

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

**कार्यालय आदेश / Office Order**

पहले के सभी आदेशों के अधिक्रमण में, बीआईएस (प्रयोगशाला तकनीकी पदों पर भर्ती) विनियम, 2019 के अंतर्गत आने वाले समूह-बी और 'सी' कर्मचारियों के लिए यह स्थानांतरण और नियुक्ति नीति, जोकि महानिदेशक, बीआईएस द्वारा विधिवत अनुमोदित है, **अनुबंध** के रूप में संलग्न है तथा सभी संबंधितों की जानकारी हेतु परिचालित है। In supersession of all earlier orders, this Transfer and Placement Policy for Group-'B' & 'C' Employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019, duly approved by DG-BIS, is hereby enclosed as **Annexure** and circulated for information of all concerned.

2. यह नीति अगले आदेश तक लागू रहेगी। This policy shall remain in force till further orders.

  
(शोएब अखतर)  
निदेशक (स्थापना)

संदर्भ: Estt-VI/Lab/TP/2023

**Circulated to: All Departments at HQ/NITS/ROs/BOs/Labs through BIS Intranet**

## Annexure

### TRANSFER AND PLACEMENT POLICY

[For Group 'B' & 'C' Employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019]

#### 1. OBJECTIVES OF THE TRANSFER/PLACEMENT POLICY

The objectives of this Transfer and Placement Policy for Group 'B' & 'C' employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019 shall be as follows:

- a) The primary objective of the policy is to ensure the availability of technically qualified staff of the required discipline in BIS laboratories as per the test facilities which are available and being developed in the BIS laboratories.
- b) To provide relief from weariness that could arise due to placement in the same post for a long period, and thereby adding to the general efficiency and productivity of the organization.
- c) To ensure rotational transfers.

#### 2. CLASSIFICATION OF GEOGRAPHICAL LOCATION

For the purpose of this policy various laboratories shall be categorized under the following geographical location:

##### I. Testing Laboratories:

- a) **HQs & NCR Region** - Central Laboratory (CL), Sahibabad
- b) **Northern Region** - NRL, Mohali
- c) **Eastern Region** - ERL, Kolkata
- d) **Western Region** - WRL, Mumbai
- e) **Southern Region** - SRL, Chennai
- f) **Bangalore** - BNL, Bangalore
- g) **Patna** - PBL, Patna
- h) **Guwahati** - GBL, Guwahati

- II. All Referral and Assaying Labs - Location of RALs will be intimated separately.

#### 3. COMPOSITION OF TRANSFER/PLACEMENT COMMITTEE

A Committee comprising the following officers has been set-up for considering the Laboratory-wise/Discipline-wise Deployment of Technical Assistant (Lab) and Senior Technician and consideration of transfer request for all the technical personnel of Group-'B' and Group-'C' posts posted in various laboratories/offices:

**Chairman:** Head, LPPD

- Members:**
- i) Head, LRMD
  - ii) Director (Establishment)
  - iii) AD(A&F), Establishment Deptt. (Member Secretary)

The Committee, after due consideration of all aspects, give its recommendations to the Appointing Authority for placement of new incumbents, routine transfers, request transfers, rotational transfers, transfer on Administrative/Vigilance grounds, etc.

**4. REQUEST TRANSFERS:**

- 4.1** All requests for transfer to a specific station shall be treated as a request transfer.
- 4.2** Request for transfers shall normally be considered after completion of 02 (two) year of tenure at a particular station. However, on serious illness of the immediate family members of the officials (as per DoPT's O.M. F.No.11013/4/2016-Estt(A-III) dated 20.07.2016 and as amended from time-to-time), the request might be considered before the expiry of 02 years, if submitted with supportive documents, under special case. The choice should normally be for multiple stations where the medical facilities for treatment of the concerned disease are available.
- 4.3** Officials may request for a posting to a certain station 02 years prior to superannuation, where she/he intends to settle down after superannuation.
- 4.4** A request received for transfer shall be prioritized as follows and may be accommodated as far as possible:
- a) Request, based on illness of self or immediate family member(s) along with ailing parents, for posting at a particular station and where the same is justified keeping in view the treatment facilities available/not available at a station.
  - b) Women employees will be given priority while considering the requests and within the priority list of the women employees, divorcee and widow employees will be given priority.
  - c) Request in order to enable an official to keep his/her family together in view of working spouse. For considering a request on account of working spouse, the following eligibility parameters should be met:
    - i) That the spouse (husband/wife other than those working in BIS) should be an employee of GOI/State Govt./PSU/ Autonomous bodies under Govt. of India.
    - ii) Should have been working for at least last five year in the organization falling under one of the categories mentioned at a) above.
  - e) Request for any other reasons.
- 4.5** In case more than one request is received for the same station, priority shall be maintained on the basis of the seniority and thereafter the date of application.

**5. ROTATIONAL TRANSFERS**

- 5.1 The Laboratory Technical employees will be eligible for transfer on completion of nine (09) years of posting at one BIS Laboratory to any of the BIS laboratories mentioned in Item 2 above.
- 5.2 The officials may be asked to indicate three 'options' for posting when being considered for transfer on rotation basis.
- 5.3 Efforts would be made to place the official as per his/her options to the extent possible keeping in view the placement profile of the said official and requirement of the organization.
- 5.4 Women employees will be given priority while considering the 'option' and within the priority list of the women employees, divorcee and widow employees will be given priority.
- 5.5 Posting as per 'option' of the said official would not be a matter of right.

**6. TRANSFER ON ADMINISTRATIVE/VIGILANCE GROUNDS**

- 6.1 A Group-'B' and Group-'C' Laboratory Technical Staff can be transferred to any of the BIS Laboratory/Office due to any Administrative/Vigilance related reasons/grounds.
- 6.2 A Group-'B' and Group-'C' Laboratory Technical Staff on transfer on 'Administrative' and/or 'Vigilance' grounds as well as exigency of office work will be entitled to all the transfer benefits. A Group-'B' and Group-'C' Laboratory Technical Staff transferred on 'request' will not be entitled for any transfer benefits.
7. **EXCEPTIONS** – It shall be the discretion of the Appointing Authority and DG, BIS not to transfer any employee having specific skill set, qualification and professional experience in order to meet the requirement of the organization.
8. **POWER TO RELAX AND INTERPRETATION** – DG, BIS shall have the power to relax any of the terms and conditions of this policy in respect of any category of Group-'B' and Group-'C' Laboratory Technical Staff. If any question arises relating to interpretation of this policy, it shall be decided by the DG-BIS.
9. Any official, who brings in any external pressure or influence upon the management, in respect of matters relating to his/her placement/posting, would be considered as misconduct under the CCS (Conduct) Rules, 1964.
10. All orders including delegation of powers relating to Transfer Policy of Group-'B' and Group-'C' Laboratory Technical Staff of BIS are superseded after formulation of this New Transfer/Placement Policy.
11. The policy shall remain in force till further orders.

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