

भारतीय मानक ब्यूरो
(स्थापना विभाग)

हमारा संदर: Estt-V/C-21799/2023

दिनांक: 15.12.2023

Sub: Transfer and Posting under provisions of Placement Policy (Group 'B' & C' Employees covered under the BIS (Recruitment to Laboratory Technical Posts) Regulations, 2019

- Seeking option for transfer & placement – reg.

CIRCULAR

This has reference to the Transfer & Placement Policy issued vide Office Order No. BIS/DGO(484)/2024 dated 18.05.2023, the officials mentioned in the attached list are under consideration for rotational transfer as per the placement policy. Therefore, they are requested to indicate/give option, if any, regarding place of their posting in order of preference in the proforma (Annex-A or Annex-B as applicable).

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 officials may take note of the following 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 proforma as mentioned above.

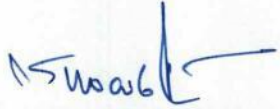
ii) For the purpose of placement/transfer, posting at:

a) HQ & NCR Region	-	CL, Sahibabad
b) Northern Region	-	NRL, Mohali
c) Eastern Region	-	ERL, Kolkata
d) Western Region	-	WRL, Mumbai
e) Southern Region	-	SRL, Chennai
f) Bangalore	-	BNBL, Bangalore
g) Patna	-	PBL, Patna
h) Guwahati	-	GBL, Guwahati
i) Referral and Assaying Labs Hyderabad	-	HYBO, Hyderabad (RAL)
j) Referral and Assaying Labs Jammu & Kashmir	-	JKBO Jammu & Kashmir (RAL)

3. The option may be sent to Establishment Department within 15 days of issue of this circular.

4. The officials, who have already submitted their transfer request, are requested to submit their transfer request again in the prescribed proforma.

5. This may be treated as **MOST URGENT**.


(Shoaib Akther)
Director (Establishment)

Circulated to all concerned through BIS Intranet.

Officials completed/completing 09 years at same station as on 31.03.2024

Sl. No.	Emp. No.	Name	Designation	Present Place of Posting		Month of Posting	Discipline
1	57401	SHRI BHASKAR M. WARADE	LO	Western Region	WRL, Mumbai	Jan-89	CHEMISTRY
2	57444	SHRI M T KAMBLE	LO	Western Region	WRL, Mumbai	Jan-89	CHEMISTRY
3	57460	MS. RAJESHRI NANDKISHOR NAGVEKAR	LO	Western Region	WRL, Mumbai	Jan-89	CHEMISTRY
4	57495	SHRI JOSEPH M J	LO	Bangalore	BNBL, Bangalore	Aug-01	MECHANICAL
5	57622	SHRI DEEPAK SHARMA	LO	Northern Region	NRL, Mohali	Mar-89	CHEMISTRY
6	58149	SHRI M R GAWANDE	LO	Western Region	WRL, Mumbai	Mar-89	ELECTRICAL
7	58483	SHRI S K DEY	LO	Eastern Region	ERL, Kolkata	Apr-89	MECHANICAL
8	58521	SHRI S D WARSII	LO	Western Region	WRL, Mumbai	May-89	MECHANICAL
9	58530	SHRI R R CHIKHALE	LO	Western Region	WRL, Mumbai	May-89	MECHANICAL
10	58785	SHRI P J NAGARKER	LO	Western Region	WRL, Mumbai	Jul-89	CHEMISTRY
11	62537	SHRI DILIP DATTU SHEWALE	LO	Western Region	WRL, Mumbai	Apr-99	CIVIL
12	64408	SHRI PARVEEN KUMAR	LO	HQs & NCR Region	CL, Sahibabad	Sep-10	BIO TECHNOLOGY
13	66460	SHRI MANISH BISHT	LO	HQs & NCR Region	CL, Sahibabad	Feb-15	MECHANICAL
14	66486	SHRI SATISH KUMAR YADAV	LO	HQs & NCR Region	CL, Sahibabad	Feb-15	MECHANICAL
15	66494	SHRI DEEPAK KUMAR	LO	Northern Region	NRL, Mohali	Feb-15	MECHANICAL
16	66516	SHRI GAUTAM KUMAR MEHTA	LO	HQs & NCR Region	CL, Sahibabad	Feb-15	MECHANICAL
17	66524	SHRI ARUN KUMAR PRASAD	LO	Northern Region	NRL, Mohali	Feb-15	MECHANICAL
18	66532	SHRI LOVELISH BANSAL	LO	Northern Region	NRL, Mohali	Feb-15	MECHANICAL
19	66541	SHRI MANDEEP SINGH	LO	Northern Region	NRL, Mohali	Feb-15	MECHANICAL
20	66583	SHRI TAPAS KUMAR KUNDU	LO	Eastern Region	ERL, Kolkata	Feb-15	MECHANICAL
21	66605	SHRI PRADEEP KUMAR	LO	Bangalore	BNBL, Bangalore	Feb-15	MECHANICAL
22	66648	SHRI NIRBHAY KUMAR	LO	Western Region	WRL, Mumbai	Feb-15	ELECTRICAL

23	66664	SHRI	MANISH KUMAR	LO	HQs & NCR Region	CL, Sahibabad	Feb-15	ELECTRICAL
24	66672	SHRI	OM NARAYAN KUMAR	LO	Northern Region	NRL, Mohali	Feb-15	ELECTRICAL
25	66681	SHRI	PREM KUMAR	LO	Northern Region	NRL, Mohali	Feb-15	ELECTRICAL
26	66711	SHRI	BHABATOSH BISWAS	LO	Eastern Region	ERL, Kolkata	Feb-15	ELECTRICAL
27	66737	SHRI	SHYAM SUNDAR GHOSAL	LO	Eastern Region	ERL, Kolkata	Feb-15	CHEMISTRY
28	66745	MS.	SHAMPA GHOSH	LO	Eastern Region	ERL, Kolkata	Feb-15	CHEMICAL
29	66826	SHRI	MAYANK KUMAR SRIVASTAVA	LO	HQs & NCR Region	CL, Sahibabad	Feb-15	MICRO BIOLOGY
30	66834	MS.	CLARISA SYIEMLEH	LO	Southern Region	SRL, Chennai	Feb-15	MICRO BIOLOGY
31	66621	SHRI	RAHUL KUMAR	TA (Lab)	Patna	PBL, Patna	Feb-15	MECHANICAL
32	66796	SHRI	NARESH KUMAR	TA (Lab)	Patna	PBL, Patna	Feb-15	CHEMICAL
33	61760	SHRI	RAJ KANWAR	Senior Master Technician	HQs & NCR Region	CL, Sahibabad	Feb-96	ELECTRICIAN
34	56960	SHRI	SUSHIL KUMAR SHARMA	Master Technician	Northern Region	NRL, Mohali	Sep-88	WELDER
35	59765	SHRI	AJAY KUMAR GAUTAM	Master Technician	HQs & NCR Region	HQ-PMWD	Aug-91	AC MECHANIC
36	61778	SHRI	YOGENDRA KUMAR SHARMA	Master Technician	HQs & NCR Region	CL, Sahibabad	Feb-96	ELECTRICIAN
37	61840	SHRI	GURMEET SINGH MAHI	Master Technician	Northern Region	NRL, Mohali	Mar-96	ELECTRICIAN
38	59129	SHRI	G SHIVA SHANKAR	Master Technician	Southern Region	SRL, Chennai	Aug-89	ELECTRICIAN

Annex 'A'

PROFORMA FOR INDICATING CHOICE OF STATION DURING ROTATIONAL TRANSFERS

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 _____

Place of Posting _____

Employee No _____

Date _____

Place _____

Through Head of Lab/Deptt.

To

Establishment Department

Annex 'B'

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.
- 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
i)	
ii)	
iii)	
iv)	
v)	

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

Signature _____

Name & Designation _____

Place of Posting _____

Employee No _____

Date _____

Place _____

Through Head of Lab/Deptt.

To

Establishment Department