

BUREAU OF INDIAN STANDARDS'
SCHEME FOR RECOGNITION OF
STANDARDS DEVELOPING ORGANIZATIONS (SDOs)

Contents

Full forms of the abbreviations used in this scheme	1
1 INTRODUCTION	2
2 SCOPE	2
3 DEFINITIONS.....	2
4 CRITERIA FOR RECOGNITION.....	4
4.1 General Requirements	4
4.2 Resource Requirements	4
4.3 Process Requirements	5
4.3.1 Strategy	5
4.3.2 Procedure for Establishment of Standards	5
4.3.3 Participation in Standards Development Process	6
4.3.4 Public Consultation	6
4.3.5 Handling of Inquiries and Complaints	6
4.4 Documentation Requirements	7
5 PROCEDURE FOR RECOGNITION.....	8
5.1 Submission of Application	8
5.2 Initial Scrutiny of Application	9
5.3 Rejection of Application	9
5.4 Decision on Recognition	10
6 OPERATION OF THE SCHEME.....	10
6.1 Terms and Conditions	10
6.2 Special Verification Visit	11
6.3 Renewal of Recognition	11
6.4 Deferment or Expiry of Renewal	12
6.5 Extension or Reduction of the Scope of Recognition	12
6.6 Change in Management or Structure of SDO	13
6.7 Complaint or Feedback against the SDOs	13
6.8 Suspension or Withdrawal of Recognition	13
7 FEE STRUCTURE	14
8 PROCEDURE FOR RECOGNITION OF STANDARDS OF RECOGNISED SDOs AS INDIAN STANDARDS	14
8.1 Procedure for Recognition	14

8.2 Evaluation of the SDO Standard by the Bureau	14
8.3 Recognition as IS/SDO Standard	15
8.4 Participation of Recognised SDO in the International Meetings (ISO or IEC meetings)	15
8.5 Comments on Published Indian Standards	16
8.6 RTI, CPGRAMS, Parliament Questions, Legal Matters	16
9 SALE OF SDO STANDARDS RECOGNISED AS INDIAN STANDARDS	16
10 APPEAL	16
11 GENERAL.....	17
ANNEXURE I Application for Recognition.....	18
1 Organisation Details.....	18
1.1 Name.....	18
1.2 Address	18
1.3 Contact details	18
1.4 Registration Number and GSTIN Number.....	18
1.5 Date of Application	18
1.6 Signature of applicant.....	18
2 ABOUT THE ORGANISATION	18
2.1 Overview	18
2.2 Objectives of the Organisation	18
2.3 Mission and Vision	18
2.4 Fields of Activity.....	18
2.5 Organisational Structure.....	18
2.6 Governance.....	19
2.7 Key Stakeholders.....	19
2.8 Individuals or groups represented by the organisation.....	19
3 Reason For Seeking Recognition	19
4 Scope of Recognition sought	19
5 Standards development activities.....	19
5.1 Background and history	19
5.2 Stakeholder engagement.....	19
5.3 Overview of standards development process	19
5.4 Work Program.....	19
6 Documents attached.....	19
ANNEXURE II Agreement between Bureau and Recognized SDO.....	20
Date:..... Date:	24

ANNEXURE III Application form for renewal of recognition	25
1 Organisation Details.....	25
1.1 Name.....	25
1.2 Address	25
1.3 Contact details	25
1.4 Registration Number and GSTIN Number.....	25
1.5 Date of Application	25
1.6 Signature of applicant.....	25
1.7 SDO Recognition No.....	25
2 ABOUT THE ORGANISATION (if there is any change since recognition or last renewal).....	25
2.1 Overview	25
2.2 Objectives of the organisation.....	25
2.3 Mission and Vision	25
2.4 Fields of activity	26
2.5 Organisational structure	26
2.6 Governance.....	26
2.7 Key Stakeholders.....	26
2.8 Individuals or groups represented by the organisation.....	26
3 Reason For Seeking Recognition (if there is any change since recognition or last renewal).....	26
4 Scope of Recognition sought (if there is any change since recognition or last renewal)	26
5 Standards development activities (if there is any change since recognition or last renewal)	26
5.1 Background and history	26
5.2 Stakeholder engagement.....	26
5.3 Overview of standards development process	26
5.4 Work Program.....	26
6 Documents attached (if there is any change since recognition or last renewal)	26
ANNEXURE IV Undertaking for Extension of Scope of Recognition	27
ANNEXURE V ^{a)} Fee Structure of the Scheme	28

Full forms of the abbreviations used in this scheme

1. BIS Bureau of Indian Standards
2. WTO World Trade Organisation
3. TBT Technical Barriers for Trade
4. SDO Standards Developing Organisation
5. INSS Indian National Strategy for Standardisation
6. SNAP Standards National Action Plan
7. ISO International Organisation for Standardisation
8. IEC International Electrotechnical Commission
9. MSME Micro, Small and Medium Enterprises
10. CEO Chief Executive Officer
11. ICS International Classification for Standards
12. NMC National Mirror Committee
13. CPGRAMS Centralized Public Grievance Redress and Monitoring System
14. RTI Right to Information
15. GSTIN Goods and Services Tax Identification Number
16. INR Indian Rupee
17. RTGS Real-time gross settlement
18. NEFT National Electronic Funds Transfer
19. SWIFT Society for Worldwide Interbank Financial Telecommunication code

Bureau of Indian Standards'
Scheme for Recognition of
Standard Developing Organizations (SDOs)

1 INTRODUCTION

Bureau of Indian Standards (BIS), the National Standards Body of India, was established under the Bureau of Indian Standards Act, 1986, now repealed by the Bureau of Indian Standards Act, 2016. Bureau, as the National Standards Body, is *inter alia* responsible for harmonious development in standardisation and matters connected therewith, both within the country and at international level. In line with its mandate, Bureau is engaged in the establishment, review and promotion of the Indian Standards, in relation to goods, articles, processes, systems and services.

Further, there are other premier Standards Developing Organizations (SDOs) in the country who have been formulating sector-specific standards and their standards are widely implemented in their concerned sectors. Also, various industry and professional bodies have ventured into developing sector-specific or industry standards and are looking for validation of their processes and recognition of their standards as Indian Standards. In view of this, the need for a recognition scheme for SDOs has been documented in the Indian National Strategy for Standardisation (INSS) released by Ministry of Commerce & Industry, Govt. of India and in the Standards National Action Plan (SNAP) of Bureau.

India is a signatory to WTO-TBT Agreement under which it is to be ensured that the Central Government, State Government and non-Governmental Standardisation Bodies operating within India as well as regional standardisation bodies within India accept and comply to the Code of Good Practice for the Preparation, Adoption and Application of Standards provided in the Annex 3 of the WTO-TBT Agreement.

Further, the statutory provisions of Section 10(2)(c) of the BIS Act, 2016 and Rule 30 of the BIS Rules, 2018 confer upon Bureau, powers to recognise or accredit any institute in India or outside which is engaged in standardisation. This policy of recognition of SDOs shall ensure "One Nation One Standard" for one product or service etc, and will lead to the harmonisation of standards in the country ensuring WTO-TBT Code of Good Practice for the Preparation, Adoption and Application of Standards.

Under the scheme, the Bureau envisages the recognition of the other SDOs for attaining the vision of "One Nation One Standard".

2 SCOPE

This document describes the criteria for recognition (including terms and conditions), procedure for recognition and operation of the scheme for recognition of Standards Developing Organizations (SDOs) in India, whether governmental or non-governmental, by the Bureau of Indian Standards.

3 DEFINITIONS

In this document, unless the context otherwise requires, —

- (a) "Bureau" means the Bureau of Indian Standards established under Section 3 of the Bureau of Indian Standards Act, 2016;

(b) “Consensus” means general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting agreements. Consensus need not imply unanimity. Clarification was sought from Additional Solicitor General by Legal Department (vide ref: Law/8/392/2004 dated 28 Jan 2004) and it was clarified that the word ‘consensus’ read with the phrase ‘substantial support’ indicates that the decision does not have to be taken on the basis of unanimity but having regard to the views of reasonably more than the majority of members reflecting different institutions or interests.

(c) “Draft standard” means proposed standard that is available generally for comment or approval.

(d) “Field of standardization” means domain of standardization - (deprecated), group of related subjects of standardization. Engineering, transport, agriculture, and quantities and units, for example, could be regarded as fields of standardization.

(e) “Indian Standard” means the standard including any tentative or provisional standard established and published by the Bureau, in relation to any goods, article, process, system or service, indicative of the quality and specification of such goods, article, process, system or service and includes— (i) any standard adopted by the Bureau under sub-section (2) of section 10 of BIS Act, 2016; and (ii) any standard established and published, or recognised, by the Bureau of Indian Standards established under the Bureau of Indian Standard Act, 1986 (63 of 1986); and (iii) any standard established and published, or recognised, by the Indian Standards Institution and which is in force immediately before the date of establishment of the Bureau; which was in force immediately before the commencement of BIS Act, 2016.

(f) “International Standard” means standard that is adopted by an international standardizing or standards organization (eg. ISO and IEC standards) and made available to the public.

(g) “International Standardization” means standardization in which involvement is open to relevant bodies from all countries.

(h) “Review” means activity of checking an Indian Standard to determine whether it is to be reaffirmed, changed or withdrawn.

(j) “Revision” means introduction of all necessary changes to the substance and presentation of an Indian Standard. The results of revision are presented by issuing a new revised Indian Standard.

(k) “Scheme” means Bureau of Indian Standards’ scheme for recognition of Standard Developing Organizations (SDOs).

(m) “Standardization” means activity of establishing, about actual or potential problems, provisions for common and repeated use, aimed at the achievement of the optimum degree of order in a given context. In particular, the activity consists of the processes of formulating, issuing and implementing standards. Important benefits of standardization are improvement of the suitability of products, processes and services for their intended purposes, prevention of barriers to trade and facilitation of technological cooperation.

(n) “Standards Developing Organizations” means organizations that develop and publish industry or sector specific standards through the process of consensus and participate in the regional and international standardization process.

(p) "Subject of standardization" means topic to be standardized. The expression "product, process or service" has been adopted throughout this Guide to encompass the subject of standardization in a broad sense, and should be understood equally to cover, for example, any material, component, equipment, system, interface, protocol, procedure, function, method or activity. Standardization may be limited to particular aspects of any subject. For example, in the case of shoes, criteria could be standardized separately for sizes and durability.

(q) "Withdrawn Standard" means an invalid Indian Standard which has been discontinued as it no longer represents the most current, reliable, or available information.

(r) "Work Programme" means a document containing information on the work being carried out by the SDO. Requirements for the content and notice of the existence of the Work Program are included in the WTO/TBT Code of Good Practice for the Preparation, Adoption and Application of Standards.

4 CRITERIA FOR RECOGNITION

4.1 General Requirements

4.1.1 The SDO shall be a governmental or non-governmental professional body or institution, group of stakeholders or industry association, incorporated, registered or otherwise recognized as a legal entity in India.

4.1.2 The SDO shall be so constituted as to provide a reasonable assurance of continuity of operation in the production and maintenance of standards.

4.1.3 The SDO shall provide the details of the technical area of interest of formulating the standards.

4.1.4 The SDO shall be actively developing and maintaining standards, in a timely manner with an experience of at least 3 years in the technical area of interest; and shall be able to demonstrate the relevance of the standards developed or under development, to India. The relevance to India can be demonstrated by,

- a) appropriate participation of Indian experts of the respective fields in the technical committees involved in standardization in the same or related fields either nationally or internationally; and
- b) availability of facilities and resources in India to meet the requirements of standards formulation activities (see Para 4.2).

4.1.5 The SDO shall,

- a) Comply with the procedures for establishment and review of standards as specified in Para 4.3.2.
- b) Provide for designation, publication, review and maintenance of the standard(s) produced.
- c) Provide for an appeal mechanism.
- d) Cooperates with the Bureau in standards planning and coordination activities of mutual interest.
- e) Participate in international standards activities through the Bureau.
- f) Agree to the terms and conditions mentioned at Para 6.1.

4.2 Resource Requirements

4.2.1 The SDO shall describe the physical resources for the development and maintenance of standards and demonstrate the availability of appropriate structural

facilities for providing adequate secretariat support for the development, maintenance, sale and promotion of standards.

4.2.2 The SDO shall have separate manpower having fair understanding about standardization, including principles, policies, techniques and prevailing best practices for standards formulation. They shall have experience of standards formulation and also technical knowledge of the field of working.

4.2.3 The SDO, if involved in certification, training or similar activities shall demonstrate a clear separation of the management and policymaking functions of such activities from those of standards development. If applicable, the SDO shall demonstrate compliance by reference to policy, organizational or procedural documents.

4.2.4 The SDO shall define the competence requirement for its staff keeping in view the technical area(s) in which it operates and identify the number of staff members directly involved in the preparation of standards and related activities, and the functions they perform within the organization. The SDO may provide its organizational chart to establish the human resource involved in the activity.

4.3 Process Requirements

4.3.1 Strategy

Standards are to meet the needs of the market-place. The standards being formulated shall not hinder the trade in any way, however, not at the expense of the quality for the consumers. The SDOs shall take actions to resolve an unjustified impediment or inhibition to trade.

4.3.2 Procedure for Establishment of Standards

4.3.2.1 The procedure for establishment of standards shall be in accordance with WTO-TBT 'Code of Good Practice for the Preparation, Adoption and Application of Standards' as given in Annex 3 of the WTO-TBT Agreement, and the six principles of standardization which are given below:

- a) **Transparency** — Transparency to be exercised across all stages of the standard setting process from proposal to adoption, including open access to information or documents needed to participate in technical committees. Transparency promotes opportunity to comment early in the development stage so that they can be taken into account. Publication of adopted standard and work programme should be done on a regular basis as per WTO-TBT 'Code of Good Practice for the Preparation, Adoption and Application of Standards'.
- b) **Openness** — Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Voting membership on the consensus body shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.
- c) **Impartiality and Consensus** — The standards development process shall not be dominated by any single interest category, individual or organization. Consensus based – procedures to take into account views of all parties concerned and to reconcile any conflicting arguments. Impartiality with respect inter alia to access, submission of comments, views, decision making, obtaining information, dissemination, fees, right to transpose, revision.

- d) **Effectiveness and Relevance** — Relevant and respond to regulatory and market needs as well as scientific and technological developments in various countries. Performance based rather than design based or descriptive characteristics.
- e) **Coherence** — Coherence amongst standardizing bodies, avoid conflicting standards, duplication, overlap. Encourages cooperation and coordination with other relevant international bodies.
- f) **Development Dimension** — Recognizes constraints on Micro, Small & Medium Enterprises (MSME) to effectively participate in standards development, find tangible ways to facilitate MSME participation, such as, use of technical assistance and capacity building. Aimed at ensuring that MSME not excluded de facto from the process.

4.3.3 Participation in Standards Development Process

4.3.3.1 Participation in standardization processes at the national level shall be accessible to all interested persons and organizations, through participation in the committees or through conveying comments on draft or established Indian Standards. The procedures being followed shall be in such a way that they shall not hinder the participation of any interested stakeholder in the standards formulation.

4.3.3.2 Committees in the SDO shall be constituted with a gathering of related experts or stakeholders to formulate the standards. The SDO may constitute sub-committees or panels based on the specificity of the formulation to help the sectional committee. There shall be balance of representation of all stakeholders in the committees or panels.

4.3.3.3 With a view to harmonize standards as wide as possible, the SDO shall give priority to playing a full part, within the limits of its resources and scope, in the preparation of standards by international bodies [for example, International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC)] etc, by participation and adoption of the standards through the Bureau.

4.3.3.4 Where an SDO wants to, or is, participating in IEC or ISO activities they shall comply with the appropriate Bureau procedures and necessary directions from Bureau and such procedures include matters relating to, but not limited to:

- a) Membership of ISO or IEC technical committees.
- b) Commenting on and voting on ISO or IEC documents.
- c) Attending international meetings (*see Para 8.4*).

4.3.4 Public Consultation

4.3.4.1 Public consultation is an integral part of standards development and is relevant in ensuring transparency. The draft SDO standards prepared for recognition as Indian Standards shall be made available for public comments.

4.3.5 Handling of Inquiries and Complaints

4.3.5.1 The SDO shall have a formal process to accept and respond to public inquiries regarding the technical content of a published standard related to their scope. This may include interpretations and rulings on the meaning or applicability of the standard.

4.3.5.2 The SDO shall have a procedure for hearing complaints and handling appeals arising out of the Standards development process. Complaints may be either of a substantive (technical) nature or procedural nature.

4.3.5.3 The complaints and appeals procedure shall,

- a) be fair and unbiased;
- b) not impose an undue burden on any party;
- c) provide for the timely hearing of complaints; and
- d) ensure each complaint is fully addressed.

4.3.5.4 Records of each complaint or appeal and the outcome shall be kept.

4.3.5.5 The procedure for hearing and handling of complaints and appeals shall be reviewed regularly and, if appropriate, updated to ensure effectiveness.

4.4 Documentation Requirements

4.4.1 The documents related to the following shall be readily available with the SDO at all times. The standards development records shall be retained for at least ten years from the date of publication of a Standard or two review cycles whichever is the greater.:

- a) Legal Identity of the SDO;
- b) Authentication of premises of the SDO;
- c) Standards Formulation Policy of the SDO;
- d) Organization chart of the SDO;
- e) List of technical and managerial personnel of the SDO with their name, designation, qualification, experience, training details, etc, clearly indicating the personnel engaged in standards formulation;
- f) Roles and responsibilities of the personnel engaged in standards formulation;
- g) Standards formulation procedure which shall state specifically how consensus will be determined. The above shall also include documentation for Committee Management, Meeting Management and Document Management;
- h) The provisions and procedures for handling inquiries, feedbacks, complaints and appeals;
- j) The status of the work (programme of work) of the SDO, which shall be updated instantly and shall be put in the public domain which shall be accessible to all, as and when needed; and
- k) Records management policy that specifies the records to be kept, by whom and for how long.

4.4.2 The SDO shall keep and maintain records of its standards development and management activities in order to demonstrate compliance with the scheme. Records related to the following (physical or electronic) shall be readily available for verification as and when required by the Bureau:

- a) Records of development for each published standard, which shall include, but shall not necessarily be limited to:
 - i) Copy of the Meeting Notice, Agenda and Minutes of the meetings held in the process of standards formulation;
 - ii) Evaluation of New Work Item Proposal and project approval;
 - iii) Working group or committee composition responsible for the formulation of standard (interest groups);
 - iv) Public comments received;
 - v) Consideration of comments and their disposition; and

- vi) Evidence of consensus.
- b) Records of inquiries, feedbacks, complaints and appeals received and their handling and outcome.
- c) Records of dissemination of information about standards formulation, from the taking up a new work item to the publishing of the standard.
- d) Records of evidence of coordination and harmonization efforts carried out to resolve potential conflicts between and among existing Indian Standards and candidate or draft Indian Standards.
- e) Any other record required to demonstrate compliance with all aspects of the scheme and Bureau or developer's accredited procedures.

4.5 The SDO shall give an undertaking to abide by the terms and conditions of the scheme.

5 PROCEDURE FOR RECOGNITION

5.1 Submission of Application

5.1.1 Any SDO fulfilling the criteria as laid down under Para 4 may apply for recognition in the prescribed application form (**Annexure I**) along with the requisite documents and one-time application fee (see Para 7).

5.1.2 The following documents, duly authenticated, shall be submitted along with the application form:

- a) Legal Identity of the SDO – any one or more of the following documents:
 - i) Certificate of Registration by Company Registrar and Memorandum of Articles in case SDO is a Limited Company.
 - ii) Partnership Deed in case SDO is a Partnership entity.
 - iii) For the purposes of legal identity, an SDO shall be a legal entity on the basis of its governmental status.
- b) Authenticating premises of the SDO - any one or more of the following documents clearly indicating and covering all the areas where SDO activities are carried out and which are proposed to be covered under recognition. In case the document(s) of address proof and legal identity is (are) in the local language, then their authenticated English Translation may preferably also be provided:
 - i) Certificates from Registrar of Firms or Directorate of Industries or Industries Centre.
 - ii) Rent Agreement, duly notarised and registered through court.
 - iii) Authentication of the premises of a governmental SDO will be carried out on the basis of its governmental status.
- c) Organization chart of the SDO, clearly indicating the names and designations of various functionaries engaged in standard development.
- d) List of Technical and Managerial personnel of the SDO with their name, designation, qualification, experience, training details, etc, on the prescribed proforma.
- e) Undertaking to abide by the Terms and Conditions of this scheme as given in **6.1** on a continuous basis on the prescribed proforma, to be submitted on SDO's letterhead.
- f) Undertaking with regards to maintenance of a balanced representation of all stakeholders in its committees and consensus in formulation of standards.
- g) Documents as referred in the application form (**Annexure I**) but not covered above.

- h) Documents relating to procedure for establishment, review, maintenance and publicity of standards.
- j) Declaration regarding the physical infrastructure which is required and used in the process of standards development.
- k) Any other document considered relevant by the SDO.

5.1.3 The application form, duly filled-in, shall be signed by its owner or top management, that is, Proprietor, Partner, Director, Chief Executive Officer (CEO) or Head as the case may be or any other person so authorized for the purpose by the management. The name and designation of the person signing the application shall be recorded legibly in the space for the purpose in the application form. In case the application is signed by authorized signatory, a certificate from the top management of the SDO on its official letterhead, bearing the seal of the SDO and clearly attesting the signature of the authorized signatory, shall also be required to be submitted, in original, along with the application.

5.2 Initial Scrutiny of Application

Applications submitted by the SDO shall be initially scrutinized by the Bureau for its completeness with respect to. antecedents, availability of the documents and prescribed application fee. The one-time application fee is non-refundable. Depending upon the outcome of the scrutiny, the following actions could be taken:

- a) Application found incomplete with respect to the requisite fee or the required documents mentioned shall be returned to the SDO without registration, if any, with the advice for re-submission of the application complete in all respect.
- b) Application found complete with respect to. the required documents and the requisite fee would be recorded for further processing.
- c) If so desired by the Board in Bureau, a special verification visit may be carried out by the Bureau to ensure that the various criteria for recognition as given under Para 4 are met by the SDO. The SDO shall be required to arrange for travel and stay for the auditors or experts, as per their entitlement.

5.3 Rejection of Application

5.3.1 Application for recognition shall be liable for rejection, if the SDO:

- a) does not pay the one-time application fee;
- b) does not take corrective action(s) on deficiencies observed during evaluation of documents within 30 days;
- c) is found to have made any false declaration in the application form; and
- d) violates provisions of WTO-TBT Code of Good Practice for the Preparation, Adoption and Application of Standards.

5.3.2 A notice for rejection of application stating the reason(s) thereof, will be served to the applicant, giving 30 days' time to respond, that is, for submitting the required clarification or corrective action or re-submission of the documents or for providing justification for the delay. While issuing notice for rejection, the SDO would be provided with an opportunity for requesting for personal hearing.

5.3.3 In case no reply is received within the stipulated time, to the notice of rejection or no request is received for a personal hearing, then the application shall be rejected and a decision conveyed to the SDO.

5.3.4 If reply given by the SDO to the notice or the justifications submitted during the personal hearing is found unsatisfactory or unacceptable, the application shall be rejected.

5.4 Decision on Recognition

On the basis of the verification of closure of all non-conformities observed, if any, and confirmation on record that criteria for recognition is met and the SDO has submitted the undertaking to abide by the Terms and Conditions of this scheme, the application shall be processed for grant of recognition through the following:

- a) Finalizing the scope, in terms of field of expertise or the SDO's interest, for which recognition is granted.
- b) Recognition shall be for a period of three years.
- c) Recognition shall be effective from the date of signing of agreement between the Bureau and the SDO (**Annexure II**).
- d) A unique Recognition No. shall be allotted to each recognized SDO with a certificate of recognition.
- e) The decision of grant of recognition shall be communicated to SDO.

6 OPERATION OF THE SCHEME

6.1 Terms and Conditions

Every SDO recognized by Bureau shall abide by the following terms and conditions:

- a) The SDO shall ensure that infrastructure and manpower as required are met and maintained on a continuous basis.
- b) The SDO shall inform the Bureau as and when it plans for shifting of its SDO premises to an address other than that declared and verified at the stage of grant of recognition.
- c) The SDO shall facilitate and permit access to the Bureau for all verification (see Para 6.2) and investigations which Bureau may carry out to the SDO, if so desired by the Board, and provide the required information as sought.
- d) The SDO shall give minimum 30 days' notice while surrendering recognition and shall comply with the instructions given by the Bureau.
- e) Upon withdrawal of recognition or expiry of the recognition, the SDO shall discontinue claiming Bureau recognition and withdraw all publicity material (both in print and electronic media) which may contain reference thereto.
- f) The SDO shall submit a statement of new subjects taken up and the status of all the standards under development for the Bureau in the prescribed format once a quarter year (starting from April) as per the instructions provided by the Bureau.
- g) The SDO would be required to work through available Bureau portal as per the instructions provided by the Bureau for taking up new subjects for the formulation and for submitting the finalized draft standards to the Bureau.
- h) The SDO will also maintain balanced representation of all stakeholders in its committees and consensus in formulation of standards.
- j) Neither members of management of the SDO nor any employee of the SDO shall, in any way, act as authorized Indian representative for any international activity of standards formulation without the approval of the Bureau.

- k) The recognized SDO shall send a copy of the Meeting Notice, Agenda and Minutes of the meetings being held in the process of standards formulation to the Bureau.
- m) The SDOs recognized for the formulation of standards shall adhere to scheme or specific guidelines issued by the Bureau from time to time.
- n) The SDO should participate in the Bureau's concerned technical committees, whenever so desired by the Bureau.
- p) Copyright for such standards developed by SDO and recognised as Indian Standards shall remain with both SDO and the Bureau.
- q) The recognised SDO shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of the Agreement and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various laws as amended from time to time.
- r) The SDO shall indemnify, protect and save the Bureau against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights, etc or such other statutory infringements.
- s) The SDO shall agree to the terms and condition for revenue sharing as given in Para 9, and submit a report on the sale of recognized standard in every six month.

6.2 Special Verification Visit

As and when found necessary by the Board, the Bureau as per the direction of the Board may carry out a special verification visit to ensure that the various criteria for recognition as given under Para 4 and conditions as given in Para 6.1 are met by the SDO. The SDO shall be required to arrange for travel and stay for the auditors or experts, as per their entitlement.

6.3 Renewal of Recognition

6.3.1 The recognition of SDO shall be valid for three years from the date of signing of agreement between the Bureau and the SDO. The renewal shall cease to be valid on expiry of the recognition period unless renewed as per Para 6.3.2 and Para 6.3.3.

6.3.2 The recognition may be renewed by the Bureau keeping in view the requirement of the Bureau and the past performance of the SDO.

6.3.3 For renewal of recognition, the SDO shall apply to Bureau on the application form as prescribed in **Annexure III** at least three months before expiry of validity date of the recognition along with requisite fee as prescribed in Para 7 and related documents. Renewal application fee is non-refundable.

6.3.4 If renewal of recognition is pending with the Bureau due to any reason which cannot be assigned to the SDO, though renewal application along with renewal fee have been received before the validity date of recognition, the SDO shall be allowed to function as a recognized SDO till a decision on the renewal application is taken by the Bureau.

6.3.5 Renewal of recognition shall be for a period of three years.

6.4 Deferment or Expiry of Renewal

6.4.1 Renewal of recognition may be deferred for a maximum period of six months due to any of the following reasons:

- a) Non-receipt of the renewal application or fee;
- b) Any complaint against the SDO is under investigation or decision on some related issues is pending at the end of the validity period; or
- c) If the renewal process is delayed due to non-compliance by the SDO to the requirements necessary to process the renewal.

6.4.2 The SDO will be intimated about its recognition being put under deferment due to any of the above reasons as applicable. In case the SDO does not take corrective action during the period of deferment, a deferment-cum-expiry notice (14 days prior to the last date of deferment period) with the option of a personal hearing will be sent to the SDO giving 14 days' time to reply. If no reply is received within the stipulated period or reply is found unsatisfactory, or if the plea(s) extended at the time of personal hearing are not acceptable to the Bureau, the recognition shall be allowed to expire.

6.4.3 If renewal is not sought by the SDO along with requisite fee before the validity period is over, a deferment-cum-expiry notice (14 days prior to the last date of deferment period) with the option of a personal hearing will be sent to the SDO giving 14 days' time to reply. If no reply is received within the stipulated period or reply is found unsatisfactory, or if the plea(s) extended at the time of personal hearing are not acceptable to the Bureau, the recognition shall be allowed to expire.

6.4.4 In case an SDO is not willing for renewal of recognition, it shall submit the drafts for the subjects which the Bureau had requested the SDO to formulate a standard to the Bureau.

6.4.5 The period of deferment of renewal may be extended beyond six months in an exceptional situation with the approval of the Board in the Bureau.

6.4.6 The renewal of deferred recognition may be considered on satisfactory compliance of the requirement for which renewal was deferred.

6.5 Extension or Reduction of the Scope of Recognition

6.5.1 Extension of Scope of Recognition shall be dealt as follow:

- a) The SDO shall make formal request for extension of scope along with documentary evidence and declaration of availability of resources and competence for the additional field and undertaking as prescribed in **Annexure IV**.
- b) On satisfactory assessment of the documents, the extension of scope for the additional field may be permitted based on adequacy audit at the Bureau.

6.5.2 Reduction in scope of recognition may be carried out for any of the following reasons:

- a) The SDO is assessed by the Board to be incompetent for any area within the scope.
- b) The SDO requests for deletion of any area from the scope.

6.6 Change in Management or Structure of SDO

During the operation of recognition, a number of special situations arise on account of changes in the management or structure of the SDO. The situations may be of the following type:

- a) Change in address of the SDO premises;
- b) Change in the name of SDO without change of ownership and management;
- c) Change in the ownership of the SDO, with or without a change in the name;
- d) Division of the SDO into two or more units with one of them retaining the original name;
- e) Division of the SDO into two or more units none retaining the original name;
- f) Merging of two or more SDOs into one entity with a change in name or retaining one of the original names; or
- g) Lockout, winding up, liquidation, dissolution, and closure, etc, of the SDO.

6.6.1 In case of Para **6.6 (a)**, the SDO is required to intimate the Bureau in advance about shifting of the SDO and stop the formulation process at the old premises. On receipt of this information, the recognition will be suspended by the Bureau. On completion of shifting the SDO will intimate this fact to the Bureau along with any legal document authenticating the new premises as per Para **5.1.2 (b)**.

6.6.2 In case of Para **6.6 (b)**, any of the legal documents as specified in Para **5.1.2 (a)** shall be resubmitted along with a fresh undertaking as given in **Annexure I** in the new name of the SDO.

6.6.3 In case of Para **6.6 (c)**, any of the legal documents as specified in Para **5.1.2 (a)** shall be resubmitted, along with a fresh undertaking as given in **Annexure I** by the new owner or management.

6.6.4 In case of Para **6.6 (e)**, the units will be treated as new entities and they may apply for recognition afresh.

6.6.5 In case of Para **6.6 (f)** with or without change of name, the recognition of the SDO shall stand withdrawn. The merged entity shall be treated as a new entity and it may apply for recognition afresh.

6.6.6 In case of Para **6.6 (g)**, the SDO will inform any such situation with exact status of its functioning to the Bureau immediately. On receipt of information, Bureau will decide suspension or withdrawal of recognition of the SDO depending upon the situation. In case of winding up, liquidation, etc, full details regarding the authorized owner of the company or the liquidator shall be provided by the SDO to enable the Bureau for further action required, if any.

6.7 Complaint or Feedback against the SDOs

Any complaint or feedback received against a SDO from any source will be examined or investigated by Bureau and action as deemed fit, which may include non-renewal or suspension or withdrawal of recognition, will be taken by the Bureau.

6.8 Suspension or Withdrawal of Recognition

The recognition of the SDO may be withdrawn any time during the recognition period by the Bureau for any of the following reasons:

- a) If the SDO surrenders recognition;
- b) If the SDO fails in any respects to comply with the law of the land.

- c) If the SDO does not maintain adequate transparency and consensus pertaining to the formulation of standards;
- d) If the SDO acts or works directly or indirectly against the interest of the Bureau in any form or in any manner;
- e) If the SDO is found indulging in unethical practices such as SDO tries to influence the Bureau through unethical means for procuring more business.
- f) In case, at any point of time, it is established that any of employee engaged by the SDO has indulged in any practice which is not ethical, or has behaved in a manner uncalled for, the Bureau shall direct the SDO to discontinue the use of the services of such employee for the scheme. In case, such or similar incidence is repeated, the Bureau shall have the right to terminate the agreement with the SDO after giving fifteen days' notice.
- g) If the SDO fails to comply with the conditions specified in the Scheme.
- h) If the SDO after the imposition of suspension does not take corrective actions by the stipulated period or the corrective actions taken are found not satisfactory.
- j) If SDO, being a company, enters into liquidation, whether compulsory or voluntary (but not necessarily including liquidation for the purposes of reconstruction), or has a receiver for its business appointed.
- k) For situations leading to suspension or withdrawal of recognition due to change in management or structure of SDO, refer to Para **6.6.1**, Para **6.6.3**, Para **6.6.5** and Para **6.6.6**.

For the reasons mentioned above, the recognition of the SDO shall be suspended with immediate effect (if not already under suspension). Process for Withdrawal of recognition will be initiated by issuing a notice for Withdrawal of recognition to the SDO with the provision of personal hearing to explain as to why such proposed action may not be taken against the SDO. If no reply is received within 14 days or if the reply is found unsatisfactory or if the plea(s) extended at the time of personal hearing are not acceptable to the Bureau, the recognition of the SDO shall be withdrawn.

7 FEE STRUCTURE

7.1 The schedule of fees for the scheme is given in **Annexure V** of this scheme.

8 PROCEDURE FOR RECOGNITION OF STANDARDS OF RECOGNISED SDOs AS INDIAN STANDARDS

8.1 Procedure for Recognition

SDO shall have choice of which of their formulated standards are to be recognised as Indian National Standard. SDO shall send a request to the Bureau to recognise their standard as National Standard, where the concerned Technical Department in the Bureau shall review or evaluate the standard with respect to,

- i) The procedure followed in development of the standards requested for recognition as Indian Standards, which shall be in line with Para **4.3.2.1**; and
- ii) Adherence to the eligibility conditions (see Para **8.2**) to recognize as an Indian Standard.

8.2 Evaluation of the SDO Standard by the Bureau

8.2.1 The concerned Technical Department in the Bureau shall evaluate the SDO Standard with respect to the following:

- a) procedures followed in development of the standard which shall be as given in Para 4.3.2,
- b) relevance to the industry to recognize as an Indian Standard,
- c) the standard shall be prepared as per IS 12 " and the International Classification for Standards (ICS) shall be followed,
- d) cross-references to other standards or publications mentioned in the standard (see Para 8.2.2),
- e) technical structure including flow of provisions in the standard, and
- f) Submission of documents or declaration by the SDO as given at Para 8.2.3.

8.2.2 There shall be no reference to any international standard (except ISO or IEC standards) in the standard proposed by the SDO for recognition as Indian Standard. There shall be reference to only Indian Standards and SDO Standards recognized as Indian standards.

8.2.3 The SDO shall submit the following documents or declaration to the Bureau for verification:

- a) Composition of the technical committee responsible for the formulation of the standard;
- b) Date of various stages of formulation of the standard, particularly date and period of internal circulation within the committee and those of public consultation;
- c) Agenda and Minutes of the meetings of the concerned technical committee for the formulation of the standard; and
- d) Declaration that the standard formulated by them does not contain any proprietary or patented item.

8.3 Recognition as IS/SDO Standard

Once the concerned Technical Department in Bureau verifies that the requirements as given in Para 8.1 and Para 8.2 are complied with, the consent of the concerned Technical Committee of Bureau for formulating an Indian Standard on the subject shall be obtained. Subsequent to the approval of the Technical Committee, the SDO standard shall be hosted on website of the Bureau for public review for a minimum period of one month. Any comment received on the SDO Standard because of public review shall be resolved by the SDO through their concerned technical committee. The concerned technical committee of the SDO shall consider all the written views and objections received on the SDO standard and the agenda and minutes of the meetings in which the comments received on the SDO Standard were considered shall be provided to the Bureau along with the draft SDO standard incorporating any changes that may be required as a result of the public review. The final draft SDO Standard so received from the SDO shall be processed for the adoption by the concerned Division Council of the Bureau. The draft Indian SDO Standard so adopted by the Division Council shall be published and gazetted as **IS/SDO XXXX : Year**.

8.4 Participation of Recognised SDO in the International Meetings (ISO or IEC meetings)

8.4.1 The decision regarding participation of the SDO in the international meetings (ISO or IEC meetings) related to the recognised scope of the SDO shall be decided by the concerned technical committee of the Bureau dealing with the subject of scope of recognized SDO. The SDO shall send their interest with proper justification to attend or participate in the international meetings to the sectional committee of the Bureau

through the technical committee or expert of SDO represented on the concerned sectional committee [National Mirror Committee (NMC)] of the Bureau. The NMC shall scrutinize their proposal and decide regarding giving approval for attending the meeting.

8.4.2 All the expenses for attending the international meetings shall be borne by the SDO themselves.

8.5 Comments on Published Indian Standards

8.5.1 Comments or Feedback on published Indian Standards, beyond the scope of recognition of SDO shall be referred to the Bureau. The commentator shall be notified about the same.

8.5.2 Comments or Feedback on published IS/SDO Standard, under the scope of recognition of SDO shall be handled by the established committee structure in the SDO. The commentator shall be notified about the outcome.

8.6 RTI, CPGRAMS, Parliament Questions, Legal Matters

The SDO shall take the responsibility of queries received on the recognized SDO standards through RTI, CPGRAMS, Parliament Questions, legal matters, etc. Such queries shall be forwarded to the concerned SDO for further necessary action in the matter by them. The SDO shall keep the Bureau updated regarding the above from time to time.

9 SALE OF SDO STANDARDS RECOGNISED AS INDIAN STANDARDS

9.1 The revenue sharing in the revenue generated through sale of SDO standards recognized as Indian Standards shall be in the ratio as given below:

SI No.	Type of Standard	Percentage of Sharing Bureau:SDO
1	Indigenous Standard	30:70
2	Modified International Standard (ISO or IEC)	70:30
3	Identical International Standard (ISO or IEC)	100 % by Bureau

9.2 The recognized SDO shall submit a report on the sale of recognized standard and revenue generated therefrom in every six-month based on which a combined report on the revenue generated from the sale of recognized standard by the Bureau and the SDO shall be prepared for calculation regarding revenue sharing.

10 APPEAL

10.1 SDO aggrieved by the order of the Bureau regarding rejection of application, expiry or withdrawal of recognition may file an appeal to the Director General of the Bureau within a period of 30 days from the date of the order.

10.2 SDO aggrieved by the order of the Bureau regarding non-recognition of their standard as Indian Standard or matters related thereto may file an appeal to Deputy Director General (Standardization) of the Bureau within a period of 30 days from the date of the order.

11 GENERAL

11.1 Any situation not covered under this Scheme, will be considered by the Bureau and decision of Bureau shall be final.

ANNEXURE I

Application for Recognition

The purpose of this document is to outline the structure and operation of the SDO's activities for review by the Board with the aim of becoming formally approved as a Bureau recognised Standards Developing Organisation.

1 ORGANISATION DETAILS

1.1 Name¹

1.2 Address

1.3 Contact details

Name:

Phone:

Mobile:

e-mail:

Website:

1.4 Registration Number and GSTIN Number

1.5 Date of Application

1.6 Signature of applicant

Name:

Position:

2 ABOUT THE ORGANISATION

Documents explaining the organisation, its aims and operations may be appended to provide the necessary information (e.g. Annual Reports). Reference to a web site is also acceptable.

2.1 Overview²

2.2 Objectives of the Organisation

2.3 Mission and Vision

2.4 Fields of Activity

2.5 Organisational Structure

¹ These are table cells, just keep typing and they will expand to fit the text.

² These are table cells, just keep typing and they will expand to fit the text.

2.6 Governance

2.7 Key Stakeholders

2.8 Individuals or groups represented by the organisation

3 REASON FOR SEEKING RECOGNITION

4 SCOPE OF RECOGNITION SOUGHT

5 STANDARDS DEVELOPMENT ACTIVITIES

5.1 Background and history

5.2 Stakeholder engagement

5.3 Overview of standards development process

5.4 Work Program

6 DOCUMENTS ATTACHED

ANNEXURE II
Agreement between Bureau and Recognized SDO

(To be executed on a stamp paper of Rs. 100/-)

1. This agreement is made as of _____ (date) _____ between the Bureau of Indian Standards, having its principal office at 9, Bahadur Shah Zafar Marg, New Delhi, India, hereinafter referred to as Bureau, which expression shall include its successor and assignees and the Recognized Standard Developing Organization (SDO) _____ (Name of the SDO) having its principal office at _____ (address) hereinafter referred to as SDO, which expression shall include its successors and assignees.
2. Whereas, Bureau is authorized under Section 10(2)(c) of the Bureau of Indian Standards Act, 2016 and Section 30 of the Bureau of Indian Standards Rules, 2018 to recognise or accredit any institution in India or outside which is engaged in standardisation. Accordingly, Bureau has prepared the Scheme for Recognition of Standard Developing Organizations (SDOs) for recognition of SDOs possessing the requisite technical expertise and infrastructure to carry out Standard Formulation under the Scheme, on behalf of the Bureau.
3. Whereas, SDOs are recognized by the Bureau based on the Bureau's Recognition Criteria as amended from time to time and other applicable documents.
4. Whereas the SDO, in response to the above Scheme, has expressed its interest, confirming possession of the requisite infrastructure, competence and proven expertise in standardization activities. Bureau, considering the facts submitted by the SDO, has agreed to engage the SDO to undertake Standard Formulation in the fields of standardization provided in the scope of recognition, on behalf of the Bureau, as per its Scheme for Recognition of Standard Developing Organizations (SDOs).
5. This Agreement sets out the relationship between Bureau and the recognized SDO and the terms and conditions to be met by the SDO in the operation of the Scheme.
6. Both Bureau and the recognised SDO hereto agree to abide the under mentioned terms and conditions.
7. *Validity Period of Agreement and Renewal*
 - i. This Agreement shall be valid for three years from the date of signing of agreement between the Bureau and the SDO. This agreement will cease to be valid on expiry of the recognition period unless renewed as per **3** of this agreement.
 - ii. The SDO shall pay such fees for application and renewal as notified by Bureau from time to time.

- iii. This agreement may be renewed keeping in view the requirement of Bureau and the past performance of the SDO. The SDO shall submit application for renewal of recognition three months before the date of expiry of recognition along with the requisite fees. A fresh agreement with proper authentication and signed by the CEO of the SDO shall be submitted along with the application for renewal.

8. *Requirements of Recognition*

The SDO shall abide by all the requirements prescribed in the Bureau's Scheme for Recognition of SDOs including the terms and conditions stipulated therein.

9. *Rights of Bureau in operation of the scheme*

Bureau shall have full rights to verify whether the requirements for recognition are met by the SDO and the SDO shall provide all reasonable facilities for carrying out the necessary verification. *The SDO* shall give full details of actions taken in response to non-conformities or complaints and allow access to all relevant records and documents for the purpose of any investigations and provide certified copies thereof.

10. Bureau shall have full rights to witness and supervise the activities of the SDO, assess the reports and to reject any report or draft Indian Standard, as submitted by the SDO.
11. The SDO shall have no objection regarding Bureau seeking feedback about the performance of the SDO and its activities.
12. The SDO shall extend full cooperation to the Bureau in matters of investigation concerning recognition and complaints received.

13. *Termination*

These arrangements shall continue in force unless and until terminated:

- i. By either party upon 90 (ninety) days written notice to the other;
 - ii. Immediately, by decision of the Bureau in accordance with Bureau's procedures as formally notified in advance of such a decision to the SDO.
14. If the SDO fails to comply with the terms of this Agreement, or any undertakings given to Bureau, the relevant recognition criteria, Bureau may withdraw recognition, reduce the scope of recognition or impose other sanctions as appropriate.
 15. SDO wishing to relinquish its recognition shall give at least 90 (ninety) days written notice to Bureau of its intent and the return of the letter of recognition.
 16. Additionally, Bureau reserves the right to withdraw the recognition of the SDO:
 - i. If SDO, being a company, enters into liquidation, whether compulsory or voluntary (but not necessarily including liquidation for the purposes of reconstruction), or has a receiver for its business appointed; change in address of the SDO premises; division of the SDO into two or more units

with one of them retaining the original name; merging of two or more SDOs into one entity with a change in name or retaining one of the original names; or lockout, winding up, liquidation, dissolution, and closure etc. of the SDO; or

- ii. If the SDO fails in any respects to comply with the law of the land, or
 - iii. If the SDO fails to comply with the conditions specified in the Scheme, or
 - iv. If the SDO does not maintain adequate transparency and consensus pertaining to the formulation of standards, or
 - v. If the SDO acts and works directly or indirectly against the interest of the Bureau in any form or in any manner, or
 - vi. If the SDO is found indulging in unethical practices such as SDO tries to influence the Bureau through unethical means for procuring more business, or
 - vii. If the SDO after the imposition of suspension does not take corrective actions by the stipulated period or the corrective actions taken are not found satisfactory.
17. Copyright for such standards developed by SDO and recognised as Indian Standards shall remain with both SDO and the Bureau.
18. The recognised SDO shall indemnify and keep indemnified the Bureau against all losses and claims for injuries or damages to any person or any property whatsoever which may arise out of or in consequence of the Agreement and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto under the provisions of various laws as amended from time to time.
19. The SDO shall indemnify, protect and save the Bureau against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights, etc or such other statutory infringements.
20. In case, at any point of time, it is established that any of employee engaged by the SDO has indulged in any practice which is not ethical, or has behaved in a manner uncalled for, Bureau shall direct the SDO to discontinue the use of the services of such employee for the scheme. In case such or similar incidence is repeated, Bureau shall have the right to terminate the agreement with the SDO after giving fifteen days' notice.
21. Upon withdrawal of recognition, however determined, the SDO shall discontinue forthwith its use of any reference to recognition, withdraw all publicity matter (both print and electronic) which contains any reference thereto, return the letter of recognition, and topics and drafts under preparation to Bureau.
22. At the date of termination Bureau's Recognition of the SDO shall immediately cease to be valid.

23. Appeals

- i. Appeals can be made by the SDO only against rejection of application or expiry or withdrawal of recognition. Such a decision by Bureau shall stand pending hearing of appeal, if any.
- ii. All disputes, differences or questions at any time arising between the parties as to the construction of this agreement or as to any matter or thing arising out of this Agreement or in any way connected therewith (which cannot be settled by mutual agreement) shall be referred to the arbitration of the Director General, Bureau of Indian Standards or to any other person to be nominated by Director General, Bureau of Indian Standards. The arbitration shall be held in the City of Delhi and shall be in accordance with the Arbitration and Conciliation Act, 1996.

24. *Indemnity* — The SDO undertakes to indemnify the Bureau against any losses suffered by or claims made against Bureau as a result of misuse by the SDO of the recognition granted by the Bureau as a result of any breach by the SDO of the terms of this Agreement.

25. *Dispute Resolution* – In case of any dispute that cannot be resolved amicably, the same shall be referred to the sole Arbitrator appointed by Director General, Bureau of Indian Standards, whose decision shall be final and binding upon both the Bureau as well as recognized SDO. The provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable”.

26. *Jurisdiction* – The Hon’ble Courts at Delhi alone shall have the jurisdiction to try and decide the suit arising out of this agreement.

27. *Applicable Law* – The agreement shall be governed and interpreted under Indian Laws.

THE PARTIES TO THE AGREEMENT

<p><i>For the recognized SDO</i></p> <p>..... (Name of the SDO).....</p> <p>Address:.....</p> <p>.....</p> <p>Signed:</p> <p>Name:.....</p> <p>(BLOCK CAPITALS)</p> <p>Position:</p> <p>Date:.....</p> <p>Witness 1:</p>	<p><i>For Bureau of Indian Standards</i></p> <p>Manak Bhavan</p> <p>9 Bahadur Shah Zafar Marg</p> <p>New Delhi - 110 002</p> <p>Signed:</p> <p>Name:.....</p> <p>(BLOCK CAPITALS)</p> <p>Position:</p> <p>Date:</p> <p>Witness 2:</p>
--	---

Signed:

Name:.....

(BLOCK CAPITALS)

Address:

.....

.....

Date:.....

Signed:

Name:.....

(BLOCK CAPITALS)

Address:

.....

.....

Date:.....

ANNEXURE III
Application form for renewal of recognition

The purpose of this document is to outline the structure and operation of the SDO's activities for review by the Board with the aim of becoming formally recognize as a Standards Development Organisation.

1 ORGANISATION DETAILS

1.1 Name³

1.2 Address

1.3 Contact details

Name:

Phone:

Mobile:

e-mail:

Website:

1.4 Registration Number and GSTIN Number

1.5 Date of Application

1.6 Signature of applicant

Name:

Position:

1.7 SDO Recognition No.

2 ABOUT THE ORGANISATION (IF THERE IS ANY CHANGE SINCE RECOGNITION OR LAST RENEWAL)

Documents explaining the organisation, its aims and operations may be appended to provide the necessary information (e.g. Annual Reports). Reference to a web site is also acceptable.

2.1 Overview⁴

2.2 Objectives of the organisation

2.3 Mission and Vision

³ These are table cells, just keep typing and they will expand to fit the text.

⁴ These are table cells, just keep typing and they will expand to fit the text.

- 2.4 Fields of activity**
- 2.5 Organisational structure**
- 2.6 Governance**
- 2.7 Key Stakeholders**
- 2.8 Individuals or groups represented by the organisation**
- 3 REASON FOR SEEKING RECOGNITION (IF THERE IS ANY CHANGE SINCE RECOGNITION OR LAST RENEWAL)**
- 4 SCOPE OF RECOGNITION SOUGHT (IF THERE IS ANY CHANGE SINCE RECOGNITION OR LAST RENEWAL)**
- 5 STANDARDS DEVELOPMENT ACTIVITIES (IF THERE IS ANY CHANGE SINCE RECOGNITION OR LAST RENEWAL)**
 - 5.1 Background and history**
 - 5.2 Stakeholder engagement**
 - 5.3 Overview of standards development process**
 - 5.4 Work Program**
- 6 DOCUMENTS ATTACHED (IF THERE IS ANY CHANGE SINCE RECOGNITION OR LAST RENEWAL)**

ANNEXURE IV
Undertaking for Extension of Scope of Recognition

We, M/s _____
located at _____

_____, are
applying for extension of scope of recognition under the Bureau's Scheme for
Recognition of SDOs to the new field of _____

_____. I or

We undertake that :

(a) The SDO has availability of resources and competence for the additional field and
documentary evidence of the same is attached.

(c) I or We understand that extension may be granted on adequacy audit basis in
Bureau.

Signature

Name

**Designation (Owner or Partner or Director of the
SDO or Authorized Signatory*)**

Seal

Date

Place

* In case of authorized signatory, a letter from Owner or Director or Partner of the SDO
certifying the signature of authorized signatory to be submitted with the application.

ANNEXURE V
a) Fee Structure of the Scheme

Sl. No.	Item	c) d) e) Fees or Charges (Rs.)
1	One time application fee for recognition	1000
2	Application fee for renewal of recognition ^{b)}	1000

- a) Schedule of fees and charges are subject to revision from time to time.
- b) Fee for Renewal shall be payable along with the application for renewal of recognition
- c) Plus taxes, as applicable and revised as per the guidelines of Ministry of Finance.
- d) The amount indicated above are excluding bank commissions and transfer charges. The SDO shall ensure that bank commission or transfer charges, if any, are deposited in addition to the above-mentioned amount so that the above mentioned net fee or charges (in INR) are credited to the Account of the Bureau.
- e) The payment may be deposited with Bureau through RTGS or NEFT or SWIFT transfer. Our Bank account details are as follows:

Name of the Bank: Syndicate Bank
Address of the Bank: BIS Branch, Manak Bhavan, 9 Bahadur Shah Zafar Marg, New Delhi
Bureau's Account No.: 90842180024625
IFSC Code: SYNB0009084 (For transfer in INR)