

बी आई एस/डी जी ओ (451) /2018
दिनांक 27.07.2018

भारतीय मानक ब्यूरो
(मानव संसाधन विकास विभाग)

दिनांक: 27.07.2018

कार्यालय आदेश

विषय : ग्रुप 'ए' वैज्ञानिक संवर्ग अधिकारियों के लिए बाहरी पदों पर आवेदन करने हेतु व्यापक दिशा-निर्देश

इस विषय पर सभी पूर्व आदेशों का अधिक्रमण करते हुए, महानिदेशक द्वारा अनुमोदित ब्यूरो के ग्रुप 'ए' वैज्ञानिक संवर्ग अधिकारियों के संबंध में बाहरी पदों पर आवेदन करने संबंधित दिशा-निर्देश जानकारी के लिए संलग्न है।

हस्ता/-
(ललित कुमार मेहता)
वैज्ञानिक एफ़ एवं प्रमुख(मा. सं. वि. वि.)

संदर्भ : मा. सं. वि./ पॉलिसी/2018/फॉरवार्डिंग

सेवा में परिचालित : भा मा ब्यूरो इंटरनेट के माध्यम से मुख्यालय /कार्यालयों शाखा /कार्यालयों क्षेत्रीय/ प्रयोगशालाओं एवं प्रशिक्षण संस्थान के सभी विभाग।

BIS/DGO(451)/2018

Date: 27.07.2018

**BUREAU OF INDIAN STANDARDS
(HUMAN RESOURCE DEVELOPMENT DEPARTMENT)**

27.07.2018

OFFICE ORDER

Subject: Comprehensive Guidelines for Applying for Outside Posts for BIS Scientific Cadre Officers

In supersession of all earlier orders on the subject, the comprehensive guidelines for applying for outside posts for BIS scientific cadre officers as approved by DG,BIS is enclosed for information of all concerned.

Sd/-
(Lalit Kumar Mehta)
Scientist – F & Head (HRD)

Ref: HRD/7/Policy/2018/Forwarding

Circulated to: All Departments at HQ/ROs/BOs/ Labs & NITS through BIS Intranet

**COMPREHENSIVE GUIDELINES FOR APPLYING FOR OUTSIDE POSTS FOR
BIS SCIENTIFIC CADRE OFFICERS**

1 Applying for Posts in Central Government / Autonomous Bodies or Subordinate Offices/ State Governments / Public Sector Undertakings owned Wholly or Partly by the Central Government or a State Government/ Quasi-Government Organizations

1.1 A BIS Scientific Cadre Officer could be given four opportunities in a year to apply for outside posts in Central Government / Autonomous Bodies or Subordinate Offices/ State Governments / Public Sector Undertakings owned Wholly or Partly by the Central Government or a State Government or Quasi-Government Organizations, except where withholding of any application is considered by the Competent Authority (Director General, Bureau of Indian Standards) to be justified in the public interest.

1.2 Applications of BIS Scientific Cadre Officers belonging to Scheduled Castes and Scheduled Tribes should be readily forwarded except in very rare cases where there may be compelling grounds of public interest for withholding such application.

1.3 Applications of BIS Scientific Cadre Officers who have been given some technical training at BIS expenses after commencement of service cannot justifiably complain of hardship if he/she is not allowed to capitalize the special qualifications so gained by seeking other better employment. Withholding of application in such a case is therefore justifiable.

1.4 Applying for outside posts during first three years of service is not permissible. If a BIS Scientific Cadre Officer leaves the service either by resignation or if his/her services are terminated on account of unauthorized absence from service before completion of three years of his employment, he/she shall be required to reimburse the Bureau, six months emoluments at the rate last drawn by him unless he/she has worked for a shorter period, in which case he/she shall be required to reimburse the full amount drawn by him/her. Before entering the service of the Bureau, he/she shall be required to furnish a surety bond along with a surety on a non-judicial stamp paper of Rs. 100.00. The surety shall be a responsible person known to the Bureau or an employee of the Bureau or Central/State Government or Public Undertaking.

1.5 Applications from BIS Scientific Cadre Officers for employment elsewhere, submitted otherwise than in response to advertisement or circulars inviting applications, would not be forwarded.

1.6 Applications from BIS Scientific Cadre Officers, who have not been granted vigilance/ administrative clearance under provision of (4) below would not be forwarded.

1.7 Applications of BIS Scientific Cadre Officers for posts in autonomous bodies

or Public Sector Undertakings owned wholly or partly by the Central Government or a State Government or Quasi-Government Organizations may be forwarded with a clear understanding with the employee that in the event of their selection for the post applied for they will sever their connections with the Bureau before joining and no lien shall be retained in such cases.

2 Applying for Posts Advertised by Union Public Service Commission (UPSC)/ Staff Selection Commission (SSC)/ State PSCs

2.1 Where BIS Scientific Cadre Officers apply directly to UPSC/SSC or State PSC, as in the case of direct recruit, they must immediately/ but not later than 5 working days inform Human Resources Development Department giving details of the examination/post for which they have applied.

2.2 The number of such applications is not to be counted against the permissible number of four opportunities in a year as covered in (1.1) above.

2.3 In case provisions of (4) below are attracted or if withholding of application is considered by the Competent Authority (Director General, Bureau of Indian Standards) to be justified in the public interest, then the same would be communicated to the Commission directly by the Bureau with a copy to the concerned employee. Otherwise, the information of application would be noted by HRD.

3 Applying for a Post in a Private Concern

If a BIS Scientific Cadre Officer desires to apply for a post in a private concern, he should submit his resignation or notice of retirement, as the case may be, before applying for private employment. If a BIS Scientific Cadre Officer desires to apply for a post in a private concern with which he has had dealings in his official capacity, the same should be explicitly mentioned in the resignation letter or notice of retirement, as the case may be.

4 Vigilance/ Administrative Clearance for Forwarding of Application

4.1 Application of a BIS Scientific Cadre Officer for appointment, whether by direct recruitment, transfer on deputation or transfer, to any other post should not be considered / forwarded If-

- (i) he/she is under suspension; or
- (ii) disciplinary proceedings are pending against him/her and a charge sheet has been issued; or
- (iii) sanction for prosecution, where necessary has been accorded by the competent authority; or
- (iv) where a prosecution sanction is not necessary, a charge-sheet has been filed in a Court of law against him for criminal prosecution.
- (v) where he is undergoing a penalty – no application should be forwarded during the currency of such penalty.

4.2 When the conduct of a BIS Scientific Cadre Officer is under investigation (by the CBI or by the Controlling Department) but the investigation has not reached the stage of issue of charge-sheet or prosecution sanction or filing of charge-sheet for criminal prosecution in a court, the application of the officer may be forwarded together with brief comments on the nature of allegations and it should also be made clear that in the event of actual selection of the officer, he/she would not be released for taking up the appointment, if by that time any of the situations in (4.1) above arises.