

भारतीय मानक ब्यूरो
(स्थापना विभाग)

मानक भवन
9, बहादुर शाह जफर मार्ग
नई दिल्ली-110002

हमारा संदर्भ : स्था-I/1/06:01/01/2024

दिनांक : 28 Dec 2023

कार्यालय ज्ञापन

Smt. S. Padmalatha, Senior Secretariat Assistant (Emp No. 063266) has been selected for promotion to the post of **Assistant Section Officer** in the Grade Pay of Rs.4200 in **Level-6** in the Pay Matrix.

2. Her promotion will take effect from 01 January 2024 **OR** the date she assumes the duties of the post of Assistant Section Officer at her present place of posting, **whichever is later**. She is required to send her joining report from her present place of posting. **Her place of new posting on promotion shall be communicated in due course**. Therefore, she should send duty assumption report on promotion to the undersigned by Email at estt@bis.gov.in, through her Departmental Head.

3. Her initial pay on promotion to the post of Assistant Section Officer will be fixed on receipt of her option in the enclosed Proforma, which may be sent to the undersigned through her Departmental Head. **Option once exercised will be final.**

4. She shall be on probation for a period of two years, which may be extended by the Appointing Authority as permitted under the Rules and Regulations of the Bureau. During the period of probation, she will be liable to be reverted to the post of Senior Secretariat Assistant without any notice or any reason being assigned.

5. She will be required to serve anywhere in India.

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

Encl : as above

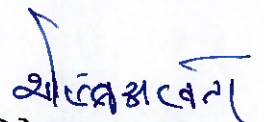
हस्ता/-
[शोएब अख्तर]
निदेशक (स्थापना)

[Through Head (VJBO), Vijayawada]

Smt. S. Padmalatha
Emp No. 063266
BIS Branch Office
VJBO, Vijayawada

Copy to:

- (i) DDGA
- (ii) DF/DAC
- (iii) Concerned DDGs
- (iv) Concerned employee leave file
- (v) Deptt. Concerned (Leave file)
- (vi) Personal File of concerned employee
- (vii) Estt- V Section (for GIS & Computer Updation)
- (viii) Estt- IV Section (for HFMS Updation-on joining)


निदेशक (स्थापना)

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.e.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 1st July if he is promoted between 2nd July and 1st January and if he is promoted between 2nd January and the 1st July of a particular year, he shall get his increment on 1st 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