

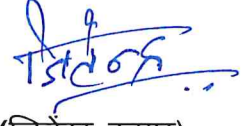
भारतीय मानक ब्यूरो
(मानव संसाधन विकास विभाग)

दिनांक : 03 नवंबर, 2023

कार्यालय आदेश

विषय: ग्रुप 'ए' वैज्ञानिक संवर्ग के अधिकारियों के लिए स्थानन नीति

इस विषय पर सभी पूर्व आदेशों का अधिक्रमण करते हुए, महानिदेशक द्वारा अनुमोदित ब्यूरो के ग्रुप 'ए' वैज्ञानिक संवर्ग अधिकारियों के लिए स्थानन नीति सभी संबंधित पक्षों की जानकारी हेतु संलग्न है।



(जितेंदर कुमार)

वैज्ञानिक-ई एवं प्रमुख (एच आर डी)

सेवा मे परिचालित: बीआईएस इंटरनेट के माध्यम से शाखा कार्यालयों / क्षेत्रीय कार्यालयों / प्रयोगशालाओं / मुख्यालय के सभी विभाग एवं एनआईटीएस।

BUREAU OF INDIAN STANDARDS
(HUMAN RESOURCE DEVELOPMENT DEPARTMENT)

Date : 03 Nov 2023

OFFICE ORDER

Subject: Placement Policy for Group 'A' Scientific Cadre Officers

In supersession of all earlier orders on the subject, the Placement Policy for Group 'A' Scientific Cadre Officers of the Bureau as approved by DG, BIS is enclosed for information of all concerned.



(Jitender Kumar)
Scientist-E & Head (HRD)

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

PLACEMENT POLICY FOR GROUP 'A' SCIENTIFIC CADRE OFFICERS OF BIS

1. OBJECTIVES OF THE PLACEMENT POLICY

The objectives of the Placement Policy for Group 'A' Scientific Officers of BIS shall be as follows:

- a) To prepare an officer for taking up higher responsibility by affording him/her an opportunity to acquire insight into the functions and complexities of multiple activities of BIS through actual work experience and job rotation.
- b) To provide relief from weariness that could arise due to placement in the same activity for a long period and thereby adding to the efficiency and productivity of the organization.
- c) To ensure continuity in the management and systematic succession planning for key posts at the middle and senior management levels.
- d) To ensure rotational transfers from sensitive posts.
- e) To place officers as per their aptitude and competence.

2. CLASSIFICATION OF ACTIVITIES AND GEOGRAPHICAL LOCATION

2.1 For the purpose of this policy, various activities carried out by BIS shall be classified as follows:

- a) Standard Formulation
- b) Conformity Assessment (CMDs, FMCD, Hallmarking, MSCD, Product Certification, Registration)
- c) Laboratory (BIS Labs, LPPD, LRMD)
- d) Other scientific functions (CCPAC, CMED, CSMD, HRD, IR&TISD, ITS, NITS, PMW, P&C, SCMD, TNMD, Vigilance etc.)

2.2 For the purpose of this policy, postings at:

- a) BIS Headquarter, Central Laboratory, CRO Sectt., Delhi Branch Office (I & II), Faridabad Branch Office, Ghaziabad Branch Office, NITS and Noida Branch Office shall be deemed as Delhi/NCR station.
- b) Chandigarh Branch Office, Haryana Branch Office, NRL, NRO Sectt. and Parwanoo Branch Office shall be deemed as Chandigarh station.

- c) Chennai Branch Office, SRL and SRO Sectt. shall be deemed as Chennai station.
- d) Kolkata Branch Office (I & II), ERL and ERO Sectt. shall be deemed as Kolkata station.
- e) Mumbai Branch Office (I & II), WRL and WRO Sectt. shall be deemed as Mumbai station.
- f) Rajkot Branch Office (I & II) shall be deemed as Rajkot station.
- g) Jaipur Branch Office (I & II) shall be deemed as Jaipur station.
- h) Bangalore Branch Office (BNBO) and Bangalore Lab (BNBL) shall be deemed as Bangalore Station.
- i) Guwahati Branch Office (GHBO) and Guwahati Lab (GHBL) shall be deemed as Guwahati Station.
- j) Patna Branch Office (PTBO) and Patna Lab (PTBL) shall be deemed as Patna Station.
- k) Hyderabad Branch Office (HYBO) and Hyderabad Lab (HYBL) shall be deemed as Hyderabad Station.
- l) Jammu & Kashmir Branch Office (JKBO) and Jammu & Kashmir Lab (JKBL) shall be deemed as Jammu & Kashmir Station.

2.3 For the purpose of this policy, the posts shall be identified as sensitive/non-sensitive.

3. POSTINGS FOR PLACEMENT OF SCIENTIFIC CADRE OFFICERS

- 3.1 At the time of rotational transfers, effort should be made that on completion of tenure, an officer is given exposure to an activity other than the one in which he/she has already worked for more than 3 years.
- 3.2 At the time of rotational transfers, discipline wise requirements and seniority requirements shall be taken into consideration.
- 3.3 If an overall shortage of officers arises, this shall be distributed among other departments, offices including labs.
- 3.4 Options would be sought from officers for their choice of stations in prescribed Proforma as given in **Annex 'A'**. These options shall be considered by the placement committee to be constituted by DG, BIS. However, the choice(s) given shall not confer any right to the officer to seek transfer to the station of his/her choice(s) only.

4. POSTING OF OFFICERS

- 4.1 Officers who have completed M. Tech./ MS/ Doctorate and have aptitude for standard formulation activity may be preferred for posting to the relevant Standard Formulation Department and if required, even for a longer tenure.
- 4.2 Officers, when posted to a Standards Formulation Department/Laboratory, should be posted in a department/testing section dealing with their discipline. However, when they are posted in Product Certification Activity they may be posted against a vacancy in a department/branch in the Functional Group as per **Annex 'B'**, to the extent possible.
- 4.3 Officers with a specialized training of four weeks or for a longer duration, especially overseas trainings, should be utilized for the particular activity for a minimum of 3 years in the job linked to their specialized training immediately, after the completion of training. During this period, their option/request for transfer may not be considered.

5. POSTING AS HEADS AND ACTIVITY HEADS

- 5.1 Placement as Head of Department shall be considered based on All India Seniority, available vacancy, aptitude, competence, suitability and experience of the officer.
 - 5.1.1 Officers of relevant discipline should only be placed as Heads of Standard Formulation Departments, whereas, Officers of any discipline may be placed as Heads of other departments, offices including labs.
 - 5.1.2 For headship in Certification and Standard Formulation Department, it is preferable that the officer has worked for at least three years in the same activity. For headship in Laboratory, it is preferable that the officer has worked for at least three years either in Laboratory or Product Certification activity.
 - 5.1.3 Letter of appreciation, commendation, special trainings or any special project handled by officer may be given due weightage.
 - 5.1.4 Number of officers, three times the number of vacant posts to be considered in the order of seniority. The most suitable among the qualifying officers is to be given headship.
- 5.2 Placement of Activity Head/DDG shall be considered based on All India Seniority, available vacancy, aptitude, competence and suitability of the officer. To be eligible for being an Activity Head/DDG, the officer should have worked in at least two of the activities as given at 2.1 above for a period of at least three years in each activity or any combination thereof of shorter periods in more than two activities.

- 5.3 Officer/Head should have integrity 'beyond doubt' in the last five APARs and should have a total of at least 35 marks in last five APARs in order to become Head or Activity Head/DDG.

6. ELIGIBILITY FOR ROTATIONAL TRANSFER

- 6.1 An officer will become due for periodic rotational transfer after nine years of his/her service at one station.
- 6.2 Notwithstanding provisions under clause 6.1, an officer will become due for rotational transfer from an identified sensitive post after three years of service in the post.
- 6.3 At stations where intra-station transfers are not feasible, the posting on a sensitive post may be extended up to a maximum period of one year, after initial tenure of three years, subject to good antecedents of the officer.
- 6.4 The lady officers who are expecting/carrying or are having infant child of less than 2 years of age will have an option for seeking extension of one year on their existing post at the end of their tenure in the station.
- 6.5 The officers whose children are in Class X / Class XI/ Class XII will also have an option for seeking extension of one year on their existing post at the end of their tenure in the station.
- 6.6 In case more than one officer is due for transfer as per clause 6.1 above, from a given department/office/lab, the rule of "longest tenure at the station to move out first" will apply.
- 6.7 Transfer of any officer can be carried out before he/she is due for rotational transfer on administrative and/or Vigilance grounds as well as exigencies of office work.

7. REQUEST TRANSFER

- 7.1 All requests for transfer to a specific station shall be treated as a request transfer. All such requests may be made in the proforma given in **Annex 'C'**.
- 7.2 Request for transfer shall normally be considered after completion of 2 years of tenure at a particular station. However, on grounds of serious illness (including disability) of self or of immediate family member(s) of the officer, the request might be considered even before the expiry of 2 years, if submitted with supporting documents.
- 7.3 Request for transfer shall be considered along with the regular annual rotational transfer except under exigent circumstances of serious nature. Such requests may be submitted during the month of December each year. Requests received after December may not be considered in the following year's annual rotational transfer exercise.

- 7.4 Officers may request for a posting to a certain station where he/she wishes to settle down after superannuation, 2 years prior to such superannuation. His/her request may be considered subject to the past records of posting(s) at that station, as well as administrative reasons.
- 7.5 A request received for transfer shall be prioritized as follows:
- i) Request based on serious illness (including disability) of self or of immediate family member(s).
 - ii) Request in order to enable an officer to keep his/her family together in view of working spouse/child(ren) in Class X / Class XI / Class XII.
 - iii) Request for posting at a station 2 years prior to superannuation for the purpose of settlement.
- 7.6 In case more than one request is received for the same station, a list shall be prepared on the basis of the priority as mentioned at 7.5 above and on the basis of seriousness of the case.

8. GENERAL

- 8.1 The cut-off date for calculating the tenure at a station would be 31st March.
- 8.2 Officer on rotational transfer shall be entitled to all the transfer benefits. An Officer transferred on request shall not be entitled for any transfer benefits.
- 8.3 The suggested time frame for Annual Rotational Transfer exercise is given in **Annex 'D'**.
- 8.4 Any Officer who brings in any external pressure or influence to bear upon the management in respect of matters relating to his/her placement/posting shall be considered as misconduct under the CCS (Conduct) Rules, 1964.
- 8.5 **Power to Relax** - Where DG, BIS is of the opinion that it is necessary or expedient so to do, he/she may, for reasons to be recorded in writing, relax any of the provisions of this policy.
- 8.6 This policy shall remain in force for 5 years or till its subsequent revision.

Annex 'A'

**PROFORMA FOR INDICATING CHOICE OF STATION DURING
ROTATIONAL TRANSFER**

1. Previous posting Details:

Duration of Posting		Station	Activity
From	To		

2. My choice of stations in the order of preference in case of transfer from the present place would be as follows:

Preference	Station
i)	
ii)	
iii)	
iv)	
v)	

3. I may be transferred at the time of yearly organized transfers whenever I become due for transfer based on tenure as per the Placement Policy.

OR

I am willing to move at the time of yearly organized transfers even before I become due for transfer based on tenure as per the Placement Policy.

(Strike off whichever is not applicable)

4. Constraints, if any (**in brief with supporting documents, if any**).

(Signature)

Date: _____ Name & Designation _____
Place: _____ Department/Office/Lab _____
Employee No. _____

Annex 'B'

DISCIPLINES UNDER FUNCTIONAL GROUPS
Functional Group 1 (FCT)
Food Technology
Agriculture
Agriculture Engg.
Bio-Technology
Micro-Biology
Bio-Chemistry
Dairy Technology
Chemistry
Chemical (Engg/Tech Course)
Environmental Science
Environment (Engg/Tech Course)
Petro-Chemical (Engg/Tech Course)
Leather (Engg/Tech Course)
Textile Engg. & Fibre Science
Functional Group 2 (EEE)
Electrical (Engg/Tech Course)
Instrumentation (Engg/Tech Course)
Electronics & Telecommunication (Engg/Tech Course)
Computer (Engg/Tech Course)
Computer Science & Information Technology
Physics
Functional Group 3 (MCM)
Civil (Engg/Tech Course)
Transport (Engg/Tech Course)
Mechanical (Engg/Tech Course)
Production & Industrial (Engg/Tech Course)
Automobile (Engg/Tech Course)
Metallurgical (Engg/Tech Course)
Mining (Engg/Tech Course)
Others
Medicine (M.B.B.S)
Bio-Medical (Engg/Tech Course)
Mechatronics (Engg/Tech Course)

Annex 'C'

PROFORMA FOR REQUEST TRANSFER INDICATING CHOICE OF STATION

1. Posting Details:

Duration of Posting		Station	Activity
From	To		

2. Reasons for request transfer (Please attach supporting documents; strike through whichever is not applicable):

- i) Request based on serious illness (including disability) of self or of immediate family member(s).
- ii) Request in order to enable an officer to keep his/her family together in view of working spouse/child(ren) in Class X / Class XI / Class XII.
- iii) Request for posting at a station 2 years prior to superannuation for the purpose of settling.

3. My request of station in the order of preference in case of transfer from the present place would be as follows:

PREFERENCE	STATION
i)	
ii)	
iii)	
iv)	
v)	

4. I am aware that I shall not be entitled to any transfer allowance in case of my transfer to any station mentioned at point no. 3 above.

(Signature)

Date: _____ Name & Designation _____
Place: _____ Department/Office/Lab _____
Employee No. _____

Annex 'D'

TIME FRAMES FOR ANNUAL ROTATIONAL TRANSFER EXERCISE

Process	Target Date
Submission of requests to HRD	31 st December
Constitution of Placement Committee	1 st week of January
Preparation of agenda for Placement Committee	Last week of January
Finalization of recommendations of the Placement Committee	3 rd Week of February
Approval of the transfer list by the Competent Authority	Last Week of February
Posting order to be issued by	1st week of March or as decided by Competent Authority