

**भारतीय मानक ब्यूरो**  
(स्थापना विभाग)

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

हमारा संदर्भ: स्था-II/56:SCC-PRO/2020

दिनांक: 01 जनवरी 2020

**कार्यालय ज्ञापन**

निम्नलिखित निम्न श्रेणी लिपिकों को वेतन मेट्रिक्स में लेवल-4 (पीबी-1/ग्रेड पे रु.2400) में उच्च श्रेणी लिपिक पद में नीचे दिये गए विवरण के अनुसार पदोन्नति हेतु चयनित किया गया है:

The following Lower Division Clerks have been selected for promotion to the post of Upper Division Clerk in the Level-4 in the Pay Matrix [PB-1/Grade Pay of Rs 2400] as per the details given below :

Sl. No.	Employee no.	Name of the employee	Present place of posting
1.	064807	श्री विकास कुमार Shri Vikas Kumar	केकेबीओ, कोलकाता KKBO, Kolkata
2.	064823	श्री विमल कुमार शर्मा Shri Vimal Kumar Sharma	मुख्यालय-एचआरडी HQ- HRD
3.	064793	श्री राजू अंगलाकुर्ती Shri Raju Angalakurthi	वीज़ेडबीओ, विशाखापटनम VZBO, Vishakhapatnam

2. उनकी पदोन्नति उनके वर्तमान तैनाती स्थान पर उच्च श्रेणी लिपिक पद पर पदभार ग्रहण करने की तिथि से प्रभावित होगी। अतः वे पदोन्नति पर अपनी पदभार ग्रहण रिपोर्ट तुरंत 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 the date they assume the duties of the post of Upper Division Clerk at their present place of posting. Therefore, they should send their duty assumption report on promotion immediately to the undersigned by email at [estt@bis.org.in](mailto:estt@bis.org.in), through their Departmental Head.

3. उच्च श्रेणी लिपिक के पद में उनका प्रारम्भिक वेतन संलग्न प्रोफॉर्मा में उनके विकल्प प्राप्त होने पर नियमित किया जाएगा जिसको अधोहस्ताक्षरी को ईमेल [estt@bis.org.in](mailto:estt@bis.org.in) द्वारा उनके संबन्धित विभागीय प्रमुख द्वारा भेजा जाए। एक बार दिया गया विकल्प अंतिम होगा।

Their initial pay in the post of Upper Division Clerk will be fixed on receipt of their option in the enclosed performa, which may be sent to the undersigned by email at [estt@bis.org.in](mailto:estt@bis.org.in), through their respective 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 वे 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.

**Encl.:** As above

हस्ता/-  
[संदीप मीना]  
निदेशक (स्थापना)

**To employees mentioned under para 1 above through their HOD concerned**

**Copy to:**

- |                                     |  |
|-------------------------------------|--|
| (i) Director (Accounts)             | (ii) Director (Finance)                  |
| (iii) DDG Concerned (Vig. Sectt.)   |  |
| (iv) Personal file of each employee | (v) Estt. V (for Computer Updation& GIS) |

  
निदेशक (स्थापना)

**ESTABLISHMENT DEPARTMENT**

**PERFORMA 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 EXCERCISED SHALL BE FINAL.**

Signature \_\_\_\_\_

Name \_\_\_\_\_

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

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

Date:

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

**Back to Establishment Department**