

BUREAU OF INDIAN STANDARDS
(DDG (Administration) Secretariat)

Manak Bhavan
9, Bahadur Shah Zafar Marg
New Delhi - 110 002

Our Ref. DDGA/HFMS (020)

Dated: 06 Oct 2020

Subject: Initiation of Annual performance Assessment Report (APAR) of A&F cadre officials of BIS who have not submitted APAR, by Estt. for the period 2019-20- reg.

This is with reference to DDG (Administration) Circular dated 05 Oct 2020, the time line for the right to initiation/ self assessment of the A&F cadre officials who have not assessed the APARs in HFMS module stands forfeited.

2. The Competent Authority has accorded permission to Establishment Department to initiate the Part-1 APAR of those A&F Cadre officials of BIS who have forfeited their rights for submission of their APAR for the aforesaid period, in view of non-submission of APAR within the timelines, in line of the DoPT OM No. 21011/02/2009-Estt(A) dated 16 February 2009.
3. List of A&F cadre officials of BIS (113 nos) for which there is no information in Establishment Department regarding submission of their full/part APARs is enclosed as **Annex-I**.
4. In order to enable initiation of APARs by Custodian Desk, those officials who have not initiated their APARs for the period 2019-20 are requested to provide details regarding period(s) of APAR, Reporting Officer(s) and Reviewing Officer(s) as per the format enclosed at **Annex-II** and forwarded the same to Establishment Department through email (estt@bis.gov.in) latest by **11th October 2020 (FN)**.
5. The matter may kindly be treated as **MOST URGENT**.

Encl: AS above


(Roma Roy)
Deputy Director General (Administration)

Note : Circulated for information to all departments at HQs including CL, NITS, Noida and ROs/BOs through Intranet.

List of Employees who have not filled their APAR for the year 2019-2020 through HFMS Software

Sl. No.	Emp. No.	Employee Name	Designation
HQ-Administration Deptt.			
1	64033	SHRI N. VITTOBA	DIRECTOR (ADMINISTRATION)
HQ-CED			
2	30635	SHRI BIJENDER SINGH	SENIOR MULTI-TASKING STAFF
HQ-CHD			
3	61867	SHRI PREM PARKASH SHARMA	JUNIOR SECRETARIAT ASSISTANT
HQ-DDG (Labs) Sectt.			
4	32107	SHRI PREM SINGH NEGI	MULTI-TASKING STAFF
HQ-DDG (Std.- Product & Method) Sectt.			
5	31860	SHRI GOVIND SINGH	MULTI-TASKING STAFF
HQ-DDG (Std.- Services Sector) Sectt.			
6	30740	SHRI JITENDER SINGH MATHUR	MULTI-TASKING STAFF
HQ-DDGR(C) Sectt. + CRO Sec			
7	67067	SHRI SUNIL KUMAR	JUNIOR SECRETARIAT ASSISTANT
8	31160	SHRI KISHAN CHAND	MULTI-TASKING STAFF
HQ-DLBO-II			
9	32115	SMT. LATA RANI	MULTI-TASKING STAFF
10	30660	SHRI PURAN SINGH	SENIOR MULTI-TASKING STAFF
HQ-ETD			
11	29726	SHRI ANIL KUMAR	MULTI-TASKING STAFF
HQ-FAD			
12	29777	SHRI SAT PAL	MULTI-TASKING STAFF
HQ-PGD			
13	30864	SHRI RAJINDER SHARMA	MULTI-TASKING STAFF
HQ-PRTD			
14	32123	SHRI ASHISH KUMAR	JUNIOR SECRETARIAT ASSISTANT
HQ-Registration Deptt.			
15	28703	SHRI RAJ KUMAR	MULTI-TASKING STAFF
HQ-TXD			
16	30910	SHRI PRADEEP SINGH RAWAT	MULTI-TASKING STAFF

HQ-WRD			
17	31089	SHRI S. PERYA SWAMI	MULTI-TASKING STAFF
18	59854	SMT. ANJANA ARORA	PRIVATE SECRETARY
Posted in Ministry			
19	31119	SHRI ASHOK KUMAR	MULTI-TASKING STAFF
20	59846	SHRI SANJEEV AGGARWAL	PRIVATE SECRETARY
Proceeded on Deputation			
21	59226	SHRI A K BANSAL - On Deputation	DIRECTOR (SELECTION GRADE)
DDGR(W) Sectt., Mumbai			
22	29823	SHRI C B SHINDE	ASSISTANT SECTION OFFICER
23	56588	SHRI KRISHAN CHANDRA MISHRA	ASSISTANT SECTION OFFICER
24	31577	SHRI KISHORE RAMDAS RAO	CANTEEN ATTENDANT
25	31763	SHRI RAMESH J. MOOLYA	CANTEEN ATTENDANT
26	30490	SHRI DALIP D NATEKAR	MULTI-TASKING STAFF
27	30783	SMT. NIRMAL S KHADYE	MULTI-TASKING STAFF
28	53503	SMT. SANDHYA S. KALE	SECTION OFFICER
29	29831	SHRI P V BHANJI	SENIOR MULTI-TASKING STAFF
30	62332	SHRI VILAS S. DHAMAPURKAR	STAFF CAR DRIVER (GRADE-II)
MUBO-I, Mumbai			
31	29203	SMT. SAMMAMMA NARSANNA METKARI	MULTI-TASKING STAFF
AHBO, Ahmedabad			
32	61000	SMT. NITA SANJAY GANDHI	ASSISTANT SECTION OFFICER
DDGR(E) Sectt., Kolkata			
33	31283	SHRI GOPAL KRISHNA JANA	CANTEEN HALWAI
34	55468	SHRI SUSANTA KUMAR GHOSAL	MASTER TECHNICIAN
35	30457	SHRI A GOCHHAYAT	MULTI-TASKING STAFF
36	31178	SHRI BISWANATH CHAKRABORTY	MULTI-TASKING STAFF
37	28983	SHRI N K DAS	SENIOR MULTI-TASKING STAFF
KKBO, Kolkata			
38	61190	SHRI SHYAMAL ISSWAR	PRIVATE SECRETARY
39	68349	SHRI PANKAJ KUMAR VERMA	SENIOR SECRETARIAT ASSISTANT
BHBO, Bhubneshwar			
40	62502	SMT. SARMISTHA SATPATHY	SENIOR SECRETARIAT ASSISTANT

JDBO, Jamshedpur			
41	59323	SHRI SHARADA RAMAN PRASAD	ASSISTANT SECTION OFFICER
DDGR(N) Sectt., Chandigarh			
42	58335	SHRI MILAN KUMAR	ASSISTANT SECTION OFFICER
43	31305	SHRI SURMUKH SINGH	CANTEEN HALWAI
44	51519	SMT. VEENA SAKHUJA	SECTION OFFICER
45	40576	SHRI HAR MOHINDER PAL SINGH	SENIOR MASTER TECHNICIAN
46	30155	SHRI NATH SINGH	SENIOR MULTI-TASKING STAFF
CHBO, Chandigarh			
47	29025	SHRI DHARAM SINGH	SENIOR MULTI-TASKING STAFF
HRBO, Haryana			
48	30139	SHRI JASWANT LAL	JUNIOR SECRETARIAT ASSISTANT
JKBO, Jammu			
49	68292	SHRI KESHAV KUMAR MEENA	SENIOR SECRETARIAT ASSISTANT
LKBO, Lucknow			
50	61921	SHRI ARUN KUMAR SHARMA	ASSISTANT SECTION OFFICER
DDGR(S) Sectt., Chennai			
51	59498	SMT. S VASUMATHI	ASSISTANT SECTION OFFICER
52	31607	SHRI D. DORAISWAMY	CANTEEN ATTENDANT
53	31739	SHRI K. ELUMALAI	CANTEEN ATTENDANT
54	29378	SHRI S KANNAN	JUNIOR SECRETARIAT ASSISTANT
55	52850	SHRI M JEBRAJ SOLOMON	MASTER TECHNICIAN
56	30066	SHRI D SEKAR	MULTI-TASKING STAFF
57	31917	SHRI R. MARTIN LUTHER KING	MULTI-TASKING STAFF
58	54011	SMT. S VIJAYLAKSHMI	PRIVATE SECRETARY
59	56073	SHRI S BASKAR	SECTION OFFICER
60	30180	SHRI P RAMASAMY	SENIOR MULTI-TASKING STAFF
CNBO-II, Chennai			
61	58939	SMT. UMA BALRAJ	SECTION OFFICER
BNBO, Bangalore			
62	59625	SHRI P SUBRAMANI	ASSISTANT SECTION OFFICER
63	30104	SHRI B V BALAKRISHNA	JUNIOR SECRETARIAT ASSISTANT
64	31925	SMT. M.P. BANU BAI	MULTI-TASKING STAFF
65	30562	SHRI T L ARER	SENIOR MULTI-TASKING STAFF

HYBO, Hyderabad			
66	55751	SMT. B PADMAJA NAGASRI	ASSISTANT SECTION OFFICER
67	58610	SHRI ANUSURI SEKHAR	ASSISTANT SECTION OFFICER
68	58629	SHRI S V S BHAVANARAYANA	ASSISTANT SECTION OFFICER
69	59285	SMT. P NAGALAXMI	ASSISTANT SECTION OFFICER
70	62316	SMT. VANAJA MURTHY	ASSISTANT SECTION OFFICER
71	31836	SHRI V. SURENDER	CANTEEN ATTENDANT
72	28525	SHRI N RAMESH	JUNIOR SECRETARIAT ASSISTANT
73	29475	SHRI V MOHAN RAJ	JUNIOR SECRETARIAT ASSISTANT
74	40614	KM. L SUREKHA	SECTION OFFICER
75	60151	SHRI V. SUBANNA MADDURI	SECTION OFFICER
76	63266	SMT. S. PADMALATHA	SENIOR SECRETARIAT ASSISTANT
77	68861	MS. SASMITHA GOUD	STENOGRAPHER
VZBO, Vishakhapatnam			
78	53937	SHRI M SREENIVAS	SECTION OFFICER
FRBO, Faridabad			
79	30376	SHRI SATYA KUMAR	SENIOR MULTI-TASKING STAFF
GZBO, Ghaziabad			
80	61573	SMT. NEETA POKHRIYAL	ASSISTANT SECTION OFFICER
81	30759	SHRI RAMESH CHAND	MULTI-TASKING STAFF
82	30384	SHRI KUNWAR PAL SINGH	SENIOR MULTI-TASKING STAFF
BNBOL, Bangalore			
83	30686	SHRI H OM PRAKASH	SENIOR MULTI-TASKING STAFF
CL, Sahibabad			
84	57215	SMT. KUMUD SINGH	ASSISTANT SECTION OFFICER
85	61280	SHRI MOHAN SINGH RAWAT	ASSISTANT SECTION OFFICER
86	61298	SHRI MADAN MOHAN ARYA	ASSISTANT SECTION OFFICER
87	61522	SHRI ANIL KUMAR	ASSISTANT SECTION OFFICER
88	31682	SHRI MUKESH KUMAR	CANTEEN ATTENDANT
89	31801	SHRI KULDEEP KUMAR DHYANI	CANTEEN ATTENDANT
90	31259	SHRI GOBIND RAM	COUPAN CLERK
91	66397	SHRI RITESH KUMAR BARANWAL	DY. DIRECTOR (ADMN & FIN)
92	31062	SHRI GOPAL SINGH	JUNIOR SECRETARIAT ASSISTANT
93	31887	SHRI RAJESH KUMAR	JUNIOR SECRETARIAT ASSISTANT

94	28533	SHRI RAJINDER RAM	MULTI-TASKING STAFF
95	29734	SHRI JAI SINGH	MULTI-TASKING STAFF
96	30040	SHRI KHYAT SINGH	MULTI-TASKING STAFF
97	59560	SHRI GIRRAJ PRASHAD MEENA	SECTION OFFICER
EROL, Kolkata			
98	68918	SHRI SOUMYA SAHA	STENOGRAPHER
PBOL, Patna			
99	67083	KM. BHARTI KUMARI	JUNIOR SECRETARIAT ASSISTANT
100	31844	SMT. CHAMPA DEVI	MULTI-TASKING STAFF
NROL, Mohali			
101	58882	SHRI DEVENDER PAL	ASSISTANT SECTION OFFICER
102	31720	SHRI BRINDER SINGH	CANTEEN ATTENDANT
103	56960	SHRI SUSHIL KUMAR SHARMA	MASTER TECHNICIAN
104	28835	SHRI KESAR SINGH	MULTI-TASKING STAFF
105	30163	SHRI NAIB SINGH	MULTI-TASKING STAFF
106	30767	SHRI ISAM KUMAR	MULTI-TASKING STAFF
107	66532	SHRI LOVELISH BANSAL	TECHNICAL ASSISTANT (LAB)
108	66541	SHRI MANDEEP SINGH	TECHNICAL ASSISTANT (LAB)
109	68748	SHRI KAPIL KUMAR	TECHNICAL ASSISTANT (LAB)
SROL, Chennai			
110	52868	SHRI A PANDIARAJAN	MASTER TECHNICIAN
111	62499	SMT. A.PADMAVATHY	PRIVATE SECRETARY
112	59129	SHRI G SHIVA SHANKAR	SENIOR TECHNICIAN
113	67181	SHRI SHRAWAN KUMAR CHAURASIA	TECHNICAL ASSISTANT (LAB)

Annex - II

Sl. No.	Information Required	Reply
i)	Employee No.	
ii)	Name of Official	
iii)	Designation	
iv)	Present Place of Posting	
v)	Designation during the reporting period	
vi)	Name of the department during reporting period	
vii)	* Period of Reporting	
viii)	Academic Qualification	
ix)	Date of Appointment	
x)	Promotion to Present Grade	
xi)	Name of the Reporting Officer during the said period with designation	
xii)	Name of the Reviewing Officer during the said period with designation	
xiii)	Mention the gap period (if less than three months under Reporting period, if any)	
xiv)	Period of absence from duty exceeding 30 days during the (on leave, Training, etc.)	

* Two or more independent reports can be written for the same year by different Reporting Officers in the event of a change in the Reporting Officer during the course of a year, provided that no reports should be written unless a Reporting Officer has atleast three months' experience on which to base his reports.