

BUREAU OF INDIAN STANDARDS

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

Our Ref: HRD/19:5(2014)

24 April 2018

Subject: Placement of Scientific Cadre Officers

MEMORANDUM

As decided by the Competent Authority, the following arrangement with respect of placement of Sc-G & DDGs shall come into force w.e.f. 25 April 2018:

S.No	Emp No	Name & Designation	Present Posting	New Posting w.e.f. 25 April 2018
1.	40029	Shri H.L. Upendar, Sc.G	DDG (CA)	DDG (CAD and PP&C)
2.	40096	Shri Varghese Joy, Sc.G	DDG (MSC)	DDG (MSCD & Registration)
3.	53678	Shri M. Sadasivam, Sc.G	DDG (C)	DDG (Central & PMW)
4.	53058	Shri T. Kalaivanan, Sc.G	Head (CTBO)	DDG (Lab & Hall Marking)
5.	55247	Shri Mahim Jain, Sc.G	Head (FMCD)	DDG (W)

2. All Officers shall be relieved from their present posting with effect from **24 April 2018 (AN)** and report for duties at new posting on **25 April 2018(FN)**.

3. All Officers should send their relieving/joining reports through their reporting officer to the undersigned and at (Fax No.23237492 or mail hrd@bis.org.in) together with a copy endorsed to Director Finance (by fax No.23231696 or mail- fin@bis.org.in) in due course.

4. Officers at Sl.No.4 and 5 are eligible for transfer benefits and joining time. The admissible joining time may be availed in due course. If covered by CGHS Scheme, they should surrender their CGHS card to the concerned section and return the publications borrowed by them, if any, to Library before leaving the present place of posting. They should also inform Director (Finance) the place where they would like to draw the salary for the month of transfer.

Head (HRD)

To all officers concerned through BIS Intranet

Copy to:

- i) DG Section
- ii) ADG Section
- iii) CVO
- iv) DDGA
- v) All DDG concerned
- vi) DDGF
- vii) Personal file
- viii) Concerned Deptt
- ix) Transfer file

Head(HRD)