

HUMAN RESOURCES DEVELOPMENT DEPARTMENT

Our Ref: HRD/19:1(2022-23)

30 Dec 2022

Subject: Options for transfer under provisions of Placement Policy for Scientific Cadre Officers.

The officers as mentioned in the attached list are under consideration for rotational transfer as per the placement policy. They are requested to indicate/give options if any, regarding place of their posting in order of preference in the Performa (**Annex-A or Annex-C as applicable**) of the Placement Policy.

2. It may be noted that although efforts will be made to accommodate them at the place of their preference(s) as far as possible, however, it may not be possible to do so in all cases. It is further mentioned that officers may take note of the following while exercising their option for choice of postings:

- i) While giving option for a particular Station, the officer should indicate their previous tenures/postings in the applicable performa as mentioned above.
- ii) For the purpose of placement/transfer, postings at:
 - a) BIS Hqrs, NITS (Noida), Central Laboratories (I & II), Faridabad Branch Office, Ghaziabad Branch Office, Noida Branch Office, Delhi Branch Offices (I & II) and CRO Sectt. shall be deemed as **Headquarter posting**.
 - b) Chandigarh Branch Office (I & II), Panipat Branch Office, Himanchal Pradesh Branch Office, Haryana Branch Office, NROL and NRO Sectt. shall be deemed as **Chandigarh station**.
 - c) Chennai Branch Office (I & II), SROL and SRO Sectt. shall be deemed as **Chennai station**.
 - d) Kolkata Branch Office (I & II), EROL and ERO Sectt. shall be deemed as **Kolkata station**.
 - e) Mumbai Branch Office (I & II), WROL and WRO Sectt. shall be deemed as **Mumbai station**.
 - f) Ahmedabad Branch Office (I & II) shall be deemed as **Ahmedabad station**.
 - g) Rajkot Branch Office (I & II) shall be deemed as **Rajkot station**.
 - h) Jaipur Branch Office (I & II) shall be deemed as **Jaipur station**.
 - i) Bangalore Branch Office (BNBO) and Bangalore Lab (BNBOL) shall be deemed as **Bangalore Station**.
 - j) Guwahati Branch Office (GHBO) and Guwahati Lab (GHBOL) shall be deemed as **Guwahati Station**.

- k) Patna Branch Office (PTBO) and Patna Lab (PTBOL) shall be deemed as **Patna Station.**
- l) Hyderabad Branch Office (HYBO) and Hyderabad RAL shall be deemed as **Hyderabad Station.**
- m) Jammu & Kashmir Branch Office (JKBO) and Jammu & Kashmir RAL shall be deemed as **Jammu & Kashmir Station.**

An officer opting for a place as mentioned above can be considered for posting at any other place also under the same station.

3. The options may be sent to HRD latest by **Wednesday, 04 Jan 2023.**

4. This may be treated as the MOST URGENT.



Jitender Kumar
Sc-E & Head (HRD)

Officers completed/completing 09 years at same station as on 31st March 2023

Sl.No	Name	Designation	Place of Posting		Month of Posting	Discipline
1	Shri Sanjay Pant	Sc F & DDG	New Delhi	Standardization-II	May-05	CIVIL ENGG
2	Shri R.K Kain	(Head) Sc-F	New Delhi	CSMD	Jun-11	CIVIL ENGG
3	Shri A.R Unnikrishnan	(Head) Sc-F	New Delhi	CMD-I	Apr-13	ELECTRICAL ENGG
4	Shri P.V Mathew	(Head) Sc-F	New Delhi	MHD	Aug-12	ELECTRICAL ENGG
5	Shri Rajneesh Khosla	(Head) Sc-F	New Delhi	MED-I	Oct-11	MECHANICAL ENGG
6	Ms. Govindaraju Bhavani	(Head) Sc E	Chennai	CNBO-I&II	Apr-13	CIVIL ENGG
7	Shri Koushik Dutta	Sc-E	New Delhi	LITD	Jul-06	ELECTRONICS
8	Shri Arun Kumar S	(Head) Sc E	New Delhi	CED	Aug-06	CIVIL ENGG
9	Shri J K Gupta	(Head) Sc E	New Delhi	TXD	Dec-06	TEXTILE ENGG
10	Shri Manikandan K	Sc-D	New Delhi	LITD	Jul-06	ELECTRONICS
11	Shri Aditya Das	Sc-D	New Delhi	CMD-III	Jun-13	METALLURGICAL
12	Ms. Shikha Rana	Sc-D	New Delhi	SSD	Jul-10	CHEMICAL ENGG
13	Ms. Nitasha Doger	Sc-D	New Delhi	FAD	Jul-11	CHEMISTRY
14	Shri A.K Mohindroo	Sc-D	New Delhi	CL-II	Jul-10	MECHANICAL ENGG
15	Ms. Shrishti Dixit	Sc-D	New Delhi	CHD	Aug-10	CHEMISTRY
16	Ms. Bhawana	Sc-D	New Delhi	FAD	Jun-12	FOOD TECH
17	Ms. Shikha Dawar	Sc-D	New Delhi	MSCD	Jun-12	FOOD TECH
18	Ms. Navita Yadav	Sc-D	New Delhi	FAD	May-12	FOOD TECH
19	Shri Ashish Triwari	Sc-D	New Delhi	LITD	May-12	ELECTRONICS
20	Ms. Neha Yadav	Sc-D	New Delhi	SSD	May-12	FOOD TECH
21	Shri Rutwik Anand	Sc-D	New Delhi	ETD	May-12	ELECTRONICS
22	Ms. Priyanka	Sc-D	New Delhi	MHD	May-12	FOOD TECH
23	Ms. Beauty Kumari Jha	Sc-D	Bangalore	BNBOL	Jun-12	METALLURGICAL
24	Ms. Vinodini Kishore	Sc-D	New Delhi	LITD	May-12	ELECTRONICS
25	Shri Mitrasen Verma	Sc-D	New Delhi	CL-I	May-12	MECHANICAL ENGG
26	Shri Hemant Kumar Bansiwala	Sc-D	New Delhi	ITSD	May-12	COMPUTER SCIENCE
27	Ms. Supriya Minz	Sc-D	New Delhi	SCMD	May-12	ELECTRONICS
28	Ms. Khashboo Kumari	Sc-D	New Delhi	MED-I	Oct-12	MECHANICAL ENGG
29	Shri Chandan Gupta	Sc D	New Delhi	MED-I	May-12	MECHANICAL ENGG
30	Shri Gyan Prakash	Sc-C	New Delhi	CMD-II	Aug-10	CHEMICAL ENGG

Officers completed/completing 03 years at sensitive post as on 31st March 2023

Sl.No	Emp. No	Name	Designation	Place of Posting		Month of Posting	Discipline
1	62081	Shri DEEPAK KUMAR SINGLA	(HEAD) Sc-F	HRBO	Haryana	Aug-19	MECHANICAL ENGG
2	62260	Shri SUDHEER BISHNOI	(HEAD) Sc-F	DHBO	Dharadun	Jun-19	ELECTRONICS
3	62138	Shri A.CHATTERJEE	(HEAD) Sc-F	KKBO-I	Kolkata	Feb-19	MECHANICAL
4	62901	Shri SUMIT SENGER	(HEAD) Sc-E	AHBO-I & AHBO- II	Ahmedabad	Jun-18	ELECTRICAL ENGG
5	65374	Shri PRABHUNATH YADAV	Sc-D	RPBO	Raipur	Jun-19	MECHANICAL ENGG
6	65315	Shri MAHINDAR SINGH	Sc-D	BNBO	Bangalore	Jun-19	FOOD TECH
7	63550	Shri RAMESH K.	Sc-D	CTBO	Coimbatore	Jun-19	ELECTRONICS
8	65528	Shri DEVANSH DEOLEKAR	Sc-D	MUBO-I	Mumbai	Jun-19	ELECTRONICS
9	64149	Shri KUNAL KUMAR	Sc-D	RJBO-I	Raipur	Aug-19	METALLURGICAL
10	65391	Shri SHIV PRAKASH	Sc-D	AHBO	Ahmedabad	Jun-19	METALLURGICAL
11	64122	Shri AMIT KUMAR	Sc-D	RJBO	Raipur	Jun-19	MECHANICAL ENGG
12	62880	Shri VIJAY KUMAR SINGH	Sc-D	JPBO	Jaipur	Aug-19	AGRICULTURE
13	63592	Shri JAINENDRA KUMAR	Sc-D	DLBO-I	New Delhi	Jun-19	ELECTRICAL ENGG
14	69140	Ms. JUNITHA T.R - <i>On Deputation</i>	Sc-D	KOBO	Kochi	Apr-19	ELECTRICAL ENGG
15	68063	Shri THECHANO OVUNG	Sc-C	GHBO	Guhawati	May-19	CHEMICAL ENGG
16	65037	Shri SRINIVAS MOHAN	Sc-C	BNBO	Bangalore	Jun-19	METALLURGICAL
17	58653	Mrs. NISHA VIVEKANAND	Sc-C	PNBO	Pune	Jun-19	CHEMISTRY
18	67571	Mrs. NEELAM SINGH	Sc-C	DHBO	Dharadun	Jul-17	ELECTRICAL ENGG
19	67466	Shri SUSHANT KUMAR	Sc-C	FRBO	Faridabad	Jun-19	CHEMICAL ENGG
20	67644	Shri TAPAN KUMAR HALDAR	Sc-C	BPBO	Bhopal	Jun-19	ELECTRICAL ENGG
21	68101	Shri SACHIN CHAUDHARY	Sc-C	FMCD	BIS-HQ	May-16	METALLURGICAL
22	65048	Shri SUDIPT KUMAR	Sc-C	KKBO-II	Kolkata	Feb-19	METALLURGICAL
23	69183	Shri PRASANTH VINJAMURI V.V.G <i>On Deputation</i>	Sc-C	JPBO-I	Jaipur	Aug-19	BIO-MEDICAL ENGG
24	69159	Shri SARVESH TRIVEDI- <i>On Deputation</i>	Sc-C	NGBO	Nagpur	Jun-19	ELECTRICAL ENGG
25	67954	Shri RAHUL PUSHKAR	Sc-C	AHBO-I	Ahmedabad	Jun-19	MECHANICAL
26	66061	Shri SOUMIT MONDAL	Sc-C	KKBO	Kolkata	Jun-19	ELECTRICAL ENGG
27	60739	Shri SHYAM LAL	Sc-B	HPBO	Parwano	Aug-19	ELECTRICAL ENGG

Annex 'A'

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

1. Previous posting Details:

Duration of Posting		Station	Activity
From	To		

2. My choice of stations in the order of preference in the event of transfer from the present place is:

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 _____

Name & Designation _____

RO/BO/Department _____

Employee No. _____

Date: _____

Place: _____

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; strikethrough 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.
- 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 the event of transfer from the present place is as provided hereunder:

PREFERENCE	STATION
1)	
2)	
3)	
4)	
5)	

4. I am aware that I am not entitled to any transfer allowance in case I am transferred as above.

Signature _____

Name & Designation _____

RO/BO/Department _____

Employee No. _____

Date: _____

Place: _____