

BUREAU OF INDIAN STANDARDS
(Establishment Department)

Our Ref : DEST Sectt./Retirement March 2020

Dated : 24 March 2020

Subject: Retirement of Group A (A&F), B , C & D employees during the month of March 2020 – Information regarding releasing of retirement benefits.

CIRCULAR

The following six Group A (A&F), B, C & D employees will be retiring on superannuation on 31 March 2020 :

Sl. No.	Employee No.	Name of the Employee	Designation	Present Place of Posting
1.	040436	Smt. Jayashree Y. Dewan	Asstt. Director (A&F)	AHBO, Ahmedabad
2.	058297	Shri Ram Swaroop	Supervisor (Reprography)	HQ-Security Section
3.	030902	Smt. Kusuma Bist	Senior Attendant	HQ-MED
4.	029130	Shri S. R. Mahadik	Senior Attendant	MUBO-II, Mumbai
5.	029580	Shri U. S. Kasbe	Senior Attendant	MUBO-II, Mumbai
6.	029548	Shri P.K. Karmakar	Beldar	EROL, Kolkata

2. Taking into consideration the present situation/lockdown of the city as a preventive measure from Corona Virus COVID19, the undersigned is directed to inform all the concerned that necessary action to release the retirement benefits of the retiring employees will be taken by Establishment Deptt./Finance Deptt. as soon as the office functioning start after 31 March 2020 post lockdown.

3. Accordingly all the concerned HODs may kindly take necessary action regarding releasing of the employees on 31 March 2020. All the concerned HODs/concerned employees are requested to send their retirement benefit proformae and other retirement documents immediately to Establishment Deptt.

4. This is issued with the approval of the Competent Authority.

Sd/-
(Sandeep Meena)
Director (Establishment)

Circulated to all the concerned for information through BIS Intranet