

BUREAU OF INDIAN STANDARDS

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

Our Ref: HRD/19:5

06 Aug 2021

Subject: Additional charge of Head (NROL)

MEMORANDUM

As decided by the Competent Authority, Sh. Rajeev Sharma, Sc.F & DDGN is informed to look after the work of Head (NROL), till the time Ms. Bhavna Sharma, Sc.E, NROL assumes the charge as Head (NROL), in addition to his present duties.

The above arrangement shall come into force with immediate effect. The officer assigned additional duty will also exercise all Administrative and Financial powers pertaining to the post.



**Jitender Kumar
Sc.E and Head (HRD)**

To all concerned through BIS Intranet:

Copy To:

- i)PS to DG
- ii)PS to ADG
- iii)PS to CVO
- iv)PS to DDGA
- v)PS to all DDGs/Activity Heads concerned
- vi)PS to DDGF
- vii)Personal File
- viii)Concerned Deptts.
- ix)Personal File



**Jitender Kumar
Sc.E and Head (HRD)**