

भारतीय मानक ब्यूरो
(वित्त विभाग)

संदर्भ : वित्त/2:24/2024-25

08.04.2024

विषय : मासिक अवकाश विवरण

परिपत्र संख्या बी.आई.एस/मुख्यालय/वित्त/परिपत्र(03)/2024 दिनांक 08.04.2024 सभी संबन्धित की जानकारी हेतु सलंगन है |

हस्ता
(गुरप्रीत सिंह)
निदेशक वित्त

इंट्रानेट के माध्यम से भारतीय मानक ब्यूरो के सभी अधिकारीगण एंवम कर्मचारीगण को सूचनार्थ एंवम अनुपालन हेतु परिचालित

सूचना और प्रौद्योगिकी विभाग -भारतीय मानक ब्यूरो के इंट्रानेट पर डालने के

BUREAU OF INDIAN STANDARDS

(FINANCE DEPARTMENT)

Our Ref: FIN/2:24/2024-25

08.04.2024

Subject: Monthly Attendance Statement/Leave Statement

The Circular No. BIS/FIN/HQ/Circular(03)/2024 dated 08.04.2024 on the captioned subject is enclosed for information and necessary action.

**Sd/-
(Gurpreet Singh)
Director (Finance)**

Circulated to Departments at HQ/ROs/BOs/Laboratories/NITS through Intranet

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BUREAU OF INDIAN STANDARDS
(FINANCE DEPARTMENT)

Subject: Monthly Attendance Statement/Leave Statement

During the Transaction Audit of BIS for the period 2017-23 conducted by C&AG, there is an audit para regarding recovery of Transport Allowance. On verification of records, it is observed that leave details of senior officers such as DDGs/Head of the Departments/Head of ROs/Head of BOs is not being provided/included in the Monthly Attendance Statement/Leave Statement. Due to non-availability of leave details in the Monthly Attendance Statement, Transport Allowance could not be deducted in the month in which some of the officers, as pointed out by C&AG were on leave for the full calendar month. In their observation, the C&AG auditors have also asked to review similar cases.

In order to comply with C&AG audit observation, all ROs/BOs/Departments at HQ/Establishment/HRD are requested to send the details of leave of those officials who were on leave for a full calendar month for the period from January 2017 to December 2023, to enable Finance Department to take further necessary action in the matter.

Further, ROs/BOs/Departments at HQ/Establishment/HRD are requested to send the leave details of such senior officers (DDGs/Head of the Department/Head of ROs/Head of BOs) every month along with the leave details of other employees. The said details are to be sent by the Department where leave account of the senior officers is kept and maintained.

Sd/-
(Gurpreet Singh)
Director (Finance)

Ref: FIN/2:24/2024-25

Date: 08.04.2024

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