

भारतीय मानक ब्यूरो
(स्थापना विभाग)

मानक भवन
9, बहादुर शाह जफर मार्ग
नई दिल्ली-110002

हमारा संदर्भ : स्था-1/1/06:01/01/2024

दिनांक : 28 Dec 2023

कार्यालय ज्ञापन

The following Assistant Section Officers are informed that they have been selected for promotion to the post of Section Officer in the Level-7 in the Pay Matrix :

Sl. No.	Employee No.	Name of the employee	Present place of posting
(1)	(2)	(3)	(4)
1.	061301	Smt. Vijay Luxmi	HQ- FAD
2.	061417	Smt. Sunitha Surendran	HQ-LPPD
3.	061263	Smt. Prabha Bhateja	HQ-FMCD
4.	061360	Smt. Mamta Sain	HQ-ITSD
5.	061808	Shri Jitendra Kumar	SUBO, Surat
6.	062316	Smt. Vanaja Murthy	HYBO, Hyderabad

2. Their promotion will take effect from 01 January 2024 **OR** the date they assume the duties of the post of Section Officer at their present place of posting whichever is later. They are required to send their joining report from their present place of posting. **Their place of new posting on promotion shall be communicated in due course.** Therefore, they should send duty assumption report on promotion to the undersigned by Email at estt@bis.gov.in, through their Departmental Head.

3. Their initial pay on promotion to the post of Section Officer will be fixed on receipt of their option in the enclosed Proforma, which may be sent to the undersigned through their Departmental Head. **Option once exercised will be final.**

4. They will be required to serve anywhere in India.

5. As regards other terms and conditions of service they will be governed by the Rules and Regulations of the Bureau in force from time to time.

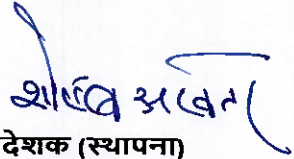
Encl : as above

हस्ता/-
[शोएब अख्तर]
निदेशक (स्थापना)

All the concerned employees given in para 1 through their HODs concerned.

Copy to:

- (i) DDGA
- (ii) DF/DAC
- (iii) Concerned DDGs
- (iv) Concerned employee leave file
- (v) Deptt. Concerned (Leave file)
- (vi) Personal File of concerned employee
- (vii) Estt- V Section (for GIS & Computer Updation)
- (viii) Estt- IV Section (for HFMS Updation-on joining)


निदेशक (स्थापना)

ESTABLISHMENT DEPARTMENT

PERFORMA OF OPTION FOR FIXATION OF PAY ON PROMOTION

With reference to Office Memorandum No. _____
dated _____ I have assumed the duties of the post of _____ w.e.f. _____ and
I hereby opt for fixation of my pay as under :

A) On the basis of FR 22-I (a) (1) with effect from the date of next increment:

In case the Government servant opts to get his pay fixed from his date of next increment, then :

On the date of promotion, the Govt. servant shall be placed at the next higher cell in the level of the post to which he/she is promoted, till his/her date of next increment. Subsequently, on the date of next increment in the Level of the post to which Govt. servant is promoted, his/her pay will be re-fixed and two increments (one accrued on account of annual increment and the second accrued on account of promotion) may be granted in the Level from which the Govt. servant is promoted and he/she shall be placed, at a cell equal to the figure so arrived, in the Level of the post to which he/she is promoted; and if no such cell is available in the Level to which he/she is promoted, he/she shall be placed at the next higher cell in that Level.

B) On the basis of FR 22-I (a) (1) with effect from the date of Promotion:

In case the Government servant opts to get his pay fixed in the higher level from the date of promotion, then ;

- i) One increment shall be given vertically in the Level from which the employee is promoted and he will be placed at a Cell equal to the figure so arrived at in the next higher Level of the post to which promoted and if no such Cell is available in the Level of the post to which promoted, he shall be placed at the next higher Cell in that higher Level; and*
- ii) He shall get his first increment in the higher level of the post on the next 1st July if he is promoted between 2nd July and 1st January and if he is promoted between 2nd January and the 1st July of a particular year, he shall get his increment on 1st January of the next year.*

NOTE: OPTION ONCE EXERCISED SHALL BE FINAL.

Signature _____

Name _____

Employee No _____

Deptt. / Sec _____

Date:

(Through _____ HOD concerned)

Back to Establishment Department