

**BUREAU OF INDIAN STANDARDS**

**Manak Bhavan  
9, B.S. Z. Marg  
New Delhi-110 002**

**Our Ref: HRD/19:1 (059951)**

**16 Feb 2022**

**Subject: Placement of Scientific Cadre Officer as DDG**

**MEMORANDUM**

As decided by the Competent Authority, Smt. Nishat Sultana Haque, Scientist-F & Head (CMD-III) will be posted at BIS Western Regional Office, Mumbai as Scientist-F & DDGW on superannuation of Shri Deepak Kumar Jain, Scientist-F & DDGW on 28 Feb 2022.

2. Accordingly, she will be relieved from Headquarters on 28 Feb 2022 (AN) to report for duty at BIS Regional Office, Mumbai in the forenoon of the next working day. She will be entitled to Travelling Allowance as admissible under the Rules. The joining time admissible to the officer may be availed by her in due course.

3. If covered by CGHS Scheme, she should surrender her CGHS card to the concerned section and return the publications borrowed by her, if any to Library before leaving the present place of posting. She may inform DF the place where she would like to draw the salary for the month of transfer.

4. She should send her relieving/joining reports through her reporting officer to HRD Deptt. by mail at [hrd@bis.gov.in](mailto:hrd@bis.gov.in) together with a copy endorsed to Director Finance at [fin@bis.gov.in](mailto:fin@bis.gov.in) in due course.

Sd/-  
(Jitender Kumar)  
Scientist-E & Head (HRD)

**Smt. Nishat Sultana Haque  
Scientist-F & Head(CMD-III)  
BIS Headquarters  
New Delhi**

**Copy to :**

- i) PS to DG
- ii) PS to ADG
- iii) PS to CVO
- iv) PS to DDGA
- v) All DDG concerned
- vi) PS to DDGF
- vii) Personal file
- viii) CMD-III
- ix) WRO
- x) Transfer file

  
Scientist-E & Head (HRD)