

**भारतीय मानक ब्यूरो**  
(मानव संसाधन विकास विभाग)

दिनांक: 02.04.2018

**कार्यालय आदेश**

**विषय :** ग्रुप ए वैज्ञानिक कैडर के अधिकारियों के लिए प्लेसमेंट पॉलिसी

इस विषय पर सभी पूर्व आदेशों का अधिक्रमण करते हुए, महानिदेशक द्वारा अनुमोदित ब्यूरो के ग्रुप ए वैज्ञानिक संवर्ग अधिकारियों के लिए प्लेसमेंट पॉलिसी सभी संबंधित पक्षों की जानकारी के लिए संलग्न है।

(लेफ्टिनेंट कर्नल कुमार शांतनु)  
प्रमुख(मा. सं. वि. वि.)

**संदर्भ:** मा. सं. वि./ जनरल/पी एंड सी

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

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

**02.04.2018**

**OFFICE ORDER**

**Subject:** Placement Policy for Group A Scientific Cadre Officers

In supersession of all earlier orders on the subject, the Placement Policy for Group A Scientific Cadre Officers of the Bureau as approved by DG,BIS is enclosed for information of all concerned.

(Lt Col Kumar Shantanu)  
Head (HRD)

Ref: HRD/Gen/P&C

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

**PLACEMENT POLICY FOR GROUP 'A'**  
**SCIENTIFIC OFFICERS OF BIS**

**1. OBJECTIVES OF THE PLACEMENT POLICY**

1.1 The objectives of the Placement Policy for Group 'A' Scientific Officers of BIS shall be as follows:

- a) To prepare an officer for taking up higher responsibility by affording him/her an opportunity to acquire insight into the functions and complexities of multiple activities of BIS through actual work experience and job rotation.
- b) To provide relief from weariness that could arise due to placement in the same post for a long period, and thereby adding to the general efficiency and productivity of the organization.
- c) To ensure continuity in the management and systematic succession planning for key posts in the middle and senior management levels.
- d) To ensure rotational transfers from sensitive posts/areas.
- e) To place officers as per their aptitude and competence.

**2. CLASSIFICATION OF ACTIVITIES/GEOGRAPHICAL LOCATION**

2.1 For the purpose of this policy, various activities carried out by BIS shall be classified as follows:

- a) Standard Formulation;
- b) Product Certification/ Registration and Hallmarking;

- c) Management Systems Certification;
- d) Laboratory Testing;
- e) Other scientific functions i.e. CAD, ITS, NITS, IR&TISD, PMW, Vigilance, P&C etc.

2.2 For the purpose of this policy, postings at Hqrs and NITS as well as a posting at Central Lab or any Branch Office in Delhi, Faridabad, Ghaziabad and any other branch in NCR region shall be considered as one station. Similarly, posting at NRO, Chandigarh, Parwanoo Branch Office and NRO (Lab.) Mohali shall be deemed as one station.

2.3 For the purpose of this policy, the posts shall be identified as sensitive/non- sensitive.

### **3. POSTING FOR PLACEMENT OF SCIENTISTS**

3.1 At the time of rotational transfers, effort should be made that on completion of tenure, an officer is given exposure to an activity other than the one in which he/she has already worked for more than 3 years.

3.2 At the time of rotational transfers, discipline wise requirements and seniority requirements shall be kept in view.

3.3 If there is overall shortage of officers, this shortage shall be equally distributed at Headquarters (NCR) and other field offices including labs.

3.4 Options would be obtained from officers for their choice of stations on prescribed Proforma as given in Annex 'A'. These options shall be considered by the placement committee to be constituted by DG, BIS. However, the choices obtained shall not confer any right on the officers to seek transfers to the station of their choice only.

#### **4. Posting of Officers**

4.1 Officers who have completed M. Tech / MS /Doctorate and have aptitude for standard formulation activity may be preferred for posting to the relevant Standard Formulation Department and if required, even for a longer tenure.

4.3 Officers, when posted to a Standards Formulation Department/Laboratory, shall only be posted in a department/testing section dealing with their discipline. However, when they are posted in Product Certification Activity they may be posted against a vacancy in a department/branch in the Functional Group as per Annex B, to the extent possible.

4.4 Officers with a specialized training of four weeks or more duration, especially overseas trainings, should be utilized for the particular activity for a minimum of 3 years in the job linked to their specialized training immediately after the completion of training. During this period, their option/ request for transfer may not be considered.

#### **5. Posting as Heads and Activity Heads**

5.1 Placement of Heads of Departments shall be considered based on All India seniority, available vacancies and aptitude, competence & suitability (also including experience) of the officer.

5.1.1 Only officers of relevant discipline should be placed as Heads of Standard formulation departments. Officers of any discipline may be placed as Heads of other departments.

5.1.2 For Headship in Certification and Standard Formulation departments, officer should have worked for at least three years in the same activity. For Headship in Laboratory, officer should have worked for at least three years either in Laboratory or Product Certification activity. Officers having experience in laboratory are to be given preference.

5.1.3 Officer should have integrity 'beyond doubt' in the last five APARs and should have a total of at least 35 marks in last five APARs.

5.1.4 Letter of appreciation, commendation, special trainings or any special project handled by officer may be given due weightage.

5.1.5 Number of officers, three times the number of vacant posts to be considered in the order of seniority. The senior most among the qualified officers is to be given Headship.

5.2 Placement of Activity Heads & Regional DDGs shall be considered by DG based on All India seniority, available vacancies, and aptitude, competence & suitability of the officer. To be eligible for being Activity Heads / Regional DDGs, the officer should have worked in at least two core activities for a period of at least three years in each activity.

## **6. Eligibility for ROTATIONAL TRANSFERS**

6.1 An officer will become due for periodic rotational transfer after nine years of his service at one station.

6.2 Notwithstanding provisions under clause 6.1, an officer will become due for rotational transfer from an identified sensitive post after three years of service in the post.

6.3 At stations where intra-station transfers are not feasible, the posting on a sensitive post may be extended up to a maximum period of 6 years, subject to good antecedents of the officer.

6.4 The lady officers who are expecting/carrying or are having infant child of less than 2 years of age will have an option for seeking extension of one year on their existing post at the end of their tenure in the station.

6.5 The officers whose children are in Class X and Class XII will also have an option for seeking extension of one year on their existing post at the end of their tenure in the station.

6.6 In case more than one officer is due for transfer as per clause 6.1 above, from a given department, the rule of "longest tenure at the station to move out first" will apply.

6.7 Transfer of any officer can be carried out before he/she is due for rotational transfer on administrative and/or Vigilance grounds as well as exigencies of office work.

## **7. REQUEST TRANSFERS:**

7.1 All requests for transfer to a specific station shall be treated as a request transfer. All such requests may be made in the proforma given in Annex C.

7.2 Request for transfers shall normally be considered after completion of 2 years of tenure at a particular station. However, on grounds of serious illness (including disability) of self or of immediate family members of the officer, the request might be considered even before the expiry of 2 years, if submitted with supporting documents.

7.3 Request for transfer shall be considered along with the regular annual rotational transfers. Such requests may be made between October and December each year. Requests received after December may not be considered in the following year's annual rotational transfer exercise.

7.4 Officers may request for a posting to a certain station where she/he wishes to settle down after superannuation, 2 years prior to such superannuation, which may be considered subject to the past records of postings at the station, as well as administrative reasons.

7.5 A request received for transfer shall be prioritized as follows:

- i) Request based on serious illness (including disability) of self or of immediate family member(s).
- ii) Request in order to enable an officer to keep his/her family together in view of working spouse.
- iii) Request for posting at a station 2 years prior to superannuation for the purpose of settling.

7.6 In case more than one request is received for the same station, a list shall be prepared on the basis of the priority as above and on the basis of seriousness of the case.

## **8. GENERAL**

8.1 Officer on rotational transfer will be entitled to all the transfer benefits. An Officer transferred on request will not be entitled for any transfer benefits.

8.2 Any Officer who brings in any external pressure or influence to bear upon the management in respect of matters relating to his/her placement / posting shall be considered as misconduct under the CCS (Conduct) Rules, 1964.

8.3 This policy shall remain in force for 5 years.

8.4 The cut- off date for calculating tenure at a station would be 01<sup>st</sup> April.

8.5 The suggested time frame for transfer process is given in Annex D.

8.5 Power to Relax - Where DG,BIS is of the opinion that it is necessary or expedient so to do, he/ she may, for reasons to be recorded in writing, relax any of the provisions of this policy.

**Annex 'A'**

**PROFORMA FOR INDICATING CHOICE OF STATION DURING  
ROTATIONAL TRASFERS**

1. Previous posting Details:

Duration of Posting		Station	Activity
From	To		

2. My choice of stations in the order of preference in the event of transfer from the present place is:

Preference	Station
i)	
ii)	
iii)	
iv)	
v)	

3. I may be transferred at the time of yearly organized transfers whenever I become due for transfer based on tenure as per the Placement Policy.

OR

I am willing to move at the time of yearly organized transfers even before I become due for transfer based on tenure as per the Placement Policy.

(Strike off whichever is not applicable)

4. Constraints, if any (in brief with supporting documents, if any).

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

RO/BO/Department \_\_\_\_\_

Employee No. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## Annex 'B'

<b>DISCIPLINES UNDER FUNCTIONAL GROUPS</b>
<b>Functional Group 1 (FCT)</b>
Food Technology
Agricultural Engg.
Bio-Technology
Micro-Biology
Bio-Chemistry
Dairy Technology
Chemistry
Chemical Engg
Environmental Engg.
Petro Chemical
Leather
Textile Engg. & Fibre Science
<b>Functional Group 2 (EEE)</b>
Electrical Engg.
Instrumentation Engg.
Electronics & Telecommunication
Computer Engineering
Computer Science & Information Technology
Physics
<b>Functional Group 3 (MCM)</b>
Civil Engineering
Architecture & Planning
Transport Engg.
Mechanical Engg.
Production & Industrial Engg.
Automobile Engg.
Metallurgical Engg.
Mining Enggg.
<b>Others</b>
Medicine (M.B.B.S)
Bio-Medical

### Annex 'C'

#### PROFORMA FOR REQUEST TRANSFER INDICATING CHOICE OF STATION

1. Posting Details:

Duration of Posting		Station	Activity
From	To		

2. Reasons for request transfer **(Please attach supporting documents; ~~strikethrough whichever is not applicable~~)** :

- i) Request based on serious illness (including disability) of self or of immediate family member(s).
- ii) Request in order to enable an officer to keep his/her family together in view of working spouse.
- iii) Request for posting at a station 2 years prior to superannuation for the purpose of settling.

3. My request of station in the order of preference in the event of transfer from the present place is as provided hereunder:

PREFERENCE	STATION
1)	
2)	
3)	
4)	
5)	

4. I am aware that I am not entitled to any transfer allowance in case I am transferred as above.

Signature \_\_\_\_\_

Name & Designation \_\_\_\_\_

RO/BO/Department \_\_\_\_\_

Employee No. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Annex 'D'**  
**Time frames for transfer process**

<b>Process</b>	<b>Target date</b>
<b>Submission of requests to HRD</b>	<b>31<sup>st</sup> December</b>
<b>Constitution of Placement Committee</b>	<b>First week of January</b>
<b>Preparation of agenda for Placement Committee</b>	<b>Last week of January</b>
<b>Finalization of recommendations of the Placement Committee</b>	<b>Third Week of February</b>
<b>Approval of the transfer list by the Competent Authority</b>	<b>Last Week of February</b>
<b>Posting order to be issued by</b>	<b>01 March or as decided by Competent Authority</b>