

BUREAU OF INDIAN STANDARDS

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

Our Ref: HRD/19:5(2020-II)

08 Dec. 2020

Subject: Placement of Activity Heads & DDGs

MEMORANDUM

The Competent Authority has decided to place the following Scientific Cadre Officers as per the details given against their names:

| S.No | Emp. No. | Name & Designation | | From | To |
|------|----------|---------------------------|-----------------------------|------------|----------------------|
| 1 | 056618 | Shri Deepak Kumar Jain | Scientist-F & Head(PGD) | PGD, HQ | DDG(Western Region) |
| 2 | 056600 | Shri Sunjay Kumar | Scientist-F & Head(PNBO) | PNBO, Pune | DDG(Northern Region) |

2. The above officers shall be relieved from their present place of posting with effect from 09 Dec. 2020(AN) .The Officers shall join at the new place of posting on 10 Dec.2020(FN).However, the admissible joining time to the officers may be availed by them as per rules. They shall be entitled to transfer TA admissible under the rules.

3. They should also inform DF the place where they would like to draw the salary for the month of transfer.

4. If covered by CGHS Scheme, they should surrender their CGHS card to the concerned section and return the publications borrowed by them, if any to the Library before leaving the present place of posting. They may also settle the advance taken by them, if any.

5.They should send their relieving/joining reports through their reporting officer to the undersigned and at (Fax No.23237492 or e-mail hrd@bis.gov.in) together with a copy endorsed to Director Finance (by fax No.23231696 or mail- fin@bis.org.in) in due course.

-Sd-
(Roma Roy)
Deputy Director General (Admn.)

To all officers concerned through BIS Intranet.

Copy to:

- i) DG Section
- ii) ADG Section
- iii) CVO
- iv) DDGA
- v) All DDG concerned
- vi) DDGF
- vii) Personal file
- viii) Concerned Department(s)
- ix) Transfer file