

**भारतीय मानक ब्यूरो**

(स्थापना विभाग)

मानक भवन

9, बहादुर शाह जफर मार्ग

नई दिल्ली- 110002

हमारा संदर्भ: स्था-II/56:SCC-PRO/2023

दिनांक: 15 फरवरी 2023

**कार्यालय जापन**

निम्नलिखित कनिष्ठ सचिवालय सहायको को वेतन मेट्रिक्स में लेवल-4 में वरिष्ठ सचिकलय सहायक पद में पदोन्नति हेतु चयनित किया गया है:

The following Junior Secretariat Assistants have been selected for promotion to the post of Senior Secretariat Assistant in the Level-4 in Pay Matrix:

क्रम संख्या Sl. No.	कर्मचारी संख्या Emp. No.	नाम तथा पद Name & Designation	वर्तमान तैनाती का स्थान Present place of posting
1.	066877	श्री अमित कुमार Shri Amit Kumar	मुख्यालय- स्थापना विभाग HQ- Estt. Dept.
2.	066893	श्रीमति जोयिता चटर्जी Smt. Joyita Chatterjee	केकेबीओ, कोलकाता KKBO-II, Kolkata
3.	066907	श्री दीपांजन सूत्रधार Shri Dipanjan Sutradhar	बीएनबीओ, बेंगलोर BNBO, Bangalore
4.	066931	श्री देबाजित दास Shri Debajit Das	डीडीजीआर(ई) सचिवालय, कोलकाता DDGR(E) Sectt., Kolkata
5.	066974	श्रीमति निशिता जैन Smt. Nishita Jain	मुख्यालय- डीडीजीआर (मानकीकरण-1) सचिवालय HQ- DDG(Std-I) Sectt.
6.	067032	श्री पवन मुंडेपी Shri Pawan Mundepi	मंत्रालय में तैनात Posted in Ministry
7.	066940	श्री बलवीर सिंह Shri Balveer Singh	मुख्यालय- सामान्य सेवा विभाग HQ- GSD
8.	066991	श्री आशुतोष कुमार मुखर्जी Shri Ashutosh Kumar Mukharji	आरपीबीओ, रायपुर RPBO, Raipur
9.	067016	श्री राज कुमार रुक्मा Shri Raj Kumar Rukma	मुख्यालय- डीडीजीए सचिवालय HQ- DDGA Sectt.
10.	067041	श्रीमति नसीम बानो Smt. Naseem Bano	एफआरबीओ, फरीदाबाद FRBO, Faridabad
11.	067067	श्री सुनील कुमार Shri Sunil Kumar	मुख्यालय- डीडीजीआर (केंद्रीय) सचिवालय DDGR(C) Sectt.
12.	067075	श्री अमित यादव Shri Amit Yadav	मुख्यालय- स्थापना विभाग HQ- Estt. Dept.
13.	067083	श्रीमति भारती कुमारी Smt. Bharti Kumari	पीबीओएल, पटना PBOL, Patna
14.	067091	श्री नितीश कुमार Shri Nitish Kumar	बीएचबीओ, भूबनेश्वर BHBO, Bhubneshwar
15.	067105	श्री चन्दन प्रताप Shri Chandan Pratap	डीडीजीआर(ई) सचिवालय, कोलकाता DDGR(E) Sectt.
16.	067113	श्री मोहित कुमार खरवार Shri Mohit Kumar Kharvar	एनओबीओ, नोएडा NOBO, Noida
17.	067121	श्री एम शिवाजी Shri M Shivaji	वीजेडबीओ, विशाखापटनम VZBO, Vishakhapatnam

2. उनकी पदोन्नति उनके वर्तमान तैनाती के स्थान पर वरिष्ठ सचिवालय सहायक पद पर 23 फरवरी 2023 अथवा पदभार ग्रहण करने की तिथि, जो भी बाद में हो, से प्रभावित होगी। अतः वे पदोन्नति पर अपनी पदभार ग्रहण रिपोर्ट तुरंत अपने विभागीय प्रमुख के माध्यम से अधोहस्ताक्षरी को ईमेल [estt@bis.gov.in](mailto:estt@bis.gov.in) द्वारा भेजें।

Their promotion will take effect from 23 February 2023 OR the date they assume the duties to the post of Senior Secretariat Assistant, **whichever is later**, at their present place of posting. Therefore, they should send their duty assumption report on promotion immediately to the undersigned by email at [estt@bis.gov.in](mailto:estt@bis.gov.in), through their Departmental Head.

3. उनका वरिष्ठ सचिवालय सहायक के पद पर पदोन्नति पर प्रारम्भिक वेतन सलग्न प्रोफॉर्मा में उनके विकल्प की प्राप्ति पर तय किया जाएगा, जिसे वे अपने विभागीय प्रमुख द्वारा अधोहस्ताक्षरित को भेजे। **एक बार इस्तेमाल किया गया विकल्प अंतिम होगा।**

Their initial pay on promotion to the post of Senior Secretariat Assistant will be fixed on receipt of their option in the enclosed proforma, which may be sent to the undersigned through their Departmental Head. **Option once exercised will be final.**

4. उन्हें भारत में कहीं भी सेवा करनी पड़ सकती है।  
They will be required to serve anywhere in India.

5. सेवा की अन्य नियम व शर्तों के संबंध में वे समय-समय पर लागू ब्यूरो के नियमों व विनियमों द्वारा शासित होंगे।

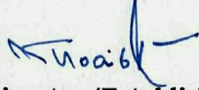
As regards other terms and conditions of service they will be governed by the Rules and Regulations of the Bureau in force from time to time.

**Sd/-**  
**(Shoaib Akhter)**  
**Director (Establishment)**

पैरा 1 में दिये गए कर्मचारियों को उनके विभागीय प्रमुख द्वारा

**प्रतिलिपि:**

- |   |  |
|---|--|
| (i) उपमहानिदेशक प्रशासन (सतर्कता सचिवालय)   | (ii) उपमहानिदेशक पूर्वी (सतर्कता सचिवालय)          |
| (iii) उपमहानिदेशक दक्षिण (सतर्कता सचिवालय)  | (iv) उपमहानिदेशक प्रयोगशाला (सतर्कता सचिवालय)      |
| (v) निदेशक (लेखा)                           | (vi) निदेशक (वित्त)                                |
| (vii) संबंधित कर्मचारी की वैयक्तिक फ़ाइल    | (viii) संबंधित कर्मचारी की छुट्टी फ़ाइल            |
| (ix) स्था-V (कम्प्यूटर अद्यतन तथा GIS हेतु) | (x) मुख्यालय- आईटीएस (BIS इंटरनेट पर परिचालन हेतु) |

  
**Director (Establishment)**



**ESTABLISHMENT DEPARTMENT**

**PERFORMA OF OPTION FOR FIXATION OF PAY ON PROMOTION**

With reference to Office Memorandum No. \_\_\_\_\_  
dated \_\_\_\_\_ I have assumed the duties of the post of \_\_\_\_\_ w.c.f. \_\_\_\_\_ and  
I hereby opt for fixation of my pay as under :

**A) On the basis of FR 22-I (a) (1) with effect from the date of next increment:**

*In case the Government servant opts to get his pay fixed from his date of next increment, then :*

*On the date of promotion, the Govt. servant shall be placed at the next higher cell in the level of the post to which he/she is promoted, till his/her date of next increment. Subsequently, on the date of next increment in the Level of the post to which Govt. servant is promoted, his/her pay will be re-fixed and two increments (one accrued on account of annual increment and the second accrued on account of promotion) may be granted in the Level from which the Govt. servant is promoted and he/she shall be placed, at a cell equal to the figure so arrived, in the Level of the post to which he/she is promoted; and if no such cell is available in the Level to which he/she is promoted, he/she shall be placed at the next higher cell in that Level.*

**B) On the basis of FR 22-I (a) (1) with effect from the date of Promotion:**

*In case the Government servant opts to get his pay fixed in the higher level from the date of promotion, then ;*

- i) One increment shall be given vertically in the Level from which the employee is promoted and he will be placed at a Cell equal to the figure so arrived at in the next higher Level of the post to which promoted and if no such Cell is available in the Level of the post to which promoted, he shall be placed at the next higher Cell in that higher Level; and*
- ii) He shall get his first increment in the higher level of the post on the next 1<sup>st</sup> July if he is promoted between 2<sup>nd</sup> July and 1<sup>st</sup> January and if he is promoted between 2<sup>nd</sup> January and the 1<sup>st</sup> July of a particular year, he shall get his increment on 1<sup>st</sup> January of the next year.*

**NOTE; OPTION ONCE EXCERCISED SHALL BE FINAL.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Employee No \_\_\_\_\_

Deptt. /Sec \_\_\_\_\_

Date:

(Through \_\_\_\_\_ HOD concerned)

**Back to Establishment Department**