

भारतीय मानक ब्यूरो
लेखा विभाग मुख्यालय

संदर्भ: लेखा/१:६(२०२१-२२)

दिनांक 04.02.2022

विषय: खातों का वार्षिक समापन 2021-22 - बैंक बैलेंस बनाए रखना

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(०5) / २०२२ दिनांकित 04.02.2022 आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(गुरप्रीत सिंह)

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से

/

- सभी क्षेत्रीय / शाखा कार्यालय / एनआईटीएस/ केंद्रीय प्रयोगशाला/ एनआरओ लैब के प्रमुख
- सभी क्षेत्रीय / शाखा कार्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण /सभी क्षेत्रीय कार्यालय में कार्यरत अनुभाग अधिकारीगण

प्रतिलिपि

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS

(Accounts Department)

Ref: Accts/1:6(2021-22)

04 February 2022

Sub: Annual Closing of Accounts 2021-22 – Maintenance of bank balance

The Circular No. BIS/HQ/Accounts/Circular(05)/2022 dated 04.02.2022 on the subject is enclosed for necessary action.

(Gurpreet Singh)

Director (Accounts)

Ref: Accts/1:6(2021-22)

Circulated to :

- **Heads of all ROs/BOs/CL/NITS/NROL**
- **DDA&F/ADA&F of Regions/NITS/Section Officers of all BOs**

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BUREAU OF INDIAN STANDARDS

(Accounts Department)

CIRCULAR

Sub: Annual Closing of Accounts 2021-22 – Maintenance of bank balance

Accounts Department has time and again issued instructions to the ROs/BOs to keep minimum funds in their Bank Accounts and remit balance in excess of Rs. 1.00 lakh & Rs. 0.50 lakh for RO/BO respectively to HQ every Monday. However, it has been observed that majority of the ROs/BOs are not following the instructions which led to a substantial amount of balance lying in their Bank Accounts at end of the month as well as the year ended, 31ST March 2021 which may lead to audit para

It is once again reiterated that Heads of all the ROs/BOs may review the Bank statements on weekly basis & remit any excess balance to HQ as per policy weekly on every Monday. Further, it should also be ensured that the bank balances as on 31.03.2022 are kept at minimum possible so that excess funds may be invested as per policy to avoid any C&AG para.

This issues with the approval of DDGF.

(Gurpreet Singh)
Director (Accounts)

Ref: Accts/1:6(2021-22)

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