

**BUREAU OF INDIAN STANDARDS**

(Headquarters)

Ref: DDGA/HFMS

16 July 2020

Sub: **Updation of records in HFMS Software**

**CIRCULAR**

While reviewing the progress with respect to updation of records in HFMS Software, the module "Personal Information" has been made live in editable form for insertion/updation/modification of the records with respect to the various entries such as marital status, qualification, nomination etc. All employees are requested to verify their records and make changes, if any. While making any such entry, necessary documentary evidence, wherever required, be also uploaded. This editable form will be live for all employees from today onwards upto 27 July 2020 and the record submitted by the stipulated date shall be treated/considered as final.

Accordingly, Establishment and HRD Department will make necessary entry in the service books of the employees.

Since the module Personal Information will be accessible only for the aforesaid period, all employee may, therefore, make necessary entries/changes, if any accordingly on priority.

The status is being reviewed by DG, BIS from time to time.

*Roma Roy*

**(Roma Roy)**  
DDG(Admn.)

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