

भा.मा.ब्यूरो मु./सा.से.वि./परिपत्र(22)/2022

BIS/HQ/GSD/Circular(22)/2022

दिनांक : 22<sup>nd</sup> December 2022

**भारतीय मानक ब्यूरो**  
(सामान्य सेवाएँ विभाग)

**परिपत्र**

**Sub.-: Return of Foreign Currency – reg.**

This has reference to the frequent FMCS tours of BIS Officers, outside India, for which GSD facilitates flight booking and also provides foreign currency to touring officials through Balmer & Lawrie.

2. Few requests have been received by GSD requesting return of their unutilized foreign currency. The foreign currency is given to the concerned officers as per their entitlement and is reflected as advance in the books of accounts in the name of the concerned officer and needs to be settled by the officer concerned upon completion of the journey. The price also varies on daily basis & it becomes practically difficult to maintain records of each and every transaction & their corresponding refunds.

3. It has therefore, been decided that the concerned officer may exchange the unutilized foreign currency upon return from their journey at their end and deposit the respective INR with Accounts Deptt. at their own so that any pending advance can also be settled. The exchange rate difference, if any, shall be borne by the concerned officer only.

4. All officers are requested to comply with the above instructions.



(N. Ravi Shankar)  
Director(GSD)

Circulated to : All the concerned officers/officials at HQs, for compliance.