

**भारतीय मानक ब्यूरो**

मानक भवन  
9, बहादुरशाह जफ़र मार्ग  
न्यू दिल्ली- 110002

हमारा संदर्भ : HRD/19:5(2024)

दिनांक: 03 दिसम्बर 2024

**MEMORANDUM**

In continuation of memo of even no. dated 11 Nov 2024, as decided by the Competent Authority, Smt. Meenakshi Ganesan, Scientist-G & Head (SRL) is informed that in the absence of Shri Praveen Khanna, Scientist-G & DDGS, she will look after the work of DDGS in addition to her own duties w.e.f. 04 Dec 2024 till Shri Praveen Khanna resumes duty. She will also exercise all the Administrative and Financial powers of DDGS.

Sd/-  
(Aditya Das)  
Scientist-E & Head (HRD)

**Smt. Meenakshi Ganesan**  
Scientist-G & Head (SRL)  
BIS Regional Lab  
Chennai

Copy to: i) PS to DG  
ii) PS to CVO  
iii) PS to DDGS  
iv) PS to DDGA  
v) Concerned BOs  
vi) Personal File

*Aditya Das*  
03/12/2024  
Scientist-E & Head (HRD)