

भारतीय मानक ब्यूरो
लेखा विभाग मुख्यालय

संदर्भ : लेखा 5:1

दिनांक : 05 फरवरी 2020

विषय : वित्तीय वर्ष 2019 -20 के वार्षिक लेखा की समाप्ति
-अग्रिम का निपटान

परिपत्र संख्या बीआईएस/मुख्यालय/लेखा/परिपत्र (03)/2020 दिनांकित 05 फरवरी 2020 आवश्यक

कार्यवाही हेतु संलग्न है ।

हस्ता/-
(एन रवि शंकर)
निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से:

- मुख्यालय के सभी गतिविधि प्रमुख
- सभी क्षेत्रीय कार्यालय प्रमुख
- सभी शाखा कार्यालय/एनआईटीएस/ प्रयोगशालाओं के प्रमुख
- मुख्यालय के सभी विभाग प्रमुख
- सभी क्षेत्रीय कार्यालय में कार्यरत उपनिदेशक(लेखा व वित) /सभी शाखा कार्यालय में कार्यरत सहायक निदेशक(लेखा व वित) एवं अनुभाग अधिकारीगण

प्रतिलिपि

- आईटीएस: इंटरनेट के माध्यम से परिचालित करने के लिए

BUREAU OF INDIAN STANDARDS
(ACCOUNTS DEPARTMENT:HQ)

Ref: Accts/5:1(2019-20)

05 फ़रवरी 2020

Sub: Closing of Annual Accounts for the Financial Year 2019-20
- Settlement of Advances

The Circular No. BIS/HQ/Accounts/Circular(03)/2020 dated 05.02.2020 on the subject is enclosed for necessary action.

sd/-
(N. Ravi Shankar)
Director (Accounts)

Circulated through Intranet for information & compliance by:

- (i) ADG/CVO/All Activity Heads at HQ**
- (ii) All DDGRs**
- (iii) Heads of all BOs/Labs/NITS**
- (iv) Heads of all departments at HQ**
- (v) DDA&F/AD(A&F) in ROs/ADA&F/SOs in BOs**

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भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

(ACCOUNTS DEPARTMENT)

CIRCULAR

**Sub: Closing of Annual Accounts for the Financial Year 2019-20
- Settlement of Advances**

1. In order to have true and fair view of Accounts of BIS, all advances drawn during the financial year 2019-20 should be settled in the same financial year so that the expenditure is accounted for in the same financial year in which it is incurred.
2. Heads of all Departments/Sections at Hqrs as well as ROs/BOs/Labs/NITS are requested to direct all employees under their administrative control against whom Advances(Adjustable Advances, TA Advance, Overseas TA Advance, LTC Advances, Medical Advances etc.) are outstanding to submit their settlement well in advance so that all such advances are adjusted in the Annual Accounts of BIS for the financial year ending 31.03.2020.
3. Further, DDA&F/ADA&F in ROs and ADA&F/SOs in BOs may issue reminder Notes to all concerned officials, collect the adjustment Bills and record the adjustment entries in 2019-20 Books. The time norms are given of Compendium of Rules on Advances to Govt. Servants, GFR Part-II as well as in the Volume 1 of Accounts Manual issued by Accounts Department. In case the Bills are not submitted against any pending advance beyond the stipulated time norms and not settled even after reminders, a note may be sent Finance Department, HQ of recovery of the same from salary of the concerned employee.

sd/-
(N. Ravi Shankar)
Director (Accounts)

Our Ref: Accts/5:1(2019-20)

Dated: 05.02.2020

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- (v) DDA&F/AD(A&F) in ROs/ADA&F/SOs in BOs

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