

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

**परिपत्र**

**Sub:- Foreign Exchange during International tours – reg.**

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This has reference to request for arrangement of Foreign Exchange for International visits by BIS Officers posted at BIS HQs.

2. In this context, it is informed that GSD arranges Foreign Exchange through M/s. Balmer & Lawrie after the amount of the same is informed by Accounts Department. However, it has been observed that in few cases, requests for Foreign Exchange is directly submitted to GSD.

3. Further, it has also been observed that in few cases, requests are received on the same date or one day before the tour. It creates difficulty in timely arrangement of the Foreign currency. Keeping in view such issues, all the officers are requested to ensure the following:-

- a. Requests for Foreign Exchange should be routed through Accounts Department;
- b. Requests should be submitted along with LERMS Letter (on BIS Letterhead-copy attached as Annexure-I), duly signed & stamped by the applicant;
- c. Requests along with the amount indicated by Accounts Department, should be submitted to GSD at least 3-4 days before commencement of the tour.

4. All officers are requested to comply with the above instructions so that the necessary arrangement for foreign exchange can be made well within time.

Sd/-  
(N. Ravi Shankar)  
Director (GSD)

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

Date:

THE MANAGER,  
M/S Balmer Lawrie & Co. Ltd.  
NBCC Center, 1st Floor, Plot no.2,  
Okhla Phase-1 New delhi-110020

Dear Sir,

Sub: RELEASE OF FOREIGN EXCHANGE FOR BUSINESS VISIT

We wish to draw Foreign Exchange for Business Visit against our sponsorship as per the details given below:

NAME (S)	:
NATIONALITY	: INDIAN
PASSPORT NO. DATE &	:
PLACE OF ISSUE	:
DESIGNATION/S	:
RESIDENTIAL ADDRESS/S	:
COUNTRY TO VISIT	:
PUPOSE OF VISIT	: BUSINESS
EXCHANGE REQUIRED	:

We undertake to bear the total expenses for the trip and utilize the foreign exchange for the above stated purpose only. We confirm that the foreign exchange applied for this trip does not exceed USD 250000 (US Dollar Two Hundred and Fifty Thousand) in a financial year and quantum of currency notes to be purchased is within the permissible limit.

We also declare that this transaction is neither involved nor designed for the purpose of any contravention or evasion of provisions of FEMA or Anti Money Laundering (PMLA) guidelines or any other rules, regulations, notifications, directions or orders made there under.

We also hereby agree and undertake to give such information / document at any point of time, as will reasonably satisfy you about this transaction in terms of the above declaration.

We undertake that if we refuse / unable to comply with any such requirement or make only unsatisfactory compliance therewith, you may refuse in writing to undertake the transaction or shall if it has reason to believe that any contravention / evasion is contemplated by us, report the matter to Reserve Bank of India. We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the organization.

We are forwarding herewith cheque No.....drawn on.....for Rs.towards the concerned payment and the following provisional Data for your ready reference.

Airlines \_\_\_\_\_ Ticket No. \_\_\_\_\_ Journey date \_\_\_\_\_.

Thanking you,  
Yours faithfully,

Authorized Signatory