

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/5.1(2020-21)

दिनांक 16.3.2021

विषय : खातों का वार्षिक समापन - न्यूनतम बैंक बैलेंस बनाए रखना

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(०5) / २०२१ दिनांकित 16.03.2021 आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(एन रवि शंकर)

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय / शाखा कार्यालय / एनआईटीएस/ प्रयोगशालाओं के प्रमुख

प्रतिलिपि आइटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS

(Accounts Department)

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

16 March 2021

***Sub: Annual Closing of Accounts – Maintaining bare
minimum bank balance***

The Circular No. BIS/HQ/Accounts/Circular(05)/2021 dated 16.03.2021 on the subject is enclosed for necessary action.

(N Ravi Shankar)

Director (Accounts)

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

Circulated to Heads of all ROs/BOs/Labs & NITS

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BUREAU OF INDIAN STANDARDS

(Accounts Department)

CIRCULAR

Sub: Annual Closing of Accounts – Maintaining bare minimum bank balance

1. Accounts Department has time and again instructed all ROs/BOs to keep minimum funds in their Bank Accounts and remit balance in excess of Rs. 1,00,000 & Rs. 50,000 for the RO/BO respectively to HQ every Monday. However, on scrutiny of Trial Balance for the month of January 2021, it has been observed that many of the ROs/BOs are not complying with the instructions of HQ.
2. It is once again reiterated that the surplus funds after retaining required funds for the month of March 2021 as per the limits prescribed vide circular No. BIS/HQ/Accounts/Circular(06)/2014 dated 18.03.2014 shall be transferred by all ROs/BOs/NITS/CL to HQ by 25.03.2021 so that the surplus funds can be invested by HQ well before 31.03.2021 and the minimum possible amount of Bank Balances is shown in the consolidated Balance Sheet of BIS and to also avoid any audit para in this regard. The position may again be reviewed by the ROs/BOs/CL/NITS on 30th March 2021 and excess balance, if any be remitted well before 31.03.2021.

**(N Ravi Shankar)
Director (Accounts)**

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

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