

**BUREAU OF INDIAN STANDARDS**  
**(Headquarters)**

Ref: Estt.-V/G-2018(Vol.III)

22 June 2020

Sub: **Updation of record in HFMS Software – Reg.**

**C I R C U L A R**

In continuation to our earlier circular on the captioned subject, record of about 610 employees has been received upto 18 June 2020. Since, the progress report in this regard is reviewed at regular intervals/ensuing SOM by DG, all the remaining departments at HQs/ROs/BOS expedite sending the requisite information. The details of leave record received so far is given in the Annexure.

This may be accorded **TOP PRIORITY**.

*Roma Roy*

**(Roma Roy)**

Deputy Director General(Admn.)

Encl: As above

**Circulated to all departments at BIS HQs/NITs/ROs/BOs/Lab through BIS Intranet**

Email

ddga@bis.gov.in

**Status of Leave Records & Contact Details in HFMS****From :** ghazi f amin <ghazi.f.amin@pwc.com>

Mon, Jun 22, 2020 09:44 AM

**Subject :** Status of Leave Records & Contact Details in HFMS**To :** DDG Administration <ddga@bis.gov.in>**Cc :** Establishment Department <estt@bis.gov.in>, HRD Department <hrd@bis.gov.in>, Nitish Kumar Verma <nitishverma@bis.gov.in>

Dear Roma ma'am,

Please find the details of Leave Records received so far:

Sl. No	Branch/Dept	Records received till 18th June
1	IR & TISD	6
2	GZBO	30
3	Account	2
4	Hindi Department	8
5	CL	55
	BUREAU	
6	SECRETARIAT	5
7	PMWD	16
8	SRDL	22
9	CNBO-II	6
10	DLBO-I	12
11	DHBO	7
12	BNBOL	24
13	SRO	21
14	HQWRD	3
15	NITS,NOIDA	11
16	DLBO-2	14
17	RAIPUR	8
18	DDG.SECTT.(NORTH)	16
19	DDG.SECTT.	1
20	CHBO	1
21	HPBO	1
22	LKBO	1
23	HRBO	13
24	VIGILANCE	8
25	PUB & PTG.	14
26	CMD-2	7
27	HQ(FAD)	22
28	LSC	10
29	HYBO	23
30	PLANNING CELL	1
31	HUBO	2
32	PUNE	14
	HALLMARKETING DEPARTMENT	
33	DEPARTMENT	1
34	GHBO	7
35	CTBO	12
36	CNBO-1	7
37	VZBO	1
38	BNBO	1
39	GBOL	3
40	PRTD	6
41	CED,HQ	9
42	RJBO	13
43	FRBO	13
44	MUBO-1	13
45	MTD	2
46	EROL	29
47	MSCD	6
48	MUBO 2	7
49	ADMIN	10
50	DDGW SECTT.	4
51	HEAD AHBO	1
52	HEAD PNBO	1
53	HEAD RJBO	1
54	MHD	8
55	TXD	7
56	PGD, HQ	7
57	PTBO	12
58	LITD	9
59	TEL	4
60	Dehradun	7
61	PBOL	10
62	NGBO	7
63	FRBO/BPBO	1
64	RJBO/BPBO	1
65	GZBO/BPBO	1
66	DLBO/BPBO	1
67	BPBO/ABO	1
68	BPBO/CMD-3	1
69	BPBO/TNMD	1
70	BPBO/CHBO	1

We have received records of 610 employees so far.

Regarding Contact detail Validation, below is the current status:  
432 records have been validated in the HFMS system till yesterday.

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Thanks & Regards  
PricewaterhouseCoopers India | Senior Consultant |  
Government & Public Sector | Advisory  
Mobile: +91 9007204493  
Building No. 8, Tower C, 7th Floor, DLF Cybercity, Gurgaon  
India 122002

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