

भारतीय मानक ब्यूरो  
लेखा विभाग मुख्यालय

संदर्भ: लेखा/५:१(२०२१-२२)

दिनांक 18.02.2022

विषय : Manakonline पोर्टल से संबंधित ऑनलाइन रिफंड

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(०6) / २०२२ दिनांकित 18.02.2022 आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(गुरप्रीत सिंह)

निदेशक (लेखा)

- परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से : सभी क्षेत्रीय / शाखा कार्यालय के प्रमुख

**BUREAU OF INDIAN STANDARDS**  
**(Accounts Department)**

Ref: Accts/5:1(2021-22)

11 January 2022

***Sub: Online Refunds pertaining to MANAKONLINE PORTAL***

The Circular No. BIS/HQ/Accounts/Circular(06)/2022 dated 18.02.2022 on the subject is enclosed for necessary action.

**(Gurpreet Singh)**  
**Director (Accounts)**

Ref: Accts/5:1(2021-22)

**Circulated through Intranet to Heads of all ROs/BOs**



**CIRCULAR**

*Sub: Online Refunds pertaining to MANAKONLINE PORTAL*

1. The Manakonline portal become operational in July 2017 and the licencees are paying the product certification fee online through the portal. Later on online hallmarking & training module also become operational through billdesk payment gateway.
2. Accounts Department has been processing refund requests of the licencees recommended by the Head of the concerned BOs. However, it has been observed that cases as old as 5 years are being sent to Accounts Department for refund to the licencee.
3. All ROs/BOs are therefore requested to send duly recommended refund cases pertaining to the portal (upto 31.03.2021) to Accounts Department latest by 28 February 2022 in the format attached. A status report(including a NIL report) also needs to be sent by all the ROs/BOs confirming that no refund request pertaining to the period prior to 31.03.2021 is pending with them. Such report may be sent by 04.03.2022 positively.

This issues with approval of DDGF.

sd/-  
(Gurpreet Singh)  
Director (Accounts)

Encl: As above

Our Ref: Accts/5:1(2021-22)

Dated : 18.02.2022

*Circulated through BIS Intranet to Heads of ROs/BOs*

### APPLICATION FOR REFUND TO THE LICENCEES

S.No	Branch Name	Licencee Name	CM/A or CM/L	Merchant ID	Tax Invoice Number	BillDesk Transaction Number	Transaction Date	Transaction Number	Transaction amount		Refund recommended		Reasons for refund
									(Base Amount)	GST	(Base Amount header wise)	GST	
											Minimum Marking Fee :		
											Annual Licencee Fee :		
											Preliminary Inspection :		
											etc.		

The above amounts are recommended for refund to the concerned parties.

Concerned BOs

H( BO)

DAC