

BUREAU OF INDIAN STANDARDS

(Ministry of Consumer Affairs, Food &
Public Distribution, Govt. of India)

स्थापना विभाग

मानक भवन

9, बहादुरशाह जफर मार्ग

नई दिल्ली-110002

हमारे संदर्भ : स्था-III/06:01/2019-20/04

दिनांक : 31 दिसम्बर 2020

कार्यालय ज्ञापन

Smt. Neha Singhal, Assistant Director(Administration & Finance) (Emp. No.067253) is informed that she has been selected for promotion to the post of **Deputy Director (Administration & Finance)** in the Level 11 in the Pay Matrix (Grade Pay of Rs.6600 in PB-3/Rs.15600-39100), w.e.f. 01.01.2021.

2. As decided by the Competent Authority, she has been posted at **Accounts Department, at BIS-HQ.** Her promotion will take effect from the date she assumes her duties of the post of Deputy Director (Administration & Finance) at **Accounts Department, BIS-HQ.** She may send her duty assumption report through her Departmental Head, to the undersigned.

3. Her initial pay in the post of Deputy Director (Admn. &Fin.) will be fixed on receipt of her option proforma, which may be sent to the undersigned through her Departmental Head within one month from the date of issue of this office memorandum. **Option once exercise will be final.**

4. She will be required to serve anywhere in India.

5. As regards other terms and conditions of his service, she will be governed by the Rules and Regulations of the Bureau in force and as amended from time to time.

हस्ता/-

(संदीप मीना)

निदेशक (स्थापना)

Encl: As above

Smt. Neha Singhal,
Emp. No. 067253,
BIS Directorate General,
New Delhi.

Copy to : i) DG Section ii) DDGA Section iii) Finance Deptt. iv) Leave File (concerned Deptt) v) Vigilance Deptt. vi) Computer Updation


निदेशक (स्थापना)

o/c
SoE-III
DD (APP)
Thal.
31/12/20
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