

**BUREAU OF INDIAN STANDARDS**

**Manak Bhavan  
9 B.S. Zafar Marg  
New Delhi - 110 002**

Our Ref: HRD/21/54(2018)

26.09.2019

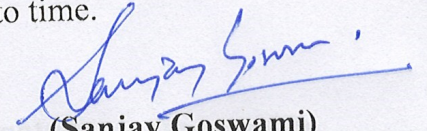
**MEMORANDUM**

The Competent Authority has decided to promote the following Scientist-E to the post of Scientist – F (Level 13 A as per 7th CPC matrix) with immediate effect:

Sl. No.	Employee No.	Name
1.	53619	Shri Prakash Bachani
2.	56553	Smt Rosy Dhawan
3.	59196	Shri RK Kain
4.	57835	Smt. Manju Gupta
5.	60011	Smt. Rachna Sehgal
6.	58378	Smt. Priti Bhatnagar
7.	58084	Shri Sameer Kumar Sahana
8.	57142	Shri Ratan Pal Singh

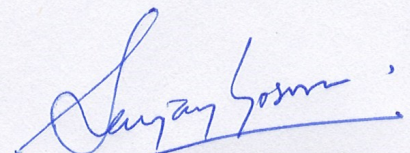
The initial pay in the respective posts of the above officers shall be fixed on receipt of their option in the attached proforma (Annex-I), which may be sent to the undersigned within one month from the date of issue of this Memo. Option once exercised shall be final.

As regards other terms and conditions of service, the above officers shall be governed by the relevant Rules and Regulations of the Bureau in force from time to time.

  
(Sanjay Goswami)  
Sc. F & Head (HRD)

**Copy to:**

- I. Accounts Department
- II. Personal File
- III. Leave File
- IV. DG Section
- V. ADG Section
- VI. CVO
- VII. DDGA
- VIII. Concerned Deptt.
- IX. ITSD - for hosting on Intranet

  
(Sanjay Goswami)  
Sc. F & Head (HRD)



**PROFORMA OF OPTION**

Referring to your Memorandum No. \_\_\_\_\_ dated \_\_\_\_\_, I hereby opt for fixation of my pay as under:

a) to get my pay fixed from my date of next increment (either 1st July or 1st January, as the case may be).

In case, consequent upon his/her promotion, the Government Servants opts to have his/her pay fixed from the date of his/her next increment (DNI) (either 1st July or 1st January, as the case may be) in the Level of the post from which Government Servant is promoted, then, from the date of promotion till his/her DNI, the Government Servant shall be placed at the next higher cell in the level of the post to which he/she is promoted.

Subsequently, on DNI in the level of the post to which Government Servant is promoted, his/her Pay will be re-fixed and two increments (one accrued on account of annual increment and the second accrued on account of promotion) may be granted in the Level from which the Government Servant is promoted and he/she shall be placed, at a Cell equal to the figure so arrived, in the Level of the post to which he/she is promoted; and if no such Cell is available in the Level to which he/she is promoted, he/she shall be placed at the next higher Cell in that Level.

In such cases where Government Servant opts to have his/her pay fixed from the date of his/her next increment in the Level of the post from which he/she is promoted, the next increment as well as Date of Next Increment (DNI) will be regulated accordingly.

b) to get my pay fixed in the higher grade from the date of my promotion.

**NOTE - OPTION ONCE EXERCISED SHALL BE FINAL.**

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Emp. No.** \_\_\_\_\_

**Deptt./Sec.** \_\_\_\_\_

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

**Head (HRD)**