

भारतीय मानक ब्यूरो  
लेखा विभाग मुख्यालय

संदर्भ: लेखा/५.१(२०२३-२४)

दिनांक 20.03.2024

विषय : वित्त वर्ष २०२३-२४ अभिलेखो को क्षेत्रीय / शाखा  
कार्यालयों द्वारा पूरा करने हेतु

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(०८) / २०२४ दिनांकित 20.03.2024 आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

CIRCULAR

**Sub: Annual Closing of Accounts for the year 2023-24**

1. Heads of all ROs/BOs/NITS/CL/NROL may please refer circular No. BIS/HQ/Accounts/Circular(01)/2024 dated 09.01.2024 regarding importance of timely compilation of Annual Accounts and Annual Report and timely conduct of Statutory Audit.
2. The financial year 2023-24 is approaching for closure and the Annual Accounts of Bureau of Indian Standards are required to be finalized. To enable HQ for timely compilation of accounts and further preparation of consolidated Annual Accounts of BIS, the actions, as detailed in the enclosed Appendix-I (*Instructions for Annual Closing of Accounts for the year 2023-24*), are to be meticulously followed by all concerned.
3. The Annual Accounts of BIS are required to be approved by the Finance Advisory Committee and Executive Committee before submission to Audit. It is therefore, necessary that consolidated Accounts of BIS are ready by 15.05.2024. This is possible only when all ROs/BOs prepare their accounts in time and send to HQ well on or before 25.04.2024.
4. Heads of all ROs/BOs/CL/NROL/NITS are therefore, requested to give top priority to the closing of Accounts for the year 2023-24 and send the Trial Balance for the year ending March 2024 along with Receipt & Payment A/c and all the supporting schedules in the formats enclosed on or before 25.04.2024.
5. AD(A&F)/DD(A&F)/officer incharge of accounting activities of regions shall send the Trial Balance of their region as well as provide required assistance to all the BOs under their region and also arrange to send their Trial Balance(s) and schedules by due date to HQ.

This issues with approval of DDGF.

sd/-  
(Gurpreet Singh)  
Director (Accounts)

Encl: As above

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

Dated : 20.03.2024

Circulated through BIS Intranet to:

- i) Heads of all ROs/BOs/Central Lab/NITS/NROL and AD(A&F)/DD(A&F) of all Regions - DDGRs may please co-ordinate and arrange to send Trial Balance of March 2024 with schedules for all BOs under their control by due dates.
- ii) DF/ HEAD:GSD/HEAD:PUBLICATION & SALES/HEAD:FMCS/HEAD HALLMARKING/HEAD DLBO-I/ DLBO-II/ HEAD:REGISTRATION . may please send the required information/Statements/Bills/ accounting note as given in the enclosed instruction by due dates.  
/HEAD:CRO/HEAD-ITSD/HEAD:LSC/HEAD-PMWD/HEAD- MSCD/DRL/ HEAD-Coordination Cell/ Head IR&TISD/PRD/Maintenance Cell
- iii) DF, DD(A&F)/SECTION OFFICERS OF FINANCE & ACCOUNTS DEPTT. To prepare the relevant information and schedules in respect of the Accounts of HQ as per the instruction in Appendix-I and the formats of schedules enclosed by due dates
- iv) DG/ ADG/ CVO/All DDGs For information

**BUREAU OF INDIAN STANDARDS**  
**ACCOUNTS DEPARTMENT:HEADQUARTER**

**INSTRUCTIONS FOR ANNUAL CLOSING OF ACCOUNTS FOR THE FINANCIAL YEAR 2023-24**

1. **Trial Balance for the month of March 2024, Receipt & Payment Account** and all the supporting **schedules (Annex I to XXIX)** be sent to HQ latest by **25.04.2024 for compilation**. The following needs compliance:
  - (i) **All ROs/BOs are advised to strictly adhere to the format of Trial Balance being shared in the present circular only as per Annex IA.**
  - (ii) For the purpose of preparation of various Management Reports, the Income and Expenses of the Laboratories are separately required. As the books of Accounts of the ROs/BOs and the Labs are at one place (excluding NROL and CL), therefore, WRO, SRO, ERO, PBO, GHBO, BNBO and HYBO are also required to prepare Annex IB relating to Income and Expenses of its Lab.
  - (iii) The Trial Balance, Receipt & Payment Account and all schedules must be signed by the in-charge of Accounts and the Head of the ROs/BOs/CL/NROL/NITS.
  - (iv) The opening Balance conveyed through IODA by HQ vide email dated 07.07.2023, discrepancies needs to be addressed. It may be ensured that balances in all the Non Revenue Account Heads as per the Trial Balance of March 2024 shall ONLY be taken as opening balance as on 01.04.2024 in your General Ledger with corresponding debit(net)/credit(net) to HQ Account.
  - (v) BIS Collects fines in respect of Hallmarking & Product Certification and from the licencees under Section 13(2), 29 & 33 of BIS Act, 2016 which should be kept in a separate fund and should be used only for Consumer Awareness & Consumer Protection. All the ROs/BOs are therefore, requested to disclose these fines received during the year under 1.2.1.12 & 1.2.1.13 of Format of Trial Balance(**Annex 1A**). The compounding fee received under Hallmarking & Certification will be credited under the 1.2.1.13. In case it has been misclassified during the year, the same may be corrected before finalizing the Trial Balance of March 2024.
  
2. **Receipt & Payment Account:** The Receipt & Payment Account must be prepared in the revised format given as per **Annex II** enclosed.
 

The following points may be kept in view:

  - i) The Receipt & Payment Account is prepared from the transactions through Cash & Bank only(i.e. the liabilities created as on 31.03.2024 for payment in 2023-24 will not be reflected, the liabilities created as on 31.03.2023 and paid in 2023-24 will be reflected in VII(A) Payment side of Receipt & Payment Account).

- ii) It has been observed that majority of the BOs are accounting for the IODAs/IOCA's sent towards monthly income/refund of income under "Receipt/Payment of Fund transfer under Headquarters Account (1.3 of TB) in Sl. No. VII 'Other Receipts' while preparing the Receipt & Payment Account. **It is important to understand that only transactions impacting the cash & bank balances are to be reflected in the Receipt & Payment Account. Proper care should be exercised while preparing the Receipt & Payment Account and transactions not having any impact on cash & bank balance should not be shown under Receipt & Payment Account under any circumstances.**
- iii) The opening balance of Cash in hand and Bank Balances in the Receipt & Payment A/c for the current year must tally with the Cash & Bank Balances given in the Trial Balance for year ending 31<sup>st</sup> March 2023.
- iv) The Closing Balances of Cash-in-hand and bank balances in the Receipt & Payment A/c of the current year must tally with the Cash & Bank Balances given in the Trial Balance of 31<sup>st</sup> March of the current year( Sl. No. 2.2.1.16 to 2.2.1.20 of the Trial Balance format).
- v) The Cash-in-hand includes the Cash-in-hand with the Cashier and imprest given to Officers.
- vi) The ESTABLISHMENT EXPENSES' in the Receipt & Payment Account should include Payments under all the Account Heads in the Group "Other Staff Benefits"(2.1.2 of T.B.) (i.e. Payments under the Ledger Account Heads: Staff Welfare A/c, LTC Expense A/c, Medical Expenses-Employees A/c, Medical Expenses-Pensioners A/c).
- vii) All remaining Payment under all the Account Heads under the Group (2.1.3 to 2.1.10 of Trial Balance format ) are to be shown under "ADMINISTRATIVE EXPENSES" in the Receipt & Payment Account.
- viii) Before finalizing the Receipt & Payment A/c, the Income shown under various income heads of Trial Balance (i.e. 1.1 of T.B.) may be reconciled with Receipt shown in Receipts side of Receipt & Payment A/c(Group V of Receipt side). Similarly, the expenditure shown in the Payment side of Receipt & Payment A/c (i.e. Group I of Payment side) may also be reconciled with the expenditure shown in Trial Balance(i.e. 2.1.2 to 2.1.10 of T.B.). The difference in income side if any should only pertain to the IODAs/IOCA's received towards income received centrally at HQ through online portal. Similarly, the difference in expenditure side should only pertain to the liability created for expenditure during financial year 2023-24 & not paid and liability created during financial year 2021-22 & paid during financial year 2023-24.

### **3. Reconciliation of Inter Branch Accounts with other ROs/BOs/ HQ**

Inter Branch Accounts with other ROs/BOs/CL/NROL/NITS be reconciled and got confirmed from respective ROs/BOs/CL/NROL/NITS so that their Accounts show the same balance as in your Accounts as advised in Circular No. BIS/HQ/Accounts/Circular(03)/2024 dated 23.01.2024.

### **4. The following points are required to be taken care of and ensured by Heads of all ROs/BOs/CL/NITS before finalizing the Trial Balance of March 2024 and sending it to HQ:**

- 4.1 As per the Accounting Policy of BIS, all income & expenditure and (excluding Certification Income) are accounted on accrual basis.
- 4.2 The observations in the Internal Audit Report of ROs/BOs/CL/NITS for half year ending 30<sup>th</sup> September 2023 which necessitates recording of journal entries and correction in Books of Accounts, the same should be carried out before finalizing the Trial Balance of March 2024.

- 4.3 In order to reconcile the Professional Tax deducted and deposited with Professional Tax Authority during 2023-24, the concerned ROs/BOs are requested to send a consolidated statement of employee-wise the amount of Professional Tax so deposited for the period from 1 April 2023 to 31 March 2024 by 07.04.2024 so that the same may be reconciled by Salary Section with regard to the deductions made from Salary.
- 4.4 **TA/DA, LTC and Adjustable Advance, Accounts Recoverable** should be settled before 31 March 2024. The Statutory and Internal Auditors of ROs/BOs have also been pointing about long pending advances which require to be settled immediately. Heads of all RO/BOs/CL/NROL/NITS are requested to settle TA/DA, LTC, Adjustable Advances as per the relevant guidelines and keep it as per time norms mentioned in Accounts Manual. A/c Revocable should be settled and be kept to bare minimum (only those advances for which the goods/services have not been received up to 31.03.2024 and for which the journey has not been completed) should be reflected under the outstanding Adjustable Advances in the Trial Balance of March 2024(A report in this regard may be given as per enclosed Annex XXX).
- 4.5 **The Bank Statement for the month of March 2024** should be obtained well in time and the **Bank Reconciliation be completed in time and enclosed with Trial Balance of March 2024 in ANNEX III**. The Bank Reconciliation Statement should be checked and scrutinized thoroughly and should be signed by the Section Officer and the Head of the Branch. Outstanding items in the Bank Reconciliation Statements should be pursued vigorously and brought to the minimum. The areas in the Bank Reconciliation Statement specially:
- (a) All items of more than one month old as on 31.03.2024 under these categories should be settled and accounted in the Trial Balance of March 2024.
  - (b) Unlinked credits more than 3 years old should be accounted as "Misc. Receipts" after paying applicable GST
- 4.6 The remittances received through RTGS/NEFT, if any, in the Bank during 2023-24 and also prior to 2023-24 if any, which have not been accounted for in the Books of Accounts due to non availability of the name of the licensee/party be accounted for by 31.03.2024 under the respective Income head. The GST liability on such remittances may also be discharged by its due date. No RTGS/NEFT Receipts in the Bank as on 31.03.2024 shall remain unaccounted else it will result in understatement of income and non discharging of tax liability.
- 4.7 Cash Book and Bank Book may be closed on **31.03.2024**, the last working day of the financial year and it should not show credit balance in any circumstances.
- 4.8 If any officer is provided with the **Imprest/prepaid card** such officers should be asked by ROs/BOs/HQ to render Imprest Account **by 30.03.2024** for incorporation of expenditure and recoupment before the close of the financial year.
- Such officers should also be asked to furnish **a certificate for the Imprest** held by them as on **31.03.2024**. The details of the Imprest/prepaid cards so held by each officer alongwith the purpose thereof, should be provided in the format as per **Annex III(A)**.
- 4.9 All the personal claims of the employees should, as far as possible, be disbursed before **31.03.2024** to minimize the credits outstanding under the heads "Accounts Payable (Employees)".

4.10 Physical verification of (i) Imprest with the Cashier and (ii) Franking Machine balance and Postage Stamps should be done and necessary certificate recorded in the relevant books of Accounts by all ROs/BOs/Administration Department/SO(Cash) as on 31.03.2024.

4.11 For the unutilized balance in the Franking Machine as on the last working day for the financial year, Journal Voucher(JV) be passed as under by ROs/BOs:

Franking Machine balance account	Dr.
To Office Expenses – Postage	Cr.

This entry may be reversed in the beginning of the next year's account.

At HQ, Director (GSD)/ DRA may send **the statement of Franking Machine Balance** on 31.03.2024 to Accounts Department so that the required entry may be recorded in the Books of Accounts of HQ. The statement may be furnished by **05.04.2024**

4.12 Rebate is given by Post Office to Govt. Departments for Franking Machine payments. **Heads of all ROs/BOs and DRA at HQ** may ensure that the rebate amount has been received on all payments and is being accounted in Books of Accounts. In case of non receipt of rebate, the matter may be taken up with concerned post office.

4.13 Bills from the contractors, suppliers, testing charges and other expenses etc. should be settled, as far as possible, before the close of the financial year. In case where bills could not be paid/finalized for any reason, after the work/supplies/testing etc. have been completed, liability for such items may be created by a JV by crediting the Account Head "Sundry Creditors - Purchase & Others" (Account at Sl. 1.2.1.1 of format of Trial Balance) and debiting the respective Expenditure Account Head. Schedule of "Sundry Creditors – Purchase & Others" as per **Annex X** should be furnished alongwith the Trial Balance by all ROs/BOs/CL/NROL/NITS.

4.14 List of items written off and disposed off during the year 2023-24 giving the particulars, such as nature of article(Furniture/Equipment/Library Books etc), date of original purchase, purchase price and the sale proceeds realized, if any, may be furnished by ROs/BOs/CL/NROL/NITS alongwith the Trial Balance in **Annex XVIII**. No entry need to be passed in the Accounts at RO/BO end in respect of items pertaining upto the year 1982-83 under Furniture & Office Equipment group.

If the items have not been disposed off, such items should not be included in the statement. Those should be included only in the year of actual disposal.

Please also refer to the instruction notes given in the format of **Annex XVIII** enclosed.

**At HQ, DRA/HGSD** may send the said list of items written off and disposed off at HQ during 2023-24 in **Annex XVIII** by **10.04.2024** so that the necessary entry for write off of assets /payment of Statutory dues may be recorded in the Accounts of Hqrs.

4.15 **The value of closing stock of Stationery and Lab. Apparatus & Stores as on 31.03.2024:**

- 4.15.1 Please furnish the value of closing stock of Stationery and Lab. Apparatus & Stores as on 31.03.2024 as per **Annex XVI and XVII** respectively. The stock lying in stores un-issued should only be valued and taken into account.

The value of both the stocks will get reflected in the Trial Balance of March 2024. The expenses of Stationery and Lab. Apparatus & Stores will get reduced by the value of stock.

- 4.15.2 At HQ, the statement of following stocks showing Item, Quantity, Rate and Value may be sent by respective Departmental Heads by 20.04.2024 positively for incorporation in Balance Sheet.

**Stock Statement as on 31-03-2024**

**To be sent by**

Stock of stationery & Misc. stores,  
Stock of repair & maintenance consumables.

DRA  
Incharge of Maintenance  
Cell

**4.16 Fixed Assets and Depreciation :**

In order to enable HQ to finalize consolidated schedules of Fixed Assets of ROs/BOs for inclusion in the Balance Sheet, all ROs/BOs shall prepare a schedule of Fixed Assets of their branch as per **ANNEX XX** enclosed.

**The following instructions may be taken care of while preparing and finalizing your Annex XX.**

- (i) **Depreciation at half of applicable rate of the concerned assets is to be charged on the new additions to asset by ROs/BOs in the current year after 30 Sept 2023. The date of invoice /put to use may be taken as basis. If invoice date is prior to 30 Sept 2023, full depreciation at applicable rate be charged. If invoice date is after 30 Sept 2023, then half of the applicable rate of depreciation may be charged.**

- (ii) In case any assets is disposed off after following the prescribed procedures, the write off entries shall be recorded in your books. The fixed assets cards of that asset shall be closed using red ink pen by recording all the particulars viz. the reference of approval the scrap value, and the JV number etc. for the removal of asset from accounts records. Similar reference shall also be given in the Consolidated Fixed Assets Register. For example, the following JV shall be recorded after the asset say Furniture item is actually sold as scrap I the year of the sale.

Dr. Accumulated Dep. On Furniture & Fixture A/C(Dep. Charges till 31 March preceding the year of sale).

Dr: Capital Investment written off A/c (WDV as on 31 March preceding the year of sale)

Cr Fixed asset(Furniture & Fixture) A/c (original value of asset)

Being the asset is sold in 2023-24, the balance as on 31.03.2024 be taken the item(Name of item) under Fixed Asset(Furniture & Fixture A/C disposed

off). In this JV, the accumulated depreciation charged on the individual asset upto last year is reversed by debiting this account and the original value is credited to relevant Fixed Asset). The written down value i.e. the difference between the original value and accumulated depreciation is debited to "Capital Investment Written Off" A/c. The scrap value shall be credited to a new account namely Misc. Receipt-Asset Disposal A/C" which may be opened in you books under the group/revenue Account(Income). No depreciation shall be charged during the year on that asset which is sold in the year.

- (iii) The instruction notes given below the format of the Schedule (**Annex No. XVIII**) may also be referred to.
- (iv) **For each group of asset separate journal voucher for depreciation for the year shall be recorded.**
- (v) Please ensure that the amount of the each group of asset in column 7 of the fixed asset schedule(**Annex XX**) of your Branch shall match with the amount indicated in the Trial Balance in the respective Asset head under Account at Sl. No. 2.2.2 (Fixed Asset) (i.e. 2.2.2.1 to 2.2.2..15 of Trial Balance format).
- (vi) Please ensure that the amount of depreciation for the year 2023-24 for each group of asset in the column 9 of fixed asset schedule(**Annex XX**) of your BO shall match with the amount indicated in Trial Balance under the respective Asset Depreciation Accounts at Sl. 2.1.12 (Depreciation on ..... ) (i.e. Sl. No. 2.1.12.1 to 2.1.12.14) of Trial Balance Format).
- (vii) Please ensure that the amount of accumulated depreciation upto 31.03.2024 for each asset in column 11 of fixed asset schedule (**Annex XX**) shall match with the amount indicated in Trial Balance under **the Account heads Accumulated Depreciation Accounts (A/C Sl. No. 1.2.2.1 to 1.2.2.14 of Trial Balance Format)**.
- (viii) The rates of depreciation applicable for the financial year 2023-24 on each element of various groups of assets have been indicated in the **Annex XX** itself in column 3.
- (ix) **Statement of Additions made to Fixed Assets during 2023-24:** The Income-tax Department while processing the Income-tax Return of BIS for assessment every year is asking details of Additions made to Fixed Assets[Account-head wise as given in the Trial Balance i.e. Furniture & Equipment, Lab Equipment(BIS Fund), Lab Equipment(Grants) Library Books, Vehicle, Building, Integrated Computerization under NIC etc. etc.] Therefore, all ROs/BOs may furnish this information in the **Annex XXI along with Trial Balance of March 2024.**
- (x) The value of land should be bifurcated & shown separately as Land-Leasehold(amortization on the leasehold lands should be accounted for in the Books of Accounts), Land-Freehold at Sl. 2.2.2.1 and 2.2.2.2).
- (xi) As pointed out by CAG, the Fixed Asset Register is not properly maintained in Form of GFR, 2017. All the ROs/BOs/CL/NITS should maintain details of fixed assets in Form 22(copy attached) from financial year 2023-24 onwards.



- 4.17 Physical Verification of all Assets:** Non-conducting of Physical Verification by certain branches in past had been **adversely commented by Statutory Audit at HQ in the previous audit reports.** Therefore, the following course of action may be taken:
- 4.17.1 Physical Verification of all assets in the ROs/BOs/NITS/Labs should be carried out as on 31.03.2024 and a report along with the list of items be sent to Accounts Department. The total value of the list shall match with the amount shown in the Trial Balance of March 2024 under the respective group Asset Account.
- 4.17.2 Similarly HQ:DRA may carry out such physical verification of all fixed assets at HQ The total value of the list shall match with the amount shown in the Trial Balance of March 2024.
- 4.17.3 **Physical Verification of Standards:** As per the practice since inception, the quantitative records of group 10 and above, are required to be maintained by all heads of ROs/BOs/HQ-Publication & Sales. These stock records are required to be maintained properly and physical verification has to be conducted every year on 31 March. Therefore, physical verification of standards may be conducted on 31.03.2024 by all ROs/BOs. Similarly, the physical verification of Standards at HQ may be conducted by Head(Publication & Sales). The ROs/BOs may send their report to Head(Publication & Sales) for further necessary action at their end.
- 4.17.4 **Physical Verification of Library Books:** The physical verification of the Library Books as on 31.03.2024 be conducted by all ROs/BOs/NITS/Central Lab & by Head:LSC at HQ.
- 4.17.5 **Physical Verification of Consumable Stock:** The physical verification of the Consumable Stock in the store as on 31.03.2024 be conducted by all ROs/BOs/NITS/Labs/PMW/Administration Department/ GSD/ Maintenance Cell. The value of the stock shall be accounted in the books of accounts as on 31.03.2024 as per the procedure given at para 4.16.
- 4.17.6 The following certificates as on 31.03.2024 may be furnished by all ROs/BOs/NITS/Labs as these certificates are required to be submitted to C&AG during the **Audit of consolidated Annual Accounts of BIS for the financial year 2023-24 at HQ.**
- i. Certificate to the effect that **physical verification of all fixed assets (including the Laboratory Equipments at Lab) has been conducted (in the formats as per schedule (Annex No. XXVI). At HQ, this certificate may be furnished by Head:GSD/DRA.**
  - ii. Certificate to the effect that **physical verification of Stock of Standards** has been conducted (in the formats as per schedule(Annex No. XXVII). At HQ, this certificate may be furnished by **Head(Publication & Sales).**
  - iii. Certificate to the effect that physical verification of the **Library Books** has been conducted(in the formats as per schedule (**Annex No. XXVIII**), At HQ, this certificate may be furnished by **Head:LSC**
  - iv. Certificate to the effect that **physical verification of Inventory (i.e. Consumable Stores including Laboratory Apparatus & Stores)** has been conducted (in the formats as per schedule(Annex No. XXIX). At HQ, this certificate may be furnished by **HEAD:GSD/HPMW/DRA/Officer-in-charge of Maintenance Cell.**

#### 4.18 Sundry Debtors (Certification) and Sundry Debtors(Sales)

- 4.18.1 In past CAG audit reports of BIS, the audit had adversely commented on the long pending Sundry Debtors of Certification and Sales. Heads of concerned ROs/BOs/DLBO-I&(II)/Head(Publication & Sales -HQ are responsible for recovery by making vigorous efforts or getting said debtors written off from the Competent Authority in case these are irrecoverable.
- 4.18.2 The subsidiary ledgers of Sundry Debtors(Certification) and Sundry Debtors(Sales) shall be reconciled with the Control Account in the General Ledger before inclusion in the Trial Balance of your BO. The schedules as per **Annex IV-A & IV-B and V-A & V-B** may be furnished with Trial Balance of March 2024 by ROs/BOs.
- 4.18.3 At Hqrs, the Control Account of Sundry Debtors(Sales) shall be reconciled with the subsidiary party wise ledger by Publication & Sales Department(Hqrs) since the subsidiary ledger is maintained there and the schedules as per **Annex V-A,V-B & VI-B shall be sent by Head(Publication & Sales) by 20.04.2024.**
- 4.18.4 At Hqrs, the Control Account of Sundry Debtors(Certification) shall be reconciled with the party-wise ledgers/statement by CRO, DLBO-I & DLBO-II, Head:Registration Deptt., FMCD CMD-III respectively as per Schedule given at **Annex IV-A, IV-B & VI-A which may be furnished by DLBO-I, DLBO-II, Head:Registration DEPTT., FMCD, and CRO by 20.04.2024**
- 4.18.5 The customer balances which have remained unclaimed/unadjusted for more than 3 years as on 31.03.2024, may be transferred by ROs/BOs to Miscellaneous Receipt Account by way of a Journal Voucher before finalizing the Trial Balance of March 2024. The list of amount so transferred to Misc. Receipt Account shall be maintained in a separate file. In case any party claims refund in future, the matter may be dealt from the subject file on case to case basis.

At Hqrs, the list of such credits of more than 3 years in the Sundry Debtors(Sales) A/c as on 31.03.2024, shall be sent by **Head(Publication & Sales) by 20.04.2024** so that Accounts Department may record entry in Books of Accounts. Similarly, **Head: DLBO-I, Head:DLBO-II and Head:Registration Deptt. & Head FMCD** may also inform the same by **20.04.2024** in respect of Customer Balance of Certification which are more than 3 years old as on 31.03.2024 to enable Accounts Department to record the entry.

Please ensure that GST provisions be duly followed in this regard.

4.18.6 **The amounts of credit items under the Sundry Debtors(Certification) and Sundry Debtors(Sales)**, may be separately reflected in Trial Balance of March 2024 under the Account head “Customer Balance(Certification)” and “Customer Balance(Sales)” respectively by ROs/BOs. The following JVs may be recorded by ROs/BOs as on 31 March 2024:

(1) Sundry Debtors(Certification) A/c	Dr.	
To Customer Balance(Certification) A/c		Cr.
(2) Sundry Debtors(Sales) A/c	Dr.	
To Customer Balance(Sales) A/c		Cr.

The above two entries may be reversed at the beginning of the next financial year.

It had been observed in previous years that few BOs had not shown the Gross Debtors and Gross Customer Balance separately in the Trial Balance of March. They had shown only the net debtors in the Trial Balance which is not correct. The gross debtors of Certification and Sales should be shown in the debit side and the Customer Balance of Certification and Sales should be shown in the credit side of the Trial Balance of March 2024 by all ROs/BOs

4.18.7 A year-wise summary of Customer Balance(Certification) and Customer Balance(Sales) may be furnished by ROs/BOs in **Annex VI-A & VI-B**. At HQ, this may be furnished by **DLBO-I, DLBO-II, Head:Registration Deptt. and Director(Publication & Sales)** respectively by **20.04.2024**.

4.18.8 **Confirmation of Debtors: Letters regarding confirmation of balance under Sundry Debtors(Certification) and Sundry Debtors(Sales) and Security Deposit** with outsiders be sent to the respective parties and their confirmation obtained before closing of accounts for 2023-24. Statutory Auditors at HQ have been giving observation in this regard in their previous reports. The CAG Audit in one of the previous Audit Report had commented that without confirmation from the debtors, the correctness of the sundry debtors was unverifiable in Audit. This may be complied with and letters for confirmation of balances may be sent by all ROs/BOs to all debtors on 31 March 2024 asking them to confirm the outstanding amount by **15.04.2024** failing which it will be treated as confirmed. In case of discrepancies, if any, as informed by debtors, the same may be dealt suitably. A certificate to the effect that balance confirmation letters have been issued to all the debtors of Certification as well as Sales, should be given in **Annex IV-C & V-C**

**At HQ:** The balance confirmation letters regarding Sundry Debtor(Certification) may be sent by **Head: DLBO-I, Head:DLBO-II, Head:Registration Deptt. & Head:FMCD** and certificate be furnished to Accounts Department in **Annex IV-C** enclosed.

The balance confirmation letters regarding Sundry Debtor(Sales) may be sent by **Head(Publication & Sales)** and certificate be furnished to Accounts Department in **Annex V-C** enclosed.

4.18.9 A statement showing **the debtors[i.e. Sundry Debtors(Certification), Sundry Debtors(Sales) and others]**, which have been written-off and accounted in books of accounts during the year 2023-24 by ROs/BOs, be prepared as per the **Annex XIX** and sent alongwith the Trial Balance. The total of the statement shall tally with

the figures in the Trial Balance of March 2024 shown under the account head "Bad Debts Written Off" (Sl. 2.1.10.9 of Trial Balance).

At HQ, Head (Publication & Sales) and Head: DLBO-I, DLBO-II, Head:Registration Deptt. /CRO may send the statement of debtors written off in 2023-24 in Annex XIX by 10.04.2024.

#### 5. Goods & Service Tax:

The liability for Goods & Services Tax is to be discharged by the respective branches as per the income accruing to the branch. The Product Certification/Hallmarking/Management Certification revenue pertaining to ROs/BOs is being received online in Bank A/c of HQ. Accordingly, the Inter Office Credit Advice are being issued by HQ on monthly basis to ROs/BOs. However, the liability of Goods & Service Tax is being discharged by the respective branches by due dates on the basis of details of income/IOCA sent by HQ .

The GST liability for the month of March 2024 is to be discharged by 20<sup>th</sup> April 2024 and shall remain unpaid on 31.03.2024. **All ROs/BOs must create liability towards GST liability for the month of March 2024 in the books of Accounts.**

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 by **25th April 2024** in the enclosed **Annex XXXI**.

The circulars on GST issued by Finance Department may be referred to.

#### 6. Income tax Exemption of BIS and Tax Deducted at source by Licencees (S.No. 2.2.1.2 of Trial Balance format enclosed):

Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Govt. of India, vide its Notification No. 142/2021 dated 31.12.2021 read with addendum Notification No. 04/2022 dated 13.01.2022 has notified BIS under Section 10(46) of Income-tax Act, 1961 for the Financial Years 2021-22 to 2025-26. As a result of this notification of Govt. of India, the income of BIS is not taxable till Financial Year 2025-26.

However, in case the tax has been deducted at source by licencees in ROs/BOs during the year, then the same shall be debited to "TDS by Licencees A/C". The balance in this Account is transferred to HQ on monthly basis by crediting this Account and debiting HQ A/c and an IODA be sent along with the TDS Certificates. Therefore, this account will show NIL balance in your Trial Balance of March 2024. In case the TDS certificate have not been received, the statement may be sent with IODA and the TDS Certificates in original, may be sent afterwards but before 30.06.2024 so that the same may be enclosed with the Income-tax Return of BIS in order to get refund from Income-tax Department.

Regarding the procedure of accounting of the Tax Deducted at source by Licencees from fees paid to BIS, and the responsibility of the head of the BO, in this regard HQ Accounts Department Circular No. Accts/7:35 dated 12.02.2014 may be referred to.

In case of TDS by any party, which could not come to the notice of the BO at the time of issue of receipt and it comes to notice of your BO after the close of your Accounts, please send the details (also TDS certificate if available) **by 10.05.2024** so that the same may be taken at HQ in consolidated Balance Sheet. If the TDS certificate is received, please send the details of TDS by this date to HQ. The original TDS certificate may be sent afterwards but before 30.06.2024 so that same may be enclosed with Income-tax Return of BIS.

A Schedule of Tax Deducted at Source during 2023-24 by Licensees from fees paid to BIS may be furnished by all ROs/BOs (along with the Trial Balance of March 2024) and by ROs/BOs/NITS/Labs as per the format in Annex XXII.

**At HQ**, the above details of TDS by Licencees/TDS Certificates, if any, in the Annex. XXII may be furnished to Accounts Department by the above said dates by **MSCD**, so that the same is accounted in Books of Accounts to claim refund from Income-tax Department in the Tax Return of BIS.

The Circular No. BIS/HQ/Accounts/Circular(06)/2024 dated 07.03.2024 may be referred to in this regard .

**7. Tax Deduction at Source by BIS from parties A/c(S. No. 1.2.1.11 of Trial Balance format enclosed):**

Tax at source is deducted by BIS from payments to parties as per the Income Tax Act and credited to this Account. The payment (by 7th of next month) to Income-tax Department is debited to this Account. Therefore, the Tax deduction for the month of March 2024 will only be appearing under this Account in the Trial Balance of March 2024. Some of the Branch Offices are remitting the TDS to Govt. along with the payment to the parties. In that case, this account may show 'NIL' balance as on 31.03.2024.

**8. Transfer of Funds and retention of amount in the bank accounts by ROs/BOs at the close of the year:**

8.1 Head of all ROs/BOs/NITS/CL/NROL are requested to plan well in advance about the retention of fund in their Bank Accounts on 31.03.2024 and the remaining surplus funds shall be transferred to HQ by **28.03.2024** so that the surplus funds can be invested by HQ well before 31.03.2024 and the minimum possible amount of Bank Balances is shown in the consolidated Balance Sheet of BIS. In this regard, please refer Accounts Department Circular No. BIS/HQ/Accounts/06/2024 dated 07.03.2024.

8.2 A Statement showing the requisite amount retained in the Bank as on 31.03.2024 may be furnished as per **Annex XXIII**.

**9. Contingent Liabilities:** Contingent Liabilities not provided for in the Accounts are required to be reflected in a schedule under the Uniform Formats of Accounts. Therefore, all ROs/BOs shall Annex a schedule of Contingent Liabilities, if any, as on 31.03.2023 and 31.03.2024 in respect of their BO in Annex XXIV enclosed alongwith the Trial Balance of March 2024. The details of each Contingent Liability shall also be Annexed with the schedule. **At HQ, this information in respect of Serial 1.2.1, and 2 of the Annex XXIV, may be furnished by Head:PMWD, Head:ITSD, & HGSD by 25.04.2024.**

10. All the important transactions/events in the Accounts of the year are to be given in the “Schedule 17-Contingent Liabilities and Notes on Accounts” forming part of the Annual Account. Kindly enclose **Annex-XXV** towards important accounting events/ transactions (if any) pertaining to your BO.
11. **Statutory Audit Report** of BIS which is issued by the Office of the Director General of Audit (Central Expenditure), New Delhi on the overall accounts of BIS(including the paras taken from the Inspection Reports of ROs/BOs issued by Auditor General of the concerned State) is included in the Annual Report of BIS. The major reason for delay in the issue of final audit report by the Office of Principal Director of Audit, New Delhi is the late receipt of State AG audit report on the audit of Accounts of RO/BOs. In order to cut short this time period, heads of all ROs/BOs/CL/NITS immediately after sending the March 2024 Trial Balance to HQ, shall request in writing to the Auditor General of their respective State to undertake the audit of the accounts of their BO in May 2024. After the audit is over, efforts shall be made by Head of the ROs/BOs by keeping liaison with AG office to expedite the Inspection Report of their BO to the Office of the DG:Audit(Central Revenue), Delhi by **15.07.2024** so that the consolidated Audit Report of BIS comprising all ROs/BOs & Hqrs from CAG office is not delayed. This schedule is required to be adhered to by all ROs/BOs to enable BIS Hqrs to compile, get approval from EC & Bureau and submit the Annual Report to our Ministry as per the time schedule given by it for laying before the Parliament.
12. **Liability for expenses of 2023-24:** All Goods and Services which have been received by BIS during 2023-24 i.e. up to 31.03.2024 are required to be charged to Accounts of 2023-24 either by payments by 31.03.2024 or by creation of liabilities for payment during next year. Heads of all concerned departments at HQ i.e. **HGSD, Head(Publication & Sales), Head:PRD Head:ITSD, DRL, Head: DLBO-I, DLBO-II, Head:Registration Deptt., Head-PMW, Head-MSCD, Head:LSC, Head:IR&TISD** may therefore, send such bills of contractors , suppliers, printers, testing labs, BSNL DAVP, & other advertising agencies, maintenance contractors, lawyers, and other foreign payments etc. by **20.04.2024** so that the same could be accounted in Accounts of 2023-24. In case the bills have not been received but the Goods/Services have been received during 2023-24, a statement of the amount due for payment of such goods/services received should be sent.
13. **Adjustment of Advances for Projects :- Head (PMW)** may please send by **10.04.2024**, the adjustment of all pending capital advances paid to CPWD/NBCC/Other Parties for the works completed up to 31.03.2024 so that the same may be adjusted in Annual Accounts of 2023-24:
- Similarly those ROs/BOs where capital advances paid to CPWD or other Public Works Organizations for building construction/modernization are pending, may obtain the utilization certificate(s) in Form 65A with details and adjust the advances before finalizing their Trial Balances.
- In case the works have not been executed against the advances paid, a note on each advance giving reasons for non adjustment/non execution of work, may be sent so that the same may accordingly be included in notes on accounts.
- Similarly HITS may please send by 10.04.2024, the adjustment of all pending advances paid to NICS/CDAC and Head:PRD may please send all adjustments for CBC
14. **Provision for Pension Liability Account [Schedule 2 – column 7] for employees governed by Central Civil Services (Pension) Rules, 1972:-** An accounting note on this subject is required to be given in Annual Accounts & Annual Report. Such note in the

Annual Report for 2021-22 was given at Note No.2.2 of Schedule 17 . Finance Department HQ to update this Accounting Note for inclusion in the Annual Report of 2023-24 and send the same to Accounts Department by **20.04.2024**. As decided by Competent Authority, the total accrued liability in Provision for Pension Liability Account as on 31.03.2024 is to be shown as per the new actuarial valuation. Finance Department-HQ may therefore complete all actions in this regard by **15.04.2024** and provide the JVs for annual contribution to this Account according to new actuarial valuations and the updated accounting note in this regard.

**15. Reconciliation of Contra Accounts by Finance Department, HQ :** GIS, Income-tax, Professional Tax, OSD, CTS etc. are contra Accounts. The reconciliation of these accounts for 2023-24 shall be completed by **20.04.2024** by Finance Department so that the balance in these accounts as on 31.03.2024 becomes NIL.

**16. Reconciliation of following Current Assets Accounts with Subsidiary register and Confirmation of balance appearing in General Ledger and the schedules thereof may be furnished by Finance Department:HQ by 20.04.2024:**

- 1) House Building Advance Account
- 2) Conveyance Advance Account
- 3) Computer Advance Account'

**17. Annual Accounts of following Books may be sent by Finance Department-HQ by 25.04.2024 to Final Accounts Section of Accounts Department-HQ.:**

- i) GPF Books
- ii) Benevolent Fund Books and
- iii) Pension Books

All relevant schedules shall also be enclosed with the Balance Sheet and Income & Expenditure Account. The "Receipt & Payment Account" for the year 2023-24 may also be enclosed with the Accounts alongwith figures of previous year in the format given in the **Annex II**.

**18. Reconciliation of subsidiary records of all the following Accounts Heads under the National Pension Scheme may be made with General Ledger Books by Finance Department and Schedule provided/balance in General Ledger Books confirmed by 20.04.2024:**

- a. NPS Fund Account
- b. NPS: Interest payment by BIS A/c
- c. BIS contribution to NPS Fund Account

**19. Surplus/Deficit in General Provident Fund Accounts:** An accounting note on this subject is required to be given in Annual Accounts & Annual Report. Such note in the Annual Report for 2022-23 was given at Note No. 2.13 of Schedule 17-Contingent Liabilities & Notes on Accounts. DF may send this Accounting Note for inclusion in the Annual Report of 2023-24 by **25.04.2024**.

**20. Trial Balance of the Project – "Consumer Education & Training, HRD Capacity Building" Under Plan :** Separate Books of Accounts of this project are maintained by NITS. **Head:NITS** may send the Trial Balance of this project for the year ending 31 March 2024 alongwith all the relevant schedules by **20.04.2024**. This Trial Balance should be finalized after all reconciliations with the concerned ROs/BOs.

**Note:** Instructions at Sl. No. 1 to 11 pertain to all ROs/BOs/CL/NITS as well as GSD HQ Accounts Department and Finance Department for which the action as per the guidelines may be taken by them. However, in respect of the following Serial Numbers of the above instructions, the action may be taken by heads of various departments at HQ as under:

<b>Sl. No. of above Instructions</b>	<b>Action to be taken by</b>
4.10	DRA/SO(Cash)
4.12	DRA
4.14	DRA/HGSD
4.15	DRA/Officer-incharge of Maintenance Cell
4.17	Head(Publication & Sales)/Head:LSC/ Head:PMW/Head:GSD/ DRA/Maintenance Cell
4.18	Head(Publication & Sales)/Head:LSC/ Head:DLBO-I, Head:DLBO-II, Head:Registration Deptt. Head:PMW/ Head:FMCS/CRO
6	MSCD
9	Head:PMW, Head:ITSD, Head:GSD,
12	Head:GSD, Director(Publication & Sales), Head:ITSD, DRL, Head:DLBO-I, Head:DLBO-II, Head:Registration Deptt. Head:PMW, Head:MSCD, Head:LSC, Head:TNMD, Head:IRD, Head:CED, Head:FMCD/Head:PRD/Officer in charge of Maintenance Cell
13	Head:PMWD/Head:ITS/Head:PRD
14 to 19	DF
20	Head:NITS



**SCHEDULES TO BE ENCLOSED WITH THE TRIAL BALANCE OF MARCH 2024**

<b>Sl.No.</b>	<b>Subject</b>	<b>Annexure No.</b>
(i)	Format of Trial Balance	Annexure IA & IB
(ii)	Receipt and Payment Account	Annexure II
(iii)	Bank Reconciliation Statement for all the Bank Accounts Imprest to Cashier and imprest – other departments	Annexure III Annexure III A
(iv)	Partywise Schedule of Sundry Debtors(Certification).	Annexure IVA
(v)	Summary of Sundry Debtors(Certification).	Annexure IVB
(vi)	Certificate regarding confirmation of Sundry Debtors(Certification)	Annexure IVC
(vii)	Partywise Schedule of Sundry Debtors(Sales)	Annexure VA
(viii)	Summary of Sundry Debtors(Sales)	Annexure VB
(ix)	Certificate regarding confirmation of Sundry Debtors(Sales)	Annexure VC
(x)	Schedule of Customer Balance(Certification) as on 31.03.2024	Annexure- VIA
(xi)	Schedule of Customer Balance(Sales) as on 31.03.2024	Annexure-VIB
(xii)	Partywise Schedule of Adjustable Advances outstanding	Annexure-VII-A
(xiii)	Yearwise Summary Adjustable Advances outstanding as on 31.03.2024	Annexure- VII-B
(xiv)	Schedule of TA/DA Advances	Annexure VIII
(xv)	Schedule of LTC advances	Annexure IX
(xvi)	Schedule of Sundry Creditors(Pur & Others)	Annexure X
(xvii)	Schedule of Accounts Payable (Employees)	Annexure XI
(xviii)	Schedule of Earnest Money/Performance Security	Annexure XII
(xix)	Schedule of Security Deposit with outside parties	Annexure XIII
(xx)	Schedule of Accounts Recoverable(others)	Annexure XIV
(xxi)	Schedule of Accounts Recoverable(Employees)	Annexure XV
(xxii)	Value of Closing Stock of Stationery as on 31.03.2024	Annexure XVI
(xxiii)	Value of Closing Stock of Lab. Apparatus & Stores as on 31.03.2024	Annexure XVII
(xxiv)	Statement of Assets written off and disposed off during the year 2023-24	Annexure XVIII
(xxv)	Statement of amounts written off as bad debts during 2023-24 alongwith copies of approval of competent Authority	Annexure XIX
(xxvi)	Schedule of Fixed Assets as on 31.03.2024	Annexure XX
(xxvii)	Statement of Additions made to Fixed Assets during 2023-24	Annexure XXI(A)
(xxviii)	Fixed Asset Register	Annexure XXI(B)
(xxix)	Schedule of Tax Deducted at Source during 2023-24 by Licensees from fees paid to BIS	Annexure XXII
(xxx)	Statement showing of requisite amount retained in bank account at the end of the financial year	ANNEX-XXIII
(xxxi)	Schedule of Contingent Liabilities	Annex XXIV
(xxxii)	Schedule of Important transactions/events for the purpose of Schedule 17 of Balance Sheet	Annex XXV
(xxxiii)	Certificate regarding Physical Verification of Fixed Assets	Annex XXVI
(xxxiv)	Certificate regarding Physical Verification of Standards	Annex XXVII
(xxxv)	Certificate regarding Physical Verification of Library Books	Annex XXVIII
(xxxvi)	Certificate regarding Physical Verification of Inventory(Consumable Stores)	Annex XXIX
(xxxvii)	Statement showing status of Pending Bills	Annex XXX
(xxxviii)	Statutory Compliance Report	Annex XXXI

**भारतीय मानक ब्यूरो**  
**BUREAU OF INDIAN STANDARDS**

TRIAL BALANCE OF \_\_\_\_\_ BRANCH FOR THE YEAR ENDING \_\_\_\_\_

Sl. No.	Head of Account	Amount(Rs.)	
		Debit	Credit
1.	<b>CREDIT ITEMS</b>		
1.1	<b>REVENUE ACCOUNTS</b>		
	<b>1.1.1</b> Income from Product Certification		
	<b>1.1.2</b> Income from Compulsory Registration Scheme		
	<b>1.1.3</b> Income from Systems Certification		
	<b>1.1.4</b> <b>Income from Hallmarking</b>		
	Fee from Jewellers		
	Revenue Sharing Fee with Assaying Centres		
	<b>1.1.5</b> <b>Sales of Standards</b>		
	Sales on Electronic Media		
	Sale of Hard Copies of Standards		
	Retrocession from ISO/IEC		
	Fee from reproduction of Indian Standards		
	<b>1.1.6</b> <b>Other Income</b>		
	Misc. Receipts(including interest on late receipt of remittance from Assaying & Hallmarking Centre)		
	Misc. Receipts-Laboratories		
	Sale of Scrap/Sale of Assets		
	RTI Receipts		
	<b>1.1.7</b> Income for Testing in BIS Laboratories		
	Fee from OSLs for recognition		
	<b>1.1.8</b> Interest earned on investment		
	Interest earned on Saving Account		
	<b>1.1.9</b> Training Fee(NITS)		
	Library Membership Fee		
	<b>1.1.10</b> Any other Revenue Account of Credit Side(please specify)		
1.2	<b>NON-REVENUE ACCOUNTS</b>		
	<b>1.2.1</b> <b>Current Liabilities Group</b>		
	<b>1.2.1.1</b> Sundry Creditors-Purchase & others		
	<b>1.2.1.2</b> Performance Security/Earnest Money Deposit (Tenders)		
	<b>1.2.1.3</b> Earnest Money A/C(Others)		
	<b>1.2.1.4</b> Unpaid Salaries & Wages		
	<b>1.2.1.5</b> Accounts Payable Employee(for HQ only)		
	<b>1.2.1.6</b> Customer Balance(Sales)		

Sl. No.	Head of Account	Amount(Rs.)	
		Debit	Credit
1.2.1.7	Customer Balance(Certification)		
1.2.1.8	Customer Balance(others)		
1.2.1.9	GST Payable		
1.2.1.10	TDS on GST Payable		
1.2.1.11	Tax Deduction at source from parties-Income Tax (not deposited with Income tax Department yet)		
1.2.1.12	Consumer Education & Protection Fund: Hall Marking		
1.2.1.13	Consumer Education & Protection Fund: Product Certification		
1.2.1.14	Any other Current Liability(please specify)		
<b>1.2.2</b>	<b>Accumulated Depreciation Accounts Group</b>		
1.2.2.1	Accumulated Dep. Furniture & Fixture		
1.2.2.2	Accumulated Dep. – Office Equipment		
1.2.2.3	Accumulated Dep. – Computer & Associated Equipments		
1.2.2.4	Accumulated Dep.-Branch Building I		
1.2.2.5	Accumulated Dep.-Branch Building II		
1.2.2.6	Accumulated Dep.-Residential Flats		
1.2.2.7	Accumulated Dep.- Laboratories Equipment (BIS Fund)		
1.2.2.8	Accumulated Dep.-Laboratory Equipment (Govt. Grants)		
1.2.2.9	Accumulated Dep Computers under Integrated Computerization Project(NIC)		
1.2.2.10	Accumulated Dep.-Vehicles		
1.2.2.11	Accumulated Dep.-Library Books		
1.2.2.12	Accumulated Dep.-World Bank Project Equipments		
1.2.2.13	Accumulated Dep.-Consumer Welfare Fund Assets – Library Books-NITS		
1.2.2.14	Accumulated Dep.-Consumer Welfare Fund Assets – Other Assets-NITS		
<b>1.3</b>	<b>INTER ACCOUNTS-CREDIT BALANCES</b>		
1.3.1	Head Qr. Account		
1.3.2	Inter Accounts other Branches(Branch wise)		
<b>2.</b>	<b>DEBIT ITEMS</b>		
<b>2.1</b>	<b>REVENUE ACCOUNTS</b>		
<b>2.1.2</b>	<b>Other Staff Benefits Group</b>		
2.1.2.1	CGHS & other Medical Benefits –Employees		
2.1.2.2	Medical Benefits – Pensioners		
2.1.2.3	Staff Welfare		
2.1.2.4	Leave Travel Concession		

Sl. No.	Head of Account	Amount(Rs.)	
		Debit	Credit
	<b>2.1.3 Travelling Expenses Group</b>		
	2.1.3.1 Travelling Expenses – Officers & Staff		
	2.1.3.2 Travelling Expenses –Overseas Travel		
	2.1.3.3 Travelling Expenses – Local Travel		
	2.1.3.4 Travelling Expenses – Transfer		
	2.1.3.5 Travelling Expenses – Committee Members		
	<b>2.1.4 Subscription to International Organizations(only for HQ)</b>		
	2.1.4.1 Subscription-International Standard Organization(ISO)		
	2.1.4.2 Subscription –International Electro technical Commission(IEC)		
	<b>2.1.5 Testing Expenses Group</b>		
	2.1.5.1 Testing Charges to outside labs		
	Testing Charges to BIS Labs(Notional)		
	2.1.5.2 Testing – Laboratory Consumables and Repair & Maintenance of Lab. Equipments		
	2.1.5.3 <b>Market Samples</b>		
	Testing- Market Samples		
	2.1.5.4 Testing-Hiring of Taxi for Inspection Work		
	Freight & Cartage		
	2.1.5.5 Testing-Inspection Charges to Outside Agencies		
	<b>2.1.6 Publicity Expenses Group</b>		
	2.1.6.1 Publicity Exhibition		
	2.1.6.2 Publicity Advertisement		
	2.1.6.3 Pub.-Audio Visuals & Others		
	2.1.6.4 World Standards Day Expenses		
	<b>2.1.7 Printing</b>		
	2.1.7.1 Standards		
	2.1.7.2 Bulletin		
	<b>2.1.8 Office Expenses Group</b>		
	2.1.8.1 Stationery		
	2.1.8.2 Postage		
	2.1.8.3 Telephone & Telex		
	2.1.8.4 Recruitment Expenses		
	2.1.8.5 Refreshment & Entertainment		
	2.1.8.6 Liveries		
	2.1.8.7 Insurance & Bank Charges		
	2.1.8.8 Miscellaneous		
	2.1.8.9 Rent & Taxes		

Sl. No.	Head of Account	Amount(Rs.)	
		Debit	Credit
	2.1.8.10	Electricity & Water Charges	
	2.1.8.11	Taxi Hire Charges (for Admn Work)	
	<b>2.1.9</b>	<b>Repair &amp; Maintenance Expenses Group</b>	
	2.1.9.1	Repair & Maintenance – Furniture & Equipment	
	2.1.9.2	Repair & Maintenance –Vehicles	
	2.1.9.3	Repair & Maintenance –Building	
	<b>2.1.10</b>	<b>CONFERENCE, SEMINAR AND TRAINING</b>	
	2.1.10.1	Conference & Seminar	
	2.1.10.2	Training Programmes of NITS	
	2.1.10.3	Training at ROs/BOs	
	2.1.10.4	Training at Overseas	
	2.1.10.5	Expenditure on Standard Promotion Activities excluding Standards Club	
	2.1.10.6	Expenditure on Standards Club	
	2.1.10.7	Jewellers Awareness Program	
	2.1.10.8	Vigilance Awareness Week	
	<b>2.1.11</b>	<b>R&amp;D Projects</b>	
	<b>2.1.12</b>	<b>OTHER EXPENSES</b>	
	2.1.12.1	IT Services	
	2.1.12.2	Library Subscription & Expenses	
	2.1.12.3	Audit Fee & other related charges	
	2.1.12.4	Legal Charges	
	2.1.15.5	Staff Training	
	2.1.12.6	Interest Subsidy on House Building Loan	
	2.1.12.7	Bad Debts written off	
	2.1.12.8	Losses written off	
	2.1.12.9	Capital Investment(fixed Assets)- written off(net)	
	2.1.12.10	Quality System Charges	
	2.1.12.11	Hindi Promotional Activities	
	2.1.12.12	Enforcement Outsourcing Expenses	
	2.1.12.13	Input Tax Credit Expenditure(GST)	
	2.1.12.14	Exchange Rate Variation	
		<b>MANPOWER EXPENSES</b>	
	2.1.12.15	skilled and unskilled personnel	
	2.1.12.16	Technical Manpower for Registration Department	
	2.1.12.17	Young Professional	
	2.1.12.18	Graduate Engineers	

Sl. No.	Head of Account	Amount(Rs.)		
		Debit	Credit	
	2.1.12.19	Hallmarking Agents		
	2.1.12.20	Standards Promotion Officers		
	2.1.12.21	Consultants(TNMD, Marketing, IR & TISD etc)		
	2.1.12.22	Consultant & Consultancy Charges(CED etc.)		
	2.1.12.23	<u>Housekeeping &amp; Security Charges</u>		
		a) Housekeeping		
		b) Security		
	<b>2.1.13</b>	<b>Depreciation Expense Group</b>		
	2.1.13.1	Depreciation on Furniture & Fixtures		
	2.1.13.2	Depreciation on Office Equipments		
	2.1.13.3	Depreciation on Computers & Associated Equipments		
	2.1.13.4	Depreciation on Branch Building I		
	2.1.13.5	Depreciation on Branch Building II		
	2.1.13.6	Depreciation on Residential Flats		
	2.1.13.7	Depreciation on Laboratory Equipment(BIS Funds)		
	2.1.13.8	Depreciation on Laboratory Equipments(Govt. Grant-Plan Projects)		
	2.1.13.9	Depreciation on Computers under Integrated Computerization Projects-NIC		
	2.1.13.10	Depreciation on Vehicles		
	2.1.13.11	Depreciation on Library Books		
	2.1.13.12	Depreciation on World Bank Project Equipments		
	2.1.13.13	Depreciation on Consumer Welfare Fund Assets - Lib. Books-NITS- NOIDA		
	2.1.13.14	Depreciation on Consumer Welfare Fund Assets – Others Assets-NITS-NOIDA		
<b>2.2</b>		<b>NON REVENUE- ACCOUNTS</b>		
	2.2.1	<b>Current Assets &amp; Loans &amp; Advances Group</b>		
	2.2.1.1	Pre paid expenses		
	2.2.1.2	Tax Deducted at source by Licencees A/C		
	2.2.1.3	Stock of Lab. Apparatus & Stores		
	2.2.1.4	Stock of Repair & Maintenance Consumables		
	2.2.1.5	Stock of Stationery		

Sl. No.	Head of Account	Amount(Rs.)		
		Debit	Credit	
	2.2.1.6	Sundry Debtors(Sales)		
	2.2.1.7	Sundry Debtors(Certification)		
	2.2.1.8	TA & Transfer TA Advances		
	2.2.1.9	LTC Advances		
	2.2.1.10	Adjustable Advances		
		Adjustable Advances(CPWD)		
		Adjustable Advance(Others)		
	2.2.1.11	Adjustable Advances(Plan Project Funds)		
	2.1.1.12	Accounts Recoverable(Employees)		
	2.2.1.13	Accounts Recoverable(others)		
	2.2.1.14	Security Deposit with outside parties		
	2.2.1.15	GST Receivable/GST Input		
	2.2.1.16	Imprest(cash in hand)		
	2.2.1.17	Imprest other departments		
	2.2.1.18	Bank Balance (Current A/c)		
	2.2.1.19	Bank Balance (Saving A/C)		
	2.2.1.20	Franking Machine Balance		
	2.2.1.21	Any other Current Asset(specify)		
	<b>2.2.2</b>	<b>Fixed Assets Group</b>		
	2.2.2.1	Land – Leasehold		
	2.2.2.2	Land - Freehold		
	2.2.2.3	Branch Building I		
	2.2.2.4	Branch Building II		
	2.2.2.5	Residential Flats		
	2.2.2.6	Solar Power Project at BIS		
	2.2.2.7	Furniture & Fixture		
	2.2.2.8	Office Equipment		
	2.2.2.9	Computers & Associated Equipments		
	2.2.2.10	Library Books		
	2.2.2.11	Vehicles		
	2.2.2.12	Laboratory Equipment(BIS Funds)		
	2.2.2.13	Laboratory Equipments(Govt. Grants)		
	2.2.2.14	Computers under Integrated Computer Projects-NIC		
	2.2.2.15	World Bank Project Equipment		
	2.2.2.16	Training Institute Building(NITS)		
	2.2.2.17	Consumer Welfare Fund Assets(at NITS)		
	2.2.2.18	Capital WIP		
<b>2.3</b>		<b>Inter-Accounts Debit Balances</b>		
	2.3.1	Head Qtr Accounts		
	2.3.2	Inter Accounts other branches(branch-wise)		
		<b>TOTAL</b>		

Signature of SO/ADA&F/DD(A&F)

Signature of Head of ROs/BOs

<b>BUREAU OF INDIAN STANDARDS</b>		
<b>STATEMENT SHOWING INCOME &amp; EXPENDITURE OF LABORATORY</b>		
<b>NAME OF THE LAB</b>		
	<b>Rs.</b>	
<b>INCOME</b>		
<b>EXPENDITURE</b>		
<b>Other Staff Benefits Group</b>		
Medical Expenses (Employees)		
Staff Welfare		
Leave Travel Concession A/C		
<b>Travelling Expenses Group</b>		
TA – Officers & Staff		
TA-Local Travel		
TA Transfers		
<b>Testing Expenses Group</b>		
Testing Charges to outside labs		
Laboratory Consumables and Repair & Maintenance of Lab. Equipments		
<b>Market Samples</b>		
Market Samples by BIS		
Charges to outside agents for Market Samples		
Hiring of Taxi for Inspection Work		
Charges to Outside Agencies for Factory Surveillance		
Market Surveillance		
<b>Publicity Expenses Group</b>		
Publicity Exhibition		
Publicity Advertising		
Pub.-Audio Visuals & Others		
World Standards Day Expenses		
<b>Office Expenses Group</b>		
Stationery		
Postage		
Telephone & Telex		
Refreshment & Entertainment		
Liveries		
Freight & Cartage		
Insurance & Bank Charges		
Electricity & Water Charges		
Rent & Taxes		
Miscellaneous		
Hiring of Taxi for Administrative Work		



<b>BUREAU OF INDIAN STANDARDS</b>		
<b>STATEMENT SHOWING INCOME &amp; EXPENDITURE OF LABORATORY</b>		
<b>NAME OF THE LAB</b>		
	<b>Rs.</b>	
<b>Repair &amp; Maintenance Expenses Group</b>		
Repair & Maintenance – Furniture & Equipment		
Repair & Maintenance – Owned Vehicles		
Repair & Maintenance –Building		
<b>Other Expenses Group</b>		
Conference & Seminar		
Library Subscription & Other Expenses		
Audit Fee & other related charges		
Legal Charges		
Staff Training		
Bad Debts written off		
Capital Investment(fixed Assets)- written off(net)		
Quality System Charges		
Hindi Promotional Activities		
Enforcement Outsourcing Expenses		
<b>Hiring Charges</b>		
Labour Charges - Hiring charges of skilled and unskilled labour		
Hiring charges of technical manpower		
<u>Housekeeping &amp; Security Charges</u>		
a) Housekeeping		
b) Security		
<b>Depreciation Expense Group</b>		
Depreciation on Furniture & Office Equipment and computers & associated Equipments Group		
Depreciation on Furniture & Fixtures		
Depreciation on Office Equipments		
Depreciation on Computers & Associated Equipments		
Depreciation on Branch Building		
Depreciation on Laboratory Equipment(BIS Funds)		
Depreciation on Laboratory Equipments(Govt. Grant-Plan Projects)		
Depreciation on Computers under Integrated Computerization Projects- NIC		
Depreciation on Vehicles		
Depreciation on Library Books		
Depreciation on World Bank Project Equipments		

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

**Note: This Annex is required to be prepared by all ROs and BOs having Labs thereat.**

Name of BO-----

**RECEIPTS AND PAYMENTS FOR THE PERIOD/YEAR ENDED 31<sup>st</sup> March 2024**

(Amount in Rupees)

RECEIPTS	Current Year (2023-24)	Previous Year (2022-23)	PAYMENTS	Current year (2023-24)	Previous Year (2022-23)
<b><u>I. Opening Balances:</u></b> a) Cash in Hand (2.2.1.16 of TB) a) Cash Imprest to Officers (2.2.1.17 of TB) b) Bank Balances(2.2.1.18&2.2.1.19 of TB)			<b><u>I. Expenses</u></b> <b>i) Establishment Expenses</b> Payments under the all the Account Heads in the Group "Other Staff Benefits"(2.1.2 of TB)  <b>ii) Administrative Expenses:</b> All Payment under all the Account Heads under the Group 2.1.3 to 2.1.12 of Trial Balance format )		
<b><u>II. Grants Received</u></b> a) From Government of India b) From State Government c) From other sources (details) (Grants for capital & revenue exp. To be shown separately)	Applicable in case of NITS & HQ only	Applicable in case of NITS & HQ only	<b><u>II. Payment made against Funds for various projects(Plan)</u></b>  a) Strengthening Standardization at National and International level - XIIth Plan  b) Scheme for setting up of Hall Marking Centres	Applicable in case of HQ only	Applicable in case of HQ only
<b><u>III. Income on Investments from</u></b> a) Earmarked/Endow. Funds b) Own Funds (Oth. Investment)	Applicable in case of HQ only	Applicable in case of HQ only	<b><u>III Investments and deposits made</u></b> a) Out of Earmarked/Endowment funds b) Out of Own Funds (Investments- Others)	Applicable in case of HQ only	Applicable in case of HQ only
<b><u>IV. Interest Received</u></b> On Saving Bank Accounts			<b><u>IV. Expenditure on Fixed Assets &amp; Capital Work-in-Progress(2.2.2 of TB)</u></b> a) Purchase of Fixed Assets		

RECEIPTS	Current Year (2023-24)	Previous Year (2022-23)	PAYMENTS	Current year (2023-24)	Previous Year (2022-23)
			b) Expenditure on Capital work-in-progress		
<b><u>V. Income</u></b> a) Sale of Standards(only income received at Branch end) Amounts received at HQ and transferred through ... not be taken) b) Certification Services i) Product Certification ii) Gold Hallmarking Certification iii) System Certification c)Conference Cons. & Trg.Fees. d) Retrocession from overseas bodies and overseas publication commission (applicable for HQ only) e) Proceeds from for sale of BIS Publication -electronic Media f) Miscellaneous ( all items other than (a) to (e)above) Note: (d) &(e) is applicable in case of HQ			<b><u>V. Refund of surplus money/loans</u></b> a) To the Government of India b) To the State Government c) To other providers of funds	Applicable in case of HQ only	Applicable in case of HQ only
<b><u>VI. Amount Borrowed</u></b>	Applicable in case of HQ only	Applicable in case of HQ only	<b><u>VI. Finance Charges(Interest)</u></b>	Applicable in case of HQ only	Applicable in case of HQ only
<b><u>VII. Other receipts</u></b> a) Receipt of Fund transfer under Headquarters Account (1.3 of TB) (only fund transfer entries to be shown) Receipts under Inter-Account- Branch Offices Accounts .( 2.3 of TB) b) Receipts under the Account Heads in the Current Assets Group(2.2.1 of TB) c) Receipts under the Account Heads in the Current Liability group(1.2.1 of TB)			<b><u>VII. Other Payments</u></b> a) Payments of Fund transfer under Headquarters Account (excl. payment of net Pay & Allowances debited to HQ Account) (1.3 of TB). b) Payments under Inter-Account- Branch Offices (all payments towards transfer of funds to HQ) Accounts .( 2.3 of TB) c) Payments under the Account Heads in the Current Assets Group (2.2.1 of TB)		

RECEIPTS	Current Year (2023-24)	Previous Year (2022-23)	PAYMENTS	Current year (2023-24)	Previous Year (2022-23)
			d) Payments under the Account Head in the Current Liability Group(1.2.1 of TB)		
			<b><u>VIII. Closing Balances</u></b> a) Cash in Hand (2.2.1.16 of TB) b) Cash Imprest to Officers(2.2.1.17 of TB)  c) Bank Balances(2.2.1.18/19 of TB)		
<b>TOTAL</b>			<b>TOTAL</b>		

**NOTE: Only cash & Bank transactions are required to be given in the Receipt & Payment Account.**

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

Important Points:

1. Since the Receipt & Payment Account pertaining to the whole year i.e. from 01.04.2021 to 31.03.2024, only those BOs who have their Bank A/c operational as on 01.04.2021 will show the opening balance. Rest all BOs will reflect amount under Receipt side under the appropriate head.
2. It has been observed that majority of the BOs are accounting for the IODAs sent towards monthly income under "Receipt of Fund transfer under Headquarters Account (1.3 of TB) in Sl. No. VII 'Other Receipts' while preparing the Receipt & Payment Account. **It is important to understand that only transactions impacting the cash & bank balances are to be reflected in the Receipt & Payment Account. Proper care should be exercised while preparing the Receipt & Payment Account and transactions not having any impact on cash & bank balance should not be shown under Receipt & Payment Account under any circumstances.**
3. Interest received under Sl. No. 4 on receipt side should tally with the income shown in Trial Balance.

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**BANK RECONCILIATION STATEMENT AS ON 31.03.2024**

Bank Account No. \_\_\_\_\_

Balance as per BIS Bank Book .....

**Add : Cheques issued but not presented for  
Payments**

Cheque No.	Date	Amount.	.....
------------	------	---------	-------

**Less: Cheques received & deposited into  
Bank but not credited by bank**

R. No.	Date	Amount	.....
--------	------	--------	-------

**Add: Un-adjusted bank credits raised by  
Bank to our Account but not accounted  
For in our Books:**

Date	Amount	Remarks	.....
------	--------	---------	-------

**Less: Un-adjusted bank debits raised by  
Bank to our Account but not accounted  
For in our Books:**

Date	Amount	Remarks	.....
------	--------	---------	-------

Balance as per Bank Statement .....

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**Bureau of Indian Standards**

**NAME OF RO/BO** \_\_\_\_\_

INFORMATION REGARDING IMPREST TO CASHIER AND IMPREST – OTHER DEPARTMENTS  
AS ON 31.03.2024

<b>Sl.No.</b>	<b>Name of the Officer/Official</b>	<b>Purpose</b>	<b>Amount</b>
<b>Total</b>			

**Signature of SO**

**Signature of Head of RO/BO**





**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**YEARWISE SUMMARY OF SUNDRY DEBTORS (CERTIFICATION) AS ON 31.03.2024**

Pertaining to Year	Debtors considered to be Doubtful		Debtors considered to be Non Doubtful	Total
	Under litigation	Not under litigation		
Up to 2019-20				
2020-21				
2021-22				
2022-23				
2023-24 a)Upto 30.9.2023 b)Post 30.9.2023				
<b>TOTAL</b>				

Signature of SO/AD/DD

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**SUNDRY DEBTORS (CERTIFICATION) AS ON 31.03.2024**

It is certified that the letters for confirmation of balance as on 31.03.2024 have been sent to all the parties under the Account Head – Sundry Debtor(Certification)

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**



**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**YEARWISE SUMMARY OF SUNDRY DEBTORS(SALES) AS ON 31.03.2024**

Pertaining to Year	Debtors considered to be Doubtful		Debtors considered to be Non Doubtful	Total
	Under litigation	Not under litigation		
Up to 2019-20				
2020-21				
2021-22				
2022-23				
2023-24				
a)Upto 30.9.2023				
b)Post 30.9.2023				
Total				

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**SUNDRY DEBTORS (SALES) AS ON 31.03.2024**

It is certified that the letters for confirmation of balance as on 31.03.2024 have been sent to all the parties under the Account Head – Sundry Debtor(Sales).

Signature of SO/AD(A&F)/DD(A&F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**YEARWISE SUMMARY OF CUSTOMER BALANCE(CERTIFICATION) AS ON 31.03.2024**

Year	Customer Balance (Certification)	
	No. of Items	Amount
Up to 2019-20		
2020-21		
2021-2022		
2022-23		
2023-24		
<b>Total</b>		

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**YEARWISE SUMMARY OF CUSTOMER BALANCE(SALES) AS ON 31.03.2024**

Year	Customer Balance (Sales )	
	No. of Items	Amount
Up to 2019-20		
2020-21		
2021-22		
2022-23		
2023-24		
<b>Total</b>		

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

NAME OF RO/BO \_\_\_\_\_

**DETAILED PARTYWISE SCHEDULE OF ADJUSTABLE ADVANCES(CPWD) AS ON 31.03.2024**

SI. No.	Name of employee/party	Date of advance	Purpose of Advance	Amount
<b>TOTAL</b>				

**DETAILED PARTYWISE SCHEDULE OF ADJUSTABLE ADVANCES(OTHERS) AS ON 31.03.2024**

SI. No.	Name of employee/party	Date of advance	Purpose of Advance	Amount
<b>TOTAL</b>				

**Note:** Reasons for non adjustment of advance of more than one month old in each case may be given on separate sheet

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs



**BUREAU OF INDIAN STANDARDS**

NAME OF RO/BO \_\_\_\_\_

**YEARWISE SUMMARY OF ADJUSTABLE ADVANCE(CPWD) AS ON 31.03.2024****SUMMARY**

YEAR	TOTAL	
	Items	Amount
Up to 2019-20		
2020-21		
2021-22		
2022-23		
2023-24		
<b>TOTAL</b>		

**YEARWISE SUMMARY OF ADJUSTABLE ADVANCE(OTHERS) AS ON 31.03.2024****SUMMARY**

YEAR	EMPLOYEES		PARTIES		TOTAL	
	No. of items	Amount	No. of items	Amount	Items	Amount
Up to 2019-20						
2020-21						
2021-22						
2022-23						
2023-24						
<b>TOTAL</b>						

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs









**BUREAU OF INDIAN STANDARDS**

NAME OF RO/BO \_\_\_\_\_

**DETAILED PARTYWISE SCHEDULE OF EARNEST MONEY/PERFORMANCE SECURITY  
AS ON 31.03.2024****A. EARNEST MONEY**

SL.No.	Name of the party	Voucher No./Receipt	Date	Amount
			<b>TOTAL</b>	

**B. PERFORMANCE SECURITY**

SL.No.	Name of the party	Voucher No./Receipt	Date	Amount
			<b>TOTAL</b>	

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs













**BUREAU OF INDIAN STANDARDS**

NAME OF RO/BO \_\_\_\_\_

Assets written off and disposed off during 2023-24

Sl. No.	Description of Assets	Original Value	Year of purchase and ref. BV/JV No.	Depreciated value of the Assets disposed off	Disposal value or trade in offer amount	Party to whom disposed off.
<b>1</b>	Items under the Group "Furniture & Office Equipments" which pertained prior to 1983-84					
<b>TOTAL</b>						
<b>2</b>	Items under the Group "Furniture & Office Equipments" which pertained 1983-84 onwards					
<b>TOTAL</b>						
<b>3.</b>	Items under the other fixed assets Groups					
<b>TOTAL</b>						

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**Note:**

1. The write off entries for item of asset written off under the group “Furniture & Office Equipment” in 2023-24 which pertained to period **prior to 1983-84** will be made in the Accounts of Hqrs, since the book values of Furniture & Office Equipment upto 1982-83 still appears in Accounts of Hqrs.
2. In respect of any item of asset written off under the group “Furniture & Office Equipment” in 2023-24 which pertained to period 1983-84 and onwards, the entries for write off shall be recorded in the books of accounts of your RO/BO in 2023-24 before closing the accounts since the book values of Furniture & Office Equipment from 1983-84 onwards now appear in Accounts of your RO/BO after the decentralization . These write offs shall be reflected in your Schedule XVIII.
3. In respect of any item of asset written off under other groups of assets(other than Furniture & Office Equipment Group) in the year 2023-24, the entries for write off shall be recorded in books of accounts of your RO/BO in 2023-24 before closing the accounts since the book values of such assets appear in the Accounts of your BO after the decentralization . These write offs shall be reflected in your Schedule XVIII
4. Please also enclose list of items written off in 2023-24 along with **Schedule XVIII** in respect of **items at Note 1, 2 & 3** above giving complete details viz. item/value/depreciated value/disposal value.

**BUREAU OF INDIAN STANDARDS**

NAME OF RO/BO \_\_\_\_\_

**PARTYWISE STATEMENT OF DEBTORS WRITTEN OFF AS BAD DEBTS DURING 2023-24  
(A COPY OF APPROVAL OF COMPETENT AUTHORITY MAY BE ENCLOSED)**

Sl. No.	Name of the Party	Bill No.& date	Amount of Dues	Your Ref. JV No.
<b>Total as per Trial Balance as on 31.03.2024</b>				

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**  
**Name of RO/BO \_\_\_\_\_**  
**Fixed Asset Schedule as on 31.03.2024**

Group of Asset	Trial Balance Sl. No.	Rates of depreciation for Financial Year 2023-24	Gross Block				Depreciation				Net Block	
			Original cost as at 31.03.2023	Additions during 2023-24	Ded/Sale/Write off during 2023-24	Total (4+5-6)	Accumulated dep. Upto 31.03.2023	Addition (Dep. For 2023-24)	Ded/Sale/Write off 2023-24	Total accumulated depreciation as on 31.03.2024 (8+9-10)	As at	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12) 31.03.2024 (7-11)	(13) 31.03.2023 as per the previous year's schedule
<b>Furniture &amp; Office Equipments</b>	<b>2.2.2</b>											
Furniture & Fixture	2.2.2.1	10%										
Office Equipment	2.2.2.2	15%										
Computers & Associated Equipments	2.2.2.3	40%										
TOTAL												
<b>Branch Building I</b>	<b>2.2.2.4</b>											
Land Cost-Leasehold		Nil										
Land Cost-Freehold												
Civil Cost		10%										
Electrical Fittings		10%										
Equipments(Lifts/AC etc.)		15%										
<b>Solar Power Plant(Net amount paid)</b>		40%										
TOTAL												
<b>Branch Building II</b>	<b>2.2.2.5</b>											
Land Cost-Leasehold		Nil										
Land Cost-Freehold												
Civil Cost		10%										
Electrical Fittings		10%										
Equipments(Lifts/AC etc.)		15%										
TOTAL												
<b>Residential Flats Land Cost Building Cost</b>	<b>2.2.2.6</b>											
		5%										
<b>Laboratory Equipments (BIS Funds)</b>	<b>2.2.2.7</b>	15%										
<b>Laboratory Equipments(Plan Funds – Govt.)</b>	<b>2.2.2.8.</b>	15%										
<b>Integrated computerization Project-NIC</b>	<b>2.2.2.9</b>	40%										
<b>Vehicles</b>	<b>2.2.2.10</b>	15%										
<b>Library Books</b>	<b>2.2.2.11</b>	40%										
<b>World Bank Project Equipment</b>	<b>2.2.2.12</b>											
Office Equipments		15%										
Computers etc.		40%										
TOTAL												
<b>Training Institute Building( NITS )</b>	<b>2.2.2.13</b>											

Group of Asset	Trial Balance Sl. No.	Rates of depreciation for Financial Year 2023-24	Gross Block				Depreciation				Net Block	
			Original cost as at 31.03.2023	Additions during 2023-24	Ded/Sale/Write off during 2023-24	Total (4+5-6)	Accumulated dep. Upto 31.03.2023	Addition (Dep. For 2023-24)	Ded/Sale/Write off 2023-24	Total accumulated depreciation as on 31.03.2024 (8+9-10)	As at	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12) 31.03.2024 (7-11)	(13) 31.03.2023 as per the previous year's schedule
Land Cost		Nil										
Civil Cost		10%										
Electrical Fittings		10%										
Equipments		15%										
TOTAL (11)												
<b>Consumer Welfare Fund Assets (at NITS)</b>	<b>2.2.2.14</b>											
Furniture & Fittings		10%										
Office Equipments – PA System etc		15%										
Computers etc.		40%										
Library Books		40%										
TOTAL												
<b>GRAND TOTAL</b>												

**Notes :**

- Please ensure that the amount of the each group of asset in column 7 of the fixed asset schedule(Annex XVIII) of your Branch shall match with the amount indicated in the Trial Balance the respective Asset under Account at Sl. No. 2.2.2 (Fixed Asset) (i.e. 2.2.2.1 to 2.2.2.12 of Trial Balance format)
- Break-up:
  - Land Cost – Freehold & Leasehold in Fixed Asset Schedule should tally with the amount shown under respective heads in Trial Balance.
  - It is observed that assets as old as 50 years old though not in existence are still shown in the books of Accounts. All Assets which have been condemned or sold should be written off in the Books also.
  - As observed by C&AG, the value of land & building should be segregated in case of residential flats also.
- Please ensure that the amount of depreciation for the year 2023-24 for each group of asset in the column 9 of fixed asset schedule(Annex XVIII) of your BO shall match with the amount indicated in Trial Balance under the respective Asset Depreciation Accounts at Sl. 2.1.9 (Depreciation on ..... )(i.e. Sl. No. 2.1.9.1 to 2.1.9.12) of Trial Balance Format)



4. Please ensure that the amount of accumulated depreciation upto 31.03.2024 for each asset in column 11 of fixed asset schedule (Annex XVIII) shall match with the amount indicated in Trial Balance under the Account heads Accumulated Depreciation Accounts (A/C Sl. No. 1.2.2.1 to 1.2.2.12 of Trial Balance Format)
5. Please enclose list of items written off in 2023-24 giving full details viz. Name of the Item, original value, accumulated depreciation, depreciated value and disposal value.
6. Please also refer to the instruction notes given in the format of Annex XVI

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

**BUREAU OF INDIAN STANDARDS**

Name of the RO/BO-----

**STATEMENT OF ADDITIONS MADE TO FIXED ASSETS DURING 2023-24  
(Additions in 2023-24 only)**

<b>Group Head of Asset</b>	<b>Details (i.e. item ) of fixed assets purchased</b>	<b>Bank Voucher/Journal Voucher No. &amp; date</b>	<b>Name of the party from whom purchased</b>	<b>Bill No. Date</b>	<b>Cheque/ DD No. &amp; date</b>	<b>Amount(Rs)</b>
	<b>TOTAL(The total amt. of additions must tally with the additions shown in the Annex. XVIII)</b>					

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs



**भारतीय मानक ब्यूरो**  
**BUREAU OF INDIAN STANDARDS**

Name of BO: \_\_\_\_\_

**STATEMENT SHOWING AMOUNT RETAINED IN BANK ACCOUNT AS ON 31.03.2024 WITH REASONS THEREOF**

Sl. No.	Nature of Expenditure	Expected Date of payment	Amount required in Bank Account(s)
	<b>Total</b>		-----
	<b>Amount available as on 31.03.2024</b>		-----

Signature of SO/AD(A&F)/DD(A&F)

Signature of Head of ROs/BOs

**भारतीय मानक ब्यूरो**  
**BUREAU OF INDIAN STANDARDS**

SCHEDULE OF CONTINGENT LIABILITIES

Name of BO: \_\_\_\_\_

S.No.	Particulars	As on 31.03.2024	As on 31.03.2023
1	<b><u>Contingent Liabilities</u></b>		
1.1	Claims against BIS not acknowledged as Debts		
1.2	<b><u>In respect of</u></b>		
1.2.1	Bank guarantees given by/ on behalf of BIS		
1.2.2	Letters of credit opened by bank on behalf of BIS		
1.2.3	Bills discounted with Bank by BIS		
1.3	<b><u>Disputed Demands in respect of</u></b>		
1.3.1	Service Tax		
1.3.2	Income Tax		
1.3.3	Sales Tax		
1.3.4	Municipal Taxes (copy of the Notice(s) received enclosed).		
1.4	In respect of claims from parties for non-execution of orders, but contested by BIS TOTAL (1)	-----	-----
2	<b><u>Capital Commitment</u></b> Estimated value of contracts remaining to be executed on capital account and not provided for ( net of advances)		

Details of each contingent Liability to be Annexed with this schedule

Signature of SO/AD(A&F)/DD(A&F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

**SCHEDULE OF IMPORTANT TRANSACTIONS/EVENTS FOR THE PURPOSE OF SCHEDULE 17 OF  
BALANCE SHEET**

**Name of BO-----**

<b>Sl. No.</b>	<b>Details of Transactions/Events</b>

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO\_\_\_\_\_

**FINANCIAL YEAR 2023-24**

**CERTIFICATE REGARDING PHYSICAL VERIFICATION OF ALL FIXED ASSETS  
(INCLUDING THE LABORATORY EQUIPMENTS AT LAB) AS ON 31.03.2024**

**It is certified that Physical Verification of Fixed Assets (including Fixed Assets at the Laboratory)  
as on 31.03.2024 has been conducted**

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

**BUREAU OF INDIAN STANDARDS**

Name of RO/BO \_\_\_\_\_

**FINANCIAL YEAR 2023-24**

**CERTIFICATE REGARDING PHYSICAL VERIFICATION OF STOCK OF STANDARDS AS ON  
31.03.2024**

**It is certified that Physical Verification of Stock of Standards as on 31.03.2024 has been conducted.**

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**



**BUREAU OF INDIAN STANDARDS**

Name of RO/BO\_\_\_\_\_

**FINANCIAL YEAR 2023-24**

**CERTIFICATE REGARDING PHYSICAL VERIFICATION OF LIBRARY BOOKS AS ON 31.03.2024**

**It is certified that Physical Verification of Library Books as on 31.03.2024 has been conducted.**

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

**BUREAU OF INDIAN STANDARDS**

Name of BO-----

**CERTIFICATE TO THE EFFECT THAT PHYSICAL VERIFICATION OF INVENTORY (i.e. CONSUMABLE STORES INCLUDING LABORATORY APPARATUS & STORES) HAS BEEN CONDUCTED**

It is certified that physical verification of Inventory (i.e. Consumable Stores including Laboratory Apparatus & Stores) as on 31.03.2024 has been conducted.

**Signature of SO/AD(A&F)/DD(A&F)**

**Signature of Head of ROs/BOs**

**BUREAU OF INDIAN STANDARDS**

Name of BO-----

**STATEMENT SHOWING STATUS OF PENDING BILLS AS ON 31.03.2024**

Sl. No.	Name of the party whose claim is pending	Employee/ Pensioner/ Outside Party	Type of claim (TA/DA, Medical, other claims)	Amount	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs

**BUREAU OF INDIAN STANDARDS**

Name of BO-----

**COMPLIANCE REPORT FOR THE MONTH OF MARCH 2024**

It is certified that all the Statutory Compliances have been made for the month of March 2024 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>	In case of non-compliances details may kindly be provided
1	TDS/Income Tax, & Issue of TDS certificate				
2	Quarterly TDS Return				
3	Notice received from Income Tax. If yes reply given				
4	GSTR 1				
5	GSTR 3B				
6	GSTR 7				
7.	ITC Available ITC Claimed ITC Not claimed ITC ineligible				
8	Notice received from GST. If yes, reply given				
9	Professional Tax				
10.	Any Other Statutory Compliances(Details may kindly be provided)				

Signature of SO/AD(A&amp;F)/DD(A&amp;F)

Signature of Head of ROs/BOs