

**BUREAU OF INDIAN STANDARDS**  
**Ministry of Consumer Affairs, Food & Public Distribution,**  
**Government of India**

स्थापना विभाग

मानक भवन

9, बहादुरशाह जफर मार्ग

नई दिल्ली 110 002

हमारा संदर्भ : स्था-III/06:01/2022/05

दिनांक : 01.09.2023

**कार्यालय ज्ञापन**

**Shri Ganesh M Kohad, Section Officer** (Emp.No.058955) is informed that he has been selected for promotion to the post of Assistant Director (Administration & Finance) in the Level-10 in the Pay Matrix.

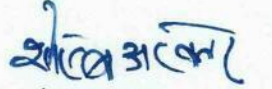
2. As decided by the Competent Authority, he has been posted at DDG(W) Sectt., Mumbai. His promotion will take effect from **01 Sep 2023** or the date he assumes his duties of the post of Assistant Director (Administration & Finance) at DDG(W) Sectt., Mumbai. He may send his duty assumption report through his Departmental Head to the undersigned.

3. He shall be on probation for a period of two years from the date of his promotion which may be extended by the Appointing Authority as permitted under the Rules and Regulations of the Bureau. During the period of probation, he will be liable to be reverted to the post of Section Officer without any notice or any reason being assigned.

4. His initial pay in the post of Assistant Director (Administration & Finance) will be fixed on receipt of his option proforma, as per rules, which may be sent to the undersigned through his Departmental Head within one month from the date of issue of this office memorandum. **Option once exercise will be final.**

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

6. As regards other terms and conditions of his service, he will be governed by the Rules and Regulations of the Bureau in force and as amended from time to time.



(शोएब अख्तर)

निदेशक (स्थापना)

Encl: As above

[Through DDG(S), Chennai]

**Shri Ganesh M Kohad,**  
**Section Officer,**  
**Emp. No. 058955**  
**BIS Southern Regional Office,**  
**Chennai**

**PROFORMA OF OPTION**

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 promotion:**

In case the Government servant opts to get his pay fixed in the higher grade from the date of his promotion:

- i) One increment equal to 3% of the sum of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of . This will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be added in addition to this pay in the pay band; and
- ii) He shall get his first increment in the higher grade on the next 1<sup>st</sup> July if he was promoted between 2<sup>nd</sup> July and 1<sup>st</sup> January. However, if he was promoted between 2<sup>nd</sup> January and the 30<sup>th</sup> June of a particular year, he shall get his increment on 1<sup>st</sup> July of next year.

**b) 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 the promotion, pay in the pay band shall continue unchanged, but the grade pay of the higher post will be granted. Further re-fixation will be done on the date of his increment i.e. 1<sup>st</sup> July. On that day, he will be granted two increments; one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion was Rs. 100 and the second on Rs. 103.

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Emp no. \_\_\_\_\_

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

Date:

(Through , (HOD) )

**Back to Establishment Department**