**NOMINATION PROFORMA**

**Transport Engineering Department**

**Committee Name & No. :**

Name of Organization: ……………………………………………………………...….

***Principal Member***

Shri/Smt/Dr./Prof. : ……………………………………………………………………

Designation: …………………………………………………………………….………

General Interest: ………………………………………………………...………………

Address in full for Correspondence (with PINCODE): …………………………………

……………………………………………………………………………………….......

Contact No. : ……………………………………………………………………………

Fax: ……………………………………………………………………………………..

E-mail: ………………………………………………………………………………….

***Alternate Member***

Shri/Smt/Dr./Prof. : ……………………………………………………………………

Designation: …………………………………………………………………….………

General Interest: ………………………………………………………...………………

Address in full for Correspondence (with PINCODE): …………………………………

……………………………………………………………………………………….......

Contact No. : ……………………………………………………………………………

Fax: ……………………………………………………………………………………..

E-mail: ………………………………………………………………………………….

***2nd Alternate Member (subject to the condition that the additional alternate member is a young professional below 37 years of age or a woman representative)***

Shri/Smt/Dr./Prof. : ……………………………………………………………………

Designation: …………………………………………………………………….………

General Interest: ………………………………………………………...………………

Address in full for Correspondence (with PINCODE): …………………………………

……………………………………………………………………………………….......

Contact No. : ……………………………………………………………………………

Fax: ……………………………………………………………………………………..

E-mail: ………………………………………………………………………………….

**EXTRACT FROM GUIDELINES FOR PARTICIPATION IN THE TECHNICAL COMMITTEE WORK OF BIS**

1. Where an organization offered representation in BIS work feels that it has limited interests in the scope of activity of a committee it shall communicate so to the committee secretary before accepting the representation.
2. All organizations represented in a technical work of BIS I shall be conscious of the national role they play in the preparation of standards. They shall nominate the best available ta1.ent for this work and ensure that their nominees are fully briefed, and utilize all opportunity to express their organization’s view point in the Bureau forums. For continuity of participation, it shall be ensured that representatives once nominated are continued as long as possible and changes where inevitable are proceeded smoothly and shall be communicated to Secretary without delay.
3. Organizations participating in the technical work of the Bureau may also consider initiating wherever possible formal standardization activity within the organization that would amongst other things aid participation and act as permanent liaison with Bureau on all standardization matters and shall coordinate adoption and implementation of national standards.
4. Organizations 'representing the interests of a group/association/federation may ensure that all constituent members (whose interest he/she represent) are consulted/kept informed of the committee work.
5. All expenses related to the nominees for participating in this activity are to be borne by the participating organizations.
6. Authorities nominating representatives as members of Sectional Committee of the Bureau, if they so choose, may nominate two representatives one to be known as the principal and the other as the alternate, subject to the following:
7. Generally one representative shall attend the meeting but if this department or body so desired both the principal and alternate may attend the meeting.
8. Only the principal representative shall have the right to vote.
9. In the absence of the principal representative, the alternate may exercise the right to vote.
10. All documents concerned with the work of the technical committee shall ordinarily be sent to the Principal Representative, if both principal and alternate representatives are located at the same station. However, if principal and alternate representatives are from different stations, all documents shall be sent to both the representatives.
11. Organizations may, if they so choose, nominate experts by designation instead of by name.
12. In exceptional circumstances where a case in made out on the basis of regional representation or representation of special interests within any organization, more than one alternative may be accepted by the officer-in-charge of the Division.
13. Only the designated Principal/Alternate members can attend Sectional Committee meetings. In case of their absence, their representatives can attend the meetings. However, BIS should be given prior intimation in such cases. In any case, no more than two representatives from one organization can attend the committee meetings.
14. Comments on documents at any stage, as well as on printed Indian Standards, though are welcome at all times, members are requested to send them well in advance for inclusion in the agenda in order to consider them in the meeting. Comments received very late or brought along for tabling during the meeting will be liable not to be considered as other members have not had the opportunity to deliberate within their organization on these comments and form their viewpoint and are unable to put forth their views at a short notice.
15. In case there is continual failure to contribute either through correspondence or by attending meetings for a period of three years/three technical Committee meetings by the members, the membership of such organizations will be recommended for withdrawal.