

भारतीय मानक ब्यूरो

**HUMAN RESOURCES DEVELOPMENT DEPARTMENT**

**Manak Bhavan  
9 B.S. Zafar Marg  
New Delhi-110 002**

**Our Ref: HRD/19:5/2022**

**02 May 2023**

**03**

**MEMORANDUM**

As decided by the Competent Authority, Shri Rajeev Sharma, DDG (Standardization-I) is informed that in the absence of Smt. Nishat S. Haque, Sc. F & DDG (Labs), he will look after the work of DDG (Labs) w.e.f. 11 May 2023 to 08 June 2023, in addition to his own duties. He will also exercise all the Administrative and Financial powers of DDG (Labs).

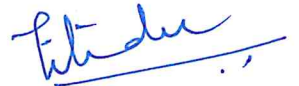


**(Jitender Kumar)  
Scientist-E & Head (HRD)**

**Shri Rajeev Sharma,  
DDG (Standardization-I)**

**Copy to:**

- i) PS to DG
- ii) PS to ADG
- iii) PS to CVO
- iv) PS to DDGA
- v) PS to all DDGs Concerned
- vi) Personal file
- vii) Concerned Departments



**Scientist-E & Head (HRD)**