

मानक दर्पण



MANAK DARPAN



#GrahakSeGra**HAQ**



BUREAU OF INDIAN STANDARDS
National Standards Body

For more details, please log on to: www.bis.gov.in

IndianStandards @IndianStandards bureau-of-indian-standards-official IndianStandards BureauofIndianStandards



भारतीय मानक ब्यूरो

गुणता • सुरक्षा • विश्वसनीयता
का प्रतीक

आईएस मुहर :
हमेशा  मुहर लगी वस्तुएं
सीएम/एल
ही खरीदें



भारतीय मानक ब्यूरो

मानक भवन, 9, बहादुर शाह ज़फ़र मार्ग, नई दिल्ली-110002
वेबसाईट : www.bis.gov.in



Registered with the Registrar of Newspapers
for India with Regd. No. R.N 45929/87

BUREAU OF INDIAN STANDARDS

National Standards Body



One Organisation

• Many Services •



For more details, please log on to: www.bis.gov.in

IndianStandards @IndianStandards bureau-of-indian-standards-official IndianStandards BureauofIndianStandards

Foreword

As you are aware, as a part of the ongoing campaign against corruption and as per the directive of Central Vigilance Commission (CVC), Vigilance Awareness Week is observed every year in BIS. The Vigilance Awareness Week 2019 was observed from 28 October 2019 to 02 November 2019. This year the theme of observing Vigilance Awareness Week was “Integrity – A way of life”. To increase awareness among BIS employees, Vigilance Department of BIS organized a lot of events during the Vigilance Awareness Week at the BIS HQ, Regional Offices/Laboratories, Branch Offices across India and National Institute of Training for Standardization, Noida of BIS. These events included Painting competition, Quiz competition, Slogan competition & Essay writing on this theme proposed by Central Vigilance Commission. One new initiative taken this time was to organize a series of workshops to sensitize employees on policies/procedures of the organization including CCS (CCA) Rules, Medical Rules, Leave Rules and GFR.

In continuation to this effort to create awareness amongst public as well as employees of the Bureau and sensitize and motivate them towards efforts at weeding out corruption, it has been decided to

publish an in-house Vigilance magazine of BIS titled “Manak Darpan”. Apart from brief on various activities conducted out by BIS during Vigilance Awareness Week 2019 including best entries of essays, poems, slogans, paintings etc. from all regions, this magazine contains various preventive measures suggested by Vigilance Department of BIS as well as articles on Indian Standards relevant to eradication of corruption.

This magazine is being published with the objective to serve as an effective and useful medium to communicate with the stakeholders in the development and implementation of rationale and transparent work environment in the Bureau. Together, we have to work for a common goal to have clean organization. We are sure you will be a part of our efforts aimed at the organization’s well being and everybody’s participation is needed for this. We hope you find the contents of this magazine informative and presentation interesting.



राम विलास पासवान
RAM VILAS PASWAN



उपभोक्ता मामले,
खाद्य और सार्वजनिक वितरण
मंत्री

भारत सरकार
नई दिल्ली-110 001

MINISTER
FOR CONSUMER AFFAIRS,
FOOD & PUBLIC DISTRIBUTION
GOVERNMENT OF INDIA
NEW DELHI-110 001

संदेश

आज हम भारत की आर्थिक उन्नति, सामाजिक विकास और अंतर्राष्ट्रीय कद में वृद्धि पर गर्व कर सकते हैं। किंतु भारत को एक विकसित राष्ट्र में परिवर्तित करने के हमारे साझा लक्ष्य को प्राप्त करने के लिए हमें भ्रष्टाचार रूपी व्याधि के विरुद्ध निरंतर सतर्क रहना होगा। भ्रष्टाचार उभरती अर्थव्यवस्था वाले देशों में उन्नति और विकास का कट्टर शत्रु है। यह सार्वजनिक सेवाओं की कार्यक्षमता को बाधित करता है, सार्वजनिक संस्थानों में जनता के विश्वास को कम करता है और सार्वजनिक संव्यवहार की लागत को बढ़ाता है। अतः भ्रष्टाचार हमारी आर्थिक और सामाजिक प्रगति के लिए सबसे बड़ा अवरोधक हो सकता है। एक भ्रष्टाचार प्रतिरोधी, सशक्त और समृद्ध राष्ट्र के निर्माण के लिए आवश्यक है कि हम संगठनात्मक स्तर पर और साथ ही व्यक्तिगत स्तर पर सत्यनिष्ठा और ईमानदारी के प्रति दृढ़ निष्ठा रखें एवं मजबूत नैतिक मूल्यों और सिद्धांतों का अनुपालन सुनिश्चित करें।

जागरूकता कार्यवाई की ओर पहला कदम है। मुझे यह जानकर बहुत खुशी हुई है कि भारतीय मानक ब्यूरो ने भ्रष्टाचार के हानिकारक प्रभावों के बारे में अपने कर्मचारियों को जागरूक करने के साथ-साथ सतर्कता जागरूकता सप्ताह-2019 के संदेश “ईमानदारी – एक जीवन शैली” के प्रचार-प्रसार के लिए “मानक दर्पण” शीर्षक से सतर्कता पत्रिका प्रकाशित करने की एक सराहनीय पहल की है।

मैं इस सक्रिय प्रयास के लिए भारतीय मानक ब्यूरो को बधाई देता हूँ। मैं आशा करता हूँ कि भारतीय मानक ब्यूरो, जो उच्च-गुणवत्ता वाले उत्पादों की पहचान के लिए उत्तरदायी है, सदैव अपने कर्मचारियों को उनकी आधिकारिक जिम्मेदारियों के निर्वहन में ईमानदारी और सत्यनिष्ठा के उच्चतम मानकों को स्थापित करने के लिए प्रेरित करता रहेगा।


(राम विलास पासवान)



रावसाहेब पाटील दानवे
RAOSAHEB PATIL DANVE



उपभोक्ता मामले,
खाद्य एवं सार्वजनिक वितरण
राज्य मंत्री
कृषि भवन, नई दिल्ली-110001

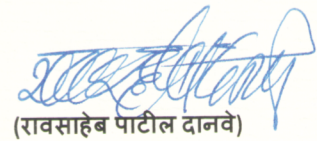
MINISTER OF STATE
FOR CONSUMER AFFAIRS,
FOOD & PUBLIC DISTRIBUTION
KRISHI BHAWAN, NEW DELHI - 110001

संदेश

सतर्कता जागरूकता सप्ताह सभी सरकारी संगठनों और कर्मियों को यह अवसर प्रदान करता है कि हम हमारे नागरिकों और देश की प्रगति और कल्याण के लिए एक कुशल, पारदर्शी और स्वच्छ प्रशासन प्रदान करने के अपने महत्वपूर्ण कर्तव्य का अनुस्मरण करें। यह भ्रष्टाचार के उन्मूलन के प्रति हमारी प्रतिबद्धता की पुनःपुष्टि का भी समय है। इस संदर्भ में इस वर्ष के सतर्कता जागरूकता सप्ताह का विषय "ईमानदारी - एक जीवन शैली" एक बड़ा प्रभावी विषय है। यह विषय एक भ्रष्टाचार मुक्त राष्ट्र और समाज के निर्माण में हमारी व्यक्तिगत भूमिका को रेखांकित करता है। एक भ्रष्टाचार मुक्त राष्ट्र और समाज तभी संभव है जब ईमानदारी, सत्यनिष्ठा, जवाबदेही, पारदर्शिता, निष्पक्षता जैसे सदाचार के आधारभूत सिद्धांत हमारे दिलोदिमाग में भलीभांति स्थापित हो जाएँ, हमारी जीवनशैली का एक अभिन्न हिस्सा बन जाएँ तथा हमारे व्यक्तिगत, सामाजिक और आधिकारिक व्यवहार में प्रतिबिंबित हो।

मुझे यह जानकर अत्यंत हर्ष हो रहा है कि भारतीय मानक ब्यूरो सतर्कता जागरूकता सप्ताह - 2019 के अवसर पर "मानक दर्पण" शीर्षक से सतर्कता पत्रिका प्रकाशित कर रहा है। सतर्कता जागरूकता के संदेश को जन-जन तक पहुंचाने के लिए यह एक सार्थक पहल है। मुझे आशा है की यह पत्रिका सभी हितधारकों के लिए अनुस्मारक के रूप में कार्य करेगी उन्हें सार्वजनिक जीवन से भ्रष्टाचार को जड़ से खत्म करने की आवश्यकता के प्रति संवेदनशील बनाएगी।

भारतीय मानक ब्यूरो इस पहल के लिए बधाई का पात्र हैं।


(रावसाहेब पाटील दानवे)



AVINASH K. SRIVASTAVA



सचिव
भारत सरकार
उपभोक्ता मामले विभाग
Secretary
Government of India
Department of Consumer Affairs

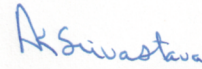
MESSAGE

I am delighted to know that the Bureau of Indian Standards (BIS) observed Vigilance Awareness Week – 2019 on the theme of 'Integrity - a way of life'. Corruption hinders sustainable development and the respect for human rights. Everyone has a role in preventing corruption by acting with personal integrity and making ethical choices. Citizen and youth participation is critical to combating corruption. I am confident that the week long outreach activities organized by BIS all over the country have contributed immensely in developing awareness about the consequences of corruption and educating the public about the improvements needed to create a corruption free society.

I am very happy to note that BIS is now bringing out an in-house Vigilance magazine titled "**Manak Darpan**" on vigilance issues, systemic improvements and good practices adopted in BIS for wider dissemination and awareness. Bringing articles related to vigilance awareness is an effective way to emphasize it as a way of life and helpful in rededicating ourselves to this prime aspect of organizational culture.

I hope this initiative would sensitize all employees and other stake holders of BIS to commit themselves for creating a transparent work culture marked by integrity and honesty. I am sure that this magazine will be useful to the employees of BIS as a guide in diligent discharge of their duties.

I congratulate Shri Pramod Kumar Tiwari, Director General, BIS, Dr. Seema Sharma, Chief Vigilance Officer, BIS and her team for bringing out this Magazine.


(Avinash K. Srivastava)

Date : 08-01-2020

Place : New Delhi



PRAMOD KUMAR TIWARI, IAS
Director General
Tel : 91-11-2323 7991, 2323 6980
Fax : 91-11-23235414
E-mail : dg@bis.gov.in



सत्यमेव जयते



Bureau of Indian Standards
(Government of India)
Manak Bhawan
9, Bahadur Shah Zafar Marg
New Delhi - 110 002

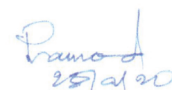
From Director General's Desk

Integrity is epitomized by behaviour and actions of individual persons and organizations that comply with moral and ethical principles. The root cause of corruption in an organization is subversion of integrity of its functionaries. As the national standards body of India, the Bureau of Indian Standards (BIS) performs an extremely important job of formulating quality standards for a variety of goods and services and ensuring their conformity with the prescribed standards wherever mandated. Given this statutory role of BIS which involves considerable public interactions, lack of integrity in even a small proportion of its employees could tarnish its image and corrode the foundation of consumer confidence in its quality marks. Therefore, it is extremely important that in order to deliver its mandated objectives, all efforts are made by all employees of BIS to ensure high standards of competence as well as integrity while performing their duties. What matters is performance fuelled by ethical compliance and integrity than mere improvements in volumes and figures.

It is possible to take effective measures to reduce corruption. In addition to directly combating corruption by effectively revealing and prosecuting offences, they include prevention measures, in particular strengthening transparency, participation, accountability and integrity. Vigilance is an important tool of management in its endeavor to achieve goals of excellence in good governance. The winds of change in the Vigilance Department is testified by the fact that there is a paradigm shift from Punitive to Preventive Vigilance across the board. The ethos of Preventive Vigilance is to create a culture in the organization where 'transparency', 'fairness', 'impartiality', 'ethical behaviour' etc. are the keywords signifying the quintessence of business development and growth of the organization thereby severely limiting the need for punitive action.

E-governance, and systemic changes in procedures, minimal discretion, reduced public interface, technology based procurement and automation will go a long way in reducing corruption. The system improvement measures initiated by Vigilance Department in recent months would significantly contribute in bringing greater efficiency and transparency in the Bureau. I congratulate the Vigilance Department for its positive role in inculcating the transparency & accountability and promoting integrity & honesty in the Bureau.

Corruption cannot be rooted out by vigilance alone but, each and every employee of the organization is required to participate in this quest. The initiative of Vigilance Department to bring out the in-house Vigilance magazine "Manak Darpan" will help in developing awareness about the consequences of corruption and educating the employees of the Bureau about the improvements needed to create a corruption free organization. Let us join together and work untiringly for eradication of corruption in all spheres of life.



(Pramod Kumar Tiwari)
Director General



भारतीय मानक ब्यूरो

(उपभोक्ता मामले, खाद्य एवं सार्वजनिक वितरण मंत्रालय, भारत सरकार)
मानक भवन, 9 बहादुरशाह जफर मार्ग, नई दिल्ली-110002

BUREAU OF INDIAN STANDARDS

(Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India)
MANAK BHAVAN, 9, BAHADUR SHAH ZAFAR MARG, NEW DELHI-110002

सीमा शर्मा
मुख्य सतर्कता अधिकारी
SEEMA SHARMA
CHIEF VIGILANCE OFFICER

From CVO's Desk

The foremost remit of Vigilance administration in the organizational setup is to contribute towards achieving organizational goals of increase fairness, transparency and accountability. To accomplish these tasks, vigilance administration has to adopt a focused strategical approach that's a blend of proactive, participatory, punitive and most importantly preventive vigilance. Off late, Central Vigilance Commission (CVC) has been laying a lot of stress on "Preventive Vigilance" as a key intervention strategy to put a curb on corruption. Accordingly, it has been our endeavour in the Vigilance Department to carry out continuous analysis and appraisal of susceptibility, sensitivity and visibility factors involved in all critical processes of our organization and throwing up regular alarms and cautions for abnormal indications thereby alerting and advising the management for bringing about lasting inclusive improvements in our internal systems, processes and practices, wherever required.

"Creating Awareness" among the employees of an organization and all other stakeholders towards the policy of achieving transparency, accountability and corruption free governance is one of the most prominent tools of Preventive Vigilance. The Vigilance Awareness Week being observed at the behest of the CVC every year has made a tremendous impact in this direction, particularly with the Commission focusing on different themes every year. This year Vigilance Awareness Week was observed in BIS from 28th October to 2nd November 2019 with the theme "Integrity- a way of life".

Fundamentally, integrity is a personal trait. It is exemplified by honesty and consistency in doing the "right" thing according to one's values, beliefs, and principles, even when no one is watching. The creation of anti-corruption laws and commissions, offices of government conduct, codes of behavior, and similar initiatives will not effectively reduce corruption if individual integrity is not addressed. We have to develop a culture within the organization where people have the conviction to do the right things on their own and the courage to withstand the pressures to do something which is inappropriate. As long as one works with a clear conscience in a free and fair manner, recording the reasons for the decisions taken, there is absolutely no reason for any apprehension of vigilance or any other agency. I expect all of you to remain vigilant and contributing towards building up of a sustained clean image of our organization through practice of the core values of Honesty, Integrity and Transparency as a way of life.

On the occasion of Vigilance Awareness Week 2019, an in-house vigilance magazine titled "Manak Darpan" is being brought out by Vigilance Department with objective of generating vigilance awareness among officials, stakeholders and consumers. I would like to commend the officials of Vigilance Department for the efforts in bringing out this magazine. I would like to thank DG, BIS whose encouragement and support for all the Vigilance initiatives made this magazine a possibility. I wish all the best to all the officials involved in making Vigilance Awareness Week - 2019 a grand success.

(Dr. Seema Sharma)

दूरभाष : +91 11 2323 5336
Phone

ई-मेल : cvo@bis.org.in
E-mail : cvo@bis.gov.in

वेबसाइट : http://www.bis.org.in
Website

फैक्स : +91 11 2323 1238
Fax : +91 11 2321 3699

INDEX

I.	About BIS.....	9
II.	Vigilance Set-up in BIS	10
III.	Indian Standards as Tools for Preventing Corruption	
a)	Good Governance Guidance – IS 16010 : 2010.....	11-13
b)	Compliance Management Systems Guidelines	
	IS/ISO 19600 : 2014	14-16
c)	IS 15900 : 2010 Guidance on Fraud and Corruption Control	17-19
d)	A brief of Anti-Bribery Management System	
	IS/ISO 37001 : 2016	20-23
e)	Process for Certification	24
f)	Standardization Work at National and International Fora	25-28
IV.	Various Systemic Improvement Suggested	29-32
V.	Vigilance Awareness Week 2019 : Few Glimpses.....	33-49
VI.	Applicable Rules - At a Glance	
a)	CCS-CCA Rules	50-55
b)	CCS Leave Rules	56-61
c)	Medical Rules	62-65
d)	General Financial Rule	66-71
VII.	Vigilance – Ethics & Integrity	72-74

ABOUT BIS

Bureau of Indian Standards, erstwhile, Indian Standards Institution (ISI) came into being on the 06 January 1947 and in June 1947 Dr. Lal C. Verman, Padma Shree awardee, took over as its first Director.

In the initial years, the organization concentrated on standardization activity. To provide the advantages of standardization to common consumers, the Indian Standards Institution started operating the Certification Marks Scheme under the Indian Standards Institution (Certification Marks) Act, 1952. The Scheme, which was formally launched by ISI in 1955-56, enabled it to grant licences to manufacturers producing goods in conformity with Indian Standards and to apply ISI Mark on their products. To meet the requirements of the Certification Marks Scheme, the nucleus of a laboratory was started in 1963. While the product certification was being operated under the Indian Standards Institution (Certification Marks) Act, 1952, the formulation of standards and other related work were not governed by any legislation. A Bill with this objective was therefore introduced in the Parliament of 26 Nov 1986.

Bureau of Indian standards (BIS) came into existence, through an act of parliament dated 26 November 1986, on 1 April 1987, with a broadened scope and more powers taking over the staff, assets, liabilities and functions of erstwhile ISI. Through this change over, the government envisaged building a climate for quality culture and consciousness and greater participation of consumers in formulation and implementation of national standards.

The Bureau is a Body Corporate consisting of 25 members representing both Central and State governments, Members of Parliament, industry, scientific and research institutions, consumer organizations and professional bodies; with Union Minister of Consumer Affairs, Food and Public Distribution as its President and with Minister of State for Consumer Affairs, Food and

Public Distribution as its Vice-President.

BIS is the National Standard Body of India established under the BIS Act 2016 for the harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto. BIS has been providing traceability and tangibility benefits to the national economy in a number of ways – providing safe reliable quality goods; minimizing health hazards to consumers; promoting exports and imports substitute; control over proliferation of varieties etc. through standardization, certification and testing.

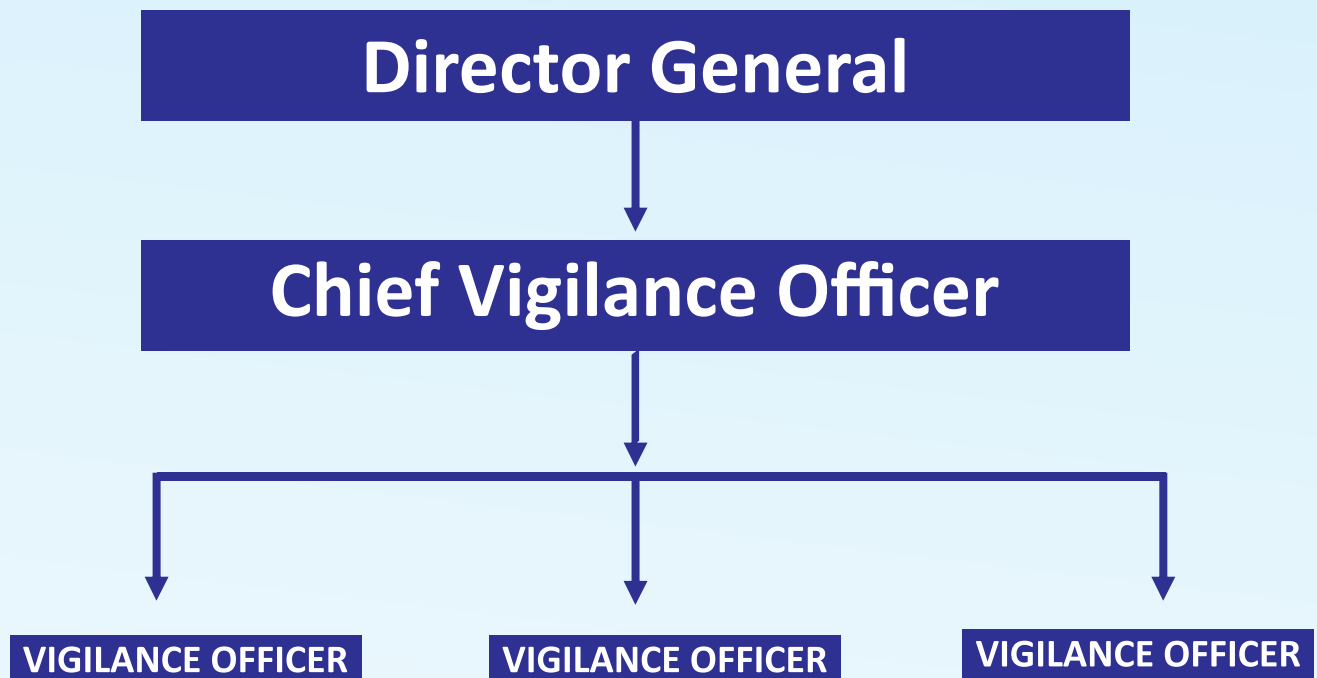
Keeping in view, the interest of consumers as well as the industry, BIS is involved in various activities as given below:

- Standards Formulation and Promotion Activities
- Certification Scheme
- Hall Marking Scheme
- Laboratory Services /Laboratory Recognition Scheme
- Consumer Affairs Activities
- Training Services, National & International level

BIS has its Headquarters at New Delhi and its 05 Regional Offices (ROs) are at Kolkata (Eastern), Chennai (Southern), Mumbai (Western), Chandigarh (Northern) and Delhi (Central). Under the Regional Offices are the Branch Offices (BOs) located at Ahmedabad, Bangalore, Bhubaneswar, Bhopal, Coimbatore, Dehradun, Faridabad, Ghaziabad, Guwahati, Hyderabad, Hubli, Jaipur, Kochi, Lucknow, Nagpur, Parwanoo, Patna, Pune, Rajkot, Raipur, Jamshedpur and Vishakhapatnam, which offer certification services to the industry and serve as effective link between State Governments, industries, technical institutions, consumer organization etc. of the respective region.

For more details visit BIS website: www.bis.gov.in

Vigilance Set-up in BIS



Disciplinary Authorities and Appellate Authorities for BIS Employees under CCS(CCA) Rules, 1965

Group of Employees	Appointing Authority	Disciplinary Authority	Appellate Authority
GROUP A	Director General	Director General	Executive Committee
GROUP B	DDGA	DDGA/ DDGR	Additional Director General

Rules Applicable

1 Guiding Principles:

Discipline To Which All Government Employees Are Subject
Privileges To Which All Government Employees Are Entitled

2. Governing Rules:

Central Civil Services (conduct) Rules, 1964
– Conduct

Central Civil Services (classification, Control And Appeal rules),
1965 – Discipline

3. Procedures:

Vigilance Manual Of Central Vigilance Commission
Bureau Of Indian Standards Act, 2016 And
Related Rules & Regulations

INDIAN STANDARDS AS A TOOL TO PREVENT CORRUPTION

GOOD GOVERNANCE GUIDANCE- IS 16010: 2010

Renu Gupta, Sc. F(BIS)

Organizational governance is the system by which organization is directed and managed in pursuit of its objectives. It is the set of processes, customs, policy, laws, systems and institutions affecting the way in which an organization is directed, administered or controlled. The governance system within an organization is operationalized by a person or group of persons having the authority and responsibility for pursuing the organization's objectives, that is, the purpose for which organization exists.

Governance relate to the way rules, norms and actions are structured, sustained, regulated and held accountable. Good governance is a subjective term that describe how public institutions conduct public affairs and manage public resources in the preferred way. Governance is, therefore, the process of decision-making and the process by which decisions are implemented (or not implemented). The major characteristics of 'Good Governance' could be described as it being participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and most important that it follows rule of law.

All organizations make and implement decisions within a governance system, having formal or informal processes and structure. Through the process of governance, organization aim to meet the owners'/ promoters' aspirations and societal expectations. A committed and effective leadership is the pre-requisite for strengthening the principal of good governance of an organization. The leader could either be a CEO or a Manager/ Supervisor at the work place or any other employee / person displaying the quality of accountability, transparency, integrity and ethical behaviour in all walks of life. It is, therefore, imperative that the selection of

significant personnel in an organization is done by process of diligent screening of eligible candidates. This would ensure greater chances of effective and efficient implementation of policies, processes, systems and institutions in an organization, thereby strengthening good governance.

With a view to provide guidance on good governance practises by an organization irrespective of its size, type, location or nature of activities and also to provide assistance to organizations engaged in public private partnerships (PPP), having varying governance structures, the *Indian Standard IS 16010 "Good Governance – Guidance"* was published in year 2012 by BIS. This standard is generic and is not intended to enforce uniformity of practices or overwrite the existing rules and regulations as they would vary from organization to organization depending upon its structure, policies, objectives, products and services, processes and specific practices employed. The guiding principles for managing an organization has been stated to be based on integrity, accountability, transparency, ethical conduct and value and legal compliance, as given under:

I) Integrity – It comprises perceived consistency of actions, values, methods, measures and principles. This applies to the organization as an entity and to its various constituents. The organization should ensure that its core values are embedded in the organization's culture through sustained awareness, practice, review and reporting. The organization should identify the threats to integrity as an entity and to its various constituents and conduct a risk assessment against all significant threats. The organization may decide on a no-tolerance policy on issues relating to integrity. In order to ensure that the integrity is maintained in all processes

and transactions across internal and external interfaces, a system of reporting breaches should be instituted with duly protected channels of communication.

ii) Accountability – It is the state of being answerable for decisions and activities to the organization's governing bodies, legal authorities and its other stakeholders. It means that the organizations are responsible for their actions and may be required to explain/ demonstrate them to others. It should focus both on compliance, rules and ethical principles and also on achievement of results. In this regard, it is of utmost importance that while defining responsibility, authority and accountability, the functional roles should be clearly defined including the liability of the members in the event of lapses, negligence, non-compliance of rules/ regulations and / or laws and gaps/ overlaps, if any, should be systematically eliminated.

Where fraud, corruption, financial impropriety or misuse of authority is detected, the chain of accountability should clearly lead to the appropriate authority for identifying the reason for non-compliance and their role or complicity in the matter.

iii) Transparency - It is a principle of access to, or disclosure of, appropriate information. In the context of organizational governance, transparency refers to the provisions to making available relevant information to the various stakeholders, both internal and external to the organization. IT plays an important role in assisting organizations in proactively communicating to various stakeholders through mass communication channels such as internet, media, public information centres, etc. The information which is not in public domain should also be classified as confidential and non-confidential and the reasons for such classification should be stated to persons making enquiries. The information so provided should be unambiguous and updated. Where

information is to be provided to management for decision making or to statutory/ regulatory authority, it should be ensured that the information provided is factually correct and complete irrespective of consequences.

iv) Ethical conduct and value – The organization's stakeholders i.e. its members, owners, constituents and others, expect the organization to conduct its activities in an ethical manner. Organization should develop governance structure that help to promote ethical conduct within the organization and during its interactions with others.

It is not sufficient for management to have only rule-based or compliance-based structures, which can inadvertently encourage some employees simply to function on the edge of misconduct, arguing that if they are not violating the law they are acting ethically. Organization's Policy should not only delineate the minimal standards below which an employee's action will not be tolerated, but also clearly articulate a set of value that employees should aspire to emulate. Clear rules defining ethical standards should be specified regarding interaction and conduct of employees while dealing with external agencies in matters concerning procurement, recruitment, outsourcing, disbursement, suppliers, dealers, etc. Training may be provided by the organization to its employees in this regard.

v) Legal compliance – It is the responsibility of organization to determine the applicable laws, statutes, regulations, issued by various authorities as applicable and relevant to their activities, functions and liabilities. A personnel responsible for compliance of statutory and regulatory requirement should be clearly designated with identified responsibilities and authorities including consequences of both wilful and negligent non-compliance.

Good Governance demand that the organizations follow ethical practices not only in judiciously

utilizing the allocated financial and non-financial resources but also in ethical raising of those resources. The organization should exercise restraint and caution during fund raising, ensuring that the funds including grants, aids, loan, etc. are not taken/ given to such institutions, persons, etc. where there is likely to be conflict of interest among the activities of the organization, the financier and the concerned beneficiary, whether directly or indirectly.

It is important for the organization to establish a clear structure for governing the organization both at the policy & strategy level and at the operational level. There should be clear definition of roles, responsibility, authority, accountability and liability at each functional level. The structure should be compatible with the organizational processes so as to ensure that the flow of communication and decisions takes place in an effective and transparent manner, which are fully understood by the respective functionaries for discharging their responsibility.

The standard also define the governance structures based on owners/ promoters, board and management (strategic/ operational) alongwith associated duties and responsibilities. It is important for the organization to clearly identify its stakeholders in a systematic,

transparent and consultative manner and to establish Policy or framework for effectively addressing the interest and concern of the stakeholders in time bound manner. While sharing information with the various stakeholders, it should be ensured that the information is relevant, complete, reliable, neutral, understandable, accessible, equitable and timely responded. The organization should establish systems for timely addressing and effective redressal of stakeholder grievance.

Achieving matured levels of governance require sustained and progressive management action, supported by suitable policies, good management practices, engagement and active participation of all stakeholders. It may not be feasible for the organization to attain a very high degree of maturity from initial stages through immediate actions and therefore, the organization should prepare a time chart for achieving each level of maturity with adequate intervals to stabilize the efforts and their results before moving to the next level. The standard provide reference to some of the good management practices at different maturity levels for understanding and illustrative purposes.

COMPLIANCE MANAGEMENT SYSTEMS GUIDELINES IS/ISO 19600 :2014

In general, compliance means conforming to a rule, such as a specification, policy, standard or law. There are two areas to consider: internal compliance assures adherence to the rules, regulations, and best practices as defined by internal policies, and external compliance which is the practice of following the laws, guidelines, and regulations imposed by external governments, industries, and organizations. Compliance can be non-negotiable (legal compliance) or negotiable (when the standard is not a law).

Managing risks is one thing but it's possible for multiple conflicting risks to occur, leaving a business having to decide between minimizing the risk to safety or minimizing the risk to profits, so it's necessary to ensure that the right decisions are always made. This is where compliance comes in, with businesses needing to comply with various standards, laws, regulations, etc, to avoid the penalties that result from non-compliance.

The compliance management is important to any business. Compliance management is the process by which managers, plan, organize, control, and lead activities that ensure compliance with laws and standards. These activities can include:

- Internal audits
- Third-party audits
- Security procedures and control
- Preparing reports and providing supporting documentation
- Developing and implementing policies and procedures to ensure compliance

IS/ISO 19600:2014 provides guidance for establishing, developing, implementing,

evaluating, maintaining and improving an effective and responsive compliance management system within an organization.

The guidelines on Compliance Management Systems (CMS) are applicable to all types of organizations. The extent of the application of these guidelines depends on the size, structure, nature and complexity of the organization. ISO 19600:2014 is based on the principles of good governance, proportionality, transparency and sustainability.

Why is a CMS important?

It helps manage risk associated with:

- Changing product and service offerings
- New legislation enacted to address developments in the marketplace
- Noncompliance may result in:
 - Litigation,
 - monetary penalties, and
 - other formal enforcement action

Components of a CMS

An effective CMS is comprised of three interdependent elements:

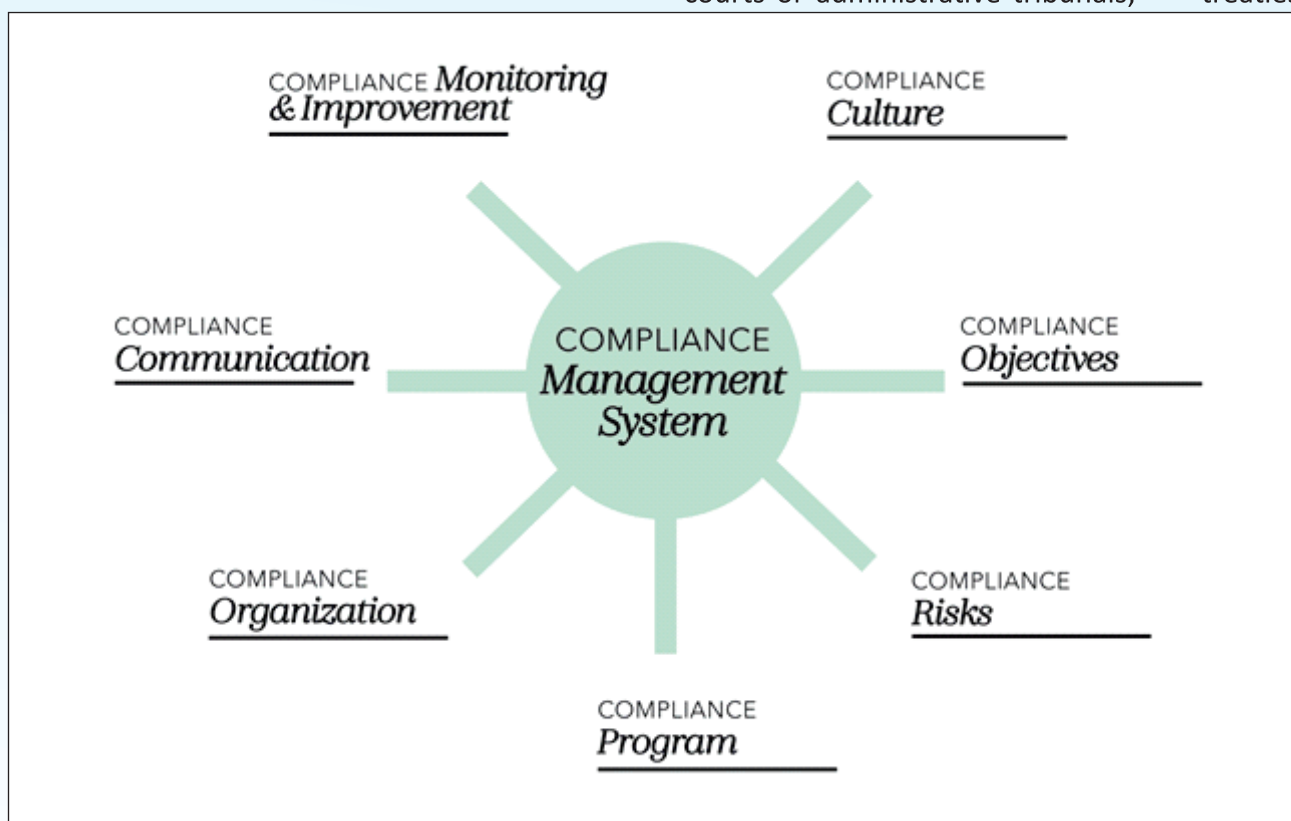
1. Top management leadership
2. Compliance program
3. Compliance audit

Organizations are increasingly convinced that by applying binding values and appropriate compliance management, they can safeguard their integrity and avoid or minimize noncompliance with the law. Integrity and effective compliance are therefore key elements of good, diligent management. Compliance also contributes to the socially responsible behaviour of organizations.

This Indian standard is an adoption of ISO standard. This Standard does not specify requirements, but provides guidance on compliance management systems and recommended practices. The guidance in this Standard is intended to be adaptable, and the use of this guidance can differ depending on the size and level of maturity of an organization's compliance management system and on the context, nature and complexity of the organization's activities, including its compliance policy and objectives. This standard is consistent with other management systems and is based on the continual improvement principle ("Plan-Do-Check-Act").

account in establishing, developing, implementing, evaluating, maintaining and improving its compliance management system. The organization should document its compliance obligations in a manner that is appropriate to its size, complexity, structure and operations. Sources of compliance obligations should include compliance requirements and can include compliance commitments.

EXAMPLE 1 Examples of compliance requirements include: — laws and regulations; — permits, licences or other forms of authorization; — orders, rules or guidance issued by regulatory agencies; — judgments of courts or administrative tribunals; — treaties,



Besides other management system parameters it also talks about Compliance obligations

Identification of compliance obligations
- The organization should systematically identify its compliance obligations and their implications for its activities, products and services. The organization should take these obligations into

conventions and protocols.

EXAMPLE 2 Examples of compliance commitments include: — agreements with community groups or non-governmental organizations; — agreements with public authorities and customers; — organizational requirements, such as policies and procedures;

— voluntary principles or codes of practice; — voluntary labelling or environmental commitments; — obligations arising under contractual arrangements with the organization;

In addition to its generic guidance on a compliance management system, this Standard also provides a framework to assist in the implementation of specific compliance related requirements in any management system. Organizations that have not adopted management system standards or a compliance management framework can easily adopt this International Standard as stand-alone guidance within their organization. This Standard is suitable to enhance the compliance-related requirements in other management systems and to assist an organization in improving the overall management of all its compliance obligations. This Standard can be combined with existing

management system standards (e.g. IS/ ISO 9001, IS/ISO 14001, IS/ISO 22000) and generic guidelines (e.g. IS/ISO 31000, IS/ISO 26000).

Note : To claim conformance with a standard, an organization needs evidence that it is meeting the requirements. Such evidence gathering is generally done by undertaking an audit. There are three types of audits: first-party, second-party, and third-party. First-party audits are internal audits. Second and third party audits are external audits. A third party audit can result in certification. Regarding certification: certification can only take place against a document that contains requirements. IS/ISO 19600 contains no requirements only guidance hence presently not certifiable. However, it is under revision at ISO as ISO/CD 37301 which contains requirements and can be used for certification purposes.

AN INTEGRITY E-PLEDGE CERTIFICATE GIVEN BY CENTRAL VIGILANCE COMMISSION



An Integrity e-Pledge taken by one of our Diploma Trainee, Shri C. N. Mathan

IS 15900 : 2010 GUIDANCE ON FRAUD AND CORRUPTION CONTROL BY AN ORGANIZATION

*A nation can be corruption free only when its
states are corruption free,
A state can be corruption free only if its districts
are corruption free,
A district can be corruption free only if its
Panchayats are corruption free,
A Panchayat can be corruption free only if the
people are corruption free,
People can be corruption free only if they have
imbibed the value system from their childhood*

**-Dr. APJ Abdul Kalam,
Former President of India**

The awareness of risks and consequences of fraud and corruption has been increasing across the organizations in recent years. Reports by various audit and accounts institutions and committees have all highlighted the impact that fraud and corruption can have on the productivity, image and efficiency of an organization and on all aspects of organizational administration. Bribery and corruption of all kinds undermines trust, inhibits social and economic development and undermines fair competition.

HOW DO WE DEFINE FRAUD AND CORRUPTION **FRAUD**

IS 15900 defines the term “Fraud” as dishonest and/or deceptive activity, causing actual or potential loss to any person or organization. This may include theft of money or other property by employees or persons external to the organization. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

Examples of common fraud could include theft of plant, equipment and inventory by employees; False invoicing; Theft of funds; Lending fraud; Misappropriation of remittance received by an organization; Credit Card fraud; Theft of

intellectual property; Falsification of financial accounts of the organization for undue benefits; Theft of confidential organization information for private gains; Tax evasion; Money laundering, etc.

In general, the term “fraud” is used to describe many acts such as deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment of material facts and collusion. The falsification of financial documents (profit & loss statements, balance sheets, etc.) and accounts is a common practice to cover up systematic fraud and more sophisticated forms of theft.

CORRUPTION

IS 15900 defines the term “Corruption” as dishonest activity in which the management, employee or any person acting on behalf of or dealing with an organization acts contrary to the interests of that organization and/or abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or organization.

An activity of corruption may include accepting or obtaining or agreeing to accept or attempting to obtain; giving or agreeing to give or offering any undue gratification or causing favour or disfavour to any person or entity as an inducement or reward for doing or forbearing to do an act relating to the exercise or non-exercise of power in office in the course of official duty with malafide intention.

‘**Malafide intention**’ includes any action motivated by or resulting, inter alia, in any one or more of the following:

- a) Dishonest act;
- b) Abuse of authority;
- c) Use of position of trust for dishonest gain;
- d) Giving or enabling a person to receive preferential treatment; or

e) Abuse of public resources.

Forms of corruption vary, but include bribery, extortion, cronyism, nepotism, parochialism, patronage, influence peddling, graft, and embezzlement.

In simplest terms Corruption is defined as “the misuse of power to obtain an unlawful advantage”. In principle, corruption is a situation in which a person who is responsible for performing certain duties pursues improper or unfair advantage for performing certain duties, or pursues improper or unfair advantage for actions or omissions in the performance of those duties.”

Fraud and Corruption are both criminal offences. To distinguish, a “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party, however, a “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.”

WHY PEOPLE INDULGE IN FRAUD AND CORRUPTION

Among the most common causes of fraud and corruption are the political and economic environment, professional ethics and morality and, of course, habits, customs, tradition and demography. The causes of corruption in India include excessive regulations, complicated tax and licensing systems, numerous government departments with opaque bureaucracy and discretionary powers, monopoly of government controlled institutions on certain goods and services delivery, and the lack of transparent laws and processes. The factors leading to a person indulging in fraudulent and corrupt practices include:

a) Pressure

The most common pressures are :- Financial, Emotional and Lifestyle

b) Opportunity

Common opportunities that enable fraud:

- Lack of internal controls
- Failure to enforce controls
- Excessive trust in key employees
- Incompetent supervisory personnel
- Inattention to details
- Inadequate staff

c) Rationalization –

- Allows perpetrators to justify their illegal behaviour
- The only way they can commit their frauds and maintain their self image as principled individuals is to create rationalizations.
- Rationalization is a form of denial. The person is not accepting reality.
- Rationalization is the hardest area for management to influence or control.

To summarize, there could be varied reasons for the increasing number of fraud which would depend on varying factors including type and nature of activities of the organization; its functioning; use and reliance on technology; rapid and continuous changes to business operations, etc, without appropriate safeguards.

FACTORS THAT REDUCE PROBABILITY OF FRAUD AND CORRUPTION

- Preventive Measures
- Strong Internal Controls
- Policies/procedures
- Segregation of duties
- Control Self Assessment
- Computer access controls
- Input, process and output controls
- Access controls (system security)

IS 15900 : 2010 GUIDANCE ON FRAUD AND CORRUPTION CONTROL BY AN ORGANIZATION

IS 15900 is a guidance standard for any organization to develop a system to control fraud and corruption. This standard provides guidance for prevention and control of fraud and corruption by an organization irrespective of its size, type, location or nature of activities. IS 15900 has all components of any management

system. This standard is generic and is not intended to enforce uniformity of practices or overwrite the existing rules and regulations as they would vary from organization to organization depending upon its structure, policies, objectives, products and services, processes and specific practices employed. Emphasis is on having a fraud and corruption control manual, a system in place for fraud and corruption risk assessment, followed by preventive, detection, monitoring and reviewing actions.

PRINCIPLES OF EFFECTIVE FRAUD RISK MANAGEMENT

- Fraud Risk Governance
- Fraud Risk Assessment
- Fraud Prevention
- Fraud Detection
- Monitoring and Reporting

FRAUD RISK ASSESSMENT

A fraud risk assessment is a tool used by management to identify and understand risks to its business and weaknesses in controls that present a fraud risk to the organization. Once a risk is identified, a plan can be developed to mitigate those risks by instituting controls or procedures and assigning individuals to monitor and effectuate the plan of mitigation.

Fraud Risk Assessment Guidelines

The assessment should be performed or updated periodically due to changes in:

- Internal processes and controls.
- Organizational structure.
- Segregation of duties among various personnel.

The fraud risk assessment should address:

- Asset misappropriation.
- Financial and non-financial reporting.
- Regulatory compliance areas.
- Illegal acts.

The assessment should be performed by management and managers responsible for each

significant department or area within the organization and then shared with the top management.

The components of the assessment that should be included are listed below.

Fraud Risk Assessment Components

- Description of fraud risk or schemes: Examples include fraudulent disbursements, undisclosed relationships/related parties, theft by cyber-fraud, revenue recognition, bribery, manipulation of liabilities and expenses, false employee qualifications or certification, compliance with government regulations, inappropriate journal entries, improper reporting and disclosures, theft of assets or services
- Identification of existing anti-fraud controls: Internal controls in effect, preventive or detective controls.
- Likelihood of occurrence: Based on frequency – rare to very frequent – or probability of occurrence – remote to almost certain.
- Significance to the organization: Incidental to catastrophic.
- Assessment of control effectiveness: Ineffective to very effective.
- Fraud risk response: Additional controls or corrective action activities proposed to be implemented.
- Responsible person: To implement controls and mitigation efforts.
- Monitoring activities: To be periodically conducted and frequency of occurrence.

The fraud risk assessment is just one tool to use in developing a comprehensive approach to managing fraud risk, which should also include the development of a fraud risk policy as part of organizational governance, the development of preventive and detective fraud control activities, a fraud reporting process – whistle blower policy – and a coordinated approach to investigation and corrective action.

A brief on Anti Bribery Management System IS/ISO 37001: 2016

An Effective Tool to Combat Corruption

U S P Yadav, Sc- F & Head(MSCD)

1. Introduction

Bribery is one of the world's most destructive and challenging issues. With over US\$ 1.5 trillion paid in bribes each year according to a World Bank estimate, the consequences are catastrophic, reducing quality of life, increasing poverty and eroding public trust. According to Transparency International, the global civil society movement fighting corruption, corruption undermines trust in the political system and is a major obstacle to democracy and the rule of law. Bribery is one evil which affects all most all the 17 Sustainable Development Goals. India was ranked 78 out of 180 countries in Transparency International's 2018 Corruption Perception Index. This index itself is an indicator of problem of bribery in our country. Our Hon'ble Prime Minister has launched crusade against the corruption. To combat the widespread corruption landscape, the Government of India has taken several regulatory and enforcement measures including enactment of new laws to giving more teeth to the enforcement agencies.

2. Definition of Bribery

Bribery is defined as the

"offering, promising, giving, accepting or soliciting of an undue advantage of any value (which could be financial or non-financial), directly or indirectly, and irrespective of location(s), in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to the performance of that person's duties".

In short bribery can be defined as giving or receiving something of value to obtain an unfair advantage. Accordingly, bribery exists where a person to whom certain powers have been entrusted by virtue of his/her position (be it a civil

servant or an officer or employee of a private organization), uses that power not in the interest of his/her employer, but in his/her own interest.

3. Forms and extent of bribery

Bribes are given in order to obtain a favorable decision, action or omission from a decision-maker; they may take many different forms, and common examples include:

- A payment of a sum of money to a policeman, a customs officer or an immigration officer;
- Commissions paid to a high ranking public official in relation with procurement, large infrastructure projects or access to natural resources;
- A payment to the employee of a private organization, e.g. in relation with procurement;
- Expensive gifts and entertainments,
- The hiring of relatives;
- The payment of medical expenses;
- The arrangement of, and payment for, studies abroad;
- The payment of travel and accommodation expenses without a legitimate business purpose;
- The free use of a vacation apartment;
- Political contributions in violation of applicable law to gain favor;
- Charitable donations or sponsoring benefiting a limited circle of individuals or as a means to channel bribes.

Almost all forms of bribery can be conducted either directly or through business associates, such as agents, associates, etc. Both modalities of bribery, direct and indirect, should be equally prevented.

4. Main instruments to combat bribery

Traditionally, the repression of bribery was considered a task of each national government with respect to its own public officials. However, in a global economy, bribery has become increasingly transnational, with organizations from rich countries paying bribes to obtain business or have access to natural resources in poorer countries. As long as the legal framework remained unchanged, bribe payers were not exposed to prosecution because the authorities of their country had no jurisdiction over the bribing of foreign public officials; nor were they exposed to prosecution in the countries of the bribe recipients because the legal systems in these countries were too weak and were more often than not dominated to a large extent by the very recipients of the bribes, who were going to prosecute neither their benefactors nor, of course, themselves. In order to remedy this situation, the members of the Organization for Economic Co-operation and Development (OECD), an organization comprising the world's richest countries, adopted on 21 November 1997 a Convention on Combating Bribery of Foreign Public Officials in International Business Transactions. This Convention was based on legislation enacted in the United States 20 years earlier, the Foreign Corrupt Practices Act, and commits signatories to criminalize the bribing of public officials of foreign countries in addition to their own public officials. Other instruments followed the OECD Convention, most notably the United Nations Convention Against Corruption (UNCAC) adopted in 2003. Unlike the OECD Convention, it is not limited to developed countries but includes industrialized, emerging, developing and less developed countries. It is also wider in scope and covers not only active (bribing) bribery in international transactions but also domestic bribery and passive bribery (being bribed) as well as bribery in the private sector.

There are also regional instruments, such as the

Criminal and Civil Law Conventions (1999) of the Council of Europe, the African Union Convention on Preventing and Combating Corruption (2003) or the Organization of American States Inter-American Convention Against Corruption (1997).

In India, a robust regulatory framework and enforcement agencies have been put in place to combat this menace. There are several laws including the latest law "The fugitive Economic offenders Act 2018" in our country which have become effective tool to fight corruption.

These conventions bear witness to an increased focus on corruption in the international arena.

International Organization for Standardization has brought out a Management system standard ISO 37001 which has become a non regulatory and voluntary tool to combat Bribery. Bureau of Indian Standards has adopted this standard as IS/ISO 37001:2016 and has launched certification against this standard.

5. About Management System

A management system is the way in which an organization manages its business in order to achieve its objectives. It consists of the management structure, the planning, processes, resources and documented information that are used to achieve the organization's set objectives as they relate to topics, such as product or service quality, operational efficiency, environmental performance, health and safety in the workplace and, in the case of ISO 37001 standard, preventing, detecting and responding to bribery.

A management system standard specifies good management practices, without referencing any particular type of product or service (unlike product and service standards).

6. What is an ISO 37001 Anti-bribery Management System?

The ISO 37001 standard specifies a series of measures not only to help organizations address their bribery risks but also to prevent, detect and

respond to bribery. These include adopting an anti-bribery policy, appointing a person to oversee anti-bribery compliance, training, risk assessments and due diligence on projects and business associates, implementing financial and commercial controls, and instituting reporting and investigation procedures. Last but by no means least, it requires leadership, consisting of active support and engagement by top management and the governing body (if there is one over top management).

Rather than introducing something completely new, the ISO 37001 standard is building on measures that have been developed over the years to help organizations to prevent, detect and respond to bribery. Organizations that have already implemented anti-bribery measures will thus find that these measures may well conform to ISO 37001 with little or no adjustment. Management systems standards are the result of consensus among international experts with expertise in global management, leadership strategies, and efficient and effective processes and practices. In the case of the ISO 37001 standard, more than 100 experts representing more than 50 countries and liaison organizations have worked over three years to develop a consensus on anti-bribery measures reflecting accepted good anti-bribery practices that has found wide acceptance by ISO member bodies.

The ISO 37001 standard uses the same structure as other ISO management system standards, such as ISO 9001:2015 Quality Management Systems and the measures required by the ISO 37001 standard are designed to be easily integrated with existing management processes and controls.

The ISO 37001 standard covers outgoing bribery (offering or paying a bribe) as well as ingoing bribery (soliciting or receiving a bribe). It also covers bribery of public officials as well as bribery of personnel of private organizations such as corporations or associations. It does, however,

specifically not address fraud, cartels and other anti-trust/competition offences, money-laundering or other activities related to corrupt practices.

7. Benefits of ISO 37001 Implementation.

ISO management system standards help organizations improve their performance by specifying repeatable steps that organizations can implement to help achieve their goals and objectives, and to create an organizational culture that engages in a continuous cycle of self-evaluation, correction and improvement of operations and processes through heightened personnel awareness and management leadership and commitment.

The benefits of an effective management system to an organization include:

- More efficient use of resources and improved financial performance;
- Improved risk management and protection of people and the environment;
- Increased capability to deliver consistent and improved services and products, thereby improving the organization's competitiveness and increasing value to customers and all other stakeholders.

The specific benefits provided to an organization by implementing ISO 37001 are, in addition:

- Identifying and managing the bribery risk
- Setting minimum requirements and supporting guidance for implementing or benchmarking an anti-bribery management system;
- Providing assurance to the governing body, management, investors, personnel, customers, regulators and other stakeholders that an organization is taking reasonable steps to prevent, detect and respond to bribery;
- Demonstrating that an organization has taken reasonable steps to prevent, detect and

respond to bribery and put in place well recognized good-practice anti- bribery controls, particularly in the event of an investigation into alleged or suspected corrupt practices (with a possible credit such as reduction or exoneration from administrative or judicial punishment;

- Reducing the risk of bribery occurring in relation to the organization's activities;
- Strengthening the organization's reputation and brand and contributing to its sustainability;
- Last but not least, establishing a culture of transparency and integrity

8. Conclusion

By implementing ISO 37001, an organization can demonstrate its commitment for anti- bribery. This management system standard can facilitate

to build a robust anti- bribery system in the organization. Bribery is normally concealed. It can be difficult to prevent, detect and respond to. Recognizing these difficulties, the overall intent of the standard is that the Governing body (If it exists) and top management of an organization need to:

- Have genuine commitment to prevent, detect and respond to the bribery in relation to the organization's business and activities.
- With genuine intent, implement measures in the organization that are designed to prevent, detect and respond to bribery.

However it may be noted that it is impossible to completely eliminate the risk of bribery and no Anti Bribery Management System is capable of preventing and detecting all bribery.

पियो प्योर खो श्योर...

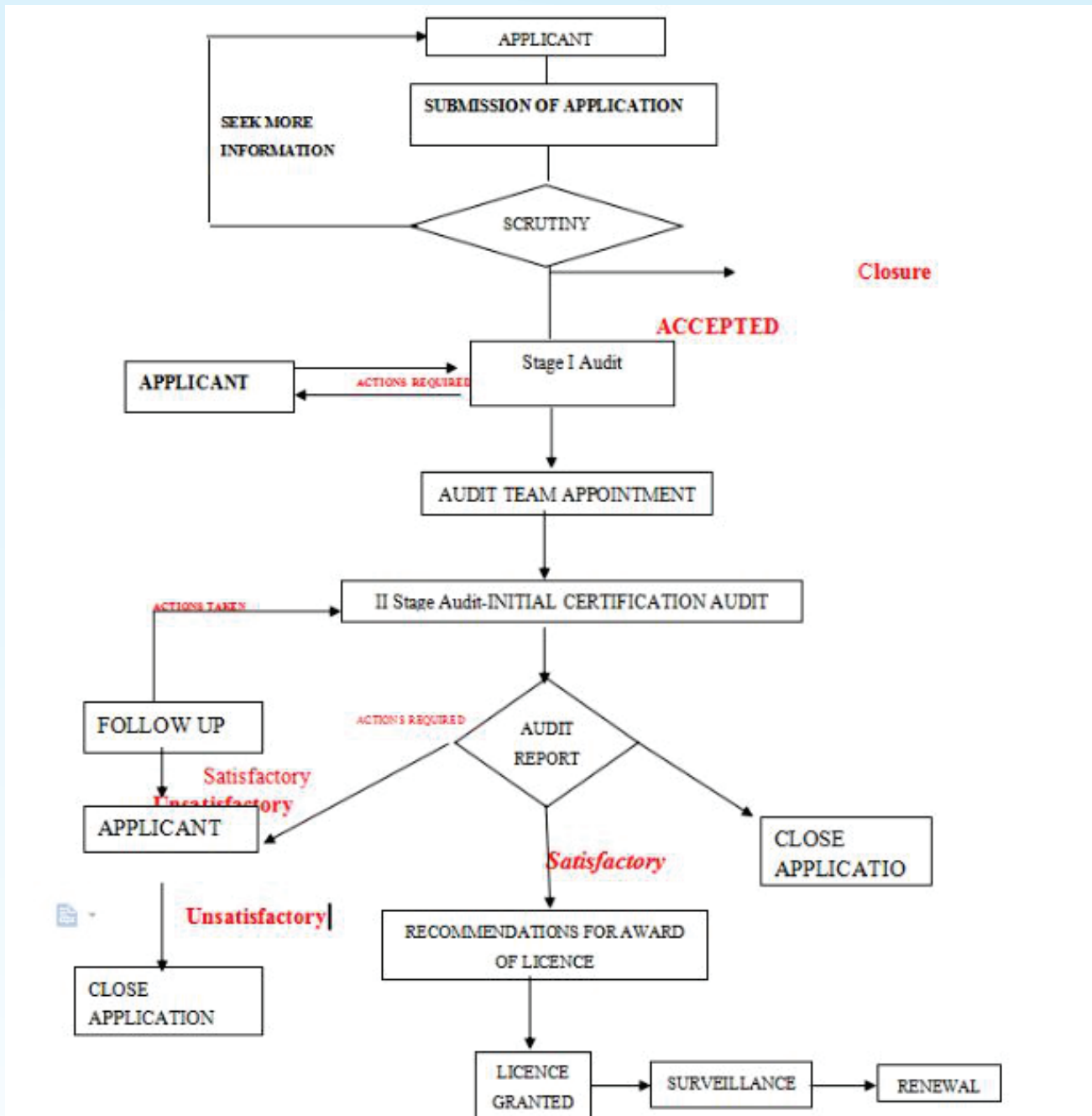
पैकेज बंद पीने के पानी पर  मार्क हमेशा देखें

पैकेज बंद पीने के पानी पर  मार्क अनिवार्य है

उपभोक्ता  मार्क संबंधित शिकायत हेतु संपर्क करें :
टेलीफ़ैक्स: 011-23235069, ई-मेल: complaints@bis.gov.in

 **भारतीय मानक ब्यूरो** द्वारा लोकहित में जारी
मानक भवन, 9, बहादुर शाह ज़फ़र मार्ग, नई दिल्ली-110002
www.bis.gov.in

PROCESS FLOW CHART FOR CERTIFICATION AS PER IS/ISO 37001



BIS has launched lead auditors course and certification against IS/ISO 37001.
For more details please contact MSCD and NITS

For more details on certification please contact :
Shri U.S.P. Yadav
Sc F & H (MSCD)
mscd@bis.gov.in

Standardization Work at National and International Fora

International organization for Standardization (ISO) is an independent, non-governmental international organization came into being in 1947 and presently it has a membership of 164 national standards bodies. India through Bureau of Indian Standards is a member of ISO. ISO standards are developed by the people that need them, through a consensus process. Experts from all over the world develop the standards that are required by their sector.

Through its members, it brings together experts to share knowledge and develop voluntary, consensus-based, market relevant International Standards that support innovation and provide solutions to global challenges. ISO has so far published 22850 International Standards and related documents, covering almost every industry, from technology, to food safety, to agriculture and healthcare and governance etc. ISO International Standards impact everyone, everywhere.

There are 779 technical committees and subcommittees to take care of standards development. More than 160 people work full time for ISO's Central Secretariat in Geneva, Switzerland.

Genesis of creation of ISO TC 309 Committee on Good governance

Changes in the global organizational environment, and in the expectations of society at large, have resulted in the need to develop an international understanding of what good governance of organizations should look like. These contextual changes are taking place at a global level and, therefore, this understanding requires a global consensus-based perspective.

How transparent is an organization? Where is it headed? How is it managed? These are all questions that relate to governance, the system by which an organization is directed, controlled

and held accountable to achieve its core purpose on the long term. A new ISO committee will help meet these goals by developing standards on organizational governance.

"Good governance positions organizations for success," says Dave Adamson of BSI, ISO's member in the United Kingdom, who put together the proposal for the creation of ISO/TC 309, Governance of organizations. Of the recently launched technical committee, he says: "It exists to make sure that organizations fulfil their purpose successfully on behalf of the people to whom they are accountable. For example, this could mean that an organization is clear about their purpose and values to stakeholders, or is transparent about the way they run the business."

Adamson believes everyone can benefit from the work of the new ISO committee. "The first standard, for instance, is likely to offer high-level principles and direction on how to establish an effective governance system that can be used by organizations of all sizes, from the largest multinational to the smallest one-person business. The standards produced by ISO/TC 309 may also be useful for regulators as tools to support public policy."

The new ISO committee, whose secretariat is held by BSI, will consolidate good practice for effective governance of organizational performance by developing standards for all aspects of governance, including direction, control and accountability. These should help organizations demonstrate commitment to stakeholders through evidence and reporting, and encourage the governing body to make the right decisions, upholding the organization's purpose and values and meeting its objectives.

In addition to this overarching standard on governance, the committee is also considering

work on whistleblowing, compliance and corruption. With prior responsibility for ISO 37001 on anti-bribery management systems and ISO 19600 on compliance management systems, it will benefit from the pool of experts that developed those standards.

Adamson hopes this work will help meet the targets of United Nations Sustainable Development Goal 16, dedicated to the promotion of peace, justice and strong institutions, by increasing transparency and accountability, as well as good direction and control of organizations.

Axel Kravatzky, Co-Convenor of the working group that is developing the standard, who was appointed by TTBS, ISO's member for Trinidad and Tobago, said:

"There are many governance standards out there, yet there are currently none that are applicable to organizations that span all jurisdictions, industries, sectors and types.

"With increased connectedness and interdependence, the importance of this is rising continuously. This standard will therefore fill this gap in standardization, allowing it to be accessible and useful for any organization, whether it crosses different sectors and geographies or is simply a small business that feels it can benefit from better governance."

Victoria Hurth, Co-Convenor of the working group, who was appointed by BSI, ISO's member in the UK, said: "The benefits of good governance are well evidenced. As well as reducing the risk of bad surprises that can destroy an organization, a well-governed organization is more trusted and attracts talent, which in turn drives performance and investment. The proposed new standard has the potential to increase the number of socially, environmentally and economically sustainable organizations, providing multiple benefits for investors and society as a whole."

There is also a growing recognition that

"governance" is distinct from "management". ISO/TC 309 will produce deliverables relating to governance, in the sense of steering an organization, as well as deliverables relating to the tools for controlling an organization such as programmes for whistleblowing, for compliance and for anti-bribery.

In this way this TC will produce globally relevant International Standards that can be used everywhere relating to both:

- Governance and governance systems; and
- Management and management systems.

ISO/TC 309 Governance of Organizations was established in September 2016

Secretariat: British Standards Institute (BSI)

- Chairperson (until end 2019): Mr Howard Shaw Vice chairperson (until end 2019): Mrs Manxue Huang
- ISO Technical Programme Manager [TPM]: Mr José Alcorta

Scope - Standardization in the field of governance relating to aspects of direction, control and accountability of organizations

Following working groups and Advisory Groups are working on various aspects and subjects under this Committee:

ISO/TC 309/AG 1	Communications and Engagement Working group
ISO/TC 309/CAG 1	Chairman's Advisory Group Working group
ISO/TC 309/DCCG	Developing Countries Co-ordination Group Working group
ISO/TC 309/TG 6	Terminology Co-ordination Working group

ISO/TC 309/WG 1 Guidance for the governance of organizations

Working group

ISO/TC 309/WG 2 Anti-bribery management systems

Working group

ISO/TC 309/WG 3 Whistleblowing

Working group

ISO/TC 309/WG 4 Compliance management systems

Working group

Members

PARTICIPATING MEMBERS(P) – 52 countries are participating actively in standard development process.

India is a 'P' member and participate actively in the development of these standards. BIS is actively participating in the work of this committee. 4th Plenary of TC 309 held in Australia was attended by CVO, BIS also as part of Indian delegation during 2018. This committee is engaged in development of International 'Guidelines for whistle blowing management system' and hand book on 'anti-bribery management system. BIS gave inputs on competence requirements for auditing and certification of whistle blowing management system. It was also emphasized that to make these international standards more applicable to small medium enterprises(SME), case studies/tables/examples should be included and references to law specific to a country or to any private body should be avoided.

OBSERVING MEMBERS (O) - 20

Key external liaison organizations in work, includes

ACCA, Association of Chartered Certified Accountants

EBRD, European Bank for Reconstruction and Development
ecoDa, European Confederation of Directors Association

FIEC, European Construction Industry Federation

IFC International Finance Corporation,
ISACA, Information Systems Audit and Control Association
OECD Organisation for Economic Co-operation and Development and

The CQI The Chartered Quality Institute.

Standard and/or project under the direct responsibility of ISO/TC 309 Secretariat (5)

ISO 19600:2014 Compliance management systems — Guidelines

ISO/CD 37000 Guidance for the governance of organizations

ISO 37001:2016 Anti-bribery management systems — Requirements with guidance for use

ISO/CD 37002 Whistleblowing management systems — Guidelines

ISO/CD 37301 Compliance management systems — requirements with guidance for use

NATIONAL COMMITTEE

Bureau of Indian Standards (BIS) is also formulating standards in this field through its sectional Committee, **MSD 10 : Social Responsibility under management systems division Council. The Committee is working under the Chairmanship of Dr Bhaskar Chatterjee**

- **Scope : To formulate Indian Standards in the field of Social Responsibility, Social Accountability and other social issues**
- **Liaison : ISO TC-309 SC-MSD 10 (P): Governance of Organizations ; ISO TC-322 SC-MSD 10 (P): Sustainable Finance ;**

The standards published by this Committee are as given below:

Sl. IS No.	TITLE
------------	-------

- | | | | |
|------------------------|---|--|---|
| 1. IS 15900 : 2010 | Guidance on Fraud and Corruption Control by an Organization | 6. IS/ISO 37001 : 2016 | Anti-Bribery |
| 2. IS 16001 : 2012 | Social accountability at the work Place - Requirements | ISO 37001 : 2016 | Management Systems Requirements with Guidance for Use |
| 3. IS 16010 : 2012 | Good Governance Guidance | <i>For more details about BIS work, please contact msd@bis.gov.in
 Head Ms Snehlata, Sc`F`
 visit BIS website www.bis.gov.in
 For details of ISO work please visit www.iso.org</i> | |
| 4. IS/ISO 19600 : 2014 | Compliance | | |
| Identical adoption of | Management Systems Guidelines | | |
| 5. IS/ISO 26000 : 2010 | Guidance on Social Responsibility | | |
| Adoption of ISO 1960 | | | |

VARIOUS SYSTEMIC IMPROVEMENT SUGGESTED BY VIGILANCE DEPARTMENT

A. Laboratory Activity

- i. Preparation and issuance of Unified Test Report Format (UTRF) from BIS whenever a new product comes under Compulsory Registration Scheme (CRS) so that no lab does get an opportunity to state reason for pendency of samples as “non- receipt of UTRF from BIS”
- ii. Products covered under Compulsory Registration Scheme (CRS) do falls under BIS Jurisdiction: A direction to all recognized laboratories for CRS products to be issued from BIS explicitly mentioning that all samples pertaining to products covered under CRS do fall under the purview of BIS as per BIS Lab Recognition Scheme (LRS) 2013 and accordingly the labs would be required to do the needful as per the guidelines of the scheme inter- alia retention of samples for 90 days, intimating BIS details of such samples in the monthly information report as sent by the lab
- iii. Define “*Conflict of Interest*” with illustrations: To define “Conflict of Interest” as under BIS LRS 2013 clause 1.5.1.2 (f) and elaborate the same with illustration
- iv. Carrying out testing of Paver Blocks as per Indian Standards along with Date of Manufacture: To issue a circular to all BIS labs/ BIS recognized Outside Labs to carry out testing of Paver Blocks vis.-a-vis. Compressive Strength requirement in accordance with clause 6.2.5 of IS 15658: 2006 AND to mention the Date of Manufacture of such paver blocks on the Test Reports so issued without any fail.
- v. BIS Outside Lab’s (OSL’s) having multiple verticals (Laboratory and Consultancy) to ensure Impartiality: All BIS recognized laboratories (particularly in case of Multinational laboratories having various verticals like Laboratory and Consultancy) be asked to inform the mechanism evolved for

ensuring compliance with clause 4.1 (Impartiality) and clause 5.5 (a) of ISO/IEC 17025:2017.

- vi. BIS labs to follow documented validated methods: All BIS laboratories to strictly adhere to well documented standard methods/ procedures as prescribed in BIS Standards or any other validated test method (when there is nothing stipulated in BIS Standards) while carrying out any testing/ sample preparations.
- vii. Creation of a centralized information system of parameter- wise availability of testing facilities in BIS Labs/ Recognized Labs: A computerized data base of parameter-wise availability of testing facilities in all BIS Labs including BIS Recognized Outside Labs (OSL) was envisaged which when fully operational will enable Artificial Intelligence (AI) based identification of a particular laboratory who can test a new product coming under certification for the first time based on his existing expertise and testing facilities already available for other Indian Standards (IS). This will reduce the time lag considerably in search of a suitable testing laboratory. The centralized information system shall be monitored by Laboratory Planning and Policy Department (LPPD).
- viii. Development of an online Application Module for Outside Labs seeking Recognition from BIS and addressing the “Impartiality” requirement so as to avoid any plausible “Conflict of Interest”
- ix. Centralized operation of BIS Lab Recognition Scheme (LRS) from LPPD for uniformity of decision making and timely action on all aspects without any delay

B. Foreign Manufacturer Certification Scheme (FMCS)

- I. Bringing transparency in FMCS visits: List of eligible officers for FMCS Deputation as

considered by Screening Committee to be uploaded in BIS Intranet for viewing along with the periodical update about the nomination status of the enlisted officer for visits under FMCS, for the information of BIS officers only, which will help in officer's preparation for such deputation like obtaining passport, bringing transparency in decisions on deputation

C. Hallmarking Activity

- i. Proper coordination between Hallmarking Department and DDGR's for time bound resolution of Hallmarking Complaints: HMD to co-ordinate with respective DDGR for taking all Hallmarking related complaints (against jewelers as well as Hallmarking Centres) to its logical conclusion
- ii. Imparting Hallmarking training to all BIS scientific cadre officers: To ensure training of all BIS scientific cadre officers in Hallmarking and to arrange for refresher course for existing trained officers periodically
- iii. Time bound return of Cornet to Jewelers: Time frame be prescribed for testing and issuance of Test Reports by Referral Laboratory and subsequent return of remnants of samples (cornets) to the Jewelers

D. Information Technology Services Activity

- i. Upgradation of Manakonline software: To incorporate suitable checklist/ safe guards in 'manakonline' portal to prevent incomplete applications being submitted and recorded online
- ii. Creation of an online module for AIPR and Disciplinary Actions: Inputs given for Annual Immovable Property Return and Disciplinary Action module of the integrated software being developed
- iii. **App based Mapping of Factory location:** Mapping of Factory Location with a location map based app for real time location

mapping and ease of locating the factory. This may be introduced as a mandatory requirement in online submission of application for BIS licence. This detail can be taken by a BIS inspecting officer while going for inspection.

- iv. **Geo-tagging of Factory Location:** To have Unique Factory Address for one Licensee, the factory address (so tagged location wise) be limited to one licensee only. This will entail no two different licensee can opt for same factory address. In case a situation arises where two licensees operates from same location at a particular place (same building), a demarcation perceptible from address have to be introduced to demarcate two different manufacturing premises, else the online application would not be accepted.
- v. **Making Factory address as referral address in all databases:** Factory Address to be made the referral Address invariably in all databases in BIS and not any other address like Registered Office Address etc. as BIS licence is granted only to a factory address.

E. Human Resource Activity

- i. **Safeguard measures for Recruitment process:** Inputs given for the safeguard measures to be taken for the conduct of examination and other process, for Recruitment of Scientist-B
- ii. **IT enabled Transfer process:** In order to avoid chances of malpractices, favoritism and corruption, as a complete overhauling measure, it was suggested that all transfers proposals to be prepared and considered only after finalizing a transfer policy after getting it vetted by DoCA and based on that an intrinsically designed IT enabled system to be put in place
- iii. **Manpower Study and review of Sanctioned strength vis.-a-vis. workload:** Relook into sanctioned strength at Branch Offices is needed vis.-a-vis. the quantum of work

F. Certification Activity

- i. **Synchronization between Certification, Standardization and Laboratory Activity of BIS:** Synchronization between Certification Marks Department (CMDs) [Certification Activity], Technical departments [Standard Formulation Activity] and Laboratory Planning and Policy Department (LPPD) [Laboratory Activity] was stressed for unified directions to all Branch Offices for implementation of standards. In case some issues in Indian Standards (IS) comes up or in case no testing facilities for a particular product is available, a uniform approach could be adopted to deal with the situation.

All technical meetings to be attended by concerned CMDs and LPPD so that any future upcoming changes in the standard which can have an impact on the certification activity/ testing facilities can be suitably discussed at the technical committee level.

- ii. **Implementation of revised IS method in Escherichia coli testing in Packaged Drinking Water:** CMD was requested to implement revised IS 15185 :2016 “Water Quality- Detection and Enumeration of Escherichia coli and coliform bacteria- Membrane filtration method for water with low bacterial background flora” cross referred in IS 14543: 2016 “ Packaged Drinking Water- Other than Packaged Natural Mineral Water”
- iii. **Review of STI for IS 2830: 2012:** To review the Scheme of Testing and Inspection (STI) for IS 2830:2012 (STI/ 2830/5, July 2013) vis.-a-vis. requirements of “Bend” and “Camber” not being applicable in case of cast billet ingot (pencil ingot)
- iv. **Provision of generation of Test Request of a sample by a Branch office other than the Branch Office under whose jurisdiction a product Certification licence is operating**
- v. Registering all complaints in the Complaint

Register maintained in various Branch Offices of BIS

G. Registration Activity

Real time sharing of information between BIS, Meity and Custom authorities: To evolve a mechanism for real time information sharing between BIS, Meity and Custom authorities so that the objective of ensuring safe and reliable Electronics and IT Goods which are being imported under BIS Compulsory Registration Scheme (CRS) as per the relevant Indian Standards, is achieved

H. Standardization Activity

- i. Technical comments on IS 1664 Mineral mixture for Supplementing Cattle Feeds: Technical comments on the product standard Mineral Mixture for Supplementing Cattle Feeds IS 1664: 2002 given on following issues:
 - a. As the ingredient for mineral mixture has been changed with the revision of IS 1664:1992 to IS 1664:2002 (Deletion of Bone meal and Calcined Bone Meal were deleted out in the revision), potential source of bacterial pathogen namely spores of Bacillus anthracis and Clostridium species have been removed. The source of bacterial pathogen mentioned in IS 1664:2002 is only from animal origin protein which has not been permitted in clause 4 of IS 1664: 2002 as an ingredient in the manufacturing of mineral mixture.
 - b. In addition the test procedure for Bacillus anthracis mentioned in the cross referred standard IS 7874 (Part 3) requires animal testing (clause 4.6) along with the test procedure for demonstration of Clostridium spp. (clause 5.3 and clause 6.1). The test procedures as referred requires sacrifice of guinea pigs, which when accompanied with handling of

positive culture of *Bacillus anthracis* (which has the potential to be used as a Biological Weapon), requires specialized laboratory with ethical issues involved regarding animal testing. Number of such specialized laboratories in India are very limited and the BIS licensees in want of this are finding it difficult to comply with the requirement of the standard. Moreover none of the BIS labs/ BIS approved outside labs does have the test facilities required for carrying out these specialized test as on date.

Similar requirements are there in IS 5672: 1992 "Mineral Mixture for Supplementing Cattle Feeds" (Clause 3.5).

- c. For carrying out quantitative determination of Arsenic and Lead in Mineral mixture, the method of Test prescribed are as per IS 1767 A-6 and A-7 respectively, which are in fact qualitative methods and hence are not suitable.
 - d. The sieve size as per clause 6.1 of IS 1664: 2002 be revisited as the 200 micron sieve size mentioned in the IS is not a standard size. Similarly the sieve size as per clause 3.2 of IS 5672: 1992 requires 106 micron IS sieve which is also not a standard size.
- ii. **Updation of Program of Work & Committee Composition on BIS website:** Regular Updation of information pertaining to Technical Committee composition and Program of Work, as is hosted on BIS website

I. Management System Certification Activity

- i. **Enlisting Management system licensees in Public domain:** To make the list of Management System Licensees certified by BIS available online for public information

J. Consumer Affairs Activity

- i. Complaint Redressal Mechanism to be completely Digitalized and should be software based for real time evaluation

- ii. Formulation of Guideline towards Prohibition of False claim by a licensee so that even though there is no material evidence of a misuse of ISI mark but knowingly false proclamation by a licensee is also addressed and penalties be levied in such cases.

K. Administration Activity

- i. Mandatory issuance of Gate pass to all visitors and installation of CCTV Cameras in all BIS Offices: An image captured Gate Pass to be issued to all visitors across all offices of BIS and all BIS offices shall install CCTV at the reception/ visitor's area with a backup of at least 3-4 months of video footage
- ii. Formulation of Guideline towards Prohibition of use of BIS Logo during any conclave/ seminar/ event without any such authorization and misleading the public at large
- iii. **Preparation of a Procurement/ Purchase Manual**

L. Project Management Work (PMW) Activity

- i. Re-tendering to be preferred for award of contract in case only 2 bidders participate: Re-tendering is to be preferred for award of any work contract when during the initial bidding process only 2 bidders have submitted their bid documents

M. Accounts and Finance Activity

- i. **Evolving a mechanism for regular review of Minimum Marking Fee (MMF):** A system is to be devised wherein the minimum marking fee payable shall be reviewed automatically factoring in increase in various incidental/ operational charges incurred by BIS. Further ways are to be identified for encouraging licensees to cover their maximum production under BIS Certification
- ii. Vetting of all contracts/ tender documents by Finance and/ or Legal Department





Ms. Sandeepini, DSP- CBI(ACB), Kochi delivering the Chief Guest Address on this year's theme "Integrity – A way of Life"



VAW celebration at BIS HQ



VAW Celebration at Bhopal Branch Office



Quiz Competition at BIS HQ

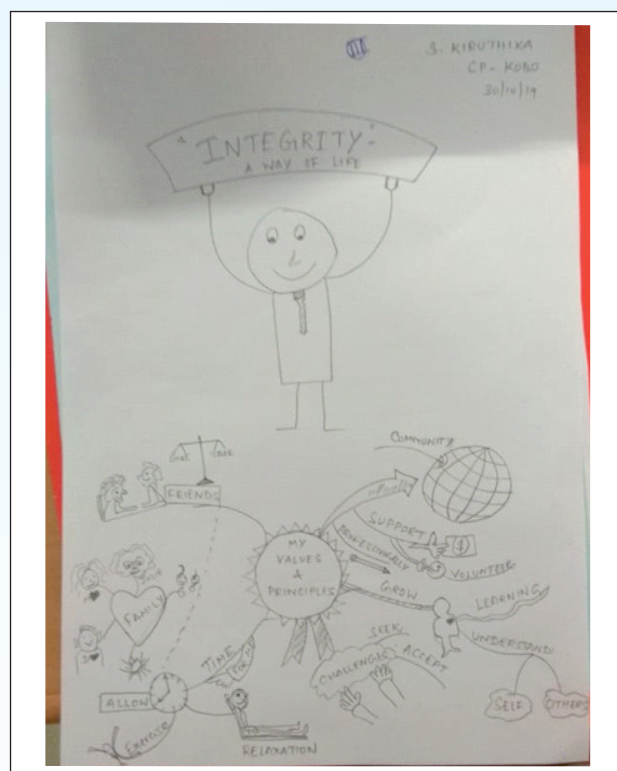
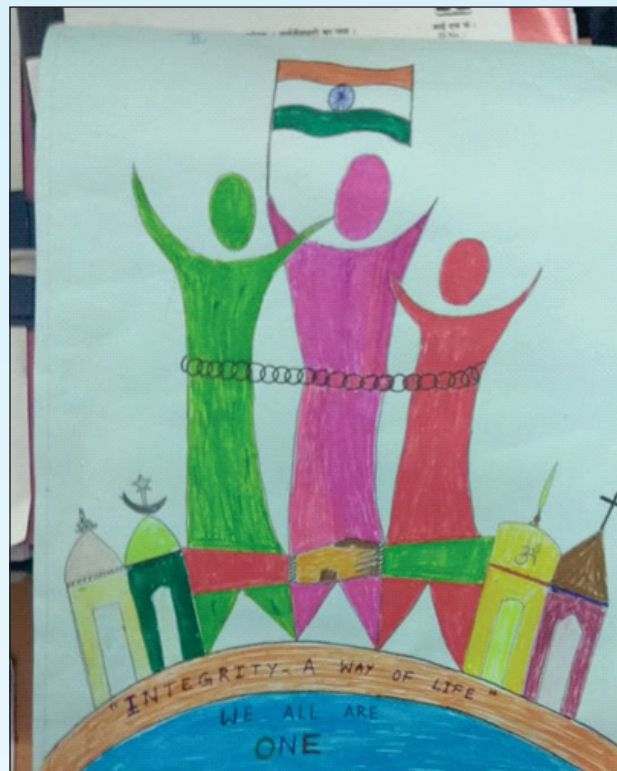
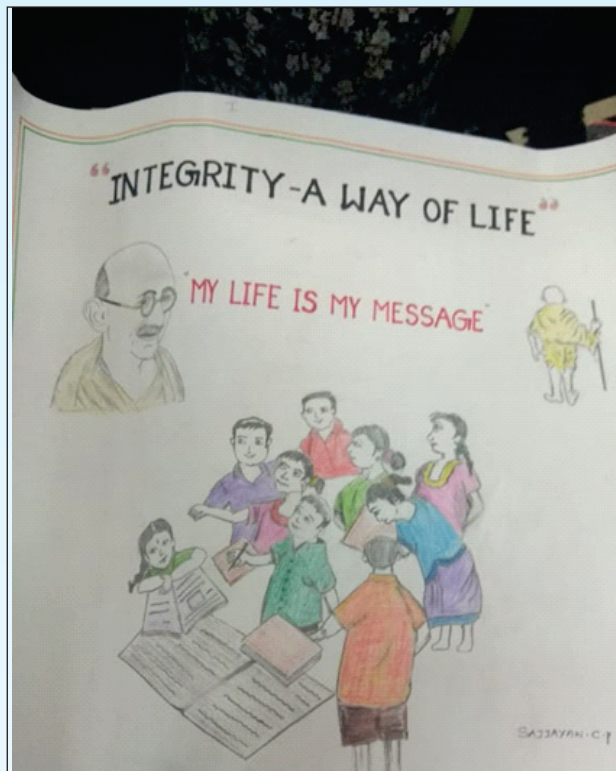


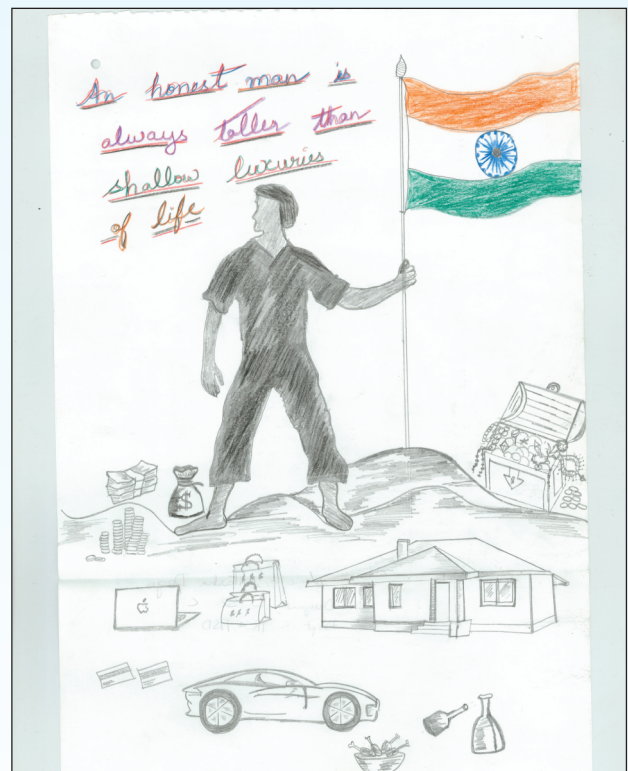
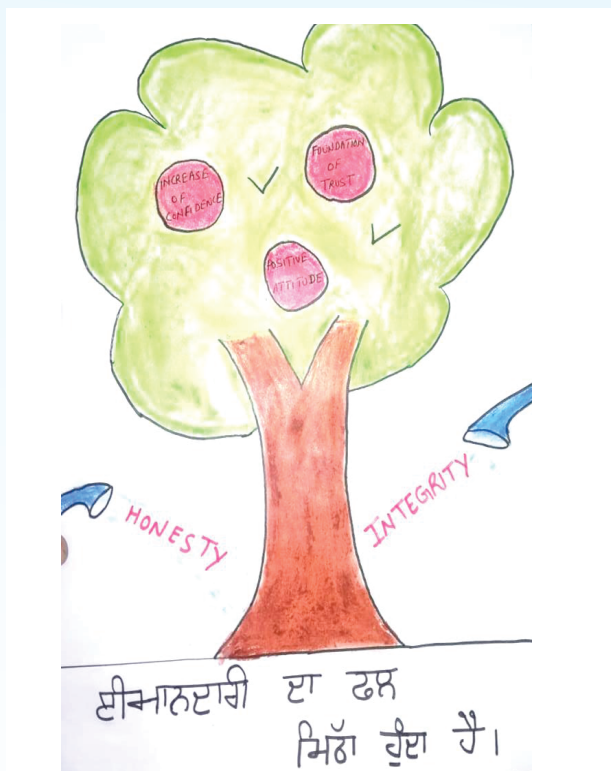
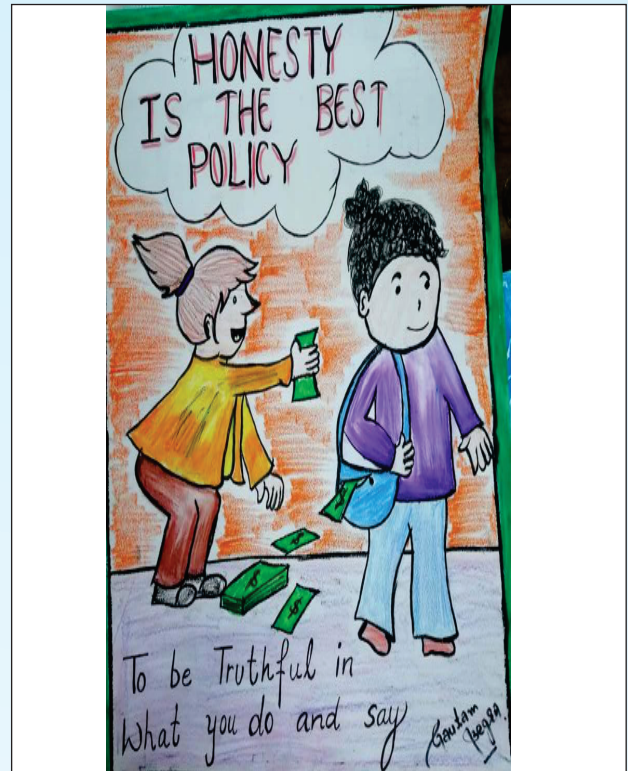
VAW celebration at BIS HQ

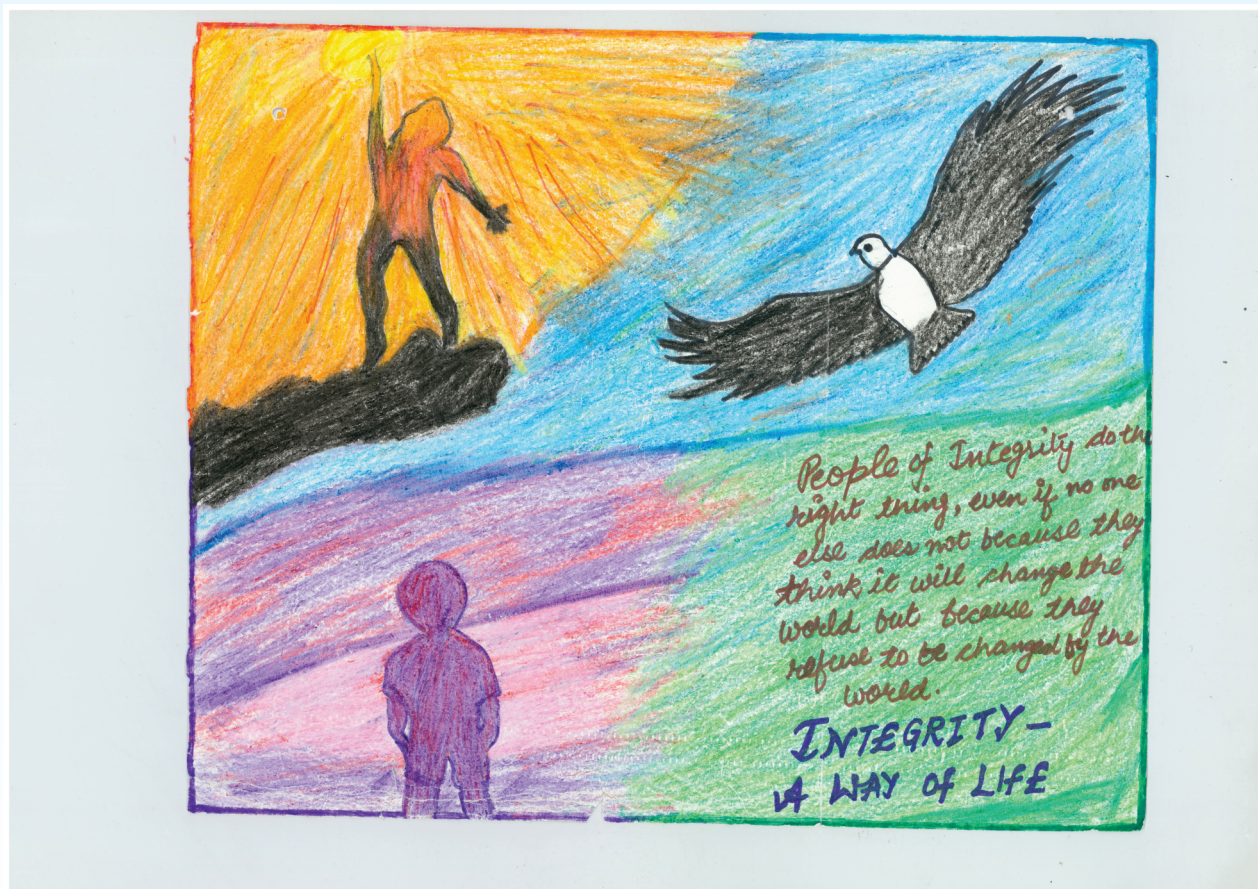


DG, BIS Awarding Prize During VAW Closing Ceremony in BIS HQ

चित्रकला प्रतियोगिता









स्लोगन

भ्रष्टाचार, लोभ और झूठा सम्मान
व्यक्ति को बनाते हैं ये सारे बेईमान
जो ईमानदारी को जीवन शैली में अपनाए
वही बनता है एक श्रेष्ठ इंसान”
— श्री रविन्द्र बेनिवाल, हेडक्वाटर

गीता, गुरु ग्रंथ साहिब, बाइबल, कुरान,
सब ग्रन्थों का यही फरमान ।
ईमानदारी से बढ़ती है,
जीवन में आन-बान और शान ।।
—सुश्री अंजु बहल, (चण्डीगढ़)

“ईमानदार व्यक्ति का आत्मविश्वास से
सदा चमकता है चेहरा
क्योंकि उसके व्यक्तित्व पर नहीं
होता कभी भय, छलकपट
और बेईमानी कई पहरा”
— शकुन्तला नंदवानी, (परवानू)

Integrity is choosing your
thoughts and actions,
Based on values rather
than personal gain.
—Ms. Vineeta Meena (Jaipur)

“सत्यनिष्ठा जीवन में अपनाएं
सम्मान, संतुष्टि, उन्नति पाएं”
— श्री मिथलेश, हेडक्वाटर

“लोभ, झूठ, चोरी, बेईमानी से होती
इंसान के मन की गंगा मैली,
उमंग, जोश, जुनून, कर्मनिष्ठा सिखाती
ईमानदारी की जीवन शैली”
—सुश्री रशीम चुघ, चण्डीगढ़

संस्कारो से बड़ी कोई वसीयत
नहीं होती
और ईमानदारी से बड़ी
कोई विरासत नहीं होती ।
—श्री निखिल बदानी, (परवानू)

ईमानदारी मूलमंत्र है यह विकास का
देश के सौंदर्य और उद्धार कई ।।

श्रीमति मंजु गुप्ता, भोपाल

आओ हम सब संकल्प करें
जीवन में ईमानदारी अपनयेंगे ।
स्वयं, परिवार, समाज और
राष्ट्र को समृद्ध बनायेंगे ।।

—श्री एस.आर. प्रसाद, (जमशेदपुर)

माता, पिता और गुरु, का तब बढ़ेगा शान ।
जब अपने "जीवन शैली" में हम देंगे ईमानदारी
को मान ।।

—श्री कुमार राकेश (कोलकत्ता)

ईमानदारी से होती, हर मुश्किल आसान
इसी से मिलता हमें समाज से मान ।
हमारे एकता में बस्ते हैं हमारे देश के प्राण
आओ इसे अपनाकर करें नवयुग का निर्माण
अनेकता में, एकता भारत की पहचान है,
हिन्दू, मुस्लिम, सिख और ईसाई यहाँ की शान
हैं ।

हाथ मिलाकर एक साथ चलेंगे
हम विश्व में एकता की मिसाल बनेंगे ।
ईमानदारी ही परिवार की तकदीर है,
जिस घर में एकता नहीं वो परिवार फकीर है ।

— श्री संतोष कुमार, देहरादून

हो ईमानदार जीवन शैली
ताकि न हो अपनी आत्मा मैली

श्री प्रकाश रंगवानी, भोपाल

यदि तुम्हारा हृदय ईमान से भरा है
तो एक
शत्रु क्या, सारा संसार आपके
सम्मुख हथियार डाल देगा ।"

—श्री बलबीर कुमार (जमशेदपुर)

ईमानदारी विवेकशीलता की
पुस्तक का पहला अध्याय है ।"

—श्री देवेन्द्र प्रसाद (कोलकत्ता)

जिंदगी की ईमानदारी पर शक पूरा है ।
बंद आँखों से रातों का मकसद पूरा है ।

हर कोई खुद को ईमानदार बोलता है,
पर मौका मिलते ही मन जरूर डोलता है ।

—सुश्री अनिता चौहान, देहरादून

सत्यनिष्ठा को अपनाना है,
अपना कर्तव्य निभाना है।
भ्रष्टाचार को मिटाना है,
भारत को स्वच्छ बनाना है।

—मिनहज़ अख़्तर, बैंगलूरु

Integrity, Transparency and leadership –
the three spokes of the wheel of
work life
Honest servitude is the first step to
an admirable attitude.

Sh. Sandeep Kumar,
KBO, Kochi

Integrity is choosing your thoughts and
actions
Based on values rather than
personal gain

-Sh. Piyush Wasekar, Hyderabad

लालच से मिली बेचौनी से अच्छी होती है
ईमानदार, सरल एवं शांतिपूर्ण जीवनशैली

—श्री महावीर सिंह, राजकोट

Lack of integrity is lack of awareness
Lack of awareness is lack of life

-DMS Srinivas, Bangalore

Be integral as heart, CCTV surveillance is
not possible everywhere.

Sh. Gowththam B.J,
Kochi

Integrity is the light that guides
your way
Honesty is not a police
it is a state of mind

- Ms. T. Sujatha, Hyderabad

Being a person of integrity doesn't
mean being perfect.
It means being authentic.

-Sh. Emanuel Abhisek Murmu, Rajkot

कदम कदम बढ़ाए जा
भ्रष्टाचार मिटाये जा
देश को बचाए जा

—श्री मयुर बालू भुजबल, पुणे

चरित्र पर हावी न होने दो,
रिश्त के सिक्के की थाली ।।
आचार व्यवहार से हो सुशोभित,
ईमानदार जीवनशैली ।

—श्री सुनील छब्रा, (एनआईटीएस)

लाच लचुपन कामद्याची
का बर भासले आवश्यकता
जर सगके जण धेतील
ईमानदारीच्या शपथा

—सुश्री रेणुका कुलकर्णी, मुंबई

बंद करो अत्याचार
अब और नहीं सहेंगे भ्रष्टाचार

—श्री संजय मारुती अड़सुल, पुणे

“बेईमानी है स्वार्थ की सहेली
हर तंत्र में है यह फेली
सुलझेगी तभी यह पहेली
होगी जब ईमानदार जीवन शैली”

—श्री पारिजात, मुंबई

Integrity & Honesty is must
to serve the society

Shri Devnash Deolkar (Mumbai)



ईमानदारी को जीवन शैली बनाओ, इसी से भाग्य चमकता है। यह उतना ही सच है जितना, सूरज रोज निकलता है।

वस्तुतः ईमानदारी संस्कारों की वह विरासत है जिसकी दीप्ति हमारे व्यवहार में करोड़ लोगों के बीच भी पहचानी जा सकती है ईमानदारी नैतिक मूल्यों का वह आचरण है जो सत्य, अनुराग, दया, अनुशासन आदि गुणों को समाहित करता है।

हमें ईमानदारी को 'नीति' नहीं 'नियति' बनाना चाहिए। बचपन से हमें सिखाया गया है "Honesty is the best Policy" अर्थात् — ईमानदारी सर्वोत्तम नीति है किन्तु यह नीति ही रही, जीवन शैली या पद्धति नहीं बन पाई स इसे हमने अपनी आवश्यकतानुसार अपनाया और भुनाया स कहा भी गया है।

"रात को पी ली, सुबह तौबा कर ली,
रिंद के रिंद रहे, हाथ से जन्नत भी न गई स"

आज ईमानदारी व्यक्ति को मूर्ख का पार्यय समझा जाता है स यदि हम सूक्ष्मता व गंभीरता से अपने आस-पास की गतिविधियों पर दृष्टिपट करें तो हम पाएंगे की हर इकाई भौतिकता के पीछे भाग रही है। शिक्षा शिक्षार्थी को एक ईमानदार व्यक्ति बनाने में कम और व्यावसायिक बनाने की ओर अधिक प्रेरित करती है। विज्ञान भी व्यक्ति की भौतिक पिपासा को शांत करने के लिए एक जादुई छड़ी साबित हुआ है जिससे व्यक्ति की भौतिक आवश्यकता पल भर में शांत हो जाती है। माता — पिता बच्चे को ईमानदार नागरिक बनाने के बजाय संपन्न नागरिक बनाना अधिक पसंद करते हैं।

हर कोई ऐसे भाग रहा है मानो महाभारत का युद्ध जितना चाहता हो, विजयी बनना आवश्यक है भले ही नैतिक मूल्यों को पीछे छोड़ दिया जाए।

इसी भौतिकता ने ईमानदारी के स्थान पर बेईमानी को जन्म दिया है। आज सर्वत्र भ्रष्टाचार, कदाचार, बेईमानी की गंगा बह रही है जिसमें सभी बैखोफ स्नान कर रहे हैं।

यदि सभी ईमानदारी को जीवन शैली के रूप में अपना रहे होते तो आज इतनी बेरोजगारी न होती, लोग सड़कों के फुटपाथ पर न सोते, महंगाई इतना न

सताती, सीमा पर डटे जवान रोज न मरते किन्तु दुख तो इस बात का है कि लोग ईमानदारी को जीवन शैली के रूप में अपनाना ही नहीं चाहते। हमने बेईमानी को सिस्टम का अंग मान लिया है कहा भी गया है।

"जब तक हेराफेरी का मौका नहीं मिलता,
बेईमानी को कोसते हैं हम।"
लेकिन जब अवसर मिल जाता है,
बेईमानी को पूजते हैं हम।।"

क्या यही है बापू, तिलक, व पटेल के सपनों का भारत? जिस देश में नेताओं ने बुरी प्रवितियों के खिलाफ आंदोलन चलाया था, वही ईमानदारी को छोड़ बेईमानी में लिप्त है। किसी कवि ने ठीक ही कहा है।

"गर आत्मा किसी शहीद की आए हिंदुस्तान,
बेईमानी देखकर कहेगी, व्यर्थ गया बलिदान।"

प्रायः हम सुनते हैं कि ईमानदारी ईश्वर की सर्वोत्तम कृति है। ईमानदारी ज्ञान की पुस्तक का प्रथम अध्याय है। अंतः हमें इसे ही जीवन शैली के रूप में अपनाना चाहिए। इसके लिए हमें अच्छे लोगों के साथ ही रहना चाहिए,

"दुर्जनों के साथ नहीं। कहा भी गया है।
सत्यसंगति कथय किं न करोति पुंसम"

अर्थत — सत्यसंगति बताओ स मनुष्य के लिए क्या नहीं करती? आम लोगो की धारणा है कि ईमानदारी को जीवन शैली के रूप में अपनाना कठिन है। लेकिन यदि ईमानदारी की आदत हो जाए तो व्यक्ति विपरीत परिस्थितियों में भी ईमानदारी का दामन नहीं छोड़ता। ईमानदारी को जीवन में अपनाने के बहुत से लाभ हैं —

1. आत्मविश्वास: यदि हम ईमानदारी साए व्यर्थ करते है तो हमारे मन में आत्मविश्वास की अलख जलती है। आत्मविश्वास होगा तो हम सरलता से अपने लक्ष्य की ओर अग्रसर होंगे।

2. लोकल्याण : यदि हम ईमानदार हैं तो हम दूसरों को कष्ट पहुंचाने के विषय में सोच भी नहीं सकते और हमेशा लोक-कल्याण के कार्यों में ही लगे रहेंगे।

3. तनाव की कमी : ईमानदार व्यक्ति तनाव मुक्त होता है। यदि तनाव नहीं होगा तो निस्संदेह रोगमुक्त भी होगा और अपना जीवन सरसता से बिता सकेगा।

4. संबंधों में मधुरता : ईमानदार व्यक्ति दूसरों को

सहज ही अपनी और आकर्षित कर लेता है। इससे वह मित्रों व रिश्तोदारों के साथ मधुर संबंध स्थापित करने में सफल होता है।

5. विश्वास : यदि हम ईमानदार हैं तो लोग हम पर सरलता से विश्वास कर सकते हैं। हम सबके विश्वासपात्र बनकर रह सकते हैं।

ईमानदारी के इतने गुण होते हुए भला इसे कौन नहीं अपनाना चाहेगा ?

ईमानदारी की परिभाषा स्थान के आधार पर, आयु के हिसाब से विभिन्न व्यक्तियों के लिए भिन्न हो सकती है।

एक स्कूल के विद्यार्थी के लिए ईमानदारी यही है कि वह माता – पिता एवं गुरुजनों का कहना माने, चोरी न करे, नम्रता का व्यावहार करे, उसे सौंपे गए कार्य को अपनी पूरी लगन व निष्ठा से करे।

अक्सर लोग कार्यालयों में कहते सुने जाते हैं कि अमुक व्यक्ति पैसे का लेन-देन नहीं करता अंतः वह ईमानदार है किन्तु कार्यालयों में की जाने वाली गतिविधियों ईमानदारी के लक्षण नहीं –

- 1) कार्यालय में समय पर न आना।
- 2) कार्यालय की फाइलों में हेर-फेर करना।
- 3) कार्यालय की गोपनीय सूचना बाहरी व्यक्ति को देना।
- 4) मांगी गयी सूचना को घूमा फिरा कर देना।
- 5) कार्यालयों में उपलब्ध सुख-सुविधाओं का दुरुपयोग।

उपरोक्त गतिविधियां भी बेईमानी के लक्षण हैं।

यदि हम वास्तव में ईमानदार हैं तो हमें सतर्क भी रहना चाहिये। एक आधिकारी का कर्तव्य है कि वह यह भी ध्यान रखे कि उसके अधीन अधीनस्थ कर्मचारी भी ईमानदार हों। यदि हमें किसी की बेईमानी की सूचना मिले तो चुप होकर नहीं बैठ जाना चाहिए। उसके काले कारनामों को सबके सम्मुख लाना चाहिए।

मुंशी प्रेमचंद ने भी कहा है –

“किसी को बेईमानी का अवसर प्रदान करना भी बेईमानी है”

हमें तटस्थ होकर नहीं बैठना है।”

रामधारी सिंह दिनकर जी ने लिखा है

“समर शेष है, नहीं पाप का भागी केवल
व्यथा जो तटस्थ हैं।

समय लिखेगा उसका भी इतिहास।”

वस्तुतः हम पार्क में बच्चों को फूल तोड़ते देखते हैं, नदियों नालों में लोगों को कचरा गिरते देख मुक-दर्शक बने रहते हैं क्योंकि हम सोचते हैं कि हम ईमानदार हैं। वास्तव में यह भी बेईमानी है। यदि हम वास्तव में ईमानदार हैं तो हमें सतर्क रहना है, आवाज उठानी है।

ईमानदार होने के लिए हमें अपनी इच्छाओं को कम करना होगा, बुरे विचारों को मन से निकाल फेंकना होगा।

स्वेट मार्टन ने कहा है –

“हमारे बुरे विचार ही हमारी अशान्ति का कारण हैं।”

हमें ईमानदारी से रहने के लिए सूचना के अधिकार का भी सही उपयोग करना चाहिए, नियमों व आधिनियमों की पूरी जानकारी रखनी चाहिए।

हमें महापुरुषों के जीवन चरित्र पढ़ने चाहिए तथा बच्चों को भी उन्हें पढ़ने के लिए प्रेरित करना चाहिए।

यदि हम ईमानदार नहीं होंगे तो क्रोधित, आशान्त रहेंगे स तनावयुक्त रहेंगे स पकड़े जाने के डर से कोई कार्य निडर होकर नहीं कर पाएंगे स

इसके विपरीत ईमानदारी से जीवन-यापन करना सरल है। जीवन लक्ष्य को प्राप्त करना दुष्कर नहीं होता स मित्र-गण भी सदा साथ देने को तत्पर रहते हैं।

आज चारों ओर बेईमानी बढ़ती जा रही है स आज जरूरत है- चेतना की, जागृति की, ईमानदारी को अपनाने की, पारदर्शिता की और मीडिया को चुस्त दुरुस्त करने की।

आज एक और स्वतंत्रता संग्राम की आवश्यकता है –

ईमानदारी को जीवन शैली के रूप में अपनाने की इस संग्राम का बिगुल शीघ्र बजाया जाना चाहिए।

‘सोने की चिड़िया’ को उसके घरों में वापिस लाने

का समय आ गया है ।

आइये, प्रण करें, संकल्प करें कि ईमानदारी से जीवन के प्रत्येक क्षेत्र कार्य करेंगे भले ही इसके लिए प्राणों की बाजी लगानी पड़े ताकि भारतवासी पुनः गा उठें —

“जहां डाल—डाल पर सोने की चिड़िया करती है बसेरा,
वो भारत देश है मेरा ।
जहाँ सत्य, अहिंसा और धर्म का लगता पग—पग डेरा,
वो भारत देश है मेरा ।”



सुरक्षा हाथ की रेखाओं में नहीं
आपके अपने हाथों में है।



हमेशा  मार्क लगी वस्तुएं ही खरीदें



उपभोक्ता  मार्क संबंधित शिकायत हेतु संपर्क करें:

टेलीफैक्स : 011-23235069, ईमेल : complaints@bis.org.in



उपभोक्ता शिकायत हेतु भारतीय मानक ब्यूरो की वेबसाइट से एंड्रॉयड फोन पर मोबाईल एप्लिकेशन डाउनलोड करें ।



भारतीय मानक ब्यूरो

मानक भवन, 9 बहादुर शाह जफर मार्ग, नई दिल्ली-110002
वेबसाइट : www.bis.org.in

कर्तव्य, मर्यादा व सत्य का पूर्ण निष्ठा से पालन करना ईमानदारी की पहचान है। ईमानदारी स्वतः व्यक्तित्व को पूर्ण बनाता है। व्यक्ति अपने आचरण, विचारों और व्यवहार से ही समाज में अपनी पहचान बनाता है। व्यक्तित्व से झलकता ईमानदारी का गुण व्यक्ति को कहीं से प्राप्त नहीं करना पड़ता वरन यह संस्कारों की भांति जीवन के हर परिवेश में झलकता है। ईमानदारी का गुण व्यक्ति को पूर्ण निष्ठावान व समाज में विश्वसनीय बना देता है। अच्छे संबंधों की नींव ईमानदारी पर ही टिकी होती है।

जैन धर्म में ईमानदारी पर आचार्य तुलसी के विचार हैं कि— “सुधरे व्यक्ति, समाज व्यक्ति से, राष्ट्र तभी सुधरेगा।”

हमारे पुराणों वेदों व धार्मिक संस्कारों में बचपन से ही ईमानदारी का गुण बच्चों में विकसित करने की शिक्षा दी जाती है। ईमानदारी केवल चारित्रिक गुण ही नहीं, संस्कारों की माला है। ईमानदारी का संस्कार व्यक्ति को बुद्धिमत्ता के साथ स्वतंत्र व सत्यनिष्ठ जीवन की ओर ले जाता है।

“ईमानदार व्यक्ति को कभी भी कुछ याद नहीं रखना पड़ता, बल्कि अपने आचरण से वह सभी के बीच याद रखा जाता है।”

ईमानदारी एक जीवन शैली है, जीवन जीने का अनूठा तरीका है, जिसमें व्यक्ति को निर्भीकता व स्वतन्त्रता स्वतः प्राप्त होती है। सच्चाई व कर्तव्य निष्ठा के कारण ही व्यक्ति संतुष्ट व संपूर्णता का जीवन जी पाता है।

ईमानदारी की परिचारक एक पंचतंत्र की कहानी बचपन से ही चरित्र निर्माण में सहायक रही है। इसमें एक लकड़हारे की कुल्हाड़ी नदी में गिर जाने से, जब वह भगवान से कुल्हाड़ी वापिस पाने की प्रार्थना करता है तो भगवान उसे प्रकट होकर, पहले सोने की, फिर उसके मना करने पर चाँदी की और फिर भी न लेने पर उसकी अपने लोहे की कुल्हाड़ी निकाल कर देते हैं। क्योंकि वह ईमानदार लकड़हारा झूठ से सोने या चाँदी की नहीं, अपनी लोहे की ही कुल्हाड़ी लेना चाहता था। भगवान प्रसन्न होकर उसे तीनों कुल्हाड़िया दे देते हैं।

ईश्वर भी जब मानवीय गुणों से प्रसन्न होकर व्यक्ति को संकट से बचाने स्वयं आते हैं तो समाज में

व्यक्ति के ईमानदारी व सत्यनिष्ठा से उसे संकट से उबारने का साहस स्वयं मिल जाता है।

ईमानदार होना वास्तव में साहस का कार्य है। साहसी व्यक्ति ही क्षणिक सुख को छोड़कर आत्मिक सुख के लिए जीता है। झूठ व गलत तरीके से पाया गया सुख केवल क्षणिक होता है। आत्मा की संतुष्टि झूठ के सहारे प्राप्त नहीं हो सकती। हमारी भारतीय संस्कृति में अनेकों धर्म व संप्रदायों के लोग बसते हैं। सभी संप्रदायों के प्रवर्तक मानव समाज को एक सही व सच्चाई की राह पर चलने की प्रेरणा देते हैं क्योंकि सच्चाई का रास्ता कठिन तो हो सकता है परंतु कभी भी निराशाजनक नहीं हो सकता। ईमानदार व्यक्ति सदैव संतोषपूर्ण जीवन जीते हुए सभी को समान भाव देते हुए, आपदाओं में भी स्वयं के लिए एक उन्नत मार्ग खोज पाने में सफल हो जाता है।

राजा हरिश्चंद्र ने अपने जीवन में सत्यनिष्ठा का मार्ग कभी नहीं छोड़ा। ईश्वर ने विषम परिस्थितियों में भी उन्हें साहस के साथ अडिग रहने की प्रेरणा दी और अंततः वे अपना सम्पूर्ण जीवन एक मिसाल के रूप में कायम रख पाए। इतिहास के शूरवीर व साहसी व्यक्ति हमें आज के संघर्षपूर्ण जीवन में भी धैर्य व संतुष्टि का मार्ग दिखलाते हैं। यह उनके जीवन शैली का आयाम ही है विषम परिस्थितियों में भी स्वयं को बदले बिना उन्होंने समाज को बदल दिया, परिस्थितियों को बदल दिया। ईमानदारी का मार्ग कठिन भले ही हो, निराशाजनक नहीं हो सकता। व्यक्ति चाहे अकेला खड़ा हो, उसके साहस के साथ उसके सहयोग के लिए समाज अवश्य साथ रहता है। “साँच को आंच नहीं” हमारी वैदिक संस्कृति ही सिखाती है।

ईमानदारी जीवन जीने का तरीका है, वह जीवन का आयाम है जिसके लिए कुछ नहीं करना पड़ता केवल अपने चरित्र में कर्तव्यनिष्ठा व सच्चाई का साथ देने का पौरुष जागरूक रखना पड़ता है। ईमानदारी झूठ के बल पर कमाए जाने वाले हजारों लाखों लाभ को भी फीका कर देती है। आत्मा का सुख, निडरता व योग्यता केवल ईमानदारी का गुण अपनाकर ही मिल पाता है।

आज का समाज बहुत विषैला हो चुका है। झूठ, धोखाधड़ी, जालसाजी, जमाखोरी, रिश्वत सभी

दीमक की भांति, समाज को, इसकी सुदृढ़ व्यवस्था को खोखला कर रहें हैं। व्यक्ति को लालच व अधिक से अधिक धन कमाने की भूख ने अंधा कर दिया है। थोड़े से सुख के लिए बेईज्जत होना, गलत काम करना, झूठ बोलना, धोखाधड़ी करना आम बात बन गई है। ऐसे में राष्ट्र के बहुमूल्य संपदा का दुरुपयोग व राष्ट्र के लोगों को गलत तरीके से धन कमाने की होड़ लग गई है। परंतु ये झूठे व अपराधिक लोग कानून की दृष्टि से अधिक समय तक बच नहीं पाते। सख्त कानून व न्याय व्यवस्था के कड़े नियमों से वे जल्द ही उपना झूठ से कमाया धन व इज्जत प्रतिष्ठा जल्द ही खो देते हैं।

ईमानदारी वह गुण है जिसे हीरे की चमक की तरह कभी छिपाया नहीं जा सकता। ईमानदारी जीवन के उच्च आयाम को प्राप्त करने की वह सीढ़ी है जो व्यक्ति को अपना चरित्र व संस्कारों को निखारने में मदद करती है। बड़े-बड़े उद्योगपतियों व नेताओं के झूठ व भ्रष्टाचार के काम समाज के समक्ष उजागर हो ही जाते हैं। लेकिन ईमानदार व्यक्ति आज भी अपने इसी गुण के आधार पर समाज में अपनी अलग पहचान बना पाता है।

“ईश्वर भी उन्हीं की सहायता करते हैं जो स्वयं अपनी सहायता करते हैं।”

ईमानदारी का गुण संस्कारों की एक श्रृंखला है जो व्यक्ति को उसकी आने वाली पीढ़ी और समाज को प्रगति में सहायक बनती है। ईमानदार व्यक्ति अन्य तथा आसान परंतु गलत तरीकों की खोज में समय न गवाँ कर अपनी सत्यनिष्ठा के सहारे अच्छे प्रयासों में ही अपनी सारी शक्ति लगाता है। अपने प्रयासों में

सफलता और संतुष्टि उसे तभी मिल जाती है जब उसे लगता है कि वह अपने मार्ग पर ईमानदारी से डटा रहा।

ईमानदार व्यक्ति को अपने लिए कुछ भी संजोना नहीं पड़ता। ईमानदारी सच्चे व मजबूत रिश्तों की नींव है जो व्यक्ति को अकेला नहीं छोड़ती। ईमानदार व्यक्ति वही है जो सदैव सही काम करता है चाहे उसे कोई देख रहा है या नहीं देख रहा। वह अकेला होते हुए भी अपनी आत्मा की आवाज सुनता है, जो हमेशा उसे नैतिक व मानवीय मार्ग चुनने की सलाह देती है।

ईमानदारी जीवन जीने की शैली है जिससे जीवन के प्रत्येक पहलू में व्यक्ति सत्यनिष्ठ हो पाता है। पारिवारिक जीवन, सामाजिक जीवन व अपने किसी व्यवसाय व्यापार या नौकरी में भी सम्मानीय जीवन जी पाता है।

वस्तुतः ईमानदारी चरित्र का गुण ना हो जीवन जीने की कला है जिसमें व्यक्ति अपने चरित्र के प्रकाश से ही सभी को आकर्षित कर लेता है। झूठ के पाँव सच्चे व्यक्ति के सामने नहीं टिक पाते। एक ना एक दिन झूठ का पर्दाफाश हो ही जाता है, सच्चाई का प्रकाश लाखों बादलों के बीच में भी अपना वर्चस्व कायम रख पाता है। सच्चाई के आधार पर जीने वाले व्यक्तित्व को कभी भी डर, भागना व कृत्रिम सहारों की आवश्यकता नहीं पड़ती। सच्चाई व ईमानदारी जीत व विजय का प्रतीक सदैव बनते हैं।

Integrity - A way of Life

by Shri Subhanshu Sen, Sc. C

Mahatma Gandhi once said, "There are seven things that will destroy us: Wealth without work, Pleasure without Conscience, Knowledge without Charaxter, Religion without Sacrifice, Politics without Principles, Science without Humanity and Business without Ethics". What he meant was that adherence to moral and ethical principles, soundness of moral character and honesty are what ensures that one can define oneself to be a whole as an integer one (unity) --- integrity. Any divergence from a situation that may expurgate the outcome leads to a decay in the principles of integrity.

Integrity has a strong normative content of what we should or must do and what rules we are supposed to follow in the society. Abstinent from moral and/or ethical degradation and bring true to one and all, including self, are some of the practices associated with living a life of integrity.

Integrity has many forms: personal, moral, cultural, religious, national, scientific or commercial --- but all are based on the foundations of belief and obligation. Whatever may be the form, the idea is to gain control over one's self.

We have always been taught that any action is better than inaction. An accomplishment is possible in a state of inertia. When idleness forms the ego into inactivity, trouble may not be apparent, whereas evil actions swiftly result in dire miseries.

Let us take an organization, for example. The employees of an organization are essential for a

healthy work environment, sustainability and growth. Inaction by an employee not only hinders the growth of the organization but also of the employee as an individual. Idleness is a spiritual crime that debases the employee as a human being.

Real integrity is doing the right thing inspite of knowing that nobody might come to know whether you did it or not. Integrity is detaching oneself from the work and carrying it out purely on its merits. Detachment here is the key to leading a life of integrity.

Dr. APJ Abdul Kalam once said, "A leader must have vision and path and not be afraid of any problem. Instead, he should know how to do it. Most importantly, he must work with Integrity." We must all endeavour to find ourselves a similar leader and follow him. So, aroused with our conscience and knowledge, we muyst surrender to our core principle of work and duties, without any desire or fear or ego. We must aim to achieve the objectives entrusted upon us by the organization, with our wisdom and core principles of judgment.

Finally, in the inspirational words of our former President, Dr. Kalam "No matter what the environment is around you, it is always possible to maintain a brand of integrity".

INTEGRITY - A WAY OF LIFE

Imagine, you are attending your board exam, say for example, your Mathematics paper. You have a sum which costs quite high grade points, You feel you know it, but just somehow couldn't recollect the first step. It is on the tip of the tongue, but just couldn't get it! Now, the guy next to you has his paper on the table such that it is clearly visible that he is attending the same question. Your inner self begins to compel you, come on dear, just peep in for the first step – just the first step – and you can easily get that! What would be your response?

Well, that is just a simple instance to showcase how life brings us to different situations – when we have quite a lot of choices – right and wrong, just and unjust, real and fake and lot more. Your actions, then, would be completely judged by your true conscience. There comes, the relevance of the topic – Integrity.

Integrity is nothing but doing the right thing, even when you know no one is watching you. It is just a fight – you and your conscience. But to maintain integrity as a way of life would really be a tough job.

Each person is a mix of his social being and his person. In a public space, we roam around with masks- the mask of a good person. But when we are alone, in our personal space, then you are

that true and raw human being with all emotions and mixed perspectives. Many a times, life brings us to such a tough spot, when we really experience a mental war. But in the end of the day, we just need to be just with our conscience. So, practising integrity as a way of life is utterly significant.

However, one has to start developing this in early life itself. Integrity must be made an unchanging principle of life right from childhood. Children should be taught not to compromise on integrity and honesty. As they grow up, the conscience would grow and integrity could be made as an inseparable part of their moral self. This would continue throughout the persons life- wherever in life – at work, at a social environment and even at his private space.

There things never cease in life – choices, changes and principles – they follow you till life's final breath. So it is inevitable for anyone to make the right choices and accept the changes, without compromising on the principles and values of life. Let us dare to take up the less-travelled roads and practice Integrity as a way of life.

Sibi Elza Varghese,
Science Graduate Trainee
BIS, Kochi

SOMEDAY THEY WILL REALIZE

Poem

Someday; they may break up their shimmering chains
When on one day; they'll wake up of phony gains.
A deep sleep fell upon them at eventide.
The sprit- a tempting prey may set out
Their nude truth sleeping inside;
What they say, they may do;
Their words and deeds may say same thing too.
May integrity be their only way
To catch breath in cruel light of day.

By: Vishal Dogra,
SO, (NRO) Chandigarh

CCS-CCA RULES – AT A GLANCE

DEFINITION

Government Servant

The Indian Penal Code, 1860, section 12 states that the words "servant of Government" denote any officer or servant continued, appointed or employed in India by or under the authority of Government

The Central Civil Services (Conduct) Rule 1964, Rule 2 (b) states that Government servant means any person appointed by the Government to any Civil Service or post in connection with the affairs of the Union

Public Servant

Prevention of Corruption Act 1988, Section 2 (c) defines public servant as

- any person in the service or pay of the Government for the performance of any public duty
- any person in the service or pay of a body owned or controlled or aided by the Government

Public Duty

Prevention of Corruption Act 1988, Section 2 (b) defines public duty as

- a duty in the discharge of which the State, the public or the community at large has an interest
- 'State' includes an authority or a body owned or controlled or aided by the Government

The Central Civil Services (Conduct) Rules 1964

The Central Civil Services (Conduct) Rules, 1964 impose certain restrictions on the conduct of Government servants The Bureau of Indian Standards (Terms and Conditions of Service of Employees) Regulations, 2007, clause 9 states Provisions of the Central Civil Services (Conduct) Rules, 1964 and

the Central Civil Services (Classification, Control and Appeal)

Rules, 1965, as amended from time to time, shall be applicable to the employees of the Bureau in the matter of conduct and discipline

Objectives of The Central Civil Services (Conduct) Rules 1964

- To regulate general behavior and deportment of Government Servants
- To secure full commitment of Government servants in implementing Government's policies
- To eliminate all forms of dissolute and intemperate behaviour which are likely to impact on the Government Servant's capabilities to discharge his duties
- To set certain moral standards
- To prevent the Government Servant from aligning against the Government or exercising undue influence or duress
- To prevent a Government Servant from conferring undue benefit to his friends and relatives by using his official position
- To eliminate all forms of immoral and immoderate behavior which are likely to impact on Government Servant's capabilities to discharge his duties
- To deter urge for material acquisitions by checking all possible means of becoming rich through improper channels
- To make Government Servant to learn to live within his means since he belongs to a fixed income group

The Central Civil Services (Conduct) Rules 1964

*Rule 3 (1)

Every Government Servant shall at all times

- I) Maintain absolute integrity
- ii) Maintain devotion to duty
- iii) Do nothing, which is unbecoming of a Government servant
- iv) [commit himself to and uphold the supremacy of the Constitution and democratic values;
- v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
- vi) maintain high ethical standards and honesty;
- vii) maintain political neutrality;
- viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
- ix) maintain accountability and transparency;
- x) maintain responsiveness to the public, particularly to the weaker section;
- xi) maintain courtesy and good behaviour with the public;
- xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
- xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
- xiv) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
- xvi) make choices, take decisions and make

recommendations on merit alone;

- xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
- xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.]

(*inserted vide Amendment notification dated 27 November 2014)

Rule 3(2)

- (I) All government servants holding supervisory posts should take all possible steps to ensure the integrity and devotion to duty of all government servants placed under his control & authority
- (ii) All government servants should act in his best judgement
- (iii) All directions should be in writing
- (iv) a government servant who has received oral direction should seek confirmation in

writing.

Rule 3-A

No Government servant shall

- (a) in the performance of his official duties act in a discourteous manner
- (b) in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work

Rule 3-B

Every Government servant shall at all times

- (I) act in accordance with the Government's policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage
- (ii) Observe the Government's policies regarding prevention of crime against women

Rule 3-C

- (1) No Government servant shall indulge in any act of sexual harassment of any woman at her work place
- (2) Every Government servant who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place

Sexual harassment includes such unwelcome sexually determined behaviour, whether directly or otherwise, as

- (a) physical contact and advances
- (b) demand or request for sexual favours
- (c) sexually coloured remarks
- (d) showing any pornography
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Rule 4

- (1) No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm
- (2) (i) No Group 'A' officer shall, except with the previous sanction of the government, permit his son, daughter or other dependant, to accept employment in any company or firm with which he has official dealings
- (3) No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm if any member of his family is employed in that company or firm

Rule 13

- (1) No Government servant shall accept or permit any member of his family to accept any gift including free transport, boarding, lodging etc. provided by any person other than a near relative or personal friend having no official dealings with the government servant

A casual meal, lift or other social hospitality shall not be deemed to be a

gift. A Government servant shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him.

- (2) In any other case, a Government servant shall not accept any gift, without the sanction of Government, if the value exceeds rupees one thousand five hundred in the case of Government servant holding any Group 'A' or Group 'B' post

- (3) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, the Government servant may accept gifts from his near relatives or from his personal friends having no official dealing with him

However, if the value of such gift exceeds:

- a) Rupees Twenty Five Thousand in case of an Government servant holding any Group 'A' post, the Government servant shall make a report to the Government
- b) Rupees Fifteen Thousand in case of an Government servant holding any Group 'B' post, the Government servant shall make a report to the Government
- c) Rupees Seven Thousand in case of an Government servant holding any Group 'C' post, the Government servant shall make a report to the Government.

Rule 18

- (1) (i) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities giving the full particulars regarding
- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person
 - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him
 - (c) other movable property inherited by him or similarly owned, acquired or held by him
 - (d) debts and other liabilities incurred by him

directly or indirectly.

- (ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual immovable property return (AIPR) giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his name or in the name of any member of his family or in the name of any other person as on 31 December of the year by 31 January of the following year (In case AIPR of an officer is not received within the stipulated time, Vigilance Clearance will be withheld for foreign deputation/ application for outside post on deputation for the entire year, even if the same is received after 31st January)

- (2) No Government servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him

- (3) Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government servant in the case of an Government servant.

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him

Rule 18

Movable property shall include

- Jewellery
- Insurance policies, the annual premium of which exceeds two months Basic pay of the Government servant
- Shares, securities and debentures
- all loans, whether secured or not, advanced or taken by the Government servant
- motor cars, motor cycles or any other means of conveyance
- refrigerators, radios radiograms and television sets.

Prevention of Corruption Act, 1988

13. Criminal misconduct by a public servant

- (a) if he habitually accepts or agrees to accept or attempts to obtain from any person for himself or for any other person any gratification other than legal remuneration as a motive or reward
- (b) if he habitually accepts or obtains or agrees to accept or attempts to obtain for himself or for any other person, any valuable thing without consideration or for a consideration which he knows to be inadequate from any person whom he knows to have been, or to be, or to be likely to be concerned in any proceeding or business transacted or about to be transacted by him
- © if he dishonestly or fraudulently

misappropriates or otherwise converts for his own use any property entrusted to him or under his control as a public servant or allows any other person so to do

- (d) if he
 - (i) by corrupt or illegal means, obtains for himself or for any other person any valuable thing or pecuniary advantage; or
 - (ii) by abusing his position as a public servant, obtains for himself or for any other person any valuable thing or pecuniary advantage; or
 - (iii) while holding office as a public servant, obtains for any person any valuable thing or pecuniary advantage without any public interest; or
- (e) if he or any person on his behalf, is in possession or has, at any time during the period of his office, been in possession for which the public servant cannot satisfactorily account, of pecuniary resources or property disproportionate to his known sources of income.

Role of Vigilance Department

- Advises Director General on all vigilance related matters and is responsible for all vigilance related activities in the Bureau in accordance with the guidelines on the subject issued by Central Vigilance Commission and DoPT etc. This, inter-alia, include activities related to:-
- Preventive vigilance (e.g. streamlining of procedures, training, preparation of 'Agreed list' and 'List of officers of doubtful integrity' etc.)
- Punitive Vigilance (e.g. scrutiny of complaints received, investigations, disciplinary action against the officers at

fault etc.)

- Surveillance and detection (e.g. inspections, scrutiny of annual property returns, monitoring, review meetings etc.)
- Provide support to Director General in his functioning as Disciplinary Authority of Group 'A' officers
- Coordination with CVC, CBI and MoCA



निर्माता एवं उपभोक्ता ध्यान दें



क्या आप जानते हैं,
49 इलेक्ट्रॉनिक व आई.टी
उत्पादों को सुरक्षा के लिए
प्रमाणित किया जाता है?



मार्क देख कर
खुद को निश्चित करें।



अधिसूचित उत्पादों पर
अनिवार्य है।



भारतीय मानक ब्यूरो

मानक भवन, 9 बहादुरशाह जफर मार्ग, नई दिल्ली-110002
टेलीफ़ैक्स: 011-23235059 | वेबसाइट : www.bis.gov.in

पंजीकृत निर्माता का विवरण : www.crsbis.in
शिकायत हेतु : complaints@bis.gov.in

CENTRAL CIVIL SERVICES (LEAVE) RULES – AT A GLANCE

1. GENERAL PRINCIPLES

- Leave cannot be claimed as a matter of right.
- The leave sanctioning authority may refuse or revoke leave of any kind but cannot alter the kind of leave due and applied for.
- Earned leave should not ordinarily be denied during the last ten years of service.
- Leave Conversion- Conversion of one kind of leave into leave of different kind is permissible only when applied for by the official while in service and not after quitting service.
- Commutation of leave within 30 days. Not a matter of right.
- Leave sanctioning authority may commute retrospectively periods of absence without leave into Extra Ordinary Leave.
- No leave of any kind can be granted for a continuous period exceeding five years.
- Prefix / Suffix - Sundays/holidays;
- MC : Govt servants - from AMA/CGHS Dispensary;
- Period of over-stay debited as HPL with no pay/allowances;
- Disciplinary Action on willful absence from duty after expiry of leave.

2. KINDS OF LEAVE

- Casual Leave.
- Earned Leave;
- Half Pay Leave;
- Commuted Leave;
- Leave Not Due;
- Extra-ordinary Leave;
- Study Leave;
- Child Care Leave

- Special Disability Leave;
- Maternity Leave;
- Paternity Leave
- Preparatory Leave for retirement.

3. CASUAL LEAVE

- Not a recognized form ;
- Can be combined with special CL /holidays only;
- Sundays/holidays falling during a period of CL not counted;
- Sundays/holidays/restricted holidays can be prefixed/suffixed;
- Can be availed for half a day;
- Total 08 days admissible in a calendar year;
- Essentially intended for short periods. Normally more than 5 days at a time not allowed; except under special circumstances.
- Joining in middle of year-proportionately or full - at the discretion.
- Half day's CL should be debited for each late attendance.
- Late attendance up to an hour for not more than two occasions in a month can be condoned by the CA.
- Officials who have got only half days CL at credit, when applying for half days CL for the afternoon of a day should ensure that they attend office next day since CL cannot be combined with EL. However, if due to sickness or other compelling grounds, he is unable to attend office the next day, combining with EL can be permitted as an exception

3.1 Special Casual Leave

- A. In sports events:
 - (a) Admissible up to a maximum of 30 days in

- a calendar year for attending –
- (1) Coaching or training camps of All India coaching or training schemes.
 - (2) Coaching or training camps at the NIS, Patiala.
 - (3) Coaching camps in sports organised by the National Sports Federation/Sports boards recognised by Government.
- (b) Players injured during sporting events – SPCL may also be granted to sportspersons getting seriously injured or being hospitalised subject to a overall ceiling of 30 days.
- B. In cultural activities:**
- (a) Admissible to employees taking part in the 38 CCS (LEAVE) RULES cultural activities like dance, drama, music etc., of an All India or Inter State character subject to overall limit of 30 days.
 - (b) Admissible to employees participating in events at Regional, National or International level organised by GOI/Government sponsored bodies subject to a maximum of 15 days in a calendar year.
- C. Mountaineering/Trekking Expeditions:** Expeditions approved by the Indian Mountaineering Foundation – 30 days.
- D. For family planning:**
- (a) Male employee :
 - (i) Maximum of 5 working days for vasectomy operation
 - (ii) Maximum of 21 days for undergoing recanalization operation.
 - (iii) Maximum of 3 working days if his wife undergoes tubectomy, laproscopy operation. The leave should follow the date of operation.
 - (b) female employee :
 - (i) Maximum of 10 working days for tubectomy/laproscopy.
 - (ii) Maximum of 21 days for undergoing recanalization operation.
 - (iii) For one day on the day of operation when her husband undergoes vasectomy operation.
 - (iv) Can be extended on account of post operational complications.
- E. Union/Association Activities:** Up to a maximum of 20 days in a year is admissible to:
- (i) Office bearers of recognised Service Associations.
 - (ii) 10 days to outstation delegates/executive committee members for attending meetings.
 - (iii) 5 days to local delegates for attending meetings.
- F. Natural Calamities/Bandhs:** Admissible to employees residing at places 3 miles away from office when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc. If the disturbance is due to curfew, SPCL may be granted irrespective of the distance.
- G. During Elections:** Employees enrolled as voters in a constituency but having offices in another constituency are entitled to a days SPCL on the day of Election for exercising their franchise.
- 4. EARNED LEAVE**
- 15 days on 1st January/July in advance;
 - Credit reduced @ 1/10th of EOL& Dies non in previous half year;
 - Rounding - fraction;

- Accumulation up to 300+15 days;
- Fresh appointment , Retirement /removal / dismissal / death in middle of half year - @ 2½ days per completed month;
- 180 days maximum can be availed at a time.
- Unavailed joining time credited in EL account.

4.1 Earned Leave Encashment – BIS

- Employees of the Bureau shall be entitled to such leave and leave salary as admissible to the employees of the Central Government under the Central Civil Services (Leave) Rules, 1972, as amended from time to time:
- Employees shall be entitled to encash earned leave for a period of fifteen days in a calendar year:
- Employees under suspension shall not be entitled to leave encashment:
- Employees on deputation or on contract appointment shall also not be entitled to leave encashment unless their entitlement to leave encashment is specifically provided for in their deputation or appointment terms and conditions.

5. HALF PAY LEAVE

- 10 days on 1st January/July in advance;
- Credit reduced @ 1/18th of Dies non during the preceding half year, subject to a max. of 10 days.;
- Rounding - fraction;
- Accumulation – No limit;
- Fresh appointment - @ 5/3 days p.m.;
- Retirement /removal / dismissal / death in middle of half year
- Temp. Employee - grant subject to his

return to duty;

- Can be on MC/without MC;
- On MC- Commutation of Leave on full pay if applied for.

6. COMMUTED LEAVE

- Not exceeding half of HPL balance on medical certificate;
- up to 90 days during entire service –w/o MC for an approved course of study certified to be in public interest;
- up to 60 days to a female employee with less than 02 living children, on adoption of a child less than one year old;
- up to 60 days to a female employee w/o MC in continuation of maternity leave;
- Granted only if reasonable prospects of the employee returning to duty on its expiry.
- If quits service- period treated as HPL;
- If quits on ill health/death - No recovery
- Commuted Leave may be granted at the request of the employee even when EL is available.
- Commuted Leave on medical grounds may be allowed to a employee who has opted out of CGHS, on the basis of certificates issued by the Hospitals/Medical Practitioners approved by the employer of the spouse.

7. LEAVE NOT DUE (LND)

- To permanent employee with no HPL at credit;
- Only on MC; Exceptions –
 - (a) In continuation to maternity leave
 - (b) To a female employee with less than two surviving children on adoption of child less than a year old.

- Limited to HPL – employee likely to earn in remaining service period;
 - maximum of 360 days.
 - debited against the HPL that the employee earns subsequently.
 - Not for leave preparatory to retirement.
 - In case of resignation or voluntary retirement LND should be cancelled. The leave salary should be recovered.
 - It can be granted to an officer whose leave account shows a debit balance in consequence of the grant of LND on previous occasion
- 8. EXTRA ORDINARY LEAVE**
- Without Leave Salary
 - Extra Ordinary Leave – EOL is granted to a employee
- (a) When no other leave is admissible
- (b) When other leave is admissible, but the employee applies in writing for EOL
- Subject to maximum leave period of 05 years, EOL can be granted to a permanent employee up to any limit.
 - EOL cannot be availed concurrently during the notice period when going on Voluntary Retirement.
 - For temporary officials - Up to 03 months with or w/o MC;
 - With a minimum of 01 year's service
 - up to 06 months with MC for common ailments;
 - up to 18 months with MC for cancer, mental illness, pulmonary TB or Pleurisy of Tubercular origie;
 - With three or more year's service - up to 24 months where the leave is required for studies certified to be in public interest.
- Two spells of EOL intervened by any other kind of leave should be treated as one continuous spell for the purpose of maximum limit.
 - EOL may also be granted to regularise periods of absence without leave retrospectively.
- 9. MATERNITY LEAVE**
- Admissible to married/unmarried female employees during –
- (a) pregnancy: 180 days from 01.09.2008 – Admissible only to employees with less than two surviving children.
- (b) Miscarriage/Abortion: Total of 45 days in the entire service irrespective of number of children.
- The leave is not debited to leave account.
 - It is granted on full pay. It may be combined with leave of any kind.
 - Any leave (including CL up to 60 days and LND may be taken without MC up to two years in continuation.
 - Counts as service for increments.
 - Counts as service for pension.
 - Not admissible for threatened abortion.
 - Admissible only for induced abortion.
- 10. PATERNITY LEAVE**
- Male employees with less than two surviving children. Also granted on valid adoption of a child below the age of one year.
 - 15 days during the wife's confinement i.e. Up to 15 days before or up to 6 months from the date of delivery of the child and for 15 days from the date of valid adoption of a child.
 - Leave Salary: equal to last pay drawn.

- Not to be debited to the leave account.
- May be combined with any other kind of leave except casual leave. Not to be refused normally.
- To be applied up to 15 days before of up to 6 months from the date of delivery or from the date of valid adoption.
- If the leave is not availed of within this period, it should be treated as lapsed.

11. CHILD CARE LEAVE (CCL)

- Women employees/ Single male employee having minor children may be granted CCL for a maximum of 730 days during their entire service for taking care of up to two children, whether for rearing or to look after any of their needs like examination, sickness etc.
- CCL shall not be admissible if the child is 18 years of age or older.
- In respect of disabled/mentally children the limit of 22 years has been removed.
- CCL shall not be debited against the leave account.
- It may be combined with leave of the kind due and admissible.
- Conditions –
 1. Requires prior sanction.
 2. Intervening holidays will count as CCL as in the case of EL.
- Should not be sanctioned during probation period except in cases of extreme situations and minimal leave should be sanctioned.
- CCL may not be granted in more than 3 spells in a calendar year for eligible employees. An additional relaxation / benefit has been given to single parent Employees in the notification dated 11.12.2018 in the form of increase in

number of spells (up to six spells) in which CCL can be availed in a year.

- Not to be granted for less than five days.
- LTC may be availed while an employee is on CCL and may also proceed on foreign travel with prior approval.
- Leave salary equal to the pay drawn immediately before proceeding on leave is admissible. Though 7th Pay Commission has recommended that CCL should be granted at 100 percent of the salary for the first 365 days, but at 80 percent of the salary for the next 365 days.

12. STUDY LEAVE

- Five year's service (I/c period on probation)
- For higher studies/specialized training in a professional/technical subject capable of widening his mind in a manner likely to improve his ability as a civil servant;
- Sanction - Ministry/ Department of the Central Government/ Administrator/ Comptroller and Auditor General of India.
- Course should be certified to be of definite advantage to Government from the point of view of public interest;
- Not granted : for studies out of India if facilities for such studies exist in India; - to an official due to retire within three years of return from the study leave;
- To same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.
- Study leave can be : - Granted for maximum 24 months in the entire service and may be granted at a stretch or in different spells;
- not debited to the leave account;

- Requisite Bonds in the prescribed forms are required to be executed;
- If the employee resigns or does not complete the course of study, he should refund (a) the actual amount of leave salary, study allowance, cost of fees, TA etc.

13. SPECIAL DISABILITY LEAVE

- Work Related Illness and Injury Leave (WRIL)
- When disabled by injury intentionally inflicted or caused in due performance of official duties.
- When disabled by illness incurred in performance of any duty, which has the effect of increasing liability to illness or injury beyond the ordinary risk attached to civil post.
- Period of leave to be certified by AMA;
- Maximum 24 months;
- Not be debited to the leave account;
- First 120 days on full pay , after that on

HPL;

- Period counts for pension.
- No EL or HPL will be credited during the period that employee is on WRIL.

14. PREPARATORY LEAVE FOR RETIREMENT

- To the extent of earned Leave Due together with Half Pay Due\
- Not exceeding 300 days
- This shall include date of retirement.

15. Special Leave Connected To Inquiry On Sexual Harassment

- Maximum 90 days
- Aggravated female employee
- Recommendation of Internal/ Local Sexual Harassment Committee.
- Leave shall not be debited against the leave account.



MEDICAL RULES – AT A GLANCE

MEDICAL RULES –

1. PROVISIONS OF BIS REGULATIONS

Regulation 17 of BIS (Terms and Conditions of Service of Employees) Regulations, 2007 regarding 'Medical Benefits' specifies as under:

(1) The employees covered under the Central Government Health Scheme shall be entitled to such medical benefits as extended by the Central Government under that Scheme.

(2) The employees not covered under the Central Government Health Scheme shall be entitled to –

(a) benefits as admissible to Central Government employees under the Central Civil Services (Medical Attendance) Rules, 1944 as amended from time to time;

(b) reimbursement of medical expenses including OPD charges if any, for treatment from registered medical practitioners or hospitals upto a monetary ceiling of two thousand rupees per annum.

Explanation – Reimbursable expenses of medical attendance and treatment will cover charges for the items admissible under the Central Civil Services (Medical Attendance) Rules, 1944, as amended from time to time.

(3) The pensioners and Family pensioners shall also be entitled to the benefits as admissible to the Central Government employees under the Central Civil Services (Medical Attendance) Rules, 1944, as amended from time to time.

2. CENTRAL GOVERNMENT HEALTH SCHEME

2.1 Facilities under CGHS

- Out patient care facilities
- Emergency Services
- Medical Attendance

- Specialist consultation
- Special Treatment
- Laboratory and Radiological Investigation
- Free supply of drugs
- Cashless/Credit Facility

2.2 Entitlement for treatment

a) Entitlement for indoor treatment in recognised private hospitals/ room rent in empanelled private hospitals is as follows:

Corresponding Basic pay

drawn by the Officer	Entitlement
Upto Rs. 47,600	General Ward
Rs. 47,601 to Rs. 63,100	Semi-Private Ward
Rs. 63,101 & above	Private Ward
b) Pay slab for determining the entitlement of accommodation in AIIMS, New Delhi is as follows;	

Corresponding Basic pay

drawn by the Officer	Entitlement
Upto Rs. 63,100	General Ward
Rs. 63,101 to Rs. 80,900	Private Ward
Rs. 80,901 & above	Deluxe - Private Ward

c) Rates of CGHS contribution:

Corresponding Levels in the Pay Matrix as per 7th CPC	Contribution p.m. (Rs.)
Level 1 to 5	250
Level 6	450
Level 7-11	650
Level 12 and Above	1000

2.3 Medical Advance

- In-patient treatment in a hospital
- TB/Cancer/Chronic active Hepatitis treatment at consulting room of

- MO/residence of employee/OPD
- Purchase, replacement, repair and adjustment of admissible artificial appliances.
 - Advance upto 90% of the package deal is admissible for major illness
- 2.4 No Permission is required for procedure/test
- As per Ministry of Health & Family Welfare, Department of Health & Family Welfare's Office Memorandum No.Z15025/105/2017/ D IR/CGHS/EHS dated 09.11.2017, CGHS beneficiaries are allowed to undergo treatment at private hospitals empanelled under CGHS of specific treatment procedures listed under CGHS rate list are advised by a Specialist in a Central Govt./State Govt. Hospital or a CGHS Medical Officer without any requirement of any other referral (permission) letter. Therefore, prior approval from the office is not required.
- 2.5 Treatment taken under emergency
- In emergency cases of severe illness/accident, employee & dependent family members both under CGHS as well as CSMA Rules, may be admitted in the nearest private hospital (including private nursing home/private clinic) if there is no Govt. hospital nearer than that. DG:BIS/Delegated Authorities have powers to accord post facto approval for the treatment. The reimbursement of the expenses incurred for the above mentioned treatment will be made as per package rate/rate as admissible under the CGHS/CSMA Rules (Please refer Appendix VIII of Medical Attendant Rules relating to "Reimbursement in relaxation of rules in Emergent Cases").
- 2.6 Ex-post facto approval for treatment taken under emergency – POINTS TO BE CHECKED
- Name of the Employee, Designation of the Employee, Employee No.
 - Basic Salary
 - Name of Patient , Relationship with employee
 - Actual Residential address, Place of illness
 - Place of treatment taken/tests done : (Name of the Hospital)
 - Distance of nearest govt. Hospital from (the place of illness)
 - Distance of recognized/private hospital (From place of illness))
 - Reasons for preferring private (Recognised private hospital)
 - Diagnosis procedure given by the hospital
 - Expenditure incurred on the Treatment
 - Whether Emergency Certificate and Discharged Summary is enclosed
3. AUTHORIZED MEDICAL ATTENDENT (AMA) UNDER CSMA RULES
- Authorized Medical Attendants(AMA) under CSMA Rules may be appointed with the approval of DG:BIS/ Delegated Authorities for the areas which are not covered under CGHS (i.e. other than Delhi/NCR).
- Note : Medical Reimbursement Claim should be preferred within six months of completion of treatment.
- 3.1 Treatment taken from AMA under CSMA
- The AMA shall be appointed by the Delegated Authorities as stipulated in DGO/445 dated 13.6.2016.
 - The treatment at the consulting room of AMA is limited to ten days with a maximum of four consultations and

normally ten injections. The number of injections may go up to fifteen depending on patient's ailment.

- Cases of medical treatment requiring hospitalization have to be referred to Government/recognized hospital.
- If hospitalization is not considered necessary, but treatment is expected to be prolonged requiring more than four consultants, the patient should be referred to out-patient department of Government/recognized hospital.
- Separate claim is to be preferred for each spell of illness or an entirely new disease.

3.2 Processing of medical claims (AMA)

Treatment taken from AMA under CSMA: The following points shall be checked while processing medical reimbursement claim for the treatment taken from AMA under CSMA scheme :

- To justify a claim for a second time, for the recurrence of the same disease, there should be a reasonable gap between the closing of the first spell and the recurrence of the second spell.
- When a patient consults the same AMA in regard to the super imposition of another disease during the course of treatment of one disease, it is regarded as a fresh consultation and charged for at full rates.
- Every consultation after the first for the same illness of the same patient with the same AMA is treated as subsequent consultation and charged for at the prescribed lower rates.
- Consultation on the tenth day of treatment is permissible, if no medicine is prescribed on that consultation.
- Purchase of Allopathic medicines and drugs can be made from any

chemist/druggist licensed under the Drugs and Cosmetics Act and rules framed thereunder.

3.3 Points to remember while submitting medical reimbursement claim

- Copy of Salary Slip
- Copy of CGHS Card
- In case of multiple treatment, a summary statement thereof.
- Original Bills
- Medicines to be got issued from CGHS dispensary in case of OPD.
- Direct treatment from recognised/private hospitals.
- Endorsement of procedure/test in referral cases
- Permission of Delegated Authority in case of emergency.
- Follow up treatment in case of IPD.
- Permission for unlisted tests

4. OTHER IMPORTANT POINTS

- When both husband and wife are employed:
 - The spouse employed in a State Government, Defence /Railways or Corporation/ Bodies financed partly/ wholly by the Central/ State Government, local bodies and private organization, which provides medical services, may choose either the facilities under the Central Government rules or facilities provided by the organization in which the spouse is employed.
 - Where both are Central Government servants, either of them may prefer claim for self and eligible members of their family, according to his/her status.
- Official residing in CGHS area:

- ❑ If the residence of the official falls in the CGHS covered area, then the official is covered under CGHS. The CGHS subscription at the rate notified by the Govt. is required to be deducted from the salary of the officer irrespective of the fact that whether the official has CGHS card or not.
- Transfer of an official from CGHS covered area to non-CGHS area:
 - ❑ In this case the official is required to surrender his CGHS card at the time of reliving to the office as he is no longer a CGHS beneficiary. In case the officer left behind his family at the old station which is covered under CGHS and is posted at non-CGHS covered area, the entitlement of the family of the officer shall be as per CSMA Rules.
 - Government servants who have subscribed to Medical Insurance Policies can claim reimbursement from both Insurance Company and department subject to condition that the reimbursement should not exceed the total expenditure on the treatment.
 - The MOUs in Delhi & NCR for cashless treatment have been signed between BIS and a number of CGHS recognized hospitals. The detailed information is available on intranet.
5. BOOKS TO BE REFERRED TO
- Medical Attendance Rules
 - Compendium of Orders under Central Govt. Health Scheme
 - List of Medicine (Admissible & Inadmissible)
 - Hand Book
 -



गुणता
सुरक्षा
विश्वसनीयता




भारतीय मानक ब्यूरो
राष्ट्रीय मानक निकाय

IS:....

CM/L:....

मानकीकरण | प्रमाणन | हॉलमार्किंग | उपभोक्ता संरक्षण | प्रशिक्षण
www.bis.org.in

GENERAL FINANCIAL RULE – AT A GLANCE

GENERAL FINANCIAL RULE, 2017 –

General Financial Rules, 2017 come into force on April 1, 2017 shall be applicable to all Central Government Ministries/Departments, attached and subordinate bodies. The provisions contained in GFRs are deemed to be applicable to Autonomous Bodies.

GENERAL RULE 21

- No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless –
- a claim for the amount could be enforced in a Court of Law, or
- the expenditure is in pursuance of a recognized policy or custom.

PROCUREMENT OF GOODS

Rule 143 – Definition of Goods

Includes all articles, material, commodity, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, industrial plant, vehicles, aircraft, ships, medicines, railway rolling stock, assemblies, subassemblies, accessories,

- such other category of goods or intangible products like software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Government
- works and services which are incidental or consequential to the supply of such goods, such as, transportation, insurance, installation, commissioning, training and maintenance.

but excludes

- books, publications, periodicals, etc. for a library.

Rule 149 – Government e-Market place (GeM)

- All Goods or Services available on GeM should be first purchased from GeM
- Reasonability of the price be determined before placing order
- Demand should not be divided into small quantities
- Procedure for purchase in GeM

Up to Rs. 25,000/- : Available suppliers on the GeM

Above Rs.25,000/- and up to Rs.5,00,000/- : GeM Seller having lowest price amongst the available sellers, Atleast three different manufacturers

Above Rs.5,00,000/- : Mandatory online bidding or reverse auction tool provided on GeM.

Rule 154 – Purchase of goods without quotation

- Purchase of goods upto the value of Rs. 25,000 (Rupees twenty five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Rule 155 – Purchase of goods by Purchase Committee

Purchase of goods costing above Rs. 25,000 and upto Rs.2,50,000/- on each occasion

- Recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department.

The Committee Members of the committee will jointly record a certificate as under.

“Certified that we, members of the purchase committee are jointly and individually satisfied

that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by Department of Commerce or Ministry/Department concerned.”

Rule 158 – Purchase of goods by Obtaining Bids

- Advertised Tender Enquiry (Rule 161)
- Limited Tender Enquiry (Rule 162)
- Two-Stage Bidding (Rule 164)
- Single Tender Enquiry (Rule 166)
- Electronic Reverse Auctions (Rule 167)

Rule 161 – Advertisement Tender Enquiry

- Procurement of goods of estimated value of Rs. 25 lakhs and above.
- Advertisement in such cases should be given on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM.
- The organisation should also post the complete bidding document in its website and on CPPP to enable prospective bidders to make use of the document by downloading from the web site.
- In case of Global Tender e-procurement as per Rule 160 may not be insisted.
- Ordinarily, the minimum time to be allowed for submission of bids should be three weeks from the date of publication of the tender notice or availability of the bidding document for sale, whichever is later.
- Where the Department also contemplates obtaining bids from abroad, the minimum period should be kept as four weeks for both domestic and foreign bidders.

Rule 162 – Limited Tender Enquiry

- Estimated value of the goods to be procured is up to Rupees Twenty five Lakhs.

- Copies of the bidding document should be sent directly by speed post/registered post/courier/ email to firms which are borne on the list of registered suppliers for the goods in question as referred under Rule 150 above.
- The number of supplier firms in Limited Tender Enquiry should be more than three.
- An organisation should publish its limited tender enquiries on Central Public Procurement Portal (CPPP) as per Rule 159.
- Apart from CPPP, the organisations should publish the tender enquiries on the Department’s or Ministry’s web site.

Rule 166 – Single Tender Enquiry

Procurement from a single source may be resorted to in the following circumstances

- (i) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods
- (ii) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (iii) For standardisation of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm

Proprietary Article Certificate in the following form is to be provided by the Ministry/Department before procuring the goods from a single source under the provision of sub Rule 166 (i) and 166 (iii) as applicable.

- The intended goods are manufactured by M/s.....

- No other make or model is acceptable for the following reasons:
.....
- Concurrence of finance wing to the proposal vide:
- Approval of the competent authority vide:
(Signature with date and designation of the indenting officer)

Rule 168 – Content of Bidding Document

All the terms, conditions, stipulations and information to be incorporated in the bidding document are given as under:

- Instructions to Bidders.
- Conditions of Contract.
- Schedule of Requirements.
- Specifications and allied Technical Details.
- Price Schedule (to be utilised by the bidders for quoting their prices).
- Contract Form.
- Other Standard Forms, if any, to be utilised by the purchaser and the bidders.

Rule 169 – Maintenance Contract

Depending on the cost and nature of the goods to be purchased, it may also be necessary to enter into maintenance contract(s) of suitable period either with the supplier of the goods or with any other competent firm, not necessarily the supplier of the subject goods. Such maintenance contracts are especially needed for sophisticated and costly equipment and machinery. It may, however, be kept in mind that the equipment or machinery is maintained free of charge by the supplier during its warranty period or such other extended periods as the contract terms may provide and the paid maintenance should commence only thereafter.

Rule 170 – Bid Security

- Bid Security is exempted in case of Micro and Small Enterprises (MSEs)

- Amount of bid security - 2% to 5% of estimated value of the goods to be procured.
- The bid security may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form, safeguarding the purchaser's interest in all respects.
- The bid security is normally to remain valid for a period of 45 days beyond the final bid validity period.
- Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

Rule 170 – Performance Security

- Performance Security – 5 % to 10% of the value of the contract as specified in the bid documents.
- Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects.
- Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.
- Bid security should be refunded to the successful bidder on receipt of Performance Security.

Rule 173 – Transparency, Competition, Fairness and Elimination of Arbitrariness in the Procurement Process

The condition of prior turnover and prior experience may be relaxed for Startups (as

defined by Department of Industrial Policy and Promotion) subject to meeting of quality & technical specifications and making suitable provisions in the bidding document.

The bidding document should contain, inter alia.

- Description and Specifications of goods including the nature, quantity, time and place or places of delivery
- the criteria for eligibility and qualifications to be met by the bidders such as minimum level of experience, past performance, technical capability, manufacturing facilities and financial position etc., or limitation for participation of the bidders, if any.
- eligibility criteria for goods indicating any legal restrictions or conditions about the origin of goods etc which may required to be met by the successful bidder.
- date, time and place of opening of the bid.
- Criteria for evaluation of bids
- special terms affecting performance, if any.
- Negotiation with bidders after bid opening must be severely discouraged. However, in exceptional circumstances where price negotiation against an ad-hoc procurement is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder.
- Rejection of all Bids is justified when :
 - a. effective competition is lacking.
 - b. all Bids and Proposals are not substantially responsive to the requirements of the Procurement Documents.
 - c. the Bids'/Proposals' prices are substantially higher than the updated cost estimate or available budget; or
 - d. none of the technical Proposals meets the

minimum technical qualifying score.

PROCUREMENT OF SERVICES

Rule 177 – Consulting Services

"Consulting Service" means

- any subject matter of procurement (which as distinguished from 'Non- Consultancy Services' involves primarily non-physical project-specific, intellectual and procedural processes where outcomes/ deliverables would vary from one consultant to another), other than goods or works, except those incidental or consequential to the service, and includes professional, intellectual, training and advisory services or any other service classified or declared as such by a procuring entity but does not include direct engagement of a retired Government servant.

Note: These Services typically involve providing expert or strategic advice e.g., management consultants, policy consultants, communications consultants, Advisory and project related Consulting Services which include, feasibility studies, project management, engineering services, finance, accounting and taxation services, training and development etc.

Rule 183 – Identification of likely Sources

Upto Rs. 25 Lakh

- Formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc.

Above Rs. 25 Lakh

- in addition to (I) above, an enquiry for seeking 'Expression of Interest' from consultants should be published on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. An organisation having its own website

should also publish all its advertised tender enquiries on the website.

Expression of Interest should include

- in brief, the broad scope of work or service, inputs to be provided by the Ministry or Department, eligibility and
- the pre-qualification criteria to be met by the consultant(s) and consultant's
- past experience in similar work or service.
- The consultants may also be asked to send their comments on the objectives and scope of the work or service projected in the enquiry.
- Adequate time should be allowed for getting responses from interested consultants

Rule 184 to 186

Rule 184 - Shortlisting of Consultants (not less than three)

Rule 185 – Preparation of Terms of Reference

- Precise Statement of Objective
- Outline of the tasks to be carried out
- Schedule of Completion of Tasks
- Support or Input to facilitate the consultancy
- The final outcome

Rule 186- Preparation and issue of RFP

- Letter of Invitation
- Information to Consultants regarding the procedure for submission of proposal
- TORs
- Eligibility Criteria
- Bid Evaluation Criteria
- Standard format of technical and financial proposal
- Proposed Contract Terms

Rule 187 to 194

Rule 187- Receipt and Opening of Proposal (Two Bid System)

Rule 189- Evaluation of Technical Bids

Rule 190 – Evaluation of Financials Bids

Rule 191 – Methods of Selection / Evaluation of Consultancy Proposal

Rule 192 – Quality and Cost based Selection (QCBS)

Rule 193 – Least Cost System (Audit/Engineering design of non-complex work)

Rule 194 – Single Source Selection/Consultancy by Nomination

Rule 197 – Non-Consulting Service

- any subject matter of procurement (which as distinguished from 'Consultancy Services'), involve physical, measurable deliverables/ outcomes, where performance standards can be clearly identified and consistently applied, other than goods or works,

except those incidental or consequential to the service, and includes

maintenance, hiring of vehicle, outsourcing of building facilities management, security, photocopier service, janitor, office errand services, drilling, aerial photography, satellite imagery, mapping etc.

Rule 200- Preparation of Tender Enquiry

The details of the work or services to be performed by the Contractor including

- The facilities and the inputs which will be provided to the Contractor
- Eligibility and Qualification Criteria
- The Statutory or contractual obligations to be complied with the contractor.

Rule 201 – Identification of likely Sources

Upto Rs. 10 Lakh

- Formal or informal enquiries from other Ministries or Departments or Organisations involved in similar activities, Chambers of Commerce & Industry, Association of consultancy firms etc.

Above Rs. 10 Lakh

- in addition to (I) above, an enquiry for seeking 'Expression of Interest' from consultants should be published on Central Public Procurement Portal (CPPP) at www.eprocure.gov.in and on GeM. An organisation having its own website should also publish all its advertised tender enquiries on the website.

Rule 204 – Procurement of Non-Consulting Service by Nomination

Should it become necessary, in an exceptional situation to procure a non-consulting service from a specifically chosen contractor, the Competent Authority in the Ministry or Department may do so in consultation with the Financial Adviser. In such cases the detailed justification, the circumstances leading to such procurement by choice and the special interest or purpose it shall serve, shall form an integral part of the proposal.

WORKS - Rule 130

- Original works means all new constructions, site preparation, additions and alterations to existing works, special repairs to newly purchased or previously abandoned buildings or structures, including remodelling or replacement.
- Minor works mean works which add capital value to existing assets but do not create new assets.
- Repair works means works undertaken to maintain building and fixtures. Works will also include services or goods incidental or consequential to the original or repair works.

Rule 133 REPAIR WORKS

Upto Rs. 30 Lakh

- A Ministry or Department at its discretion may directly execute repair works after following due procedure indicated in Rule 139 (Procedure for Execution of Works), 159 (E-Publishing) & 160 (E-Procurement).

Above Rs. 30 Lakh

Rule 133 (2) - Public Works Organisation (PWO)

- Central Public Works Department (CPWD),
- State Public Works Department,
- Others Central Government organisations like MES, BRO, etc.

Rule 139 – Procedure for Executive Work

The broad procedure to be followed by a Ministry or Department for execution of works under its own arrangements shall be as under :-

- Open tenders will be called for works costing Rs. 5 to 30 Lakh;
- Limited tenders will be called for works costing less than Rs. 5 Lakh;
- final payment for work shall be made only on the Personal Certificate of the Officer-in-charge of execution of the work in the format given below:

"I Executing Officer of (Name of the Work), am personally satisfied that the work has been executed as per the specifications laid down in the Contract Agreement and the workmanship is up to the standards followed in the Industry."



VIGILANCE - ETHICS & INTEGRITY

‘Vigilance’ defined as “keeping careful watch to avoid possible danger or difficulties.”

Vigilance’ in the context of an organization means: Keeping a watchful eye on the activities of the Unit’s personnel and taking prompt action to promote ethical practices and ensure integrity and honesty in the official transactions.

What is Ethics

A set of moral principles/ values which governs the conduct of an individual or an organization.

Ethics is nothing but doing the right things. In a situation of dilemma or conflict of interest to be able to choose the right path at all costs.

What is Integrity

Integrity is the quality of having a sense of honesty and truthfulness in one’s actions.

Why Ethics and Integrity

It is essential to enable you to follow: Two basic principles of Natural Justice

- No man a judge in his/her own case (Nemo iudex in causa sua)
- Hear the other side (Audi alteram partem)

Results in achieving:

- improved accountability;
- better governance;
- sustained economical growth of an organization;
- minimize corruption

Ethical Practices

- Don’t do anything, un-becoming of yourself as an employee.
- Be updated with relevant rules, regulations & procedures. (Remain Educated-Rules & Experience)
- Don’t be biased
- Don’t misuse official position for self gain

- Don’t be indecisive
- Be fair and transparent in dealings

Organizational Integrity

- Integrity of an organization is \sum the individual integrity of the employees.
- Integrity improves transparency and fair practices.
- It enables in building the image of an organization.
- Every member of an organization should maintain absolute integrity.

What is Corruption

- Use of public office for private gains.
- Taking/ Accepting gratification other than legal remuneration by officials/ employees.
- Discretion (Self Ruling)

Corruption is Harmful

- Corruption is anti-National.
- Corruption is anti-poor
- Corruption is anti-economic development
- Corruption many a times can be a matter of life and death
- Citizens from all walks of life are affected by this malaise.

Accountability

- Being answerable or responsible for something.
- Taking responsibility for one’s own work and the result thereof.
- Enables to view the organization as a “system” of individuals, linked by mutuality and trust. [Cascading Effect/ Sandwich Effect]
- Enables to take up personal and group responsibility to achieve the mission, vision and strategic position of the organization.

- Doing what's right consciously, consistently and demonstrates the personal integrity.
- Increased accountability reduces discretion.
- Brings transparency and enhances fair practices.

Why Vigilance

- There are individuals who indulge in unethical activities of getting personal gains at the cost of the organization.
- Such persons infect others leading to wastes, losses and economic decline.
- Their acts damage the image and goodwill of the organization.
- Hence, to rein in such persons, mis-deavourments and promote organizational interest, vigilance is required

Where Vigilance

- Have discretions
- There is scope for jumping the queue
- Rules/ procedures are complex & ambiguous
- Accountability is low
- Delay in decision making is detrimental
- Opportunities to negotiate exist and
- Individuals are prone to corruption.

What Vigilance Does

Vigilance helps in:

- Enhancing the image of the organization;
- Promoting culture of honesty & integrity;
- Reducing wastages/ leakages;
- Improving productivity;
- Ascertaining accountability;
- Increasing transparency and fairness;
- Protecting honest performers;

- Disciplining the wrong-doers; and
- Striving for zero tolerance to corruption.

What is Vigilance Angle

- Demanding and/ or accepting gratification for an official act or influencing others
- Obtaining valuables without consideration/ with inadequate consideration from someone in official dealing directly/ indirectly
- Obtaining himself or for others valuables or pecuniary benefits by corrupt or illegal means or by abusing power
- Possession of assets disproportionate to income
- Misappropriation, forgery or cheating etc and Other irregularities, which cast doubt on integrity

Categories of Vigilance

- Preventive Vigilance;
- Punitive Vigilance;
- Surveillance and Detection;

Preventive Vigilance

- To study and modify procedures if required to increase transparency and accountability.
- To undertake review of regulatory functions to avoid discretion in decision making.
- To educate employees for creating awareness about rule provisions and simplifying the cumbersome procedures if required.
- To identify grey areas which are prone to corruptions and unplug them. Also, suggesting ways for systemic improvement to avoid re-occurrence.
- To prepare list of Officers of Doubtful Integrity (ODI) (officers who are found to be lacking in integrity during/ after

inquiry).

- To prepare agreed list in consultation with CBI and also to ensure that the officers in ODI and agreed list are not posted in sensitive posts also to ensure periodical rotation of staff.
- To ensure preparation of User's Manual on contracts/ purchases works etc.

Punitive Vigilance

- To verify all complaints received.
- Scrutiny of complaints from vigilance angle and ordering for investigation.
- To submit VIR to DA for RDA under minor/ major penalty.
- Vetting of charge sheet while ensuring that the charges are in-line with VIR.
- Monitoring appointment of IO and PO in RDA cases and to ensures adherence of time schedule.
- Examination/ Processing of IO's report.
- To check timely issue of penalty order by DA.

- Recommending any work for intensive examination by CTEO.

Surveillance

- To undertake periodic inspections/ work inspections regularly.
- Conducting surprise check

Vigilance is not a hostile outsider. It is an essential part of the management.

It helps to improve managerial and financial practices and working procedure.

It assists in better performance and greater customer satisfaction.

दोहा:- कबीरा खड़ा बाज़ार में, मांगे सबकी खैर!

ना काहू से दोस्ती, न काहू से बैर!!

अर्थ:- इस संसार में आकर कबीर अपने जीवन में बस यही चाहते हैं,

कि सबका भला हो और संसार में यदि किसी से दोस्ती नहीं तो दुश्मनी भी न हो!



हॉलमार्क नहीं देखा तो
सोने में क्या देखा ?



सोना खरीदने से पहले यह निशान ज़रूर देखें।



22K916

22 कैरेट
के लिए



एसेइंग केंद्र की
पहचान मुहर



जौहरी की
मुहर

www.bis.gov.in | complaints@bis.gov.in

शुद्धता का भरोसा • सही दाम • सुरक्षित • कैरेट-सर्टिफाइड



भारतीय मानक ब्यूरो

हॉलमार्क है। तो सोना है।

1947 से देश की सेवा में भारतीय मानक ब्यूरो

हालांकि हमने बनाए हैं 19,000 से भी अधिक मानक,
हमें गर्व है अपने ध्वज पर बनाए
भारतीय मानक IS:1 पर

भारतीय मानक ब्यूरो

मानक भवन, 9 बहादुर शाह ज़फ़र मार्ग, नई दिल्ली 110002
टेलीफ़ैक्स : 011-23230856 | वेबसाइट : www.bis.gov.in

मानकों के बारे में अधिक जानकारी के लिए कृपया हमारी वेबसाइट पर जायें...