Bengal, Andaman Nicobar, Sikkim

3.3 Guwahati Branch Office (GBO)

State of Assam, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Manipur and Mizoram

3.4 Patna Branch Office (PBO) – Inspection Office Namshedpur

State of Bihar

4. **Western Regional Office (Mumbai)**

States of Maharashtra, Gujarat, Goa, Daman & Diu

4.1 Mumbai Branch Office (MBO)

State of Maharashtra (excluding districts covered by Pune and Nagpur Offices), Goa

4.2 Ahmedabad Branch Office (ABO)

State of Gujarat (excluding regions covered by RBO)

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4.3 Pune Branch Office

Ahmednagar, Aurangabad, Beed, Jalna, Kolhapur, Latur, Nanded, Osmanabad, Parshani, Pune, Sangli, Satara and Solapur, Districts of Maharashtra State

4.4 Nagpur Branch Office

Akola, Amravati Bhandara, Buldhana, Chandrapur, Gadchiroli, Nagpur, Wardha and Yavatinal Districts of Maharashtra State

4.5 Rajkor Branch Office

Districts of Rajkot, Junagadh, Kodinar, Bhavnagar, Jamnagar, Surendranagar, Kutch and Amreli and Diu

**5. Southern Regional Office (SRO), Chennai**

States of Tamil Nadu, Andhra Pradesh, Karnataka, Kerala and Union Territory of Pondicherry

5.1 Bangalore Branch Office

State of Karnataka

5.2 Coimbatore Office (CBTO)

Districts of Coimbatore, Nilgiri & Periyar

5.3 Hyderabad Branch Office (HBO)

State of Andhra Pradesh excluding the jurisdiction of VBO

5.4 Chennai Branch Office (CBO)

State of Tamil Nadu except those districts covered under Coimbatore Branch, Union Territory of Pondicherry (excluding Mahe)

5.5 Trivandrum Branch Office (TBO)

State of Kerala, Lakshdeep, Mahe (Union Territory of Pondicherry)

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5.6 Vishakapatnam Branch Office (VBO)

Vishakapatnam, Vizianagaram, Srikakulam, East Godavari, West Godavari, Whanamaman Districts of Andhra Pradesh and Yanam, a district of Union Territory of Pondicherry

**Abbreviated Forms for Marks Departments located in Regional Office,  
Headquarters**

*Abbreviated For*

MDCH - Marks Department, Chandigarh

MDD – Marks Department, Delhi

MDK – Marks Department, Kolkata

MDM – Marks Department, Mumbai

MDC – Marks Department, Chennai

## **FUNCTIONS OF THE INSPECTION OFFICES**

Inspection Work and other connected activities related to certification marks work.

FUNCTIONS AND RESPONSIBILITIES  
OF REGIONAL DEPUTY DIRECTOR GENERAL

Overall responsibilities of all the activities connected with the Regional/Branch/Inspection Offices and Laboratories working under his jurisdiction.

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FUNCTIONS AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF REGIONAL OFFICES

Designation (Post)	Responsibility/Authority
Scientist D/E/F (Director & Head)	<p style="text-align: center;">a. CERTIFICATION</p> <ul style="list-style-type: none"> <li>i) To monitor receipt of applications.</li> <li>ii) To record applications.</li> <li>) To plan and organize inspections and visits through schedules and otherwise. To ensure compliance with the laid down norms/procedures/targets in the activities carried out.</li> <li>) To recommend grant of licences to -----.</li> <li>i) To renew/defer/expire licences.</li> <li>ii) To consider and approve inclusion of new varieties and new brand names.</li> <li>v) To allow changes in the composition of management in the licensees, change of name, etc.</li> <li>) To consider reviews put up on performances of licensees and to allow normal operation.</li> <li>i) To order Stop Marking and Resumption of Marking.</li> <li>ii) Recommend for cancellation of licences.</li> <li>iii) To organize enforcement and complaints activities.</li> <li>x) To organize market samples drawal activity.</li> <li>k) To monitor and approve sending of samples to OSL and payments to these labs.</li> <li>i) To approve draft STIs, Marking Fee, comments, etc. for forwarding to CMD and relevant technical departments.</li> <li>ii) To organize Licensees Meet, Regional Meet, Seminars, Consumer Awareness Programmes.</li> <li>iii) To provide guidance and directions for improvement in the Department.</li> <li>iv) To undertake image building measures and drive work.</li> <li>v) To meet visitors.</li> </ul> <p style="text-align: center;"><b>B. MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>i) Overall management of the department.</li> <li>ii) To maintain congenial atmosphere and to keep all officers and staff motivated to give their</li> </ul>

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	<p>maximum output.</p> <p>iii) To develop team spirit among the officers and staff members.</p> <p>iv) To maintain general decorum and discipline in the department.</p> <p><b>C. GENERAL</b></p> <p>i) To send periodic reports such as MCRs, Complaints MCRs and Enforcement MCRs and to provide data as and when asked for.</p> <p>ii) To provide clarifications on queries raised by CRO and other departments.</p> <p>iii) To deliver lectures to trainees as and when asked for.</p> <p>iv) To undertake ISO 9000 audits.</p>
<p>Scientists-B/C/D/E/Group Leader</p>	<p>a) Review of Inspection Reports pertaining to the licensees of products covered under the group.</p> <p>b) Scrutinizing the cases for GOL, renewal of licences and inclusion and giving recommendations on blue forms, red forms, yellow forms, review of performance due to failure reports received with respect to renewal, deferment, cancellation, stop marking, ROM, etc.</p> <p>c) Guidance to the dealing officers attached on various operational issues.</p> <p>d) Performing the duties of Dealing Officer for different items.</p> <p>e) Nodal officer for complaints received.</p> <p>f) Being no. 2, officiating as Head in absence of Director (GL).</p> <p>g) Carrying out inspections (preliminary, periodic, special, etc.) and submitting inspection reports as allotted and drawal of samples for independent testing.</p> <p>h) Receipt of letters from applicants/licensees and solving their queries by organizing prompt action.</p> <p>i) Attending visitors and solving their problems.</p> <p>j) Attending to meetings of other departments as well as In-house and organizing meetings with outside organizations as and when desired by higher ups.</p> <p>k) Providing clarification on files as and when required.</p> <p>l) Enhancement of Hindi work in the department.</p> <p>m) Monitoring procurement of market samples within the group.</p>

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	<ul style="list-style-type: none"> <li>n) Supplying data pertaining to utilizing library services for national and international standards pertaining to products for comments on Indian Standards and their relevant STIs.</li> <li>o) Communicating with Technical Departments regarding technical problems of IS Specifications under certification.</li> </ul>
<p>Inspecting Officers/ Scientists B,C, D &amp; E</p>	<p><b><i>Applications</i></b></p> <ul style="list-style-type: none"> <li>a. Scrutiny of applications for registration.</li> <li>b. Carrying out of Preliminary Inspection and Applicant's works.</li> <li>c. Scrutiny of Tests Reports of Applicant Samples.</li> <li>d. Processing of Red Forms for GOL/Closure of Applications/Drawal of samples.</li> <li>e. Preparation of STI &amp; MF for the licence to be granted for first time on all-India basis.</li> </ul> <p><b><i>Carrying out Activities related to Operation of Licences</i></b></p> <ul style="list-style-type: none"> <li>f. Periodic Inspections at licensee's works for assessment of performance of licence, drawal of samples for independent testing and preparation of inspection reports.</li> <li>g. Scrutiny of Test Reports and preparation of reviews for normal operation/stop marking.</li> <li>h. Communicating of failures to licensees and follow up.</li> <li>i. Other visits for complaint investigation, enforcement activities, ROM cases, change of address, etc.</li> <li>j. Procurement of Market Samples, preparation of Tests requests and sending them to concerned lab. Action for ensuring deposition of samples to lab.</li> <li>k. Preparation of Blue forms for renewal of licence, Yellow For for inclusion of new varieties and cases for expiry/cancellation of licence.</li> <li>l. Maintaining records/data files of operating licences</li> <li>m. Providing data for MCR, etc.</li> <li>n. Follow up with CL/OSL for pending test reports.</li> </ul>

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	<p><b><i>Other activities</i></b></p> <ol style="list-style-type: none"> <li>I. Cooperation with CRO, ETD, CMD, CL &amp; OSL regarding certification activities, test reports, comments on existing specifications, etc.</li> <li>II. To deal with visitors.</li> <li>III. Organizing review meetings/seminars, etc.</li> <li>IV. To undertake ISO 9001 audits.</li> <li>V. Discussion with CL/DM on various operation issues and day to day problems.</li> <li>VI. Enhancement of work in Hindi.</li> <li>VII. Assistance to DM in preparation of Inspection Schedule.</li> <li>VIII. As a coordinator for procurement and dispatch of market samples.</li> <li>IX. Preparation of MCR and other work pertaining to data collection and analysis.</li> </ol> <p>Also any other job assigned by GL/DM from time to time.</p>
<p>Deputy Director (A&amp;F)/ Assistant Director (A&amp;F)/ Section Officer</p>	<p>General administration, supervisory work of the supporting staff, maintenance of attendance register, recommending leave applications for sanction to the competent authority and signing of the memos, verification of entries in leave accounts, checking of leave statement and late attendance statement, marking of dak, Hindi Nodal Officer, attending to queries on telephone and during visiting hours, overall control of stationery items/office furniture, photocopier machine, marking of dak received within the department to officers/staff, dispatch of dak.</p> <p>Issue of instructions to dealing assistants for preparing the renewal notices and submission to the dealing officers on files, noting of status of licences pertaining to grant of licences, renewals, deferments, stop marking, resumption of marking, expiry of licences, cancellation of licences, closure of applications, etc. for MCR, checking of applications and licences particulars recorded in the registers, checking of consolidated MCR compiled from the MCR of 3 MDDs, checking of Hindi MCR.</p> <p>Signing of receipts issued for certification income, signing of statements prepared in AC-15 form, verification of record of sundry debtors/creditors for</p>

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	certification and providing to various datas required in accounts in the related matters and miscellaneous accounts work, arranging dispatch of market samples to laboratories, procurement of market samples, other miscellaneous work entrusted by the competent authority.
Reporter/Personal Assistant/Stenographer/Junior Stenoographer	<ul style="list-style-type: none"> <li>○ To keep record of appointments;</li> <li>○ To give stenographic/typing assistance/computer work;</li> <li>○ To do the maintenance/filing work of the Secretariat of the HoD/concerned officer(s);</li> <li>○ To give appointments;</li> <li>○ To guide visitor/officers coming to meet the HoDs/concerned officer(s)</li> <li>○ To receive calls meant for the office(s) and to connect the officer to others on phone</li> <li>○ All other allied jobs connected with the post of Personal Assistant</li> <li>○ Any other work assigned to him by the concerned officer</li> </ul>
Supporting Staff viz. Assistant, UDC/LDC	All the supporting staff assists the officers/Section Officers in performing the jobs assigned to them.
Attendants/Helpers	Assigned work of movement of files, delivery of dak, distribution of files/dak within and outside department, collection of papers from other departments, clearing of out tray, photocopying/packing, sealing of samples, assistance in handling of samples, collection of material from stores, providing water/tea, etc., maintaining general cleanliness in the department, providing chairs to visitors and assistance in movement/arrangement of official furniture, keeping files and other records in proper position, retrieval, stitching and repairing, etc. Other duties as may be assigned from time to time by the Competent Authority.
<b>OTHER ACTIVITIES OF REGIONAL OFFICES</b>	
Assistant Director (Public Relations)	Overall responsible for sales, public relations, coordination with Government bodies, coordination of Review Meetings, SLCs, conducting of exhibitions and assisting DDGRs/Group Heads, Group Leaders.
Deputy Director (A&F)/ Assistant Director (A&F)/ Section Officer	Overall responsible for accounts matters, establishment matters, upkeep of office premises, maintenance and other related administrative matters. Also any other job assigned by the concerned DDGs.

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FUNCTIONS AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
BRANCH OFFICES

<b>Designation (Post)</b>	<b>Responsibility</b>
Director & Head	<p style="text-align: center;"><b>CERTIFICATION</b></p> <ul style="list-style-type: none"> <li>i) To monitor receipt of applications.</li> <li>ii) To record applications.</li> <li>iii) To plan and organize inspections and visits through schedules and otherwise.</li> <li>iv) To ensure compliance with the laid down norms/ procedures/targets in the activities carried out.</li> <li>v) To recommend grant of licences to -----.</li> <li>vi) To renew/defer/expire licences.</li> <li>vii) To consider and approve inclusion of new varieties and new brand names.</li> <li>viii) To allow changes in the composition of management in the licensees, change of name, etc.</li> <li>ix) To consider reviews put up on performances of licensees and to allow normal operation.</li> <li>x) To order Stop Marking and Resumption of Marking.</li> <li>xi) Recommend for cancellation of licences.</li> <li>xii) To organize enforcement and complaints activities.</li> <li>xiii) To organize market samples drawal activity.</li> <li>xiv) To monitor and approve sending of samples to OSL and payments to these labs.</li> <li>xv) To approve draft STIs, Marking Fee, comments, etc. for forwarding to CMD and relevant technical departments.</li> <li>xvi) To organize Licensees Meet, Regional Meet, Seminars, Consumer Awareness Programmes.</li> <li>xvii) To provide guidance and directions for improvement in the Department.</li> <li>xviii) To undertake image building measures and drive work.</li> <li>xix) To meet visitors.</li> </ul>

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	<p><b>B. MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>i) Overall management of the department.</li> <li>ii) To maintain congenial atmosphere and to keep all officers and staff motivated to give their maximum output.</li> <li>iii) To develop team spirit among the officers and staff members.</li> <li>iv) To maintain general decorum and discipline in the department.</li> </ul> <p><b>C. GENERAL</b></p> <ul style="list-style-type: none"> <li>i) To send periodic reports such as MCRs, Complaints MCRs and Enforcement MCRs and to provide data as and when asked for.</li> <li>ii) To provide clarifications on queries raised by CRO and other departments.</li> <li>iii) To deliver lectures to trainees as and when asked for.</li> <li>iv) To undertake ISO 9000 audits.</li> </ul>
Scientists-E/Group Leader	<ul style="list-style-type: none"> <li>a) Review of Inspection Reports pertaining to the licensees of products covered under the group.</li> <li>b) Scrutinizing the cases for GOL, renewal of licences and inclusion and giving recommendations on blue forms, red forms, yellow forms, review of performance due to failure reports received with respect to renewal, deferment, cancellation, stop marking, ROM, etc.</li> <li>c) Guidance to the dealing officers attached on various operational issues.</li> <li>d) Performing the duties of Dealing Officer for different items.</li> <li>e) Nodal officer for complaints received.</li> <li>f) Being no. 2, officiating as Head in absence of Director (GL).</li> <li>g) Carrying out inspections (preliminary, periodic, special, etc.) and submitting inspection reports as allotted and drawal of samples for independent testing.</li> <li>h) Receipt of letters from applicants/licensees and solving their queries by organizing prompt action.</li> <li>i) Attending visitors and solving their problems.</li> <li>j) Attending to meetings of other departments as well as In-house and organizing meetings with</li> </ul>

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	<p>outside organizations as and when desired by higher ups.</p> <p>k) Providing clarification on files as and when required.</p> <p>l) Enhancement of Hindi work in the department.</p> <p>m) Monitoring procurement of market samples within the group.</p> <p>n) Supplying data pertaining to utilizing library services for national and international standards pertaining to products for comments on Indian Standards and their relevant STIs.</p> <p>o) Communicating with Technical Departments regarding technical problems of IS Specifications under certification.</p>
<p>Inspecting Officers/ Scientists B,C, D &amp; E</p>	<p><b><i>Applications</i></b></p> <p>i) Scrutiny of applications for registration.</p> <p>ii) Carrying out of Preliminary Inspection and Applicant's works.</p> <p>iii) Scrutiny of Tests Reports of Applicant Samples.</p> <p>iv) Processing of Red Forms for GOL/Closure of Applications/Drawal of samples.</p> <p>v) Preparation of STI &amp; MF for the licence to be granted for first time on all-India basis.</p> <p><b><i>Carrying out Activities related to Operation of Licences</i></b></p> <p>i) Periodic Inspections at licensee's works for assessment of performance of licence, drawal of samples for independent testing and preparation of inspection reports.</p> <p>ii) Scrutiny of Test Reports and preparation of reviews for normal operation/stop marking.</p> <p>iii) Communicating of failures to licensees and follow up.</p> <p>iv) Other visits for complaint investigation, enforcement activities, ROM cases, change of address, etc.</p> <p>v) Procurement of Market Samples, preparation of Tests requests and sending them to concerned lab. Action for ensuring deposition of samples to lab.</p> <p>vi) Preparation of Blue forms for renewal of licence, Yellow For for inclusion of new</p>

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	<p>varieties and cases for expiry/cancellation of licence.</p> <p>vii) Maintaining records/data files of operating licences</p> <p>viii) Providing data for MCR, etc.</p> <p>ix) Follow up with CL/OSL for pending test reports.</p> <p><b><i>Other activities</i></b></p> <p>i) Cooperation with CRO, ETD, CMD, CL &amp; OSL regarding certification activities, test reports, comments on existing specifications, etc.</p> <p>ii) To deal with visitors.</p> <p>iii) Organizing review meetings/seminars, etc.</p> <p>iv) To undertake ISO 9001 audits.</p> <p>v) Discussion with CL/DM on various operation issues and day to day problems.</p> <p>vi) Enhancement of work in Hindi.</p> <p>vii) Assistance to DM in preparation of Inspection Schedule.</p> <p>viii) As a coordinator for procurement and dispatch of market samples.</p> <p>ix) Preparation of MCR and other work pertaining to data collection and analysis.</p> <p>Also any other job assigned by GL/DM from time to time.</p>
<p>Deputy Director (A&amp;F)/ Assistant Director (A&amp;F)/ Section Officer</p>	<p>General administration, supervisory work of the supporting staff, maintenance of attendance register, recommending leave applications for sanction to the competent authority and signing of the memos, verification of entries in leave accounts, checking of leave statement and late attendance statement, marking of dak, Hindi Nodal Officer, attending to queries on telephone and during visiting hours, overall control of stationery items/office furniture, photocopier machine, marking of dak received within the department to officers/staff, dispatch of dak.</p> <p>Issue of instructions to dealing assistants for preparing the renewal notices and submission to the dealing officers on files, noting of status of licences pertaining to grant of licences, renewals, deferments, stop marking, resumption of marking, expiry of licences, cancellation of licences, closure of applications, etc. for</p>

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	<p>MCR, checking of applications and licences particulars recorded in the registers, checking of consolidated MCR compiled from the MCR of 3 MDDs, checking of Hindi MCR.</p> <p>Signing of receipts issued for certification income, signing of statements prepared in AC-15 form, verification of record of sundry debtors/creditors for certification and providing to various datas required in accounts in the related matters and miscellaneous accounts work, arranging dispatch of market samples to laboratories, procurement of market samples, other miscellaneous work entrusted by the competent authority.</p>
<p>Reporter/Personal Assistant/Stenographer/Junior Stenoographer</p>	<ul style="list-style-type: none"> <li>- To keep record of appointments;</li> <li>- To give stenographic/typing assistance/computer work;</li> <li>- To do the maintenance/filing work of the Secretariat of the HoD/concerned officer(s);</li> <li>- To give appointments;</li> <li>- To guide visitor/officers coming to meet the HoDs/concerned officer(s)</li> <li>- To receive calls meant for the office(s) and to connect the officer to others on phone</li> <li>- All other allied jobs connected with the post of Personal Assistant</li> <li>- Any other work assigned to him by the concerned officer</li> </ul>
<p>Supporting Staff viz. Assistant, UDC/LDC</p>	<p>All the supporting staff assists the officers/Section Officers in performing the jobs assigned to them.</p>
<p>Attendants/Helpers</p>	<p>Assigned work of movement of files, delivery of dak, distribution of files/dak within and outside department, collection of papers from other departments, clearing of out tray, photocopying/packing, sealing of samples, assistance in handling of samples, collection of material from stores, providing water/tea, etc., maintaining general cleanliness in the department, providing chairs to visitors and assistance in movement/arrangement of official furniture, keeping files and other records in proper position, retrieval, stitching and repairing, etc.</p> <p>Other duties as may be assigned from time to time by the Competent Authority.</p>

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<b>OTHER ACTIVITIES OF BRANCH OFFICES</b>	
Section Officer/Assistant	Overall responsible for sales, public relations, , conducting of exhibitions and assisting Director & Head.
Assistant Director (A&F)/ Section Officer	Overall responsible for accounts matters, establishment matters, upkeep of office premises, maintenance and other related administrative matters. Also any other job assigned by the concerned Branch Head.

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FUNCTIONS AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
INSPECTION OFFICES

<b>Designation (Post)</b>	<b>Responsibility</b>
Technical Officer	Carry out inspections of the plants and other licencees allotted by the concerned Branch Office, collection of market sample, certification marks coordination work and other related work of certification marks.

# MANAGEMENT SYSTEMS CERTIFICATION DEPARTMENT

## FUNCTIONS OF THE MANAGEMENT SYSTEMS CERTIFICATION DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Management Systems Certification Department</b>	<ul style="list-style-type: none"> <li>i) To decide on Policy Matters (fee structure &amp; operation of Management Systems Certification)</li> <li>ii) To carry out promotional Activities for implementation of QMS, EMS, OHSMS &amp; HACCP certification schemes</li> <li>iii) Processing of the cases for grant of licence, renewal of licence and extension of scope for all schemes under Management Systems Certification.</li> <li>iv) Work related to RvA Accreditation including finance</li> <li>v) Obtaining Monthly Statements from ROs &amp; preparing MCR</li> <li>vi) To send comments for ISO/TC 176 and ISO/TC 207</li> <li>vii) To review status of auditors</li> <li>viii) QCI &amp; IRCA Registration work</li> <li>ix) Liaison with other certification bodies, Association of certification bodies</li> <li>x) Attending the queries and drive work &amp; offer quotations relating to Quality Systems, Environmental Systems, Occupational Health &amp; Safety, HACCP certification activities.</li> <li>xi) To review fee structure, Rules, Regulations &amp; Gazette Notification relating to Management Systems Certification activities</li> <li>xii) Handling of complaints and coordination with MSCO(R)s</li> </ul>

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	<ul style="list-style-type: none"><li>xiii) Verification of surveillance audit reports, initial audit reports, renewal audit reports, etc.</li><li>xiv) To carry out MSCS Committee, Management Review and Audit, Planning Group Meetings</li><li>xv) To bring out Publications as required from time to time</li><li>xvi) To review pending applications and coordinating with MSCO(R)s</li><li>xvii) Preparation of licence documents.</li><li>xviii) To arrange adequacy audit, preliminary visit, initial audit, surveillance audit, renewal audit, etc for EMS &amp; OHSMS.</li><li>xix) To collect required fees i.e. application fee, licence fee, audit fee, etc for EMS &amp; OHSMS certification schemes.</li><li>xx) To examine audit report i.e. initial, surveillance and renewal audits.</li><li>xxi) To put up the cases for grant of licence and renewal of the licence.</li><li>xxii) To maintain database of licensees of Management Systems Certification Schemes</li><li>xxiii) To maintain database of auditors, sub-contractors, experts etc. registered under Management Systems Certification Scheme of BIS.</li></ul>
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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF MANAGEMENT SYSTEMS  
CERTIFICATION DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
Scientist E [Director & Head]	Overall management of the department. Policy Matters (fee structure & operation of Management Systems Certification), promotional Activities & ISO 9000 Implementation
Scientists E/Director	<ul style="list-style-type: none"> <li>i) Promotion of EMS/OHSMS schemes including processing of applications</li> <li>ii) Operation of EMS/OHSMS licences including complaints and coordination/ verification of surveillance reports</li> <li>iii) Comments on ISO/TC 207 documents</li> <li>iv) Coordination with CHD for OHSMS and EMS</li> <li>v) Ancillary activities like monitoring auditors qualifications and data base etc.</li> <li>vi) Functions of DCO as given in QSCS documentation for all</li> <li>vii) Processing of cases for grant/renewal of licence/ extension of scope</li> <li>viii) Work related to RVA &amp; QCI accreditation</li> <li>ix) Monthly statements from QSCOS &amp; MCR</li> <li>x) Comments for ISO/TC 176</li> <li>xi) Functions of PTO given in QSCS documentation</li> <li>xii) Review of auditors status</li> <li>xiii) Processing of cases for renewal/grant of licence/extension of scope</li> <li>xiv) Finance matters of rva qci &amp; irca registration work</li> <li>xv) Liaison with other certification bodies, association of certification bodies</li> <li>xvi) Attending the queries and drive work &amp; quotation</li> <li>xvii) Fee structure, rules, regulations &amp; gazette notification.</li> </ul>

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Scientist B/C/D	<ul style="list-style-type: none"> <li>i) Functions of IAO as given in the QSCS documentation</li> <li>ii) Operation of QSC licences including complaints and coordination/verification of surveillance audit reports</li> <li>iii) Processing of cases for renewal/grant of licence</li> <li>iv) Promotional work related to HACCP certification scheme</li> <li>v) QSCS committee, management review and audit planning group meeting</li> <li>vi) Publications are required from time to time</li> <li>vii) Reviewing of the pending applications and coordinating with QSCO(R)S</li> </ul>
Private Secretary/ Stenographers/Jr Stenos	<ul style="list-style-type: none"> <li>- Stenographic Assistance</li> <li>- To send reply of various queries received seeking EMS &amp; OHSMS Certification from BIS</li> <li>- To prepare promotional letters for EMS &amp; OHSMS certification from BIS</li> <li>- To prepare reply for Tenders received for ISO 14001 &amp; IS 18001 certification.</li> <li>- To prepare letters for grant/renewal issued to BIS EMS &amp; OHSMS licensees</li> <li>- To maintain record of fee received from Applicants/ Licensees for EMS &amp; OHSMS certification</li> <li>- To maintain and update database of BIS QSCS licensees / applicants</li> <li>- To prepare MCR of MSCD</li> <li>- To send reply of various queries received seeking Quality Systems Certification from BIS</li> <li>- To prepare promotional letters for BIS QSCS</li> <li>- To prepare list of BIS Quality Systems licences published annually</li> <li>- Preparation of slides in Power Point/MS word for Meetings/Lectures/Programmes</li> <li>- Complaints of non-working of PCs, Printers &amp; Fax machine update/revise QSCS Manual from time to time</li> <li>- To update &amp; revise documentation of BIS QSCS (Forms/Procedures/Guidelines)</li> <li>- To prepare reply for Tenders received for ISO 9000 certification.</li> <li>- To update renewal entries of BIS QSCS database</li> <li>- To prepare promotional letters for BIS QSCS</li> </ul>

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	<ul style="list-style-type: none"> <li>- Letters/notes for registration of auditors with IRCA/QCI</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>I) Assisting d&amp;h(mscd) in administrative section officer work of the deptt.</li> <li>II) Leave records/cl</li> <li>III) Complaints register for photocopier/ toner</li> <li>IV) To check and put seal on licence documents</li> <li>V) To make entry in register for cases sent to DDGM for grant of licence/renewal/extension of scope</li> <li>VI) To make entry in register of dak received.</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>- To maintain and update database of BIS EMS &amp; OHSMS licensees / applicants</li> <li>- To prepare list of licensees of BIS EMS &amp; OHSMS licensees</li> <li>- To update renewal entries of BIS EMS &amp; OHSMS database</li> <li>- Put up cases for grant/renewal/closure etc of licence w.r.t EMS &amp; OHSMS</li> <li>- To prepare licence documents (grant/renewal/extn. of scope) on PC issued to BIS EMS &amp; OHSMS licensees.</li> <li>- To maintain auditor/subcontractor/experts files and databases of EMS &amp; OHSMS</li> <li>- Filing of papers pertaining to applicants/licensees, general files and log sheets of EMS &amp; OHSMS</li> <li>- To prepare letters for grant/renewal issued to BIS QSCS licensees*</li> <li>- To prepare licence documents (grant/renewal/extn of scope) on PC issued to BIS quality systems licensees* Put up cases for Renewal/closure of licence received from ROs</li> <li>- Prepare note intimating QSCO(R)s for Extn. Of Scope / closure of licence*</li> <li>- To despatch quality systems licence documents to QSCO(R)s/Licensees*</li> <li>*even numbered licensees</li> <li>- - Put up cases for grant of licence received from ROs</li> <li>- To maintain and update auditors Data</li> <li>- To maintain auditor/subcontractor/experts fles</li> <li>- Filing of papers pertaining to applicants/licensees/general files</li> </ul>

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	<ul style="list-style-type: none"> <li>- Filing of log sheets of auditors received after every audit</li> <li>- To fill requisition for monthly/supplementary stationery &amp; photocopying paper</li> <li>- To maintain HACCP register &amp; files</li> <li>- To prepare letters for grant/renewal issued to BIS QSCS licensees*</li> <li>- To prepare licence documents (grant/renewal/extn of scope) on PC issued to BIS quality systems licensees*</li> <li>- Put up cases for Renewal/closure of licence* received from ROs</li> <li>- Prepare note intimating QSCO(R)s for extension of scope / closure of licence*</li> <li>- To despatch quality systems licence documents to QSCO(R)s/Licensees*</li> <li>- Filing of papers pertaining to query regarding BIS</li> <li>- Any other work assigned.</li> </ul>
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

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# BIS LABORATORIES

**LIST OF BIS LABORATORIES**  
*(Region-wise)*

**Central Laboratory, Sahibabad**

**Eastern Regional Office (ERO)**

1. Eastern Regional Office Laboratory, Kolkata
2. Patna Branch Office Laboratory, Patna
3. Guwahati Branch Office Laboratory, Guwahati

**Northern Regional Office (NRO)**

1. Northern Regional Office Laboratory, Mohali

**Southern Regional Office (SRO)**

1. Southern Regional Office Laboratory, Chennai
2. Bangalore Branch Office Laboratory, Bangalore

**Western Regional Office (WRO)**

1. Western Regional Office Laboratory, Mumbai

**FUNCTIONS, ROLES AND RESPONSIBILITIES OF  
VARIOUS LABORATORIES OF BIS**

***Annexure I - Functions of the various BIS Laboratories***

***Annexure I-A Functions/Activities of Quality Assurance Department of Central Laboratory***

***Annexure I-B Functions/Activities of Planning & Purchase Department of Central Laboratory***

***Annexure I-C Functions/Activities of Sample Cell of Central Laboratory***

***Annexure II - Responsibilities of Deputy Director General (Laboratory)***

***Annexure III - Functions, Roles and Responsibilities of the Officers and Staff of various BIS Laboratories***

***Annexure III-A Functions, Roles and Responsibilities of the Officers and Staff of Quality Assurance Department of Central Laboratory***

***Annexure III-B Functions, Roles and Responsibilities of the Officers and Staff of Planning & Purchase Department of Central Laboratory***

***Annexure III-C Functions, Roles and Responsibilities of the Officers and Staff of Sample Cell of Central Laboratory***

## FUNCTIONS OF THE VARIOUS BIS LABORATORIES

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Central Laboratory (CL)</b>	<ul style="list-style-type: none"><li>i) Responsible for overall management of CL and coordination with all BIS laboratories.</li><li>ii) Planning, development and creation of testing facilities, testing of samples, fixation of testing charges to supplement BIS certification scheme,</li><li>iii) Organizing training of personnel in testing &amp; calibration.</li><li>iv) Recognition of outside laboratories.</li></ul>
<b>Regional Office Laboratories</b>	<ul style="list-style-type: none"><li>i) Planning, development and creation of testing facilities, testing of samples</li><li>ii) Organizing training of personnel in testing &amp; calibration.</li></ul>
<b>Branch Office Laboratories</b>	<ul style="list-style-type: none"><li>i) Planning, development and creation of testing facilities, testing of samples</li><li>ii) Organizing training of personnel in testing .</li></ul>

FUNCTIONS/ACTIVITIES OF QUALITY ASSURANCE  
DEPARTMENT OF CENTRAL LABORATORY

- Quality Assurance Department is responsible for the effective implementation of quality management system.
- It develops and regularly updates quality manual/quality procedures/formats, etc. as per IS/ISO/IEC 17025 and implement in CL.
- It operates laboratory recognition scheme for utilization of testing of samples to support BIS certification scheme.
- Fixes the testing charges in coordination with relevant section of Central Laboratory.
- It provide database of testing facilities and testing charges to user department.
- It determines the needs of the training of the laboratory personnel and arranges lab visits for outsiders on specific request including International trainees
- It plan and carryout the meeting of Laboratory Advisory Committee.
- To liaison with NABL.

ANNEXURE IB

FUNCTIONS/ACTIVITIES OF PLANNING & PURCHASE  
DEPARTMENT OF CENTRAL LABORATORY

- Planning and procurement of lab equipment for all BIS Labs, which are beyond the financial power of Director Incharge/DDGRs.
- Procurement of office equipment, furniture, liveries and stationery items for Central Laboratory.
- Procurement of lab consumables for replenishment in Store in Central Laboratory and those consumables, cost of which is beyond the power of Director Incharge of testing sections.
- Condemnation of unserviceable and obsolete laboratory equipment in all BIS Labs, which are beyond the financial power of Director Incharge/DDGRs.

FUNCTIONS/ACTIVITIES OF SAMPLE CELL  
DEPARTMENT OF CENTRAL LABORATORY

- Receipt of samples from different ROs/BOs and other BIS Laboratories.
- Coding, decoding of samples to maintain the secrecy of origin of samples.
- Forwarding of samples to different Testing Sections of Central Laboratory and other Laboratories after decoding.
- Receipt of test reports from Testing Sections of Central Laboratory and other laboratories.
- Return of remnants of samples to the licensees & applicants.
- Liaison with ROs/BOs and testing section
- Monitoring the implementation of status report of all BIS labs
- Processing of bills for payment of testing charges for samples diverted by CL.

RESPONSIBILITIES OF  
DEPUTY DIRECTOR GENERAL (LABORATORY)

- Overall responsibilities of all the activities connected with the Central Laboratory and coordination with all BIS Laboratories.
- Overall planning and development of laboratory facilities, equipment and other infrastructure.
- Liaison with outside organizations with regard to testing and other allied activities.
- Implementation of Quality Management System.

FUNCTIONS, ROLES AND RESPONSIBILITIES OF  
OFFICERS AND STAFF OF VARIOUS BIS LABORATOIRES

<b>Designation (Post)</b>	<b>Responsibility</b>
Head	<ul style="list-style-type: none"> <li>• Head shall be responsible for planning, development and creation of test/ calibration facilities, monitoring of the calibration status of the equipment/reference materials used, overall supervision and monitoring of testing/calibration and maintaining liaison with other departments. Head is also responsible for implementing the various provisions of Quality Manual, Quality Procedures, Work Instructions and accreditation criteria in their laboratory. In absence of Group Leader, Head is responsible for issuance of the laboratory test reports/calibration certificates.</li> <li>• Reports to DDGL/DDGRs regarding laboratory matters.</li> </ul>
Group Leader- Scientist	<ul style="list-style-type: none"> <li>• Report to DDGRs/respective Head, regarding laboratory matters and any other work assigned to him.</li> <li>• Verification/examination of test requests and samples as per CL/QP/1801 on receipt in Section and taking with Sample Cell, if any discrepancy is observed.</li> <li>• To allocate samples timely to TPs according to the work allocations, based on the priority affixed on the sample/short shelf life/perishable nature and also, as deemed fit, to ensure that the TPs are suitably occupied with respect to work-load.</li> <li>• To supervise the testing/calibration of samples, particularly priority samples, so that timely issue of TRs/Calibration Certificates as per procedure is adhered to.</li> <li>• To witness the retesting/recalibration of samples failing in requirements and issue TRs thereafter as per relevant procedure.</li> <li>• To prepare draft time estimates for fixation of testing charges in consultation with TS and concerned TA/STA.</li> <li>• To conduct random testing/calibration of tested/</li> </ul>

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	<p>calibrated samples in selected requirements as part of Quality Assurance Tests.</p> <ul style="list-style-type: none"> <li>• Take steps for effective implementation of various provisions of ISO/IEC 17025 with particular reference to the calibration, estimation of measurement of uncertainty for all parameters in their work area.</li> <li>• To ensure efficient and optimum use of all equipment under their control including updating of various records/log book.</li> <li>• To ensure compliance of purchase procedure when petty chemicals, glasswares and other consumables etc are required to be procured due to urgency by the testing section in the absence of stock in store as well as compliance to procedure for repair of equipment.</li> <li>• To take up testing of samples for certain parameters to set up a Role Model for leading his team.</li> <li>• To ensure organizing and participating in proficiency/inter lab testing programme in their work area.</li> <li>• To ensure that transfer of data from test register to TRs/Calibration certificates is correct and countersign the test register.</li> <li>• To ensure early release of test report after comparison of test results with specified requirement as per job card, verify the correctness of the result by checking calculation/ or getting the samples retested by same or other testing personnel and to witness the same for confirmation by selecting at random.</li> <li>• Signing of test reports and dispatch to Sample Cell and maintaining office copy of test report along with job card in his custody.</li> <li>• To coordinate the activities with respect to maintenance, repair and procurement of equipment or apparatus and ensure its maximum utilization and to get the unserviceable equipment condemned.</li> <li>• To mark attendance of personnel under the group on behalf of Head as and when assigned.</li> </ul>
Scientist	<ul style="list-style-type: none"> <li>• Report to Head/Group Leader of the concerned lab.</li> <li>• To plan the requirements of their sections.</li> </ul>

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	<ul style="list-style-type: none"> <li>• To ensure the availability of adequate staff.</li> <li>• To ensure competence of the technical staff.</li> <li>• To identify the training needs of the technical staff.</li> <li>• To ensure the availability of equipment of suitable capacity and accuracy and arrange for their proper calibration and maintenance.</li> <li>• To identify the requirement of additional equipment and accessories/spares by the sections and to arrange for procuring the same.</li> <li>• To ensure the functions of Quality Systems in their sections.</li> <li>• To ensure compliance to quality checks at different levels.</li> <li>• To ensure the timely redressal of complaints received from customers.</li> <li>• To verify activities, sources on matters relating to impartiality and confidentiality.</li> <li>• To plan and process the procurement of laboratory reagents and consumables.</li> <li>• To be authorized signatory to sign the laboratory test reports.</li> <li>• To ensure early release of test report after comparison of test results with specified requirement as per job card, verify the correctness of the result by checking calculation/ or getting the samples retested by same or other testing personnel and to witness the same for confirmation by selected at random.</li> <li>• To ensure that transfer of data from test register to TRs/Calibration certificates is correct and countersign the test register.</li> <li>• To carryout testing/calibration as and when assigned.</li> <li>• To ensure efficient and optimum use of all equipment under their control including updating of various records/log book.</li> <li>• To prepare draft time estimates for fixation of testing charges in consultation with TS and concerned TA/STA.</li> <li>• Preparation of MCR, MPR, Status Report, pending sample positions, etc.</li> <li>• Manage the work related to Sample Cell.</li> </ul>
Technical Supervisor (TS)	<ul style="list-style-type: none"> <li>• In addition to the responsibilities listed for TA/STA following, additional responsibility will</li> </ul>

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STAs/TAs	<p>be executed.</p> <ul style="list-style-type: none"><li>• To keep the calibration certificates of all the</li><li>• equipment under calibration within the group</li><li>• and to ensure that they are in order (where no TS</li><li>• is available, senior-most STA/TA will do).</li><li>• Periodic monitoring with STAs and TAs for ensuring time testing of samples and submission of TRs to Group Leaders.</li><li>• To prepare training needs within the group.</li><li>• To process AMC of equipment of concerned section.</li><li>• To ensure adequate availability of CRM for testing and maintain proper inventory. The purchase requisition to be indented timely to the Group Leader as per requirement. The inventory of other accessories also used in testing to be maintained as per requirement.</li><li>• To carry out petty purchases of equipment/apparatus/stores from the market required for testing/calibration of samples and/or repair of equipment as and when required by the department.</li><li>• To prepare draft time estimate for testing of samples for fixation of testing charges in consultation with concerned TA/STA and put up to the Group leader and keep suitable records.</li></ul> <ul style="list-style-type: none"><li>• To receive the samples for testing pertaining to their area of activity.</li><li>• To ensure that the tested samples are retained within the prescribed time limits in the Section.</li><li>• Ensure prompt testing of samples</li><li>• To ensure safe custody of samples prior to, during and after testing. Retention period of testing samples to be ensured as per current procedure. Also the safety of test and measuring instruments to be ensured subject to the provision of availability of infrastructure.</li><li>• To ensure availability of updated Indian Standards including all the amendments and keep them in safe custody.</li><li>• To conduct testing as per relevant specification and job card and calculate uncertainty for reporting in test report, wherever applicable.</li></ul>
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	<ul style="list-style-type: none"><li>• To ensure efficient and optimum use of all equipment in their area of testing.</li><li>• To inform Group Leader in case of non-conforming samples. Group Leaders to decide further course of action.</li><li>• To prepare test report, sign all pages of office copy and put up to Group Leaders along with test record register.</li><li>• To keep a list of equipments and to ensure timely in-house and outside calibration of equipment as per defined frequency. To assist TS in keeping the records.</li><li>• To prepare Monthly Performance Report (MPR) in the month-end and to submit to TS/GL giving all the required details.</li><li>• To ensure safe custody of calibrated equipment.</li><li>• To assist TS in preparation of draft time estimate for fixation of testing charges in their area of activity.</li><li>• To maintain equipment being used by them for testing/calibration in proper condition. In case of breakdown take initiative, coordinate and assist Group Leader for its early repair. To maintain the logbook of equipment, wherever required.</li><li>• Implementation of ISO 17025 in the laboratory and all work related to NABL accreditation and ensure calculation /estimation of measurement uncertainty for all parameters in their work area.</li><li>• To put up requirement of equipment for purchase for the testing activity under their area.</li><li>• To prepare a draft test report format and submit to Group Leader for further action.</li><li>• To identify and propose the training needs for the relevant fields.</li><li>• To ensure timely testing of samples within the stipulated 45/60 days as per procedure. Advance planning to be done for sample preparation, etc. to achieve the above target.</li><li>• To ensure that the equipment, apparatus and machines used for testing/calibration are properly cleaned and covered wherever required.</li><li>• To assist Group Leader in examination/verification of test report.</li><li>• To ensure timely disposal of tested/calibrated samples as per procedure.</li></ul>
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	<ul style="list-style-type: none"> <li>• To obtain the relevant Indian Standard from the library/QA Department (CD ROM).</li> <li>• Any other job assigned by Head/Group Leader.</li> </ul>
Master Technician/ /Senior Technician/Technician	<ul style="list-style-type: none"> <li>• To ensure periodic preventive maintenance of the required equipments under their jurisdiction as per schedule.</li> <li>• To ensure that the equipment, apparatus and machines used for testing/calibration are properly maintained cleaned and covered wherever required.</li> <li>• To carry out petty purchases of equipment/apparatus/consumables from the market required for testing/calibration of samples and/or repair of equipment as and when required by the department.</li> <li>• To collect quotations/information for purchase of the equipment/apparatus, etc.</li> <li>• To prepare test specimen in consultation with the TP.</li> <li>• To assist TPs in handling and testing/calibration of samples.</li> <li>• To operate and adjust the testing equipments and related machineries.</li> <li>• To ensure that safety precautions related to Mechanical or Electrical equipment are properly taken.</li> <li>• Any other job assigned by Head/Group Leader.</li> </ul>
Technical Supervisor (Building Maintenance)/ Master Technician/Senior Technician/Technician (Plumbing/ Generator/Air-Conditioning/ Electrician/Carpentry)	<ul style="list-style-type: none"> <li>• To attend all complaints in their respective field.</li> <li>• Maintenance and operation of the equipments related to Building maintenance.</li> <li>• Maintenance and repair works of building.</li> <li>• Any other related work assigned by the superiors.</li> </ul>
AD (A&F)/Section Officer	<ul style="list-style-type: none"> <li>• All administrative/accounts work including housekeeping, gardening, security, service matters of employees and upkeep of records.</li> <li>• To process disposal of remnants of samples and condemned equipment.</li> </ul> <p>Any other work (such as store, library) assigned by the Head.</p>
Reporter/Personal Assistant/Stenographer/Junior	<ul style="list-style-type: none"> <li>• To attend administrative-personnel work of the section.</li> </ul>

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Stenographer`	<ul style="list-style-type: none"> <li>• To carry out computer work, sending and receiving E-mail, fax, preparation of statements, data, etc.</li> <li>• To provide stenographic assistance.</li> <li>• To attend telephone calls/visitors.</li> <li>• To maintain all files including leave files of the employees in the section.</li> <li>• To attend other miscellaneous work assigned by the Head/Technical Officers.</li> </ul>
Supporting Staff viz. Assistant, UDC/LDC	All the supporting staff assists the officers/Section Officers in performing the jobs assigned to them.
Librarian	<ul style="list-style-type: none"> <li>• To keep the issuance record of standards, books and journals etc</li> <li>• To organize standards, books and journals etc so that they can be easily retrieved</li> <li>• To ensure that all amendments received are attached with relevant standards</li> </ul>
Attendant/Sr Helper/Helper/Beldar	<p>Assigned work of movement of files, delivery of dak, distribution of files/dak within and outside department, collection of papers from other departments, clearing of out tray, photocopying/packing, sealing of samples, assistance in handling of samples, collection of material from stores, providing water/tea, etc., maintaining general cleanliness in the department, providing chairs to visitors and assistance in movement/arrangement of official furniture, keeping files and other records in proper position, retrieval, stitching and repairing, etc. To clean the equipment/glass-wares, apparatus, machines and other equipments. To assist the testing persons in handling, preparation, storage and transportation of tested/untested samples/equipments during and after testing.</p> <p>Other duties as may be assigned from time to time by the Competent Authority.</p>

ANNEXURE III--A

FUNCTIONS, ROLES AND RESPONSIBILITIES OF  
OFFICERS AND STAFF OF QUALITY ASSURANCE  
DEPARTMENT OF BIS CENTRAL LABORATORY, SAHIBABAD

<b>Designation (Post)</b>	<b>Responsibility</b>
Head	<ul style="list-style-type: none"> <li>• He is responsible for developing, monitoring and implementation of the Quality System.</li> <li>• He performs the Quality Assurance functions.</li> <li>• He is responsible for overall control of quality and advises on and monitors all aspects of quality in the Central Laboratory.</li> <li>• He acts as Secretary to the CL Quality Management System Review Committee.</li> <li>• He coordinates with National Accreditation Board for Testing &amp; Calibration Laboratories (NABL).</li> <li>• Any other job assigned by DDGL</li> </ul>
Scientist (QAO)	<ul style="list-style-type: none"> <li>• Recognition of outside approved laboratories.</li> <li>• Coordination of External and Internal training activities.</li> <li>• Handling of complaints.</li> <li>• Coordinates and prepare MCRs.</li> </ul>
Scientist (DCO)	<ul style="list-style-type: none"> <li>• Developing, updating, revision and distribution of quality manual, procedures and forms.</li> <li>• Quality Assurance Testing.</li> <li>• Planning and Organization internal quality audit and follow up activities.</li> <li>• Coordination of NABL accreditation related activities Coordination of test report format.</li> </ul>
Technical Supervisor (TS)	<ul style="list-style-type: none"> <li>• To process proposal for fixation of testing charges</li> <li>• To assist in the work of recognition of outside laboratories</li> <li>• Any other work assigned by Head</li> </ul>
Jr Steno	<ul style="list-style-type: none"> <li>• Attached with all three officers in Quality Assurance Department and carry out job of taking dictation and maintains all the database relating to the following:               <ul style="list-style-type: none"> <li>• Testing charges</li> <li>• Outside recognized labs.</li> <li>• Availability of test facilities in BIS labs.</li> <li>• Miscellaneous work of administration department.</li> </ul> </li> </ul>

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	He also attends to DDGL's Stenographic work.
LDC	<ul style="list-style-type: none"><li>• Attached with all three officers in Quality Assurance Department and does all the typing and filing work. She is keeping track of all files (outside recognized labs and applicants) for timely disposal of action. To maintain leave record of officers and staff in their section.</li></ul>
Senior Attendant/Helper	<ul style="list-style-type: none"><li>• Assigned work of movement of files, delivery of dak, distribution of files/dak within and outside department, collection of papers from other departments, clearing of out tray, photocopying/packing, collection of material from stores, providing water/tea, etc., maintaining general cleanliness in the department, providing chairs to visitors and assistance in movement/arrangement of official furniture, keeping files and other records in proper position, retrieval, stitching and repairing, etc.</li><li>• To assist all the officers and staff in their section.</li></ul>

ANNEXURE III—B

FUNCTIONS, ROLES AND RESPONSIBILITIES OF  
OFFICERS AND STAFF OF PLANNING AND PURCHASE  
DEPARTMENT OF BIS CENTRAL LABORATORY, SAHIBABAD

<b>Designation (Post)</b>	<b>Responsibility</b>
Head	<ul style="list-style-type: none"> <li>• Over all Planning, supervision regarding purchase of laboratory equipment and consumables and Condemnation of Lab equipment</li> <li>• Coordination with all BIS Labs with respect to budgetary planning, reply to CAG and vigilance</li> </ul> <p>Any other work assigned by DDGL</p>
Scientist	<ul style="list-style-type: none"> <li>• Processing of indents for procurements of Lab equipments and consumables</li> <li>• Processing of proposals for condemnation of laboratory equipments</li> <li>• Physical verification and codification of lab equipment.</li> <li>• Any other work assigned by Head/DDGL</li> </ul>
Section Officer (SO)	<ul style="list-style-type: none"> <li>• General administration including maintenance of leave records</li> <li>• Verification of asset cards</li> <li>• To assist Scientist in purchase functions</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>• Maintenance of files and stock registers</li> <li>• Any other work such as procurement of stationery/ miscellaneous items from NCCF, Kendriya Bhandar and market, obtaining Form 32, custom duty exemption certificates</li> <li>• Typing work</li> </ul>
Helper/Attendant	<ul style="list-style-type: none"> <li>• Assigned work of movement of files, delivery of dak, distribution of files/dak within and outside department, collection of papers from other departments, clearing of out tray, photocopying/packing, collection of material from stores, providing water/tea, etc., maintaining general cleanliness in the department, providing chairs to visitors and assistance in movement/arrangement of official furniture, keeping files and other records in proper position, retrieval, stitching and repairing, etc.</li> <li>• Any other work as directed by Head/ Scientist</li> </ul>

ANNEXURE III—C  
FUNCTIONS, ROLES AND RESPONSIBILITIES OF  
OFFICERS AND STAFF OF SAMPLE CELL  
OF BIS CENTRAL LABORATORY, SAHIBABAD

<b>Designation (Post)</b>	<b>Responsibility</b>
OIC (Sample Cell)	<ul style="list-style-type: none"> <li>• Supervision of the functioning of Sample Cell under the guidance of DDGL</li> <li>• Communicating the ROs/BOs and ROL/BOL for deviations regarding the conditions and details of the samples received and put under dispute, if required.</li> <li>• Preparing proposal for diversion of sample due to constraints based on the Monthly Status Report and as per the prevailing guideline and put up the same to DDGL for approval.</li> <li>• Receipt of reminders for the samples and other correspondence from ROs/BOs and appropriate action and reply to the respective parties involved.</li> <li>• Taking decision regarding opening of sealed sample package to remove the identity of manufacturer as far as possible and repacking of samples to maintain the secrecy of origin of the sample.</li> <li>• Maintenance of equipment</li> </ul>
Technical Supervisor (TS)	<ul style="list-style-type: none"> <li>• Maintaining record by recording of BO code on the sample in correlation with lab code number and IS number</li> <li>• Preparation of job card for sample received</li> <li>• Receipt of test reports from different lab sections and acknowledging the same.</li> <li>• Re-coding of test reports.</li> <li>• Maintaining of records for test reports received and dispatched.</li> <li>• Preparation of dispatch note after segregation of test reports branch wise and put up to OIC, Sample Cell.</li> <li>• Forwarding of sealed envelopes containing test reports through Dak to SO, Dispatch.</li> <li>• Any other work assigned by OIC/DDGL</li> </ul>

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LDC 1	<ul style="list-style-type: none"><li>• Receipt of samples by hand delivery through representative of the firm and acknowledging the receipt of sample. Ensuring the correlation with respect to details given on test request vis-à-vis on the sample. If deviation observed, same will be brought to the notice of OIC, Sample Cell for deciding regarding acceptance of the sample.</li><li>• Receipt of samples for calibration purpose, calibration charges and maintaining record for the same.</li><li>• Receipt of sample through courier post parcel and transport and maintaining record for the same.</li><li>• Allotment of lab code number on the samples accepted and affixing priority stickers on test request and marking the lab code number on respective sample and test request for correlation and identification.</li><li>• Deviations observed on the sample brought to the notice of OIC, Sample Cell for communication to BO.</li><li>• Maintaining record and filing of correspondence papers. Retrieving of documents papers on query.</li><li>• Receipt of test report from outside lab and re-coding of such reports and preparation of dispatch note after segregation of reports and put up to OIC, Sample Cell. Maintaining the records for test reports received.</li><li>• Preparation of proposal for payment to outside labs and put up to OIC, Sample Cell for checking.</li><li>• Maintaining records and papers pertaining to data-sheet for samples received by different lab sections, samples diverted and dispatched to other ROL/BOL and OSL</li><li>• Collection of samples from transporters' godown, if required.</li><li>• Other jobs daily assigned by OIC, Sample Cell.</li></ul>
LDC 2	<ul style="list-style-type: none"><li>• Entering data in the computer from test request indicating the details of samples received and BO's code number in correlation with allotted lab code number for day-to-day samples received.</li></ul>

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	<ul style="list-style-type: none"> <li>• Maintaining all the data-base file</li> <li>• Daily generating information in hard copy from data-base file for the samples received and samples being forwarded to lab sections discipline wise and put up to TS for preparation of job cards.</li> <li>• Generating information for the samples from data-base file required for reminder to lab sections for pending test reports and on query.</li> <li>• Any other job assigned by OIC(Sample Cell)</li> </ul>
Steno	<ul style="list-style-type: none"> <li>• Preparation of letters correspondence pertaining to the samples put under dispute as decided by OIC, Sample Cell and put to OIC, Sample Cell.</li> <li>• Maintaining and updating record for the samples put under dispute category.</li> <li>• Other jobs daily assigned by OIC, Sample Cell</li> </ul>
Sr. Attendant/ Attendant	<ul style="list-style-type: none"> <li>• Segregation of samples meant for diversion to other labs and packing and preparation of necessary papers for dispatch of such samples and put up to OIC, Sample Cell.</li> <li>• Segregating and stacking the samples discipline wise at appropriate position after allotment of lab code number on the sample.</li> <li>• After receipt of data-sheet and job card, segregation of samples to be delivered to the different lab sections.</li> <li>• Removal of coding tag , identification mark (as far as possible), original printed packaging materials (bearing name and address of the manufacturer) and repacking of such samples to maintain the secrecy of origin of sample before delivery of samples to lab sections.</li> <li>• Handling of samples.</li> <li>• Delivery of samples to different lab sections and getting acknowledgement for samples received by the lab sections.</li> <li>• Sealing, packing and delivery of test reports to SO, Dispatch.</li> <li>• Other jobs daily assigned by OIC, Sample Cell.</li> </ul>

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# BUREAU SECRETARIAT

## FUNCTIONS OF BUREAU SECRETARIAT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Bureau Secretariat</b>	<p>The major role/functions of the Bureau Secretariat are as follows:</p> <ul style="list-style-type: none"><li>i) Secretarial work relating to Bureau meetings.</li><li>ii) Secretarial work relating to EC meetings.</li><li>iii) Secretarial work relating to SSC and FC meetings since Feb 2003 onwards.</li><li>iv) BIS Act, Rules and Regulations.</li><li>v) Approval of BIS Annual Report from the Bureau members.</li><li>vi) Forwarding of printed copies of BIS Annual Report to the Ministry for laying before Parliament.</li><li>vii) Issuance of orders regarding delegation of powers.</li><li>viii) Reconstitution of the Bureau and Executive Committee and also filling up of the vacancies caused due to resignation/retirement of the mien of the Bureau.</li><li>ix) Reconstitution of Executive Committee of the Bureau including filling up of vacancies in the Executive Committee.</li></ul> <p>Apart of the above, Bureau Secretary has also been allotted the additional work of internal audit, secretariat of SSC and FC.</p>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF BUREAU SECRETARIAT

Designation (Post)	Responsibility
<b>BUREAU SECRETARIAT</b>	
Head of Department	Overall management of all the activities connected with Bureau Secretariat related work.
Deputy Director/ Assistant Director	<ul style="list-style-type: none"> <li>i) Supervision and administration of Section;</li> <li>ii) To ensure the maintenance of available record of the Bureau Secretariat with regard to Bureau, Executive Committee (EC), Standing Staff Committee (SSC) and Finance Committee (FC);</li> <li>iii) To ensure timely circulation of the agenda and proceedings of Bureau, EC, SSC and FC meetings;</li> <li>iv) To handle the secretarial work of SSC and FC meetings, i.e., filing of papers relating to SSC and FC in the relevant files;</li> <li>v) Recording of draft proceedings of Bureau, EC, SSC and FC meetings;</li> <li>vi) Circulation of decisions of Bureau, EC, SSC, FC meetings to the respective departments for follow-up actions;</li> <li>vii) To ensure timely processing of leave (including casual leave) of staff and officers of the Department;</li> <li>viii) General correspondence regarding routine work of the Department viz. bills, statements, etc. of Departments;</li> <li>ix) Coordination with Section Officer (Receipt &amp; Issue) to ensure timely circulation of agenda and proceedings of meetings of Bureau/EC/SSC/FC.</li> <li>x) To ensure updation of BIS Act/Rules/Regulations on web-site of BIS;</li> <li>xi) To ensure timely publication of gazette notifications relating to reconstitution of EC and amendments to the BIS Regulations; and</li> </ul>

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	Forwarding of printed copies of BIS Annual Report to the Ministry for laying before Parliament.
PS/Stenographers/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD/DD/AD;</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Internal Audit and other miscellaneous work;</li> <li>vi) Any additional work allotted by the HoD.</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) To maintain the files relating to Bureau And EC meetings, BIS Act, Rules and Regulations, Delegation of Powers;</li> <li>ii) Typing of EC and Bureau agenda and other important material emanating from Bureau Secretariat, etc;</li> <li>iii) His services are also utilized in photocopying, set-making and spiral binding of agenda of Bureau, EC, SSC and FC meetings;</li> <li>iv) To maintain the general files of circulars, office orders and office notes;</li> <li>v) Processing of CL/EL applications of officers and staff of Bureau Secretariat and maintain the leave records;</li> <li>vi) To maintain the record of photocopying bills and newspapers bills and attendance, photocopying, set-making, spiral binding and other work as directed by AD and Bureau Secretary;</li> <li>vii) Processing of TA/DA claims of EC/Bureau members.</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>i) All the supporting staff assist the officers/Section Officers in performing the jobs assigned to them;</li> <li>ii) Reporting to Head of the Department and any other matters referred by him</li> </ul>
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance.</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

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# ENFORCEMENT DEPARTMENT

## FUNCTIONS OF THE ENFORCEMENT DEPARTMENT

Enforcement Department deals with the cases of misuse of BIS Standard Mark and cases related to violation of various Quality Control Orders/Notifications relating to Mandatory Certification.

Whenever any complaint is received regarding misuse of BIS Standard Mark or misleading advertisement, it is registered in Enforcement Department and simultaneous investigation initiated into the matter. All complaints whether anonymous or otherwise or taken cognizance of, in case of prima-facie case exists.

In addition to Enforcement Department at Headquarters, the enforcement functions are carried out with the help of BIS branch offices all over India. An officer from each of the RO is appointed as an Enforcement Officer to deal with enforcement functions and to coordinate the activities in the region, who reports to DDGR. An officer of the branch office is nominated as nodal officer for dealing with and coordinating the enforcement work within the branch's jurisdiction, who reports to the Branch Head. Nodal Officers are responsible for interacting with Enforcement Department/Regional Offices in BIS and with State Government Agencies/bodies responsible for implementing the various Quality Control Orders.

On detection of violation, immediate action is taken by Branch Office to initiate investigation for collection of evidences material/documentary/other for the purpose of taking prosecutive action.

Since prosecution, proceedings filed against the offender are criminal proceedings and evidences material/documentary are required to be collected to establish the offence in the court. Therefore, for collection of evidences to substantiate the commission of offence the search and seizure is organized by RO/BO are enforcement department.

**FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF ENFORCEMENT DEPARTMENT**

<b>Designation (Post)</b>	<b>Responsibility</b>
Head of Department	<ul style="list-style-type: none"> <li>i) Overall supervision and coordination in the Department.</li> <li>ii) Handling of parliamentary queries/VIP references.</li> <li>iii) Handling of queries relating to Legal and Enforcement matters.</li> </ul>
Technical Officers (Mechanical, Civil, Electrical)	<p>All certification work related to his discipline (Mechanical, Civil, Electrical) which includes:</p> <ul style="list-style-type: none"> <li>i) Preparation of STI for new products, revision of STI based on amendments in the standard/revision of standards and procedure for its implementation.</li> <li>ii) Fixation of marking fee for new products and revision of existing marking fee.</li> <li>iii) Preparation of specific product guidelines and methodology for its implementation.</li> <li>iv) Scrutiny of red forms for new products covered for the first time both on all-India basis as well as in the region.</li> <li>v) Evaluation of applications received for foreign certification and scrutiny of red forms of such products for grant of licence.</li> <li>vi) Mandatory Certification of related products.</li> <li>vii) Coordination with Regional/Branch Offices of BIS.</li> <li>viii) Interaction with technical departments on certification matters.</li> <li>ix) Interaction with Central Laboratory regarding testing charges and availability of testing facilities.</li> <li>x) Internal audit of Regional Offices.</li> <li>xi) Organizing and participating in all-India review meeting of licensees of various products.</li> </ul>

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Section Officer	<ul style="list-style-type: none"> <li>i) All administrative work including maintenance of leave record.</li> <li>ii) Work related to certification activity which includes: <ul style="list-style-type: none"> <li>a) Maintenance of files IS-wise.</li> <li>b) Maintenance of general files.</li> <li>c) Maintenance of records of RF received and dispatched.</li> <li>d) Maintenance of records of Parliament Questions, VIP reference, etc.</li> <li>e) Preparation of MCR.</li> <li>f) Maintenance of record of Dak.</li> </ul> </li> </ul>
Supporting Staff viz. Stenographer, Assistant, UDC/LDC	All the supporting staff assist the officers/Section Officers in performing the jobs assigned to them.
Attendant/Helper	<ul style="list-style-type: none"> <li>i) Extending general assistance to the officers and other staff</li> <li>ii) Maintaining of files and submitting them on requirement</li> <li>iii) Photocopying and fax work</li> <li>iv) Movement of dak and carrying files/papers/stationery</li> <li>v) Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors.</li> <li>vi) Any other work assigned.</li> </ul>

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# ESTABLISHMENT DEPARTMENT

## FUNCTIONS OF THE ESTABLISHMENT DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Establishment Department</b>	<ul style="list-style-type: none"> <li>i) All personnel matters pertaining to Group A (non-Scientific Cadre), Group B, C and D employees.</li> <li>ii) Compassionate appointment cases.</li> <li>iii) CGHS – Coordination, processing and other medical cases.</li> <li>iv) Retirement including voluntary retirement, resignations.</li> <li>v) Transfers and postings of all Groups and rotational transfers.</li> <li>vi) Disciplinary cases</li> <li>vii) Union matters.</li> <li>viii) Sexual Harassment Cases</li> <li>ix) FR 56(j)</li> <li>x) Maintenance of Annual Confidential Reports of Group A (non-Scientific Cadre), Group B, C and D employees.</li> <li>xi) Leave matters.</li> <li>xii) Group Insurance Scheme</li> <li>xiii) Coordination of examination and recruitment</li> <li>xiv) Composition of Selection Committees</li> <li>xv) Compilation of information regarding SCs/ST &amp; minorities.</li> <li>xvi) Preparation of Seniority Lists of Group A (non-Scientific Cadre), Group B, C and D employees.</li> <li>xvii) Departmental Tests</li> <li>xviii) Court Cases</li> <li>xix) Cadre Review</li> </ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
ESTABLISHMENT DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
<b><i>ESTABLISHMENT DEPARTMENT</i></b>	
Director (Establishment)	Overall management of all the activities connected with Establishment Department.
Deputy Director	<ul style="list-style-type: none"> <li>i) Coordinating the Sections and work related to each Section.</li> <li>ii) Reporting to Head of the Department; and</li> <li>iii) Any other work assigned.</li> </ul>
Assistant Director/ Section Officer (Section I)	<ul style="list-style-type: none"> <li>i) All matters pertaining to Group B &amp; D posts.</li> <li>ii) Compilation of Information regarding SC/ST and minorities.</li> <li>iii) All Departmental Tests.</li> <li>iv) Seniority of Group B &amp; D</li> <li>v) Related Court cases.</li> <li>vi) Any other work assigned.</li> </ul>
Section Officer (Section II)	<ul style="list-style-type: none"> <li>i) All matters pertaining to Group C posts.</li> <li>ii) Compassionate appointments.</li> <li>iii) CGHS</li> <li>iv) Coordination, processing and other medical cases.</li> <li>v) Retirement including voluntary retirement, resignation of all Groups</li> <li>vi) Transfers and postings of all Groups and Rotational Transfers.</li> <li>vii) MCR/MPR</li> <li>viii) Seniority List of Group C.</li> <li>ix) Related Court cases.</li> <li>x) Any other work assigned.</li> </ul>
Assistant Director/ Section Officer (Section III)	<ul style="list-style-type: none"> <li>i) Disciplinary Cases.</li> <li>ii) Union matters.</li> <li>iii) Sexual Harassment Cases.</li> <li>iv) FR 56(j)</li> <li>v) ACRs of all Groups.</li> <li>vi) Related Court Cases.</li> <li>vii) Leave matters.</li> <li>viii) Group Insurance Scheme</li> <li>ix) Any other work assigned.</li> </ul>

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<p>Section Officer (Section IV)</p>	<ul style="list-style-type: none"> <li>i) All matters pertaining to Group A posts.</li> <li>ii) Matters connecting with Act, Rules &amp; Regulations.</li> <li>iii) Coordination and examination of EC/SSC items.</li> <li>iv) VIP references.</li> <li>v) Examination of all Policy files.</li> <li>vi) Composition of Selection Committees.</li> <li>vii) Cadre Review.</li> <li>viii) Seniority List of Group a.</li> <li>ix) Related court cases.</li> <li>x) Any other work assigned.</li> </ul>
<p>Private Secretary/ Stenographer/Jr Steno</p>	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any other work allotted by the HoD.</li> </ul>
<p>Assistant,/UDC/LDC</p>	<ul style="list-style-type: none"> <li>i) All the works allotted by the HoD/DD/AD and Section Officer.</li> <li>ii) Maintenance files and submitting them on requirement</li> </ul>
<p>Attendant/Helper</p>	<ul style="list-style-type: none"> <li>▪ Extending general assistance to the officers and other staff</li> <li>▪ Maintaining of files and submitting them on requirement</li> <li>▪ Photocopying and fax work</li> <li>▪ Movement of dak and carrying files/papers/stationery</li> <li>▪ Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>▪ Any other work assigned.</li> </ul>

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# FINANCE AND ACCOUNTS DEPARTMENTS

## FUNCTIONS OF THE FINANCE AND ACCOUNTS DEPARTMENTS

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Finance Department</b>	<ul style="list-style-type: none"><li>i) Payment of salary, honorarium and overtime allowance to the employees of the Bureau.</li><li>ii) Payment of Income Tax deducted from salary, issue of TDS certificate to employees and submission of return to Income Tax Department.</li><li>iii) Reconciliation of accounts for GIS, LIC, Income Tax, Cooperative Society, etc.</li><li>iv) Payment of House Building Advance, Conveyance Advance, Computer Advance, Festival Advance, Fan advance, etc. and reconciliation of its accounts.</li><li>v) Payment of interest subsidy to employees who received loan from Housing Development Finance Corporation, Life Insurance Corporation and other financial institutions.</li><li>vi) Management of Provident Fund and Contributory Provident Fund and maintenance and preparation of accounts thereof.</li><li>vii) Management of payment of retirement benefits to the retired employees, payment from benevolent fund, payment of pension and family pension and maintenance and preparation of accounts thereof.</li><li>viii) Preparation of the budget estimates of the Bureau and getting the same approved by the Financial Committee and Executive Committee.</li><li>ix) Management of internal audit of Hqs, Regional Offices (ROs) including Central Laboratory and Branch Offices (BOs) by the Chartered Accountant Firms and follow up actions.</li><li>x) Scrutiny of the proposals received from the concerned Departments of the Hqs for expenditure under different budget heads and giving recommendations for the proposal for approval of the Competent Authority.</li><li>xi) Scrutiny of proposals received from various Departments having financial implications.</li><li>xii) Management of Central Tender Committee.</li></ul>

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<b>Accounts Department</b>	<ul style="list-style-type: none"><li>i) Payment of all types of suppliers' bills for good and services.</li><li>ii) Payment of Adjustable Advance and adjustments thereof.</li><li>iii) Payment of personal claims of employees viz. telephone bills, newspaper bills, misc. claims.</li><li>iv) Payment in foreign currency to parties outside India.</li><li>v) Payment and settlement of TA, LTC and Medical Claims of employees as well as pensioners and maintenance of subsidiary ledgers.</li><li>vi) Management of Cash Section for payment and receipts, Cash Books and Bank Book. Maintenance of records, bank reconciliation.</li><li>vii) Investment of surplus funds of the BIS, maintenance of investment record.</li><li>viii) Tax deduction, issue of TDS certificates, returns thereof.</li><li>ix) Maintenance of earnest money ledgers and depreciation accounting.</li><li>x) Coordination for statutory audit of annual accounts and compilation of replies to audit.</li><li>xi) Payment under Plan Projects, Maintenance of Accounts.</li><li>xii) Accounting of JVs/Issue of Debit/Credit Advice and Reconciliation of Inter-Office Accounts, Current Assets and Liabilities Account.</li><li>xiii) Maintenance of books of accounts and preparation of annual financial statements and schedules thereof.</li></ul>
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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
FINANCE AND ACCOUNTS DEPARTMENTS

Designation (Post)	Responsibility
<b>FINANCE DEPARTMENT</b>	
Director (Finance)	i) Overall management of all the activities connected with Finance Department related work; and ii) Examination of the proposals having financial implications received from various Departments and giving concurrence to such proposals. iii) Signing of cheques and authorization of payments. iv) Any other duties, jobs and responsibilities assigned by Deputy Director General (Finance) [DDGF]
Deputy Director	i) <b><i>To coordinate the functions of all Sections of Finance Department;</i></b> ii) Signing of cheques, authorization of payments; iii) Any other duties jobs and responsibilities assigned by DDGF/Director (Accounts)[DAC]
Assistant Director/Section Officer	Overall supervision and coordination of work and activities of any of the Section allotted to him, i.e, Salary Section, B&R Section, Pension Section, and Salary Branch
PS/Stenographer/Jr Stenographer	i) To keep record of appointments/meetings; ii) To give stenographic/typing assistance/ computer work to the HoD/DDE; iii) To do the maintenance/filing work of HoD; iv) To receive calls meant for the HoD; v) Any additional work allotted by the HoD.
Assistant, UDC/LDC	All the supporting staff assist the officers/Section Officers in performing the jobs assigned to them.
Attendant/Helper	<ul style="list-style-type: none"> <li>▪ Extending general assistance to the officers and other staff</li> <li>▪ Maintaining of files and submitting them on requirement</li> <li>▪ Photocopying and fax work</li> <li>▪ Movement of dak and carrying files/papers/stationery</li> <li>▪ Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>▪ Any other work assigned.</li> </ul>

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<b>ACCOUNTS DEPARTMENT</b>	
Director (Accounts)	<ul style="list-style-type: none"> <li>i) Overall management of all the activities connected with Accounts Department related work.</li> <li>ii) Signing of cheques and authorization of payments;</li> <li>iii) Any other duties, jobs and responsibilities assigned by Deputy Director General (Finance) [DDGF]</li> </ul>
Deputy Director	<ul style="list-style-type: none"> <li>i) To coordinate the functions of all Sections of Accounts Department;</li> <li>ii) Signing of cheques, authorization of payments;</li> <li>iii) Any other duties jobs and responsibilities assigned by DDGF/Director [DAC]</li> </ul>
Assistant Director/ Section Officer	Overall supervision and coordination of work and activities of for any of the Section allotted to him, i.e, Cash Section, Final Accounts Section, B&C-I Section, B&C-II Section.
PS/Stenographer/Jr Stenographer	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/ computer work to the HoD/DD;</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Cashier/Assistant Cashier	Dealing with all transactions relating to cash/ preparation of cheques, reconciliation of salary payable including IOs and accounts payable (employees)
Assistant, UDC, LDC	All the works allotted by the HoD/DD/AD and Section Officer.
Attendant/Helper	<ul style="list-style-type: none"> <li>1. Extending general assistance to the officers and other staff</li> <li>2. Maintaining of files and submitting them on requirement</li> <li>3. Photocopying and fax work</li> <li>4. Movement of dak and carrying files/papers/stationery</li> <li>5. Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>6. Any other work assigned.</li> </ul>

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# FOREIGN LANGUAGES & PUBLICATIONS DEPARTMENTS

## FUNCTIONS OF THE FOREIGN LANGUAGES & PUBLICATIONS DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Foreign Languages & Publications Department	Compilation and comparison of material for Standards India, Indexing and publication of the hardcopy of BIS Catalogue, copyright related matters as well as publicity, subscription for Standards India and Standards Monthly Additions, updating and maintaining the dispatch and maintenance of subscriber membership, complaints handling related to subscribership and matters related to Foreign Languages Department.

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
FOREIGN LANGUAGES & PUBLICATIONS DEPARTMENT

Designation (Post)	Responsibility
<b>FOREIGN LANGUAGES &amp; PUBLICATIONS DEPARTMENT</b>	
Director and Head	Overall management of all the activities connected with Foreign Languages & Publications Department related work.
Officer	<ul style="list-style-type: none"> <li>i) Compilation and comparison of material for Standards India.</li> <li>ii) Indexing of BIS Catalogue and Copyright related matters as well as publicity/ subscription for Standards India and Standards Monthly Additions.</li> <li>iii) Any other work assigned.</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) Updating of Subscribers' List, maintaining and dispatch of Standards Monthly Additions, Annual Report and various other documents.</li> <li>ii) Recording of cheque statements, maintaining photos, floppies and CDs related to the articles that appear in Standards India.</li> <li>iii) Clearance of Bills, etc.</li> <li>iv) Maintenance and custody of records, leave records, attendance, indenting of stationery items, maintenance of files and records, maintenance of equipments in the Department.</li> <li>v) Ensuring smooth functioning of the Department, punctuality, discipline, etc.</li> <li>vi) Processing of all bills.</li> <li>vii) Receipt of incoming dak and disposal of outgoing dak.</li> <li>viii) Handling of complaints related to subscriber-ship.</li> <li>ix) Any other work assigned.</li> </ul>
Private Secretary/ Stenographer/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Assistant,/UDC/LDC	All the works allotted by the HoD and other officers in the Department.

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Attendant/Helper	<ul style="list-style-type: none"><li>- Extending general assistance to the corporate officer and other senior staff</li><li>- Maintaining of various files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li><li>- Any work assigned.</li></ul>
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# GENERAL ADMINISTRATION DEPARTMENT

## FUNCTIONS OF THE GENERAL ADMINISTRATION DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>General Administration Department</b>	<ol style="list-style-type: none"><li>1) Maintenance of services like telephones in the office as well as at the residence of officers of the rank of JDs. Payment of bills for all official telephones as well as reimbursement to officers for their residential telephones;</li><li>2) Providing of staff cars for BIS official and also for conducting Training Programme, Conferences and other misc. duties during the working hours and also for touring officers for foreign/domestic tours;</li><li>3) Insurance in respect of BIS properties including buildings, vehicles and personal accident insurance etc.</li><li>4) Purchase of office premises for those Ros/BOs who are running from rented accommodation under the guidance of Building Purchase Committee (BPC);</li><li>5) Welfare activities including setting of holiday homes for all Ros/BOs</li><li>6) Selection of accommodation for BIS offices at all Ros/BOs and lease agreements thereof;</li><li>7) Assisting Technical Deptt. in arranging meetings/official function;</li><li>8) Issue of Stores;</li><li>9) Providing contract labourers from private agency;</li><li>10) Repair/maintenance/shifting of office furniture;</li><li>11) Maintenance of records for all office notes/orders etc.</li><li>12) All arrangements concerning foreign tours which includes<ol style="list-style-type: none"><li>a) Procurement of Air/Railway Tickets for touring officers; (Foreign &amp; domestic)</li><li>b) Visa through various embassy;</li><li>c) Arrangement for foreign exchange for touring officers</li></ol></li><li>13) Maintenance and providing of typewriters for examinations conducted by Establishment Deptt.</li><li>14) Purchasing of stationery furniture and equipment under the guidance of Central Purchase Committee (CPC);</li><li>15) Installation of newly purchased computers;</li><li>16) Disposal of discarded/obsolete furniture and other items including old computer etc. under the guidance of condemnation committee;</li></ol>

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	<p>17) Receipt/dispatch of dark in R&amp;I Section which also work under Administration Deptt;</p> <p>18) Photocopying work exceeding 50 copies for all deptts. of BIS;</p> <p>19) Dealing with private agency like courier, speed post and foreign post office;</p> <p>20) Looking after the BIS canteen to provide tea/lunch of BIS staff and arrangement for various meetings. Arrangments of tea/snacks on special occasion as such World Standard Day, New Year day etc.</p> <p>21) Security Section is also under Administration Department. Some of the main jobs are as follows:</p> <ul style="list-style-type: none"><li>a) Security of BIS premises at HQs;</li><li>b) Maintenance and cleanliness in both the building Manak Bhavan &amp; Manakalaya</li><li>c) Maintenance of gardening around both the buildings;</li><li>d) Parking of vehicles during normal as well as special meetings of BIS;</li><li>e) Reception Counter</li><li>f) Identity Card and Ministry Photo Pass</li></ul> <p>22) Maintenance Cell is also working under Administration Department. Some of its main functions are as under:</p> <ul style="list-style-type: none"><li>a) All work of maintenance of routine nature within Rs. 20,000.00 including ordinary and petty repairs including maintenance of MB, MK and staff quarters;</li><li>b) Annual Maintenance contracts (AMCs) for the equipments and installations like ACs, lift, Pumpsets, Gen sets</li><li>c) Processing electricity &amp; water bills of HQs.</li><li>d) Any other work of similar nature</li></ul>
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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF GENERAL  
ADMINISTRATION DEPARTMENTS

<b>Designation (Post)</b>	<b>Responsibility</b>
Head of Department	Overall management of all the activities connected with Administration Department related work
DD(Maintenance)	Co-ordination of all works relating to maintenance work of Electrical Engg./Civil Engg., Any other work assigned by DRA from time to time
DD(Security)	<ul style="list-style-type: none"> <li>i) Checking the security arrangements at sensitive and other points in premises of BIS. Issuing necessary instructions to Security Guards of BIS and Security Guards deployed by security contractor.</li> <li>ii) Checking and cleanliness of fire fighting equipments in BIS premises.</li> <li>iii) House keeping arrangements of both the buildings of BIS.</li> <li>iv) Maintenance of garden/lawns in BIS premises.</li> <li>v) Liaison with Ministry and police authority.</li> <li>vi) Issue of parking labels.</li> <li>vii) To supervise the work done by the Staff and relating to issue of entry passes to visitors.</li> <li>viii) General work relating to leave, attend phone calls, assistance to visitors.</li> <li>ix) Issue of Identity Cards, temporary passes, Pensioners Card, arrangement of open photo passes</li> <li>x) Any other work allotted by DRA.</li> </ul>
AD(A&F) & Welfare Officer	<ul style="list-style-type: none"> <li>1. In general, looking after all the activities of the department, scrutinizing and also signing of proposals, bill etc. emanating from various section of the departments;</li> <li>2. Specific responsibilities for looking after telephone services, hiring of office premises, insurance of the office property and the welfare activities including setting up and providing of holiday homes. The Assistant Director is also works as Welfare Officer and looking after the Canteen day-to-day affairs also.</li> </ul>
Section Officer (Admn I)	Looking after all the routine activities in the Administration Deptt. like deployment and maintenance of staff cars, foreign delegation work, hiring and deployment of contract works, repair of furniture, passing of bills related to all the activities, looking after the work of purchase of office premises/land for all ROs/BOs working from rented accommodation

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Section Officer (Admn II)	Maintenance/providing telephone services in the office as well as at the residence of entitled BIS officials, payment of bill. Procurement of local spares needed to rectify the faulty instruments. Ensure the timely receipt/processing of bill on monthly basis and reimbursement of admissible amount to the BIS officials.
Section Officer (Purchase)	<ol style="list-style-type: none"> <li>1. Looking after the activities of purchasing general stationery items, furniture, office equipments like computers, copiers etc. as well as air-conditions, water coolers, room coolers and heavy equipments and purchase of printing papers, passing bill related to the same</li> <li>2. Dealing with the purchase proposals received from Ros/BOs</li> <li>3. Arranging meetings of Central Purchase Committee</li> </ol>
Section Officer (Disposal)	<ol style="list-style-type: none"> <li>1. Condemnation and writing off of old and unusable items, arranging the meetings of the Condemnation Committee</li> <li>2. Disposal of condemned items and waste materials</li> <li>3. Procurement of liveries items for Group C &amp; D employees including stitching of uniforms;</li> <li>4. Annual stock taking of furniture and equipment at HQs.</li> </ol>
Section Officer(Stores)	<ol style="list-style-type: none"> <li>1. Receiving all the items being purchased at HQs including entering the challans and bills in the relevant registers.</li> <li>2. Proper storing of all the items purchased at HQs</li> <li>3. Distribution of various items to all the departments as per requirements and keeping proper records of the same</li> <li>4. Raising indents for purchase of items based on the average monthly consumption.</li> </ol>
Section Officer (Receipt & Issue)	<ol style="list-style-type: none"> <li>1. Receipt of incoming dak at Headquarters and distribution of the same to the various departments including proper records of the same.</li> <li>2. Arranging for fixing of addresses on envelopes for sending out dak.</li> <li>3. Copying of documents received from various departments, from 50-100 copies of each</li> <li>4. Arranging for packing, stamping/franking and dispatch of all out-going dak, including telegrams, arranging for local dispatch of dak through dispatch riders etc.</li> </ol>

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PS/Stenographer/Jr. Steno	<ol style="list-style-type: none"><li>1. To keep record of appointment/meetings;</li><li>2. To give stenographic typing assistance/computer work to the HOD/DD/AD/SOs</li><li>3. To do the maintenance/filing work of HOD;</li><li>4. To receive calls meant for the HOD;</li><li>5. Internal Audit and other Misc. Work of the Deptt;</li><li>6. Any additional work allotted by the HOD</li></ol>
Supporting staff viz. Assistants/UDCs/LDCs	All the supporting staff assist the Officers/SOs in performing the jobs assigned to them Reporting to Head of the Department and any other matters referred by him
Technicians	For all maintenance jobs relating to electrical, civil, carpentry, masonry etc.
Attendant/Helpers/Beldars	<ul style="list-style-type: none"><li>- Extending general assistance.</li><li>- Maintaining of files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li><li>- Any other work assigned.</li></ul>

## **HINDI UNIT**

(May please refer to hard copy of the document. Soft copy is being down loaded)

# HUMAN RESOURCE DEVELOPMENT DEPARTMENT

## **FUNCTIONS OF THE HUMAN RESOURCE DEVELOPMENT DEPARTMENT**

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Human Resource Development Department</b>	<p>Human Resource Development Department deals with personnel matters of all Group A scientific cadre including:</p> <ul style="list-style-type: none"><li>i) Recruitment of Scientist-B (Assistant Director) (Direct recruitment/through LDCE).</li><li>ii) Assessment under FCS of Scientific Cadre Officers who are due for promotion.</li><li>iii) Formulation of Assessment Committee.</li><li>iv) Work relating to ACRs of Group A Scientific Cadre Officers upto Scientist-E (Director).</li><li>v) Officiating arrangements of Heads at Hqs/ROs/BOs.</li><li>vi) Transfers of Scientific Cadre Officers.</li><li>vii) CGHS and other medical claims of Group A Scientific Cadre Officers.</li><li>viii) Group Insurance Scheme in respect of Group A Scientific Cadre Officers.</li><li>ix) Personnel Matters (Seniority, Confirmation, retirement, forwarding of applications, for deputation/outside posts, NOC for passport, counting of past service, graduate apprentice, etc.</li><li>x) Disciplinary cases in respect of Group A Scientific Cadre Officers.</li><li>xi) Processing of cases for resignation/voluntary retirement/retirement including terminal benefits.</li><li>xii) Premature retirements.</li><li>xiii) Pay fixation on promotion.</li><li>xiv) Medical facilities to BIS pensioners, appointment of AMAs for employees residing outside Delhi and working at Hqs.</li><li>xv) Material for EC/SSC Agenda and action thereon.</li><li>xvi) Leave pertaining to Departmental Heads at Hqs/ROS.</li><li>xvii) Budget of HRD/Material for Annual Report/Annual Action Plan.</li></ul>

## FUNCTIONS, ROLES AND RESPONSIBILITIES OF OFFICERS AND STAFF OF HUMAN RESOURCE DEVELOPMENT DEPARTMENT

Head of Department	Overall management of all the activities connected with Human Resource Development Department related work.
Scientist-C/DD	<ul style="list-style-type: none"> <li>i) Material for EC Agenda</li> <li>ii) Action on EC decisions</li> <li>iii) Letters to Ministry for Govt approval along with Draft Gazette Notification</li> <li>iv) Action taken report to Bureau Secretariat</li> <li>v) VIP references</li> <li>vi) Assessment of FCS of Scientific Cadre Officer</li> <li>vii) Reporting to Head of the Department and any other matters referred by him.</li> <li>viii) Recruitment</li> <li>ix) Item for SSC including Agenda and Minutes.</li> <li>x) Disciplinary Cases.</li> </ul>
Assistant Director (A&F)/Section Officer-I	<ul style="list-style-type: none"> <li>i) Procurement of 05 yearly assessment reports from Scientific Officers – AD,DD,JD,Dir who are due for promotion</li> <li>ii) Formation of two assessment committees</li> <li>iii) Action regarding payment of honorarium to specialists</li> <li>iv) Work relating to ACR of Group A officers upto D(SG)</li> <li>v) Attendance/CL/RH/Regular Leave of HRD employees</li> <li>vi) Issue of Office Notes for officiating arrangement of DG/ADGs</li> <li>vii) Issue of memo for officiating arrangements of Heads at HQ/RO/BO</li> </ul>

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	<ul style="list-style-type: none"> <li>viii) Transfers (CDMC) meetings – Issue of transfer orders, extension, cancellation/Request/option for transfers</li> <li>ix) Premature retirement</li> <li>x) Posts based Roster</li> <li>xi) Budget of HRD/Material for Annual Report/Annual Action Plan</li> <li>xii) Reporting to Head of the Department and any other matters referred by him.</li> </ul>
Section Officer-II	<ul style="list-style-type: none"> <li>i) Increment Roll and entries in Service Books</li> <li>ii) CGHS, other medical claims and appointment of AMAs</li> <li>iii) Group Insurance Scheme for Group A Scientific Officers</li> <li>iv) Retirement benefits of Group A officers</li> <li>v) Personnel Matters (seniority, confirmation, retirement, forwarding of applications for deputation/outside posts/NOC for passport, counting of past service, Graduate apprentice, etc.</li> <li>vi) General Sear-Circulars, Office Notes, Orders, Monthly stationery</li> <li>vii) Disciplinary cases of Group A officers</li> <li>viii) Permission for extension of time to bring family on transfer</li> <li>ix) Processing case of Group A officers for resignation/voluntary retirement/retirement including terminal benefits</li> <li>x) Forwarding of applications for outside posts</li> </ul>

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	<ul style="list-style-type: none"> <li>xi) Leave matters regarding Departmental Heads</li> <li>xii) Pay fixation of Group A Scientific Cadre Officers on promotion</li> <li>xiii) MCR</li> <li>xiii) Reporting to Head of the Department and any other matters referred by him</li> </ul>
Private Secretary/Steno/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/ computer work to the HoD/DDE;</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for HoD;</li> <li>v) Any additional work allotted by the HoD</li> <li>vi) Reporting to Head of the Department and any other matters referred by him</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>iii) All the supporting staff assist the officers/Section Officers in performing the jobs assigned to them;</li> <li>iv) Reporting to Head of the Department and any other matters referred by him</li> </ul>
Attendant(s)/Helper(s)	<ul style="list-style-type: none"> <li>- Extending general assistance.</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

## FUNCTIONS OF THE INFORMATION TECHNOLOGY SERVICES DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Information Technology Services Department (ITS)	Handling of major IT Projects, extending of IT Support Services, handling of software development activities and related projects, providing guidelines and direction to officers and staff of BIS related to computer network and other facilities including computer training.

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
INFORMATION TECHNOLOGY SERVICES DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
<b>INFORMATION TECHNOLOGY SERVICES DEPARTMENT (ITS)</b>	
Director and Head	Overall management of all the activities connected with Information Technology Services Department related work.
Scientist C/B	i) Handling of all stages of IT Projects including identification, planning, execution and post-implementation issues. ii) Handling of all stages of software projects including identification, planning, execution and post-implementation issues. iii) Extending services like Annual Maintenance Contract, condmnation, web-site management, e-mail/interned operations, etc. iv) Any other work assigned.
Private Secretary	i) To keep record of appointments/meetings; ii) E-mail management. iii) To give stenographic/typing assistance/computer work to the HoD. iv) To do the maintenance/filing work of HoD; v) To receive calls meant for the HoD; vi) Any additional work allotted by the HoD.
Assistant,/UDC/LDC	i) All the works allotted by the HoD and other officers in the Department. ii) Complaint monitoring of computers and peripherals in the Bureau. iii) E-mail and Internet operation.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

**INTERNATIONAL RELATIONS &  
TECHNICAL INFORMATION  
SERVICES DEPARTMENT**

## FUNCTIONS OF THE INTERNATIONAL RELATIONS & TECHNICAL INFORMATION SERVICE DEPARTMENT

### **I. Interaction with ISO & IEC :**

- a) ISO/IEC Policy Bodies - Performs the responsibilities of India member body on ISO General Assembly, ISO Council, DEVCO, IEC Council, IEC Council Board etc. on which BIS is a member and is represented by DG, BIS.
- b) ISO/IEC Technical Committees - Acts as nodal Department & coordinates with ISO/IEC work with respect to India's participation in ISO TCs/SCs/Secretariat handled by India.

### **II. Bilateral and Regional - Cooperation Programmes** - Acts as coordinating Department and interacts with various Government Deptts, National Standards Bodies/Regional Association, for entering into MoUs and MRAs and their renewal and coordination of Regional Cooperation Programmes.

### **III. Processing of Delegation Proposals for Overseas Delegations** - Policy issues regarding foreign deputations from BIS. Scrutiny & processing of proposals for compliance with guidelines, for Govt. clearance.

### **IV. WTO-TBT Enquiry Point** - Downloading and disseminating information regarding notification issued by WTO. Providing information regarding the notification issued by India in response to queries raised by India and overseas parties.

Liaison with Ministry of Commerce.

### **V. Technical Information Services** - Responding to queries of visitors / telephones / correspondence regarding Indian Standards/ Overseas Standards / equivalence of standards and Other technical enquiries, bibliographies Buyers guide.

Issuing of International Identification Numbers in Accordance to respective ISO/IEC Standards  
i.e. WMI/IIN/IIC/RID

Providing Technical Clarifications related to DGFT Notification No. 44(RE-2000)

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- VI. Publicaion of Journals**
- i) Standards Worldover Monthly Additions (SWOMA)
  - ii) Current Published Information of Standardization (CPIS)
  - iii) EC Norm Scan
- VII. Miscellaneous**
- a) Coordination of Visits of Foreign Dignitaries.
  - b) Hosting of International / Regional Seminars (ISO, IEC, WTO, SAARC, etc)
  - c) Receipt and distribution of mail from ISO/IEC within BIS.
  - d) Sending, receiving and distribution of faxes (international & national).

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF INTERNATIONAL RELATIONS & TECHNICAL  
INFORMATION SERVICES DEPARTMENT

Scientist F & Head	Overall management of all the activities connected with International Relations & Technical Information Services Department.
Scientist D/C/B	<ul style="list-style-type: none"> <li>i) ISO/IEC Coordination.</li> <li>ii) Regional/Bilateral Cooperation Programmes</li> <li>iii) Processing of delegation proposals for Ministry</li> <li>iv) Preparation of material for Standards Worldover Monthly Editions, Current published Information on Standardization, EC Norm Scan</li> <li>v) Providing information on Buyers' Guide, Updation &amp; information on Bibliographies</li> <li>vi) Issuance of International Identification Number i.e. WMI, IIN, IIC, RID, etc. to interested parties</li> <li>vii) Downloading and dissemination of the TBT notifications from WTO website</li> <li>viii) Attending WTO, TBT, Technical queries and queries on standards through visitors and correspondence</li> <li>ix) Providing technical clarifications related to DGFT Notification RE 44 to importers and related correspondence and coordination with Technical Departments</li> <li>x) Liaison with concerned Ministries and participation in meetings.</li> <li>xi) Assistance to HoD in all the activities.</li> </ul>
STA	<ul style="list-style-type: none"> <li>i) Attending visitors seeking Technical Information</li> <li>ii) Providing information related to BIS/ISO/IEC/ other NSBs catalogues</li> <li>iii) Assistance in responding to queries related to Indian Standards and standards of other countries.</li> <li>iv) Maintenance of relevant records.</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) Maintenance and custody of records, leave records, attendance, indenting of stationery items, maintenance of equipment in the Department</li> <li>ii) Ensuring smooth functioning of the Department, punctuality, discipline, etc.</li> <li>iii) Processing of all bills and keeping record of payments pertaining to the Department relating to RE 44, Bibliographies, Journals, International Identification Numbers, etc.</li> </ul>

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	<ul style="list-style-type: none"> <li>iv) Compilation of MCR/MPR, Hindi coordination</li> <li>v) Fax Management, sending &amp; receiving</li> <li>vi) Receipt of incoming dak and disposal of outgoing dak including dairying</li> <li>vii) Any other work assigned.</li> </ul>
Private Secretary/ Stenographer/Jr.Steno	<ul style="list-style-type: none"> <li>i) To give stenographic / typing assistance / computer and internet related work to the HoD / Scientist D/C/B</li> <li>ii) To do maintenance / filing work of HoD, as assigned</li> <li>iii) To keep record of appointments / meetings / receive calls</li> <li>iv) Any additional work allotted by the HoD.</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>i) All the works allotted by the HoD and other officers in the Department</li> <li>ii) Filing work</li> <li>iii) Typing work</li> <li>iv) Downloading of TBT Notifications &amp; other internet related work</li> <li>v) Sending faxes</li> <li>vi) Any other work as assigned.</li> </ul>
Attendant / Helper	<ul style="list-style-type: none"> <li>i) Extending general assistance to the officers and staff</li> <li>ii) Photocopying work</li> <li>iii) Movement of dak and carrying files/papers/stationery</li> <li>iv) Maintenance and cleanliness of files</li> <li>v) Fetching and serving water, tea and such other refreshments, etc. to officers, staff and visitors</li> <li>vi) Any other work assigned.</li> </ul>

# LEGAL DEPARTMENT

## FUNCTIONS OF THE LEGAL DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
<b>Legal Department</b>	<ul style="list-style-type: none"><li>i) To advise the Bureau on any matter having legal implications.</li><li>ii) Matters related to interpretation of BIS Act, Rules and Regulations, amendments, etc.</li><li>iii) Legal vetting of documents, notices, correspondences and other related certifications, administration and personnel matters.</li><li>iv) Coordination with advocates.</li><li>v) Examination of cases/enforcement cases, filing, handling and monitoring of the cases.</li><li>vi) Handling of disputes in Labour Courts and rendering advice.</li><li>vii) Matters related to Legal Advisory Committee and action on their recommendations.</li><li>viii) Matters related to arbitration, MRTP cases, civil suits, etc.</li><li>ix) Vetting of Show Cause Notices.</li><li>x) Coordination with Ministry, State Level and National Level Commissions, Consumer Forums, etc.</li><li>xi) Coordination with the ROs/BOs and Enforcement Department.</li></ul>

FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
LEGAL DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
<b><i>LEGAL DEPARTMENT</i></b>	
Director (Legal)	Overall management of all the activities connected with Legal Department related work.
Deputy Director / Assistant Director	<ul style="list-style-type: none"> <li>i) General administration and supervision of the activities of the Legal Department.</li> <li>ii) To advise the Bureau on any matter having legal implications.</li> <li>iii) Matters related to interpretation of BIS Act, Rules and Regulations, amendments, etc.</li> <li>iv) Legal vetting of documents, notices, correspondences and other related certifications, administration and personnel matters.</li> <li>v) Coordination with advocates.</li> <li>vi) Examination of cases/enforcement cases, filing, handling and monitoring of the cases.</li> <li>vii) Handling of disputes in Labour Courts and rendering advice.</li> <li>viii) Matters related to Legal Advisory Committee and action on their recommendations.</li> <li>ix) Matters related to arbitration, MRTP cases, civil suits, etc.</li> <li>x) Vetting of Show Cause Notices.</li> <li>xi) Coordination with Ministry, State Level and National Level Commissions, Consumer Forums, etc.</li> <li>xii) Coordination with the ROs/BOs and Enforcement Department.</li> <li>xiii) Any other work allotted by Director (Legal)</li> </ul>

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Section Officer	<ul style="list-style-type: none"> <li>xi) Follow-up of the cases and BF.</li> <li>xii) Compliance of court orders on the attachment of salaries of BIS employees.</li> <li>xiii) To coordinate with the advocates.</li> <li>xiv) Drafting letters, replies, maintenance of court cases, etc.</li> <li>xv) Preparation of data, reports, MCR, information to Ministries, etc.</li> <li>xvi) Vetting of agreement/lease/contract of House Building Advance cases.</li> <li>xvii) Attending courts, advocates, etc.</li> <li>xviii) Monitoring of complaints and follow up actions of Hqs, Ros/Bos.</li> <li>xix) Any other work assigned by Director (Legal)/DD/AD.</li> </ul>
Private Secretary/ Stenographer/Jr Steno	<ul style="list-style-type: none"> <li>vi) To keep record of appointments/meetings;</li> <li>vii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>viii) To do the maintenance/filing work of HoD;</li> <li>ix) To receive calls meant for the HoD;</li> <li>x) Any additional work allotted by the HoD.</li> </ul>
Assistant,/UDC/LDC	All the works allotted by the HoD/DD/AD and Section Officer.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors.</li> <li>- Any other work assigned.</li> </ul>

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# LIBRARY SERVICES CENTRE

## FUNCTIONS OF THE LIBRARY SERVICE CENTER

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Library Service Center	<ul style="list-style-type: none"><li>i) Acquisition of books, standards and journals from local and foreign sources on subscription, complimentary or exchange basis.</li><li>ii) Providing bibliographies on books.</li><li>iii) Providing ICS number on draft Indian Standards.</li><li>iv) Codification of standards received in library for our database – “Manaksandharbhika”.</li><li>v) Providing reference service to library members and officers and staff of BIS.</li><li>vi) Providing loan services to library members and officers and staff of BIS.</li><li>vii) Maintenance of stockroom.</li><li>viii) Maintenance of Archives.</li><li>ix) Subscription and maintenance of library membership records.</li><li>x) Bringing out Monthly library bulletin – Additions to Library-Books and Pamphlets supplying them free of cost to members and our own departments.</li><li>xi) Providing Translation Service of foreign standards.</li><li>xii) Maintenance of CDs and digital library.</li><li>xiii) Keeping overall control over other libraries at Ros and CL.</li></ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF LIBRARY SERVICE CENTER

Designation (Post)	Responsibility
<b>LIBRARY SERVICE CENTER</b>	
Director and Head	Overall management of all the activities connected with Library Services Center related work.
Deputy Director (Library)	<ul style="list-style-type: none"> <li>i) Supervising the work of the staff working under them.</li> <li>ii) Cataloguing physical processing of books, acquisition of standards by purchase and complimentary basis.</li> <li>iii) Maintenance of membership of local and international organizations.</li> <li>iv) Library budget, audit stock verification, physical processing of standards.</li> <li>v) Library membership, translation of foreign standards, maintenance of archives.</li> <li>vi) Acquisition of journals – Stack maintenance.</li> <li>vii) Amendment of standards, issue counter.</li> <li>viii) Codification of standards, ICS classification, preparation of bibliographies, reference services, and incharge of digital library.</li> <li>ix) Any other work assigned.</li> </ul>
Deputy/Assistant Librarian	<ul style="list-style-type: none"> <li>i) Cataloguing/technical processing of books.</li> <li>ii) Checking requisition, filing of catalogue cards, addition to Library, display boards, amendment of books.</li> <li>iii) Acquisition of books from local sources for Hqs and Ros, maintaining national organizations against membership subscription, processing requests for English translation of foreign documents.</li> <li>iv) Acquisition of books from foreign sources, liaison with Ros/Bos and maintenance of files of international organizations against membership subscription.</li> <li>v) Physical processing of standards.</li> <li>vi) Weeding out of books, maintenance, rectification and upkeep of upper of Stack Area.</li> <li>vii) Filing of books, library membership, data feeding, addition to library.</li> <li>viii) Accessioning of standards and maintenance of record of Indian Standards and their amendments.</li> </ul>

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	<ul style="list-style-type: none"> <li>ix) Supervision of Issue Counter, outdoor members, binding of books and up keep and keeping of account of CDs and publications kept in almirah.</li> <li>x) Typing of Index Cards, pasting of amendments, etc.</li> <li>xi) Any other work assigned.</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) Maintenance of all records, attendance register, receipt of dak, maintenance of library rooms, files, MCR, stationery indents, circulating notices, quarterly Hindi reports, book binding work and maintenance of all equipments.</li> <li>ii) Any other work assigned.</li> </ul>
Private Secretary/ Stenographer/ Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/ computer work to the HoD and Department.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Assistant/UDC/LDC including Library Clerks	All the works allotted by the HoD and other officers in the Department.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff.</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

# PLANNING AND COORDINATION DEPARTMENT

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**PLANNING & COORDINATION DEPARTMENT**

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Planning & Coordination Department	<p>Functions:</p> <ul style="list-style-type: none"> <li>i) Corporate Planning which includes:               <ul style="list-style-type: none"> <li>a) Perspective Plan</li> <li>b) Five Year Plans</li> <li>c) Annual Action Plans</li> </ul> </li> <li>ii) Annual Report               <ul style="list-style-type: none"> <li>a) BIS Annual Report</li> <li>b) Chapter on BIS in Ministry's Annual Report</li> </ul> </li> <li>iii) Management Control Report (MCR)</li> <li>iv) Annual Action Plan Monthly Progress</li> <li>v) D.O. Letter to Ministry</li> <li>vi) Monthly Performance Report (MPR)</li> <li>vii) Secretariat for               <ul style="list-style-type: none"> <li>a) Planning &amp; Development Advisory Committee (PDAC)</li> <li>b) Policy Planning Committee (PPC)</li> <li>c) Senior Officers Meeting (SOM)</li> <li>d) Review meetings on Performance of BIS Activities taken by Secretary (CA)/DG</li> </ul> </li> <li>viii) Coordination with the Controlling Ministry with regard to:               <ul style="list-style-type: none"> <li>a) Parliamentary Standing Committee meetings/visits</li> <li>b) Parliament questions</li> <li>c) Other queries for which P&amp;C is coordinating Department</li> </ul> </li> <li>ix) Collating, compiling and presenting information, in respect of BIS Activities in desired formats which include presentations, write-ups, VIP speeches for important for a such as Bureau and EC meetings.</li> <li>x) Coordinating Five Yearly CAG Auditing</li> <li>xi) 20 Point Programme</li> </ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
PLANNING & COORDINATION DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
Head	<ul style="list-style-type: none"> <li>i) Overall management and responsibility of all the activities connected with Planning &amp; Coordination Department for undertaking functions as indicated in Annex-I.</li> <li>ii) <ul style="list-style-type: none"> <li>- Preparation of Agenda/Minutes of Senior Officers Meeting held every week, then approval and circulation.</li> <li>- Preparing ATRs on decisions taken in SOM and providing necessary feedback to Management.</li> <li>- Monitoring physical targets and achievements in Thrust Area, Focus areas, Bullet Points etc., to provide feedback to Management to take appropriate follow-up actions.</li> <li>- Monitor and oversee the responsibilities of all the officers/staff in the department.</li> <li>- Overall responsibilities as Head for managing the work assigned to the department.</li> <li>- Organizing and undertaking, SOM, PPC and VC.</li> <li>- Oversee maintenance and monitoring of various data base (such as DG-MIS,---) etc to provide necessary feedback to Management.</li> </ul> </li> </ul>
Scientist E/D/C/B	<ul style="list-style-type: none"> <li>i) Preparation of Annual Action Plan, Five Year Plans, Perspective Plans <ul style="list-style-type: none"> <li>- Collection and collating data for AAP from various departments at HQ, RO &amp;BO.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>- Compilation</li><li>- Vetting of text by Activity Heads</li><li>- Approval of compiled AAP from PPC</li><li>- Approval by PDAC</li><li>- Approval by EC</li><li>ii) Monthly Performance Report</li><li>iii) Coordination of PPC</li><li>iv) Coordination PDAC meetings,</li><li>v) Coordination review meetings on Performance of BIS Activities taken by Secretary (CA)/DG.</li><li>vi) Coordination with controlling Ministry with regard to Parliamentary Standing Committee meetings/visits.</li><li>vii) - Coordination with ROs/BOs for travel and stay</li><li>- Preparation of general material for the visit.</li><li>- Collecting and providing necessary information asked during the visit and other follow-up actions.</li><li>viii) Parliament Questions, and any other matter referred to BIS.</li><li>ix) Collating, compiling and presenting information in respect of BIS activities in desired formats which include presentations, write-ups, VIP speeches for important for a such as Bureau and EC meetings.</li><li>x) BIS Annual Report<ul style="list-style-type: none"><li>- Collection and collating data for AR from various departments at HQ, RO &amp;BO.</li><li>- Compilation</li><li>- Vetting of text by Activity Heads</li><li>- Approval of compiled AR from PPC</li><li>- Approval of Cover page from PPC</li><li>- Arranging Hindi translation of</li></ul></li></ul>
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	<p style="text-align: center;">AR</p> <ul style="list-style-type: none"> <li>- Arranging printing</li> <li>- Processing for sending to Ministry for putting up in Parliament</li> </ul> <ul style="list-style-type: none"> <li>xi) Chapter on BIS in Ministry's Annual Report.</li> <li>xii) Management Control Report (MCR).</li> <li>xiii) Annual Action Plan – monthly progress</li> <li>xiv) Coordinating Five Yearly CAG Audit</li> <li>xv) 20 Point Programme.</li> <li>xvi) Providing assistance to Head for functions directly undertaken by Head.</li> <li>xvii) Preparing Agenda and Minutes of PPC</li> <li>xviii) Preparing Agenda and Minutes of Video Conferencing</li> <li>xix) Collecting and providing material for Finance Minister's Budget Speech.</li> <li>xx) Any other work assigned by D&amp;H (P&amp;C).</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) Maintenance and custody of records, leave records, attendance</li> <li>ii) Indenting of stationery items,</li> <li>iii) Maintenance of files and records</li> <li>iv) Maintenance of equipments in the Department.</li> <li>v) Ensuring smooth functioning of the Department, punctuality, discipline, etc.</li> <li>vi) Processing of all bills.</li> <li>vii) Arrangements at Meeting venue for meeting arranged by P&amp;C.</li> <li>viii) Implementation of Officer orders in the department .Receipt of incoming dak and disposal of outgoing dak</li> <li>ix) Any other work assigned.</li> </ul>
Private Secretary / Stenographer/ Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> </ul>

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	<p>ii) To give stenographic/typing assistance/ computer work to the HoD.</p> <p>iii) To do the maintenance/filing work of HoD;</p> <p>iv) To receive calls meant for the HoD;</p> <p>v) Any additional work allotted.</p>
Assistant/UDC/LDC	All the works allotted by the HoD and other officers in the Department.
Attendant/Helper	<ul style="list-style-type: none"><li>- Extending general assistance to the corporate officer and other staff</li><li>- Maintaining of files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li><li>- Any other work assigned.</li></ul>

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# PUBLIC RELATIONS DEPARTMENT

## FUNCTIONS OF THE PUBLIC RELATIONS DEPARTMENT

NAME OF THE DEPARTMENT	FUNCTIONS
<b>Public Relations Department</b>	<ul style="list-style-type: none"> <li>i) The work of BIS needs adequate and planned publicity to ensure that different target groups in the country, such as manufacturers, consumers and policy-makers take full advantage of its activities.</li> <li>ii) Publicity Plan – Formulate the Annual Publicity Plan including allocations to the regions and the branches at the beginning of each financial year.</li> <li>iii) Print and Electronic Media - Convey information about BIS activities to the print and electronic media, to arrange coverage of various functions of BIS through print and electronic media, press releases, personal contacts, interviews, etc. Liason shall be maintained with the Information Officer of PIB for coverage. Press releases shall be issued to give wide publicity to important developments, important decisions, formulation of new standards, meetings of important national and international committees, conferences, seminars, International Training Programmes, etc.</li> <li>iv) Press Conferences – Press conferences shall be organized to announce important policy initiatives as and when desired by the Director General.</li> <li>v) Brochures – Coordinate the publication and distribution of publicity literature, pamphlets, leaflets on different activities of the Bureau.</li> <li>vi) Exhibitions – Participation in exhibitions.</li> <li>vii) Photo-coverage – Arrangements for taking photographs of the meetings of different committees of the Bureau, conferences, seminars, exhibitions, training programmes, retirement functions, etc.</li> <li>viii) Hospitality – Organize lunches/dinners for VIP/Media.</li> <li>ix) Greeting Cards – Arrange to consolidate the list of dignitaries to whom DG BIS shall send New Year Greeting Cards.</li> <li>x) Scanning of Newspapers/Circulation of News Clippings – Scanning of newspapers procured by the Department to identify news items relating to BIS and circulate to DG BIS and senior officials.</li> <li>xi) Banners – Arrange preparing cloth Banners on important occasions like World Standards Day, Consumer Day, etc.</li> </ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
PUBLIC RELATIONS DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
Director	Overall management of all the activities connected with Public Relations Department related work.
Section Officer	General supervision, distribution of press notes, processing of proposals for publicity arrangement in Exhibitions, scanning of newspapers for clippings relevant to BIS, preview of dak and maintenance of attendance register, keeping records of expenditure, allocation of work to advertising agencies, DAVP, attending visitors and telephonic queries, keeping record of letters from Ministry (VIP), etc. Outdoor work as and when required, keeping note of movement of files through the delivery book..
Private Secretary/ Stenographer/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>i) Maintenance of leave records, preparation of statement of employees on leave, procurement of stationery, maintenance of newspapers, scanning of newspapers, technical journals, circulation of press-clippings, processing of bills, preparation of Hindi report, typing work.</li> <li>ii) Keeping records of films, i.e., audio/video cassettes, publicity literature, arrangement of photographs, reparation of banners, delivery to press.</li> <li>iii) Preparation of MPR/MCR.</li> <li>iv) Interaction with DAVP, PIB, AIR.</li> <li>v) To perform duties in Exhibitions, Consumer Fairs.</li> <li>vi) Sending of publicity brochures to Ros/Bos/interested parties.</li> <li>vii) Preparation of Draft Annual Action Plan, circulars regarding Rajiv Gandhi National Quality Award, World Standards Day, World Consumer Day and other events organized by BIS.</li> <li>viii) Any other duties assigned.</li> </ul>

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Attendant/Helper	<ul style="list-style-type: none"><li>- Extending general assistance to all the officers and other staff</li><li>- Maintaining of files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li><li>- Any other work assigned.</li></ul>
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# PRINTING DEPARTMENT

## FUNCTIONS OF THE PRINTING DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Printing Department	<ul style="list-style-type: none"><li>i) Printing of Indian Standards; Special Publications; Amendments; periodicals; Brochures; miscellaneous documents and reprints of the above. These jobs are mainly got done through composers/printers/designers enlisted in the various panels of Printing Department as well as the Reprography Unit of PTD.</li><li>ii) Formation of the panels referred to above, on the basis of calling quotations through open tender.</li><li>iii) Printing/copying of urgent documents, amendments and reprints of standards in the Reprography Unit of PTD.</li><li>iv) Procurement of adequate quantities of various types of printing papers through General Administration Department.</li><li>v) Making budget provision for payment of printing bills, procurement of papers, maintenance of machinery and purchase of consumables in the Reprography Unit.</li></ul>

FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
PRINTING DEPARTMENT

Designation (Post)	Responsibility
<b>PRINTING DEPARTMENT</b>	
Director and Head	Overall management of all the activities connected with Printing Department related work.
Deputy Director/ Assistant Director	Assist the Director in the formation of panels; follow-up regarding all the jobs allotted to various parties, distributing jobs to comparison staff, proof reading staff, etc.; calling quotations and processing the same for all designing jobs and voluminous/multi-colour printing jobs; budgeting, making provision for procurement of paper and other materials required; checking the quality of each job; issuing monthly reports.
Section Officer	<ul style="list-style-type: none"> <li>i) Maintenance of all records of work, printing paper, consumption and files in the Department, putting up estimates for all jobs and passing of bills; maintenance of leave records;</li> <li>ii) To assist the concerned officer regarding preparation of estimates, passing of bills, maintenance of records of jobs, consumption of paper, etc; preparation of monthly reports.</li> </ul>
Senior Technical Assistant (Editing and Printing)	Editing of standards, SPs/amendments, reprints and other documents; allotment of IS Number; preparation of press copies of the manuscripts; supervision of proof reading work and final okaying of proofs.
Supervisors (Printing and Reprography Unit)	Maintenance and operation of various machinery in the Reprography Unit; maintenance of records, procurements of various consumables, spare parts, etc.
Proof Reader	Reading of the proofs obtained from composers against the manuscripts of standards/SPs/amendments sent for composing; checking the proofs against the previous file of the standard, if any; files of referred and related standards; to solve all queries and doubts in consultation with the concerned Technical Secretaries.
Reprography Operators	To operate the various machinery/processes in the Reprography Unit and carrying out any other job allotted to them.

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Private Secretary/ Stenographer/ Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Assistant/UDC/LDC	All the works allotted by the HoD and other officers in the Department, comparison of proof with manuscripts.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

# PROJECT MANAGEMENT & WORKS DEPARTMENT

## FUNCTIONS OF THE PROJECTS MANAGEMENT & WORKS DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Project Management & Works Department (PMW)	<ul style="list-style-type: none"><li>i) Management of all the Project Works.</li><li>ii) Monitor the payments of Consultants, Contractors of various projects.</li><li>iii) Supervise day-to-day functions of PMWD which includes obtaining stores, stationery, etc.</li><li>iv) Prepare agenda and minutes, items for the Project Committee Meetings, FC, EC, etc.</li><li>v) Coordination with Consultants/Contractors and other outside parties in various project related to BIS.</li><li>vi) Appointment of project management Consultant/Contractors.</li><li>vii) Holding Secretariat of Project Management Committee.</li><li>viii) Compilation of quarterly statement of civil/electrical/mechanical work received from Ros/CL/TI/Hqs and sending the same to CVO for onward submission to CVC.</li></ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
PROJECT MANAGEMENT AND WORKS DEPARTMENT

Designation (Post)	Responsibility
<b>PROJECT MANAGEMENT &amp; WORKS DEPARTMENT (PMW)</b>	
Director & Head	Overall management of all the activities connected with Project Management & Works Department related work.
Scientist D/C/B	<ul style="list-style-type: none"> <li>i) To deal with all civil, electrical/mechanical engineering projects.</li> <li>ii) To prepare agenda/minutes/items for the project committee meetings, FC, EC, etc.</li> <li>iii) To monitor the payments of Consultants, contractors, for various projects.</li> <li>iv) To supervise the work in all the projects.</li> <li>v) Any other work assigned.</li> </ul>
Technical Supervisor [Electrical/Civil]	<ul style="list-style-type: none"> <li>i) To supervise the technical work of all the projects.</li> <li>ii) To provide all the required inputs for processing various projects.</li> <li>iii) To monitor the payments of Consultants/ Contractors for various projects.</li> <li>iv) Any other work assigned.</li> </ul>
Section Officer/Assistant	<ul style="list-style-type: none"> <li>i) Maintenance and custody of records, leave records, attendance, indenting of stationery items, maintenance of files and records, maintenance of equipments in the Department.</li> <li>ii) Ensuring smooth functioning of the Department, punctuality, discipline, etc.</li> <li>iii) Processing of all bills.</li> <li>iv) Receipt of incoming dak and disposal of outgoing dak.</li> <li>v) Any other work assigned.</li> </ul>
Private Secretary/ Stenographer/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/ computer work to the HoD and other officers..</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>

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Attendant/Helper	<ul style="list-style-type: none"><li>- Extending general assistance to the officers and other staff</li><li>- Maintaining of files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li><li>- Any other work assigned.</li></ul>
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# SALES & DISTRIBUTION DEPARTMENT

## FUNCTIONS OF THE SALES & DISTRIBUTION DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Sales & Distribution Department	<ul style="list-style-type: none"><li data-bbox="607 443 1395 632">i) The activities of Sales Department comprise Cash sales, Credit sales, Sales against payment, Sale of foreign standards, Registration of booksellers, etc., apart from preparation of MCR, MPR and other reports.</li><li data-bbox="607 632 1395 774">ii) Storing and distribution of BIS publications to Sales Outlets at Hqs, ROs/BOs/IOs/Libraries/Laboratories and other Departments of BIS.</li></ul>

FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
SALES & DISTRIBUTION DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
<b>SALES &amp; DISTRIBUTION DEPARTMENT</b>	
Director and Head	Overall management of all the activities connected with Sales & Distribution Department related work.
Deputy Director/Assistant Director	i) To supervise work of Section Officers and subordination staff, coordinate between Distribution Section and Sales and other Departments of BIS. cash sales. ii) Any other work assigned.
Section Officer(s)	<p><b><i>Distribution Sections I, II &amp; III</i></b></p> <p>a. Storing and Distribution of Indian Standards, special Publications and amendments.            b. To Sales Outlets at Hqs/ROs/BOs/IOs/Libraries/Laboratories and other Departments of BIS.            c. Any other work assigned.</p> <p><b><i>Cash Sales</i></b></p> <p>i) To supervise cash sale of standards, special publications, conversion slides, binders, sectional lists, etc.            ii) Any other work assigned.</p> <p><b><i>Sales against Payment</i></b></p> <p>i) To keep the upto date records of booksellers who are registered for selling Indian Standards.            ii) To maintain the records of credit sales, foreign standards and other payments received.            iii) Any other work assigned.</p> <p><b><i>Foreign Sales</i></b></p> <p>i) To supervise sales of foreign standards.            ii) Any other work assigned.</p>

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Private Secretary/ Stenographer/ Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the officers.</li> <li>iii) To do the maintenance/filing work of the officers.</li> <li>iv) To receive calls meant for the officers.</li> <li>v) Any additional work allotted by the officers.</li> </ul>
Assistant/UDC/LDC	<ul style="list-style-type: none"> <li>i) All the works allotted by the HoD and other officers in the Department.</li> <li>ii) Maintaining of files and submitting them on requirement</li> </ul>
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintenance of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

STANDARDS PROMOTIONS,  
CONSUMER AFFAIRS & PUBLIC  
GRIEVANCE DEPARTMENT

FUNCTIONS OF THE  
STANDARDS PROMOTIONS, CONSUMER AFFAIRS &  
PUBLIC GRIEVANCE DEPARTMENT

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Standards Promotions, Consumer Affairs & Public Grievance Department (SP&CAD)	<ul style="list-style-type: none"><li>i) To promote the Concept of Standardization for implementation of Standards.</li><li>ii) Public Grievances;</li><li>iii) Consumer Awareness Programmes</li><li>iv) Internal Grievances</li><li>v) Suggestion Scheme</li><li>vi) Consumer related Brochures</li><li>vii) Implementation and monitoring of Citizens Charter</li><li>viii) Liaison with COPOLCO</li><li>ix) Liaison with Department of Consumer Affairs, Ministry of Consumer Affairs, Food &amp; Public Distribution</li><li>x) Celebration of World Consumer Rights Day</li><li>xi) General enquiries related to BIS certified products and services</li></ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF STANDARDS PROMOTIONS,  
CONSUMER AFFAIRS & PUBLIC GRIEVANCES DEPARTMENTS

<b>Designation (Post)</b>	<b>Responsibility</b>
<b><i>STANDARDS PROMOTIONS, CONSUMER AFFAIRS &amp; PUBLIC GRIEVANCES DEPARTMENT</i></b>	
Director and Head	Overall management of all the activities connected with Standards Promotions, Consumer Affairs & Public Grievances Department related work.
Scientist E/D/C/B	<ul style="list-style-type: none"> <li>i) Attending matters related with public grievances, internal grievances, suggestions schemes, etc.</li> <li>ii) Conducting Consumer Awareness Programmes.</li> <li>iii) Preparation of Consumer related Brochures.</li> <li>iv) Implementation &amp; Monitoring of Citizens' Charter.</li> <li>v) Liaison with COPOLCO, Ministry of Consumer Affairs, Food &amp; Public Distribution.</li> <li>vi) Celebration of World Consumer Rights Day.</li> <li>vii) General enquiries related to BIS certified products &amp; services.</li> <li>viii) To perform EMS audits as per IS/ISO 14001.</li> <li>ix) To perform EMS related training programmes as a Faculty member.</li> <li>x) To prepare articles/write-ups.</li> <li>xi) Participation of various consumer meetings/seminars.</li> <li>xii) To organize programmes for educational utilization of standards and industry awareness as per Annual Action Plan.</li> <li>xiii) To organize World Standards Day at Hqs, ROs and BOs.</li> <li>xiv) Operation of SSI Facilitation Cell.</li> <li>xv) Coordinate with RO/BO for State Level Committees (SLCs).</li> <li>xvi) Preparation and updation of reference material of various programmes.</li> </ul>

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Section Officer	<ul style="list-style-type: none"> <li>i) Maintenance and custody of records, leave records, attendance, indenting of stationery items, maintenance of files and records, maintenance of equipments in the Department.</li> <li>ii) Ensuring smooth functioning of the Department, punctuality, discipline, etc.</li> <li>iii) Processing of all bills.</li> <li>iv) Receipt of incoming dak and disposal of outgoing dak.</li> <li>v) Any other work assigned.</li> </ul>
Private Secretary/ Stenographer/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Assistant,/UDC/LDC	All the works allotted by the HoD and other officers in the Department.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

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# TRAINING INSTITUTE

## FUNCTIONS OF THE TRAINING INSTITUTE

<b>NAME OF THE DEPARTMENT</b>	<b>FUNCTIONS</b>
Training Institute (TI)	<ul style="list-style-type: none"> <li>i) To offer training service to the industries, Government Departments and Service Sectors in the field of:               <ul style="list-style-type: none"> <li>i) Quality Management System</li> <li>ii) Environmental Management Systems</li> <li>iii) Occupational Health &amp; Safety Management System</li> <li>iv) Laboratory Accreditation System as per ISO/IEC 17025</li> <li>v) Hazard Analysis and Critical Control Point (HACCP) Management Systems on Food Safety</li> <li>vi) Hallmarking of Gold &amp; Silver Jewellery</li> <li>vii) Others depending on the needs and requests received from the clients</li> </ul> </li> <li>ii) To organize the above mentioned training programmes both as In-house and as Open programmes b.yu utilizing the resources available within the Department and with the resource of pool officers available with the various ROs/BOs including the BISHQ Departments.</li> <li>iii) To develop the training modules either In-house or through utilization of outside contract services.</li> <li>iv) All other ancillary functions related to the above for the purpose of execution.</li> <li>v) To organize annual International Training Programme on 'Standardization and Quality Assurance' for the Developing Countries of Asia, Africa, Europe and Latin America under the aegis of the Colombo Plan, ITEC/SCAAP programme of the Government of India.</li> </ul>

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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
TRAININS INSTITUTE

<b>Designation (Post)</b>	<b>Responsibility</b>
<b><i>TRAINING INSTITUTE</i></b>	
Director & Head	Overall management of all the activities connected with Training Institute.
Scientist E/D/C/B	<ul style="list-style-type: none"> <li>i) To develop the training modules as and when required under the guidance of Head of Training Institute.</li> <li>ii) To carrying out training activities as a Faculty.</li> <li>iii) To market the training programme of TI.</li> <li>iv) To guide the junior officers for effectively discharging their roles and responsibilities.</li> <li>v) To gather information for periodic review.</li> <li>vi) Periodic review of the activities carried by TI in order to ensure that the creditability of TI and BIS as a whole is established and to advise necessary action in case of any deficiency.</li> <li>vii) To act a Faculty as and when situation demanded.</li> <li>viii) To assist Head of Training Institute for ensuring smooth functioning of the Institute.</li> </ul>
Section Officer	<ul style="list-style-type: none"> <li>i) Maintenance and custody of records, leave records, attendance, indenting of stationery items, maintenance of files and records, maintenance of equipments in the Department.</li> <li>ii) To assist in organizing international, in-house and open training programmes.</li> <li>iii) To get reference materials printed for training and dispatch of such materials and keep records of payments received, payments to hotels and other service providers and keeping the records of accounts.</li> <li>iv) To get photograph of open programmes mounted and dispatched.</li> <li>v) Take care of international trainees.</li> <li>vi) To get certificates printed and timely delivery.</li> <li>vii) Ensuring smooth functioning of the Department, punctuality, discipline, etc.</li> <li>viii) Processing of all bills.</li> <li>ix) Receipt of incoming dak and disposal of outgoing dak.</li> <li>x) Any other work assigned.</li> </ul>

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Private Secretary/ Stenographer/Jr Steno	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance/computer work to the HoD.</li> <li>iii) To do the maintenance/filing work of HoD;</li> <li>iv) To receive calls meant for the HoD;</li> <li>v) Any additional work allotted by the HoD.</li> </ul>
Assistant/UDC/LDC	All the works allotted by the HoD and other officers in the Department.
Attendant/Helper	<ul style="list-style-type: none"> <li>- Extending general assistance to the officers and other staff</li> <li>- Maintaining of files and submitting them on requirement</li> <li>- Photocopying and fax work</li> <li>- Movement of dak and carrying files/papers/stationery</li> <li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li> <li>- Any other work assigned.</li> </ul>

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# VIGILANCE DEPARTMENT

## FUNCTIONS OF THE VIGILANCE DEPARTMENT

<b>Vigilance Department</b>	<ul style="list-style-type: none"><li>i) To coordinate with Central Vigilance Commission/ Central Bureau of Investigations/Ministry on the vigilance matters.</li><li>ii) To conduct investigations.</li><li>iii) To carry out vigilance audits.</li><li>iv) To coordinate disciplinary proceedings pertaining to vigilance cases.</li><li>v) To process vigilance clearance of BIS officials.</li><li>vi) To scrutinize property returns.</li><li>vii) To process reports for submission to Central Vigilance Commission/ Central Bureau of Investigations and Ministry.</li></ul>
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FUNCTIONS, ROLES AND RESPONSIBILITIES  
OF OFFICERS AND STAFF OF  
VIGILANCE DEPARTMENT

<b>Designation (Post)</b>	<b>Responsibility</b>
<b>VIGILANCE DEPARTMENT</b>	
Chief Vigilance Officer (CVO)	Overall management of all the activities concerning with vigilance and related work.
Scientist E/Scientist D/Scientist C	<ul style="list-style-type: none"> <li>i) To assist CVO in all matters pertaining to vigilance.</li> <li>ii) To conduct investigations.</li> <li>iii) To coordinate disciplinary proceedings relating to vigilance cases.</li> <li>iv) To carry out vigilance audits.</li> <li>v) To process cases for vigilance clearance of BIS officials.</li> <li>vi) To process reports for submission to Central Vigilance Commission/Central Bureau of Investigations/Ministry..</li> <li>vii) Coordination with Central Vigilance Commission/ Central Bureau of Investigations and Ministry.</li> </ul>
Deputy Director / Assistant Director /Section Officer	<ul style="list-style-type: none"> <li>i) To scrutinize property returns of BIS employees,</li> <li>ii) To handle cases pertaining to purchase of moveable and immovable property of BIS officials;</li> <li>iii) To conduct vigilance investigations.</li> <li>iv) To supervise day-to-day functioning of Vigilance Department and other related matters.</li> <li>v) To supervise maintenance of files, attendance register, record of receipt and dispatch of dak.</li> </ul>
Private Secretary /Stenographer/Junior Stenographer	<ul style="list-style-type: none"> <li>i) To keep record of appointments/meetings;</li> <li>ii) To give stenographic/typing assistance to CVO/Vigilance Officers;</li> <li>iii) To do computer work.</li> <li>iv) To do maintenance/filing work of CVO/Vigilance Officers.</li> <li>v) To receive/make calls meant for/on behalf of CVO.</li> <li>vi) Any additional work allotted by CVO.</li> </ul>
Assistant/UDC/LDC	All the work allotted by the CVO/Vigilance Officers/DD/AD and Section Officer.

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Attendant/Helper	<ul style="list-style-type: none"><li>- Extending general assistance to all the officers and other staff</li><li>- Maintaining of files and submitting them on requirement</li><li>- Photocopying and fax work</li><li>- Movement of dak and carrying files/papers/stationery</li><li>- Fetching and serving water, tea and such other refreshments, etc. to officers, staff, committee members and visitors. .</li><li>- Any other work assigned.</li></ul>
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