

BUREAU OF INDIAN STANDARDS
(Headquarters)

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

5 June 2020

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

C I R C U L A R

This refers to earlier communication dated 22 May 2020 extending the reflection of date of leave balance in HFMS Software as on 31 May 2020 owing to the circumstances of Lockdown on account of Covid-19.

During the Senior Officers Meeting (SOM) held on 1 June 2020, DG while ascertaining information/status on the different modules of HFMS, has emphasized early completion of the work especially with respect to Leave Module.

In order to facilitate the work, an Excel Format for capturing leave balance of all employees has been prepared and enclosed herewith. All Heads of departments at HQs/ROs/BOs/Lab/NITS may, therefore, ensure that the requisite information in excel sheet is provided to HRD/Establishment Department **positively by 9 June 2020**. The information so received shall be verified in Establishment/HRD Department before suitably inserting in the Leave Module of HFMS software. **DG may review the status on 10 June 2020 in this regard.**

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

