

No. 10/5/2018-EO (MM.II)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Office of the Establishment Officer)  
\*\*\*\*\*

North Block, New Delhi,  
the 10<sup>th</sup> June, 2019

**OFFICE MEMORANDUM**

**Subject:** Appointment of Ms. Poonam Singh, IOFS (2002), Director, M/o Environment Forest and Climate Change to the post of Director in the Office of Controller General of Patents, Designs and Trademarks (CGPDTM), Mumbai on lateral shift basis.

**Ref:** Ministry of Environment Forest and Climate Change's O.M. No. A-19011/8/2016-P.II dated 19.02.2019.

The Appointments Committee of the Cabinet (ACC) has approved the proposal for appointment of Ms. Poonam Singh, IOFS(2002) Director, M/o Environment Forest and Climate Change (CSS post) to the post of Director in the Office of Controller General of Patents, Designs and Trademarks (CGPDTM) (CSS post), Mumbai under the Department for Promotion of Industry and Internal Trade on lateral shift basis for a period upto 01.05.2021 (remaining period of 5 years). She may kindly be relieved of her duties immediately with instructions to take up her new assignment.

2. It may be noted that as per ACC's directions conveyed in DoPT's Circular No. 3/4/2004-EO(MM-I) dated 17<sup>th</sup> August, 2005, an officer should join the post within three weeks from the date of issue of DoPT's appointment order, failing which the process of debarment shall be initiated.

3. Hindi version will follow.

**Enclosure:** As above.

  
(Chhatra Mani)  
Under Secretary to the Government of India  
Tel: 23093846

**Ministry of Environment Forest and Climate Change**  
[Shri C.K. Mishra, Secretary]  
Indira Paryavaran Bhawan, New Delhi

Copy to:

1. Prime Minister's Office (Ms. Kavitha V. Padmanabhan, Deputy Secretary) New Delhi.
2. Cabinet Secretariat (Dr. Amandeep Garg, Joint Secretary) New Delhi.
3. Department for Promotion of Industry and Internal Trade (Shri Ramesh Abhishek, Secretary) Udyog Bhawan, New Delhi w.r.t. their letter No. P.24017/25/2018-IPR-I dated 01.04.2019. It is requested that a copy of the appointment order/notification of Ms. Poonam Singh, IOFS(2002) may be forwarded to this Department as and when the same is issued.
4. M/o Defence (Shri Ajay Kumar, Secretary) South Block, New Delhi.
5. PS to MOS(PP)/PSO to Secretary(P)/PPS to EO/PS to Director(MM).
6. SO(CM)/SO(MM-I)/Guard File.
7. JD(OL), DoPT for providing Hindi version.

  
(Chhatra Mani)  
Under Secretary to the Government of India