

HUMAN RESOURCES DEVELOPMENT DEPARTMENT

**Manak Bhawan
9, B. S. Zafar Marg,
New Delhi**

Our Ref: HRD/19:5(2019)

25 Feb 2021

OFFICE MEMORANDUM

Subject: Reorganization of Department and allocation/placements of Officers and staff in newly created Department

1. As decided by the Competent Authority the existing Laboratory Policy and Planning Department has been bifurcated into Laboratory Policy and Planning Department and Laboratory Recognition and Management Department. These departments shall be under DDG(Labs)
2. Keeping in view of the above, the Competent Authority has decided to place the following Scientific Cadre Officers / A&F Cadre Officers/staff as per the details given below:-

2.1 Laboratory Policy and Planning Department(LPPD)

Allocated Strength of Officers & Staff	Placement of Officers & Staff
<u>Officers</u> i) Head and three Scientific Cadre Officers ii) One AD	Shri Saurabh Tiwari, Sc-E & Head Shri Rajat Gupta, Sc-C Ms. Anushree, Sc-B Shri Abhinav Kumar Singh, Sc-B Smt. Neelam Punani, AD
<u>Staff</u> i) One ASO ii) One DEO iii) One attendant	Placement of ASO, DEO and attendant will be accordingly shared between the two departments.

2.2 and Laboratory Recognition and Management Department(LRMD)

Allocated Strength of Officers & Staff	Placement of Officers & Staff
<u>Officers</u> i) Head and Four Scientific Cadre Officers ii) One SO	Shri Manish Kumar, Sc-E & Head Shri Ajay Tiwari, Sc-D Smt. Ankita Tripathi, Sc-C Shri Manish Raj, Sc-B Shri Amit Kumar, Sc-B Smt. Gulab Sinha, SO

<u>Staff</u> i) One PS ii) Three Executive Assistants iii) One DEO iii) One MTD (New)	Placement of PS, DEO, EAs and MTS will be accordingly shared between the two departments.
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3. The functions of LPPD and LRMD are given below:

3.1 Functions of Laboratory Policy and Planning Department (LPPD)

Functions related to Planning for QCOs implementation, BIS Labs Policy, OSL Policy and carrying out Procurement of sophisticated and costly equipments. Creation of new labs, any other assignment as given by DG and DDGL.

3.2 Functions of Laboratory Recognition and Management Department (LRMD)

Laboratory Recognition Scheme (including handling of Empanelled laboratories) and handling operation of LIMS for all BIS laboratories and OSLs, Identification of Testing Infrastructure in the country, any other assignment as given by DG and DDGL.

Sd-
(ROMA ROY)
DDG(Administration)

To all officers concerned through BIS Intranet

Copy to:

- i) DG Section**
- ii) ADG Section**
- iii) CVO**
- iv) All Activity Heads & DDGSs concerned**
- v) DDGF**
- vi) DDGA**
- vii) Personal file**
- viii) Concerned Deptt**
- ix) Transfer file**