

BUREAU OF INDIAN STANDARDS

CENTRAL REGIONAL OFFICE

Ref:DDGC/Admn/Misc

26 November 2018

Dear Colleagues,

As you are aware, I am getting superannuated on 30<sup>th</sup> Nov 2018 after serving the Bureau for about three and a half decades, in various capacities and in various places. During the above period, I tried my best to deliver the services to the best of my ability and also extended my cooperation to all my senior and junior colleagues for discharging their duties effectively.

I take this opportunity to thank you all for your unstinted cooperation, support and help extended to me for discharging my duties and responsibilities in this organization.

Additionally, it is my responsibility to report and review APARs of all officers and staff working under me, for the period of this year (1 April 2018 to 30 Nov 2018) within 30 days of my superannuation. I therefore request you all to submit your APARs at the earliest to my residential address given below. It would help me to discharge my responsibility as the reporting and reviewing officer, within time.

Once again, I thank all of you for your support and cooperation and wish you all the very best in your personal and professional pursuits.

Thanking you,

Yours Sincerely,

*M Sadasivam*  
26/11/18  
M Sadasivam  
DDG (Central and PMW), BIS

My Post retirement address:

Flat 2E, Block V  
Sreerosh Freedom Square Apartments  
Near Gv Residency  
Coimbatore 641028  
TamilNadu  
Mob No 9489649079

H(ITS) - To be uploaded on Intranet.

*Heycut prasthutha.*  
*pl. upload.*

*[Signature]*  
26/11/2018

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