

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/५.१(2023-24)

दिनांक 23.01.2024

विषय : वित्तीय वर्ष 2023-24 के वार्षिक लेखा की समाप्ति

- अग्रिम का निपटान

परिपत्र संख्या बीआईएस / मुख्यालय / लेखा / परिपत्र(०4) / २०२4 दिनांकित 23.01.2024
आवश्यक कार्यवाही हेतु संलग्न है।

हस्ता/-

(गुरप्रीत सिंह)
निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

- अपर महानिदेशक / मुख्य सतर्कता अधिकारी
- मुख्यालय के सभी गतिविधि प्रमुख
- सभी क्षेत्रीय कार्यालय प्रमुख/सभी शाखा कार्यालय / एनआईटीएस / सभी प्रयोगशालाओं के प्रमुख
- मुख्यालय के सभी विभाग प्रमुख
- सभी क्षेत्रीय / शाखा कार्यालय/केंद्रीय प्रयोगशाला/मुख्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण / सभी क्षेत्रीय कार्यालय व प्रयोगशालाओं में कार्यरत अनुभाग अधिकारीगण एवं सहायक निदेशक(लेखा व वित्त)

प्रतिलिपि

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS
(Accounts Department:HQ)

Ref: Accts/5:1(2023-24)

23rd January 2024

Sub: Closing of Annual Accounts for the Financial Year 2023-24
- Settlement of Advances

The Circular No. BIS/HQ/Accounts/Circular(04)/2024 dated 23.01.2024 on the subject is enclosed for necessary action.

sd/-
(Gurpreet Singh)
Director (Accounts)

Ref: Accts/5:1(2023-24)

Circulated to :

- **ADG/CVO/All Activity Heads at HQ**
- **All DDGRs**
- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **Heads of all departments at HQ**
- **DDA&F/ADA&F of Regions/Labs/NITS/Section Officers of all BOs**

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BUREAU OF INDIAN STANDARDS
(Accounts Department)

CIRCULAR

Sub: Closing of Annual Accounts for the Financial Year 2023-24
- Settlement of Advances

1. In order to have true and fair view of Accounts of BIS, all advances drawn during the financial year 2023-24 should be settled in the same financial year so that the expenditure is accounted for in the same financial year in which it is incurred.
2. Heads of all Departments/Sections at Hqrs as well as ROs/BOs/Labs/NITS are requested to direct all employees under their administrative control against whom Advances are outstanding(i.e. Adjustable Advances, TA advances, Overseas TA Advances, LTC Advances, Medical Advances etc.) to submit the settlement well in time as per relevant guidelines so that the advances are timely settled during financial year 2023-24 only. C&AG Auditors are also continuously commenting adversely on non settlement of advances in past years.
3. Further, DD(A&F)/AD(A&F) in ROs and AD(A&F)/SOs in BOs may issue reminder notes to all concerned officials, collect the adjustment bills and record the adjustment entries in 2023-24 Accounts. The time norms are given in Compendium of Rules on Advances to Govt. Servants, GFR Part II as well as in the Volume 1 of Accounts Manual issued by Accounts Department. In case the Bills are not submitted against any pending advance beyond the stipulated time norms and not settled even after reminders, a note may be sent to Finance Department, HQ (for outstanding advances upto December 2023, recovery note be sent latest by 25th January 2024 and for outstanding advances upto January 2024, a recovery note be sent upto 10th February 2024) for recovery of the same from salary of the concerned employee within the financial year itself.

Sd/-
(Gurpreet Singh)
Director (Accounts)

Ref: Accts/5:1(2023-24)

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- **All DDGRs**
- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **Heads of all departments at HQ**
- **DDA&F/ADA&F of Regions/Labs/NITS/Section Officers of all BOs**

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