

भा. मा. ब्यूरो मुख्या./प्रशासन./परिपत्र (90) 2022  
BIS HQ/ADMN/Circular (90)2022

दिनांक: 20 अक्टूबर 2022  
Date: 20 October 2022

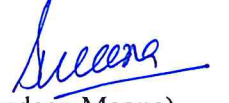
भारतीय मानक ब्यूरो / BUREAU OF INDIAN STANDARDS  
(प्रशासन विभाग / Administration Department)

परिपत्र / CIRCULAR

**Subject: Writing Name & Designation in notes/e-mails mandatorily – reg.**

It is brought to the kind notice of all concerned that some of the departments are sending their e-mails/note(s) to other departments / officers just by writing their department's name in place of sender's name & designation.

2. Head of all departments at HQs including ROs/BOs/Labs/NITS are requested to make sure that the sender mandatorily mentions his/her name & designation while sending the notes/e-mails.
3. This issues with the approval of the Competent Authority.



(Sandeep Meena)  
Director (Administration)

Ref: ADMN/01/04/2022

Circulated to: Heads of all departments at HQs including ROs/BOs/Labs/NITS for their strict compliance.