

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

मानक भवन  
9, बहादुर शाह जफर मार्ग  
नई दिल्ली-110002

हमारा संदर्भ: स्था-I/06:02/02/01 (Lab)/2021

दिनांक : 31 दिसम्बर 2020

**कार्यालय जापन**

निम्नलिखित तकनीकी सहायकों (प्रयोगशाला) को वेतन मैट्रिक्स में लेवल-7 में प्रयोगशाला अधिकारी पद में नीचे दिये गए विवरण के अनुसार पदोन्नति हेतु चयनित किया गया है :

The following Technical Assistants (Laboratory) have been selected for promotion to the post of Laboratory Officer in the Level-7 in the Pay Matrix as per details given below:

क्र.सं.	कर्मचारी सं.	नाम तथा पदनाम	वर्तमान तैनाती का स्थान
1.	066672	Shri Om Narayan Kumar	NROL, Mohali
2	066451	Shri Amit Kumar Tiwari	WROL, Mumbai
3	066460	Shri Manish Bisht	CL, Sahibabad
4	066524	Shri Arun Kumar Prasad	NROL, Mohali
5	066532	Shri Lovelish Bansal	NROL, Mohali
6	066541	Shri Mandeep Singh	NROL, Mohali
7	066737	Shri Shyam Sunder Ghosal	EROL, Kolkata
8	066842	Shri Mohd Asif	WROL, Mumbai
9	066702	Shri Prajeesh P. N.	SROL, Chennai
10	066648	Shri Nirbhay Kumar	WROL, Mumbai
11	066753	Shri Avijit Paul	EROL, Kolkata
12	066681	Shri Prem Kumar	NROL, Mohali
13	066486	Shri Satish Kumar Yadav	CL, Sahibabad
14	066516	Shri Guatam Kumar Mehta	CL, Sahibabad
15	066559	Shri Anoop Singh	SROL, Chennai
16	066605	Shri Pradeep Kumar	BNBOL, Bangalore
17	066664	Shri Manish Kumar	CL, Sahibabad
18	066583	Shri Tapas Kumar Kundu	EROL, Kolkata
19	066729	Shri Minhaz Akhtar	BNBOL, Bangalore
20	067237	Shri Manish Singh	SROL, Chennai
21	066494	Shri Deepak Kumar	NROL, Mohali
22	067334	Shri Sunil Kumar Tiwari	CL, Sahibabad
23	066711	Shri Bhabatosh Biswas	EROL, Kolkata
24	066834	Km. Clarisa Syiemlieh	SROL, Chennai
25	067229	Shri Naval Kishor Meena	NROL, Mohali
26	066613	Shri Guru Bachan Singh Meena	BNBOL, Bangalore
27	067211	Shri Yeshpal Singh	CL, Sahibabad
28	066788	Shri Ranjan Das	EROL, Kolkata
29	066478	Shri Pramod Kumar	PBOL, Patna

2. उनकी पदोन्नति उनके वर्तमान तैनाती स्थान पर प्रयोगशाला अधिकारी पद पर 01 जनवरी 2021 अथवा पदभार ग्रहण करने की तिथि, जो भी बाद में हो, से प्रभावी होगी। अतः वे पदोन्नति पर अपनी पदभार ग्रहण रिपोर्ट तदनुसार अपने विभागीय प्रमुख के माध्यम से अधोहस्ताक्षरी को ईमेल [estt@bis.gov.in](mailto:estt@bis.gov.in) द्वारा भेजें।

Their promotion will take effect from 01 January 2021 **OR** the date they assume the duties of the post of Laboratory Officer at their present place of posting, **whichever is later**. Therefore, they should send their duty assumption report on promotion **accordingly** to the undersigned by email at [estt@bis.gov.in](mailto:estt@bis.gov.in), through their Departmental Head.

Contd..2/-



3. प्रयोगशाला अधिकारी के पद में उनका प्रारम्भिक वेतन संलग्न प्रोफॉर्मा में उनके विकल्प की प्राप्ति पर तय किया जाएगा, जिसे वे अपने विभागीय प्रमुख द्वारा अधोहस्ताक्षरी को भेजें। एक बार इस्तेमाल किया गया विकल्प अंतिम होगा।

Their initial pay in the post of Laboratory Officer will be fixed on receipt of their option in the enclosed Proforma, which may be sent to the undersigned through their Departmental Head. **Option once exercised will be final.**

4. उन्हें भारत में कहीं भी सेवा करनी पड़ सकती है।  
They will be required to serve anywhere in India.

5. सेवा की अन्य नियम व शर्तों के संबंध में वह समय-समय पर लागू ब्यूरो के नियमों व विनियमों द्वारा शासित होंगी।  
As regards other terms and conditions of service they will be governed by the Rules and Regulations of the Bureau in force from time to time.

हस्ता/-

(संदीप मीना)

निदेशक (स्थापना)

उपरोक्त पैरा 1 के अंतर्गत दिये कर्मचारियों को उनके संबन्धित विभागीय प्रमुखों के माध्यम से

प्रतिलिपि :

- |  |   |                      |
|--|---|----------------------|
| (i) उपमहानिदेशक (प्रयोगशाला) (सतर्कता सचिवालय) | (ii) निदेशक (लेखा)                                  | (iii) निदेशक (वित्त) |
| (iv) संबन्धित कर्मचारी की वैयक्तिक फ़ाइल       | (v) संबन्धित कर्मचारी की छुट्टी फ़ाइल               |                      |
| (vi) स्था-V (कम्प्यूटर अद्यतन तथा GIS हेतु)    | (vii) मुख्यालय-आईटीएस (BIS इंटरनेट पर परिचालन हेतु) |                      |

  
निदेशक (स्थापना)



**ESTABLISHMENT DEPARTMENT**

Our Ref : स्था-1/06:02/02/01 (Lab)/2021

**PROFORMA OF OPTION FOR FIXATION OF PAY ON PROMOTION**

With reference to Office Memorandum No. \_\_\_\_\_  
dated \_\_\_\_\_ I have assumed the duties of the post of \_\_\_\_\_ w.e.f. \_\_\_\_\_  
and I hereby opt for fixation of my pay as under :

**A) On the basis of FR 22-I (a) (1) with effect from the date of next increment:**

*In case the Government servant opts to get his pay fixed from his date of next increment, then:*

*On the date of promotion, the Govt. servant shall be placed at the next higher cell in the level of the post to which he/she is promoted, till his/her date of next increment. Subsequently, on the date of next increment in the Level of the post to which Govt. 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 Govt. 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.*

**B) On the basis of FR 22-I (a) (1) with effect from the date of Promotion:**

*In case the Government servant opts to get his pay fixed in the higher level from the date of promotion, then ;*

- i) One increment shall be given vertically in the Level from which the employee is promoted and he will be placed at a Cell equal to the figure so arrived at in the next higher Level of the post to which promoted and if no such Cell is available in the Level of the post to which promoted, he shall be placed at the next higher Cell in that higher Level; and*
- ii) He shall get his first increment in the higher level of the post on the next 1<sup>st</sup> July if he is promoted between 2<sup>nd</sup> July and 1<sup>st</sup> January and if he is promoted between 2<sup>nd</sup> January and the 1<sup>st</sup> July of a particular year, he shall get his increment on 1<sup>st</sup> January of the next year.*

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

EmployeeNo \_\_\_\_\_

Date:

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

(Through \_\_\_\_\_ HOD concerned)

**Back to Establishment Department**