

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/५:१(२०२०-२१)

दिनांक ०२.०२.२०२१

विषय : वित्तीय वर्ष २०२०-२१ के वार्षिक लेखा की समाप्ति

- अग्रिम का निपटान

परिपत्र संख्या बीआईएस / मुख्यालय/लेखा /परिपत्र(०३) / २०२१ दिनांकित ०२.०२.२०२१
आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(एन रवि शंकर)

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

- अपर महानिदेशक /मुख्य सतर्कता अधिकारी
- मुख्यालय के सभी गतिविधि प्रमुख
- सभी क्षेत्रीय कार्यालय प्रमुख/सभी शाखा कार्यालय / एनआईटीएस /सभी प्रयोगशालाओं के प्रमुख
- मुख्यालय के सभी विभाग प्रमुख
- सभी क्षेत्रीय / शाखा कार्यालय/केंद्रीय प्रयोगशाला/मुख्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण / सभी क्षेत्रीय कार्यालय व प्रयोगशालाओं में कार्यरत अनुभाग अधिकारीगण एवं सहायक निदेशक(लेखा व वित्त)

प्रतिलिपि

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS
(Accounts Department:HQ)

Ref: Accts/5:1(2020-21)

2nd February 2021

Sub: Closing of Annual Accounts for the Financial Year 2020-21
- Settlement of Advances

The Circular No. BIS/HQ/Accounts/Circular(03)/2021 dated 02.02.2021 on the subject is enclosed for necessary action.

(N Ravi Shankar)
Director (Accounts)

Ref: Accts/5:1(2021-21)

Circulated to :

- **ADG/CVO/All Activity Heads at HQ**
- **All DDGRs**
- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **Heads of all departments at HQ**
- **DDA&F/ADA&F of Regions/Labs/NITS/Section Officers of all BOs**

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Date:02-02-2021

BUREAU OF INDIAN STANDARDS
(Accounts Department)

CIRCULAR

Sub: Closing of Annual Accounts for the Financial Year 2020-21
- Settlement of Advances

1. In order to have true and fair view of Accounts of BIS, all advances drawn during the financial year 2020-21 should be settled in the same financial year so that the expenditure is accounted for in the same financial year in which it is incurred.
2. Heads of all Departments/Sections at Hqrs as well as ROs/BOs/Labs/NITS are requested to direct all employees under their administrative control against whom Advances(Adjustable Advances, TA advances, Overseas TA Advances, LTC Advances, Medical Advances etc.) are outstanding to submit their settlement well in advance so that all such advances are adjusted in the Annual Accounts of BIS for the financial year ending 31.03.2021. C&AG Auditors are also continuously commenting adversely on non settlement of advances in past years.
3. Further, DD(A&F)/AD(A&F) in ROs and AD(A&F)/SOs in BOs may issue reminder notes to all concerned officials, collect the adjustment bills and record the adjustment entries in 2020-21 Books. The time norms are given in Compendium of Rules on Advances to Govt. Servants, GFR Part II as well as in the Volume 1 of Accounts Manual issued by ACCOUNTS Department. In case the Bills are not submitted against any pending advance beyond the stipulated time norms and not settled every after reminders, a note may be sent Finance Department, HQ for recovery of the same from salary of the concerned employee.

(N Ravi Shankar)
Director (Accounts)

Ref: Accts/5:1(2020-21)

Circulated to :

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- **All DDGRs**
- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **Heads of all departments at HQ**
- **DDA&F/ADA&F of Regions/Labs/NITS/Section Officers of all BOs**

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