

BUREAU OF INDIAN STANDARDS
(Headquarters)

Ref: DDGA/HFMS(020)
Sub: **Leave & PIS Module – reg.**

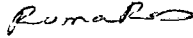
11 Aug 2020

C I R C U L A R

As is aware that work relating to HFMS has been accorded top priority by DG-BIS. In this series, "Leave" and "Personal Information System (PIS) Module has been made live w.e.f. 10 Aug 2020. Henceforth, all employees would be required to apply leave in this module which would be approved by the respective Leave Sanctioning Authority in the same Module.

2. All Heads of Departments at HQs and at ROs/BOs/CL/NITS may, therefore, click on the Link: Leave Credit – Empwise and ensure to credit the leaves of employees under their jurisdiction from 31 May 2020 to till date.

3. As regards PIS Module, HRD and Establishment Departments will be custodian departments for personal record control. The employees can add or amend personal details by attaching scanned documentary proof subject to validation by HRD and Establishment Departments.


(Roma Roy)
DDG(Admn.)

To:
**All departments at HQs/ROs/BOs/CL & NITS through
BIS Intranet**