

भारतीय मानक ब्यूरो
लेखा विभाग मुख्यालय

संदर्भ: लेखा/5:1(2023-24)

दिनांक 07.3.2024

विषय - न्यूनतम बैंक बैलेंस बनाए रखना

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(05) / २०२४ दिनांकित 07.03.2024 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 /उत्तर क्षेत्रीय प्रयोगशाला के प्रमुख

प्रतिलिपि आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS

(Accounts Department)

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

07 March 2024

Sub: Maintaining bare minimum bank balance

The Circular No. BIS/HQ/Accounts/Circular(05)/2024 dated 07.03.2024 on the subject is enclosed for necessary action.

(GURPREET SINGH)

Director (Accounts)

Circulated to Heads of all ROs/BOs/NITS/CL/NROL

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BUREAU OF INDIAN STANDARDS
(Accounts Department)

CIRCULAR

Sub: Maintaining bare minimum bank balance

1. Accounts Department has time and again instructed all ROs/BOs to keep minimum funds in their Bank Accounts and remit balance in excess of Rs. 1,00,000 & Rs. 50,000 for the RO/BO respectively to HQ
2. It is once again reiterated that the surplus funds after retaining required fund as mentioned above for the month of March 2024 shall be transferred by all ROs/BOs/NITS/CL to HQ by 22.03.2024 so that the surplus funds can be invested by HQ well before 31.03.2024. The minimum possible amount of Bank Balances is shown in the consolidated Balance Sheet of BIS and to also avoid any audit para in this regard. The position may again be reviewed by the ROs/BOs/CL/NITS on 28.03.2024 and excess balance, if any be remitted well before 29.03.2024.

(Gurpreet Singh)
Director (Accounts)

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

Circulated to Heads of all ROs/BOs/CL/NROL & NITS

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