

भारतीय मानक ब्यूरो  
लेखा विभाग मुख्यालय

संदर्भ: लेखा/3:4

दिनांक 07.06.2023

विषय : एफएमसीएस यात्राओं के प्रति दैनिक भत्ते का भुगतान

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(10)२०२३ दिनांकित 07.06.2023 आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(गुरप्रीत सिंह)

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

क्षेत्रीय कार्यालयों/शाखा कार्यालयों/प्रयोगशालाओं/एनआईटीएस/मुख्यालय के सभी विभागों के सभी अधिकारी

प्रतिलिपि

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

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

Ref: Accts/4:1

07 June 2023

**Sub: Payment of per diem allowance towards FMCS visits**

The Circular No. BIS/HQ/Accounts/Circular(10)/2023 dated 07.06.2023 on the subject is enclosed for necessary action.

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

**Circulated to :**

**All officers at ROs/BOs/ Labs/NITS/all Departments at Headquarters**

**Copy to: ITSD: for hosting on Intranet**

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

**CIRCULAR**

**Sub: Payment of per diem allowance towards FMCS visits**

There are number of correspondence from the officers proceeding on FMCS tour regarding delay in transfer of per diem allowance in their bank account. In this regard, it has been observed that the officer designated for conducting FMCS visits apply for payment of per diem allowance at the fag end of the commencement of their tour resulting in delay in processing of per diem allowance by Accounts Department. In order to timely processing of the claim of the per diem allowance, all concerned officers proceeding on FMCS visits are requested to apply for per diem allowance at least five working days before the commencement of their visit.

It has also been observed that some of the officers are delaying in submission of settlement of their TA claims. As per Travelling Allowances Rule 13 –“The advance should be adjusted within fifteen days of completion of the tour. A second advance cannot be sanctioned until an account has been given of the first.” Further, as per Rule 7- Time limit for submission of claims for Travelling allowances: “The claim of a Government servant to Travelling allowance/Daily allowance on Tour/Transfer/Training is forfeited or deemed to have been relinquished if the claim for it is not preferred within sixty days succeeding the date of completion of journey.”

The above instructions may be adhered to by all officers deputed for FMCS visits.

(Gurpreet Singh)  
Director (Accounts) Ref:

Ref:Accts/3:4

Circulated to :

**All officers at ROs/BOs/ Labs/NITS/all Departments at Headquarters**

Copy to: ITSD: for hosting on Intranet