

हमारा संदर्भ: वित्त/2:24/2020-21

दिनांक : 15 अप्रैल 2020

विषय: अप्रैल 2020 में अर्जित अवकाश के नगदीकरण हेतु इच्छुक बी आई एस कर्मचारियों की सूची का अग्रेशन

परिपत्र संख्या बी आई एस/मुख्यालय /वित्त/परिपत्र (06)/2020 दिनांक 15 अप्रैल 2020 सभी सम्बद्ध व्यक्तियों/विभागों की जानकारी हेतु संलग्न है।

हस्ता/-
(गुरप्रीत सिंह)
निदेशक वित्त

परिचालित सेवा में भा मा ब्यूरो इन्टरनेट के माध्यम से:

- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/प्रशिक्षण संस्थान/केन्द्रीय प्रयोगशाला के प्रमुख
- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

प्रतिलिपि जानकारी के लिए:

- निजी सचिव (महानिदेशक)-महानिदेशक कि जानकारी के लिए
- अपर महानिदेशक/मुख्या सतर्कता अधिकारी/सभी उप महानिदेशक

सूचना और प्रोद्योगिकी विभाग- भा मा ब्यूरो के इंटरनेट पर डालने के लिए

BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Our Ref: FIN/2.24/2020

Dated: 15 April 2020

***Subject:* Forwarding of list of BIS employees who intend to encash Earned Leave in April 2020**

The Circular No. BIS/FIN/HQ/Circular(06)/2020 dated 15 April 2020 on the captioned subject is enclosed for information of all concerned.

sd/

(Gurpreet Singh)
Director(Finance)

Circulated through Intranet to:

- **Heads of ROs/BOs/ Labs/NITS**
- **Heads of all Departments at HQ**
- **All Official of BIS**

Copy for Information:

- **PS to DG – For DG’s Information**
- **ADG/CVO/ All DDGs**

Copy to: ITSD for placing on BIS INTRANET

भारतीय मानक ब्यूरो
(वित्त विभाग)

Sub: Forwarding of list of BIS employees who intend to encash Earned Leave for April 2020

1. In view of the spread of CORONA VIRUS (COVID 19) pandemic and thereby nationwide lockdown announced by the Government of India, some of the employees might be facing difficulties in intimating Finance Department about their intention to encash Earned Leave due in the month of April 2020. In order to ensure that all the willing employees get their due EL encashment, it has been decided to request Heads of all ROs/BOs/Lab/NITS/Departments at HQ and Establishment Department/HRD to take action as follows:

(i) Heads of all ROs/BOs/Labs/NITS/Departments at HQ may contact the officers and staff working under them and forward list of such employees to Finance Department who intend to encash Earned Leave for April 2020 in the following format:

Sl. No.	Employee Number	Name & Designation	Number of EL intended to be encashed

(ii) HRD may send similar list of all the Activity Heads and Heads of Departments at HQ of Scientific Cadre Officers to Finance Department.

(iii) Establishment Departments may send similar list of all the Activity Heads and Heads of Departments at HQ of A&F & Other Cadre Officers and Staff to Finance Department.

2. It is requested that the above information may sent to Finance Department by 20.04.2020 positively to enable Finance Department to ensure effecting the same in the salary of April 2020.
3. Heads of all ROs/BOs/Labs/NITS/Departments at HQ, Establishment Department and HRD are further requested to exercise due care in ensuring that the entry in the Leave Account about EL encashment and debit against the balance EL are made and certified by concerned officer.
4. This issues with approval of DDGF.

हस्ता/-
(गुरप्रीत सिंह)
निदेशक वित्त

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- मुख्यालय के सभी विभागों के प्रमुख
- भा मा ब्यूरो के सभी अधिकारी एवं कर्मचारी

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- अपर महानिदेशक/मुख्या सतर्कता अधिकारी/सभी उप महानिदेशक

सूचना और प्रोद्योगिकी विभाग-