

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/ परिपत्र/ 05 (२०२२-२३)

दिनांक 03.02.2023

**विषय :** वैधानिक करों का भुगतान और रिटर्न दाखिल करना

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(०५)२०२३ दिनांकित 03.02.2023 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/एनआरओएल के प्रमुख
- सभी क्षेत्रीय / शाखा कार्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

**BUREAU OF INDIAN STANDARDS**

**(Accounts Department)**

**Ref: Accts/Circular(05)2022-23)**

**3 February 2023**

**Sub: Payment of Statutory Taxes & Filing of Returns**

The Circular No. BIS/HQ/Accounts/Circular(05)/2023 dated 03.02.2023 on the subject is enclosed for necessary action.

**(Gurpreet Singh)**

**Director (Accounts)**

**Circulated to :**

**Circulated through BIS Intranet to:**

- **Heads of all ROs/BOs/CL/NITS/NROL**
- **All DDA&F/ADA&F/SO at ROs/BOs/CT&C/NITS**

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

**BUREAU OF INDIAN STANDARDS**

**(Accounts Department)**

**CIRCULAR**

Sub: Payment of Statutory Taxes & Filing of Returns

It has been observed from the Audit Report of Internal Audits that some of the ROs/BOs are not complying with the obligation of payment of statutory taxes and filing of returns by due dates. This a major non-compliance and attract penal proceedings by tax authorities.

Keeping in view above, Heads/DD(A&F)/AD(A&F)/SO(Accounts) of ROs/BOs/CL/NITS/NROL are requested to please ensure that all the statutory compliances with respect to TDS, filing of Returns, claiming of ITC, payment and filing of Professional Tax Return are strictly complied with to avoid any penal and interest proceedings against BIS.

The compliance report in this regard, in the enclosed proforma, should be sent by ROs/BOs/NITS/CL/NROL on monthly basis by 25<sup>th</sup> of subsequent month in the enclosed proforma.

(Gurpreet Singh)  
Director (Accounts)

Ref: Accts/Circular 05(2022-23)

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- All DDA&F/ADA&F/SO at ROs/BOs/CL/NITS

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**PROFORMA**

**COMPLIANCE REPORT FOR THE MONTH OF \_\_\_\_\_ 2023**

It is certified that all the Statutory Compliances have been made for the month of \_\_\_\_\_ 2023 at ROs/BOs as per details given below.

<b>Sr. No.</b>	<b>Particulars</b>	<b>Form No.</b>	<b>Due Date</b>	<b>Filed/Payment Date</b>	<b>In case of non-compliances details may kindly be provided</b>
<b>1</b>	TDS/Income Tax, & Issue of TDS certificate				
<b>2</b>	Quarterly TDS Return				
<b>3</b>	Notice received from Income Tax. If yes reply given				
<b>4</b>	GSTR 1				
<b>5</b>	GSTR 3B				
<b>6</b>	GSTR 7				
<b>7.</b>	ITC Available ITC Claimed ITC Not claimed ITC ineligible				
<b>8</b>	Notice received from GST. If yes, reply given				
<b>9</b>	Professional Tax				
<b>10.</b>	Any Other Statutory Compliances(Details may kindly be provided)				

**SO/AD/DD**

**Head (ROs/BOs/CL/NITS/NROL)**