

भारतीय मानक ब्यूरो  
(स्थापना विभाग)

संदर्भ: स्था-V/जी-2018(Vol.-II)

दिनांक : 04.02.2020

विषय: एचएफएमएस सॉफ्टवेयर में रिकार्ड का अद्यतन / **Updation of records in HFMS Software**

**परिपत्र / CIRCULAR**

This has reference to this office Circular of even number dated 24.01.2020 on the above subject vide which it has been informed that all the employees are required to login and update their personal records in the database.

2. It has come to notice that the employees of the Bureau are feeding/filling up their nominee's details in HFMS but the same is not being saved in the aforesaid software.
3. In this regard, it is informed that the nominee details filled up/updated by the employees will be saved and be visible on their screens once the concerned departments i.e. HRD and Establishment Department validate the family details of employees under 'Family Details' tile in the software.
4. All employees are requested to fill up the family details and finish the rest of personal details by skipping Nominee Details as of now and wait for further directions in regard to filling up of nominee details.
5. All employees are requested to adhere to the deadline prescribed in earlier circular of even number dated 24.01.2020.



(रोमा रॉय)

उप महानिदेशक (प्रशासन)

परिचालित: मुख्यालय के सभी विभागों/ प्रशिक्षण संस्थान/ क्षेत्रीय कार्यालय/ शाखा कार्यालय/ प्रयोगशालाएँ में बीआईएस इन्ट्रानेट द्वारा परिचालित। / **All concerned at BIS HQs/ NITS/ ROs/ BOs/ Labs through BIS Intranet**