

**BUREAU OF INDIAN STANDARDS**  
**(Establishment Department)**

Our Ref : Estt043/9/2024-Estt-BIS

Dated : 15 March 2024

**CIRCULAR**

**Subject : Change of Link Officer for Activity Heads at BIS-HQ – reg.**

The undersigned is directed to inform that in supersession of HRD Deptt. Note No. HRD/19:5 dated 27 January 2020, it has been decided by the Competent Authority that whenever the Activity Head proceeds on leave, the officer shown against his name as given below shall function as his Link Officer :

<b>Activity Head/DDGs</b>	<b>Link Officer</b>
DDG (Administration)	DDG (Certification)
DDG (Finance)	DDG (P&C)

The Link Officer shall perform all the duties assigned to the officer that require immediate action/decision.



**[Shoaib Akhter]**  
**Director (Establishment)**

**Circulated for information to all concerned.**