

**भारतीय मानक ब्यूरो**  
(मानव संसाधन विकास विभाग)

संदर्भ:HRD/19:1(2024-25)

दिनांक: 09.12.2024

विषय : वैज्ञानिक संवर्ग के अधिकारियों के लिए प्लेसमेंट नीति के प्रावधानों के तहत स्थानांतरण के विकल्प - तत्संबंधी

**Subject: Options for Transfer under Provisions of Placement Policy for Scientific Cadre Officers – reg.**

1. संलग्न सूची में उल्लिखित अधिकारी प्लेसमेंट नीति के अनुसार रोटेशनल स्थानांतरण के लिए विचाराधीन हैं। उनसे अनुरोध किया जाता है कि वे अपने पोस्टिंग स्थल की प्राथमिकता के क्रम में विकल्प, यदि कोई हो, प्लेसमेंट नीति के प्रपत्र (एनेक्स 'ए' या एनेक्स 'सी', जैसा लागू हो) में दें।

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 Proforma (Annex 'A' or Annex 'C', as applicable) of the placement policy.

2. यह ध्यान दिया जाए कि यद्यपि उन्हें उनकी प्राथमिकता के अनुसार स्थान प्रदान करने का प्रयास किया जाएगा, लेकिन यह सभी मामलों में संभव नहीं हो सकता। इसके अतिरिक्त, अधिकारी पोस्टिंग के विकल्प चुनते समय निम्नलिखित बातों का ध्यान रखें:

a) किसी विशेष स्टेशन के लिए विकल्प देते समय, अधिकारी को अपने पिछले कार्यकाल/पदस्थापन को उपयुक्त प्रपत्र में निर्दिष्ट करना होगा।

b) प्लेसमेंट/स्थानांतरण के लिए, उन स्थानों/शहरों को निम्नलिखित प्रकार से वर्गीकृत किया गया है, जहां एक से अधिक बीआईएस ऑफिस/प्रयोगशालाएं हैं:

- i. बीआईएस मुख्यालय, सेंट्रल लैब, सीआरओ सचिवालय, दिल्ली शाखा कार्यालय (I और II), फरीदाबाद शाखा कार्यालय, गाज़ियाबाद शाखा कार्यालय, एनआईटीएस और नोएडा शाखा कार्यालय को दिल्ली/एनसीआर स्टेशन माना जाएगा।
- ii. चंडीगढ़ शाखा कार्यालय, हरियाणा शाखा कार्यालय, एनआरएल, एनआरओ सचिवालय और परवाणू शाखा कार्यालय को चंडीगढ़ स्टेशन माना जाएगा।
- iii. चेन्नई शाखा कार्यालय, एसआरएल और एसआरओ सचिवालय को चेन्नई स्टेशन माना जाएगा।
- iv. कोलकाता शाखा कार्यालय (I और II), ईआरएल और ईआरओ सचिवालय को कोलकाता स्टेशन माना जाएगा।
- v. मुंबई शाखा कार्यालय (I और II), डब्ल्यूआरएल और डब्ल्यूआरओ सचिवालय को मुंबई स्टेशन माना जाएगा।
- vi. बेंगलुरु शाखा कार्यालय (बीएनबीओ) और बेंगलुरु लैब (बीएनबीएल) को बेंगलुरु स्टेशन माना जाएगा।
- vii. गुवाहाटी शाखा कार्यालय (जीएचबीओ) और गुवाहाटी लैब (जीएचबीएल) को गुवाहाटी स्टेशन माना जाएगा।
- viii. पटना शाखा कार्यालय (पीटीबीओ) और पटना लैब (पीटीबीएल) को पटना स्टेशन माना जाएगा।

ix. हैदराबाद शाखा कार्यालय (एचवाईबीओ) और हैदराबाद लैब (एचवाईबीएल) को हैदराबाद स्टेशन माना जाएगा।

x. जम्मू एवं कश्मीर शाखा कार्यालय (जेकेबीओ) और जम्मू एवं कश्मीर लैब (जेकेबीओ-आरएएल) को जम्मू स्टेशन माना जाएगा।

c) ऊपर उल्लेखित स्थानों में से किसी एक को चुनने वाला अधिकारी उसी स्टेशन पर किसी अन्य स्थान पर पोस्टिंग के लिए भी विचाराधीन हो सकता है।

d) किसी विशिष्ट स्टेशन पर स्थानांतरण/रिटैशन के लिए सभी अनुरोधों को एनेक्स 'सी' में दिए गए प्रपत्र के माध्यम से और सहायक दस्तावेजों के साथ प्रस्तुत किया जाना चाहिए। इसके अलावा, एनेक्स 'ए' में दिए गए विकल्प अधिकारी को उनके पसंदीदा स्टेशन पर स्थानांतरण का अधिकार नहीं देते।

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(s) for choice of posting:

a) While giving option for a particular station, the officer should indicate their previous tenure/postings in the applicable Proforma as mentioned above.

b) For the purpose of placement/transfer viz-a-viz locations/cities having more than one BIS Offices/Lab, posting at:

i. 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**.

ii. Chandigarh Branch Office, Haryana Branch Office, NRL, NRO Sectt. and Parwanoo Branch Office shall be deemed as **Chandigarh station**.

iii. Chennai Branch Office, SRL and SRO Sectt. shall be deemed as **Chennai station**.

iv. Kolkata Branch Office (I & II), ERL and ERO Sectt. shall be deemed as **Kolkata station**.

v. Mumbai Branch Office (I & II), WRL and WRO Sectt. shall be deemed as **Mumbai station**.

vi. Bengaluru Branch Office (BNBO) and Bangalore Lab (BNBL) shall be deemed as **Bengaluru Station**.

vii. Guwahati Branch Office (GHBO) and Guwahati Lab (GHBL) shall be deemed as **Guwahati Station**.

viii. Patna Branch Office (PTBO) and Patna Lab (PTBL) shall be deemed as **Patna Station**.

ix. Hyderabad Branch Office (HYBO) and Hyderabad Lab (HYBL) shall be deemed as **Hyderabad Station**.

x. Jammu & Kashmir Branch Office (JKBO) and Jammu & Kashmir Lab (JKBO-RAL) shall be deemed as **Jammu Station**.

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

d) All requests for transfer/retention to a specific station shall be treated as a request and such requests shall be made in the proforma given in Annex 'C' only along with supporting documents, if any. Further, choice(s) given in Annex 'A' shall not confer any right to the officer to seek transfer to the station of his/her choice(s).

3. वे अधिकारी जिन्होंने पहले ही अपना स्थानांतरण अनुरोध प्रस्तुत किया है, उन्हें निर्धारित प्रपत्र में अपना स्थानांतरण अनुरोध पुनः प्रस्तुत करने का अनुरोध किया जाता है।

The officers, who have already submitted their transfer request(s), are requested to submit their transfer request again in the prescribed Proforma.

4. विकल्प/अनुरोध उनके रिपोर्टिंग अधिकारियों के माध्यम से एचआरडी को 20 दिसंबर 2024 तक भेजे जा सकते हैं।

The options/requests may be sent to HRD latest by 20 Dec 2024 through their reporting officers.

5. इसे अत्यंत आवश्यक मानें।

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

आदित्य दास  
09/12/2024

(आदित्य दास)

वैज्ञानिक – ई एवं प्रमुख (मा. सं. वि. वि.)

**Officers Completed/Completing 03 Years at Sensitive Post as on 31 March 2025**

Sl. No	Emp No	Name of officer	Designation	Place of Posting		Month of Posting	Discipline
1	059196	Shri R K Kain	Sc- F & Head	CSMD	BIS Hq	Nov-2020	Civil Engg
2	062294	Shri Subhadip Basu	Sc- F & Head	ERL	Kolkata	Sep-2021	Bio-Chemistry
3	062103	Shri M Vinod Arul Jebanath	Sc- F & Head	VJBO	Vijayawada	Jul-2021	Electrical Engg
4	062090	Shri S.K. Verma	Sc- F & Head	JDBO	Jamshedpur	Mar-2021	Civil Engg
5	062189	Shri S. D. Dayanand	Sc- F & Head	MDBO	Madurai	Mar-2021	Mechanical Engg
6	062200	Shri S. K. Singh	Sc- F & Head	SUBO	Surat	Mar-2022	Agriculture
7	062170	Shri Praveen Kumar	Sc- F & Head	CMED	BIS Hq	Dec-2021	Electronics
8	062596	Ms Govindaraju Bhavani	Sc- F & Head	CNBO	Chennai	Apr-2013	Civil Engg
9	060615	Shri D Prema Kumar	Sc-E & Head	HUBO	Hubli	Jul-2021	Chemistry
10	062669	Shri Suman Kumar Gupta	Sc-E & Head	PTBO	Patna	Jun-2020	Metallurgical
11	062847	Shri Partha Sarathi Mandal	Sc-E & Head	BPBO	Bhopal	Sep-2020	Chemical Engg
12	062871	Ms Bhavana Sharma	Sc-E & Head	NRL	Mohali	Sep-2021	Civil Engg
13	063355	Ms Kanika Kalia	Sc-E & Head	JPBO	Jaipur	Jul-2021	Civil Engg
14	062642	Ms Vibha Rani	Sc-E & Head	FRBO	Faridabad	Mar-2022	Electrical Engg
15	064157	Shri Narender Reddy	Sc-E	BNBO	Bangalore	Mar-2022	Metallurgical
16	060585	Shri B Rajagopal	Sc-D	CNBO	Chennai	Mar-2022	Electronics
17	063291	Ms Anurita Jojo	Sc-D	Vigilance	BIS Hq	Mar-2021	Electrical Engg
18	064270	Shri Ramakanth Sagar Muthyala	Sc-D	VJBO	Vijayawada	Mar-2022	Metallurgical
19	064130	Shri Kaushelendra Kumar	Sc-D	JDBO	Jamshedpur	Mar-2022	Micro Biology
20	065421	Ms Hemlatha Purushothama	Sc-D	MDBO	Madurai	Mar-2022	Food Tech
21	065234	Ms Adane Kharsi	Sc-D	GHBO	Guwahati	Oct-2021	Foods & Nutrition
22	060747	Shri Pankaj Atri	Sc-D	JKBO	Jammu	Mar-2022	Mechanical Engg
23	066095	Ms Aurosmita Kabiraj	Sc-D	Registration Deptt	BIS Hq	Mar-2022	Electrical Engg
24	066001	Shri Avik Datta	Sc-D	Registration Deptt	BIS Hq	Oct-2021	Electrical Engg
25	065684	Ms Prem Lata Sinha	Sc-D	BNBO	Bangalore	Jun-2020	Chemical Engg
26	066052	Shri Ajay Maurya	Sc-D	CHBO	Chandigarh	Mar-2022	Electrical Engg
27	065889	Shri Arjun T.	Sc-D	MUBO-II	Mumbai	Jun-2020	Electrical Engg
28	067784	Shri Sachchidanand Kumar	Sc-D	HRD	BIS Hq	Mar-2022	Metallurgical
29	067768	Shri Sandesh Sudhakar Gokanwar	Sc-D	NGBO	Nagpur	Mar-2022	Metallurgical
30	067792	Shri Mainak Gantait	Sc-D	KKBO-I	Kolkata	Mar-2022	Metallurgical
31	068012	Shri Kavin Keerthy Vinayagam Js	Sc-D	Vigilance	BIS Hq	Oct-2021	Mechanical Engg
32	067920	Shri Manish Kumar	Sc-D	GDBO	Gandhidham	Mar-2022	Mechanical Engg
33	067822	Shri Pawan Kumar	Sc-D	DLBO-I	Delhi	Mar-2022	Mechanical Engg
34	067407	Shri Mohit Meena	Sc-D	JPBO	Jaipur	Mar-2021	Chemical Engg
35	067806	Shri Lamsuanlun Tonsing	Sc-D	GHBO	Guwahati	Jun-2020	Mechanical Engg
36	067881	Shri M Isaac Ginaldin	Sc-D	HRD	BIS Hq	Dec-2021	Mechanical Engg
37	067440	Shri Rahul Kumar	Sc-C	BPBO	Bhopal	Mar-2022	Chemical Engg
38	067989	Ms Deepti Budiyaal	Sc-C	Registration Deptt	BIS Hq	Mar-2022	Mechanical Engg
39	063126	Shri Mayank Shukla	Sc-C	Vigilance	BIS Hq	Mar-2022	Micro Biology
40	063177	Shri Ajay Chandel	Sc-C	AHBO	Ahmedabad	Mar-2022	Micro Biology
41	063240	Shri B Venkata Ramana	Sc-C	RJBO	Rajkot	Mar-2022	Micro Biology

42	070041	Shri Vikash Kumar	Sc-C	FMCD	BIS Hq	Mar-2022	Mechanical Engg
43	070319	Shri Kushagra Jindal	Sc-C	CHBO	Chandigarh	Mar-2022	Mechanical Engg
44	069795	Ms Sangeeta Choudhary	Sc-C	JPBO	Jaipur	Mar-2021	Mechanical Engg
45	070238	Shri Jain Pranay Abhay	Sc-C	LKBO	Lucknow	Oct-2020	Metallurgical
46	070131	Shri Saurabh Verma	Sc-C	CHBO	Chandigarh	Sep-2021	Metallurgical
47	069835	Shri Hariom Meena	Sc-C	GZBO	Ghaziabad	Oct-2020	Mechanical Engg
48	069591	Shri Kummarikuntla Sai Chandra	Sc-C	SUBO	Surat	Mar-2022	Electronics
49	069736	Ms Anurita Nidhi Hemrom	Sc-C	CNBO	Chennai	Mar-2022	Food Tech

**Officers Completed/Completing 09 Years at Same Station as on 31 March 2025**

Sl. No	Emp No	Name of officer	Designation	Place of Posting		Month of Posting	Discipline
1	060011	Ms Rachna Sehgal	Sc- G & Head	Publication & sales	BIS Hq	Jun-2014	Civil Engg
2	060461	Ms Reena Garg	Sc- G & Head	LITD	BIS Hq	Apr-2015	Electronics
3	059196	Shri R K Kain	Sc- F & Head	CSMD	BIS Hq	Jul-2011	Civil Engg
4	060399	Shri N Suryanarayana	Sc- F & Head	CMD-III	BIS Hq	Feb-2015	Metallurgical
5	062561	Shri Rajneesh Khosla	Sc- F & Head	IR & TISD	BIS Hq	Oct-2011	Mechanical Engg
6	062120	Shri Rajeev Ranjan Singh	Sc- F & Head	PGD	BIS Hq	May-2015	Mechanical Engg
7	062618	Shri Sanjiv Maini	Sc- F & Head	MTD	BIS Hq	May-2014	Metallurgical
8	062596	Ms Govindaraju Bhavani	Sc- F & Head	CNBO	Chennai	Apr-2013	Civil Engg
9	062871	Ms Bhavana Sharma	Sc- E & Head	NRL	Mohali	Jul-2015	Civil Engg
10	063631	Shri Arun Kumar S.	Sc-E	CED	BIS Hq	Oct-2006	Civil Engg
11	063436	Shri Pinaki Gupta	Sc- E & Head	CMD-II	BIS Hq	Nov-2015	Micro Biology
12	063321	Shri Chinmay Dwivedi	Sc- E & Head	PCD	BIS Hq	Apr-2015	Micro Biology
13	062553	Shri Jitender Kumar Gupta	Sc- E & Head	TXD	BIS Hq	Dec-2006	Textile Engg.
14	063827	Ms Surya Kalyani S.	Sc- E & Head	TNMD	BIS Hq	May-2015	Micro Biology
15	062642	Ms Vibha Rani	Sc- E & Head	FRBO	Faridabad	May-2015	Electrical Engg
16	063371	Ms Madhurima Madav	Sc-E	NITS	Noida	Mar-2015	Civil Engg
17	063398	Shri Manoj Kumar Rajak	Sc-E	CED	BIS Hq	May-2014	Civil Engg
18	064084	Shri Aditya Das	Sc- E & Head	HRD	BIS Hq	Jun-2013	Metallurgical
19	064220	Ms Nitasha Doger	Sc-E	FAD	BIS Hq	Jun-2011	Chemistry
20	064246	Shri Virendra Singh	Sc-E	CHD	BIS Hq	May-2014	Chemistry
21	063541	Ms Shalu Varshney	Sc- D	Central Lab	Sahibabad	Jun-2019	Civil Engg
22	063291	Ms Anurita Jojo	Sc- D	Vigilance	BIS Hq	Jan-2016	Electrical Engg
23	064181	Shri Vishant Rawat	Sc- D	Central Lab	Sahibabad	May-2014	Chemical Engg
24	064319	Shri Vijay Kumar Gupta	Sc- D	HRD	BIS Hq	May-2014	Chemical Engg
25	065463	Ms Bhawana	Sc- D	FAD	BIS Hq	Jun-2012	Food Tech
26	065285	Ms Shikha Dawar	Sc- D	IR & TISD	BIS Hq	Jun-2012	Food Tech
27	065171	Shri Ashish Tiwari	Sc- D	LITD	BIS Hq	Jun-2012	Electronics
28	065158	Shri Ritwik Anand	Sc- D	ETD	BIS Hq	Jun-2012	Electronics
29	065323	Shri Rajpal	Sc- D	DLBO-II	New Delhi	Jun-2015	Food Tech
30	065005	Shri Ranjit Kumar	Sc- D	CMD-I	BIS Hq	Nov-2015	Metallurgical
31	065331	Shri Hemant Kumar Bansiwal	Sc- D	ITSD	BIS Hq	Jun-2012	Computer Engg.
32	060887	Shri Mukesh Tayal	Sc- D	Publication & sales	BIS Hq	May-2015	Electrical Engg
33	061751	Shri Inderjeet Singh	Sc- D	CMD-II	BIS Hq	May-2015	Chemistry
34	060720	Shri Deepak Kumar	Sc- D	NRL	Mohali	Nov-2015	Mechanical Engg
35	061212	Shri Sharad Kumar	Sc- D	FRBO	Faridabad	May-2015	Mechanical Engg
36	060852	Shri Sanjay Saxena	Sc- D	CMD-I	BIS Hq	Aug-2015	Chemistry
37	066095	Ms Aurosmita Kabiraj	Sc- D	Registration Deptt	BIS Hq	Oct-2015	Electrical Engg
38	065714	Shri Sagar Singh	Sc- D	CHD	BIS Hq	Mar-2015	Chemical Engg
39	065838	Ms Ankita Srivastava	Sc- D	LITD	BIS Hq	Jan-2015	Computer Engg.
40	066087	Ms Ishita Dalal	Sc- D	KKBO-II	Kolkata	Apr-2015	Electrical Engg
41	066206	Shri Mohit Janoiya	Sc- D	CMD-I	BIS Hq	Nov-2014	Mechanical Engg

42	066001	Shri Avik Datta	Sc- D	Registration Deptt	BIS Hq	Apr-2015	Electrical Engg
43	065862	Ms Jyoti Kushwaha	Sc- D	LITD	BIS Hq	Jan-2015	Computer Engg.
44	066184	Shri Naveen Kumar Arora	Sc- D	GZBO	Ghaziabad	Apr-2015	Mechanical Engg
45	065781	Shri Abhishek Pal	Sc- D	CED	BIS Hq	Nov-2014	Civil Engg
46	065871	Shri Peeyush Prakash	Sc- D	CMD-III	BIS Hq	Nov-2014	Computer Engg.
47	065854	Shri Nitish Kumar Verma	Sc- D	ITSD	BIS Hq	Nov-2014	Computer Engg.
48	066303	Shri Dharambeer	Sc- D	TXD	BIS Hq	Jan-2016	Textile Engg.
49	065765	Ms Divya S	Sc- D	CED	BIS Hq	Mar-2015	Civil Engg
50	066215	Ms Ankita Vidyarthi	Sc- D	MED	BIS Hq	Apr-2015	Mechanical Engg

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. ....

Through Head of RO/BO/Lab/Deptt.



**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. \_\_\_\_\_

Through Head of RO/BO/Lab/Deptt.