

भारतीय मानक ब्यूरो

लेखा विभाग

संदर्भ: लेखा/4:1

19 मार्च 2019

विषय: वस्तुओं और सेवाओं खरीद के लिए आपूर्तिकर्ताओं / ठेकेदारों / सेवा प्रदाताओं के बिलों के भुगतान हेतु

परिपत्र संख्या बीआईएस/मुख्यालय/लेखा/ परिपत्र(04)/2019 दिनांकित 19 मार्च 2019 आवश्यक कार्यवाही हेतु सलंगन है ।

(निदेशक (लेखा))

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से:

- मुख्यालय के सभी विभाग प्रमुख
- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/एन आई टी एस/सभी प्रयोगशालाओं के प्रमुख

प्रतिलिपि जानकारी हेतु:

- महानिदेशक
- अपर महानिदेशक /मुख्य सतर्कता अधिकारी
- मुख्यालय के सभी उप महानिदेशक/डीडीजीआरस/ उप महानिदेशक:टी आई

सूचना और प्रयोधिकी विभाग - इंटरनेट पर रखने के लिए

BUREAU OF INDIAN STANDARDS

(Accounts Department)

Ref: Accts/4:1

19th March 2019

**Sub: Payment of Bills for purchase of goods and services to
Suppliers/Contractors/Service Providers**

The Circular No. BIS/HQ/Accounts/Circular(04)/2019 dated 19.03.2019 on the subject is enclosed for necessary action.

Director(Accounts)

Circulated to:

- **Heads of all Departments at HQ**
- **Heads of all ROs/BOs/NITS/Labs**

Copy for information: DG

ADG/CVO

All DDGs at HQ/ DDGRs/DDG:TI

Copy to : ITSD for placing on INTRANET.

BUREAU OF INDIAN STANDARDS

(Accounts Department)

CIRCULAR

Sub: Payment of Bills for purchase of goods and services to Suppliers/Contractors/Service Providers

The check list for processing of payments to Suppliers/Contractors/Service Providers for supply of goods and services is given in para 4.2.1(page 109) of Volume I of Accounts Manual which was circulated through Intranet vide reference No. Accts/26:13 dated 15.02.2018.

However, it has been observed in few cases that the bills of Suppliers/Contractors/Service Providers for purchase of goods & services sent by the concerned departments are not complete to facilitate Accounts Department to make the payments. Heads of all departments at HQ are therefore, requested to please ensure that the files containing bills sent to Accounts Department for payment are complete as per following checklist to avoid unnecessary correspondence and audit objections:

1. Tax Invoice should be as per GST Provisions should contain:
 - a) GST No. of Contractor/Service Provider and BIS
 - b) SAC/HSN Code
 - c) GST has been correctly levied (CGST & SGST OR IGST)
 - d) PAN Number of Contractor/Service Provider.
2. Approval of Competent Authority as per delegation of power is taken & is enclosed.
3. The Head of Expenditure is mentioned on the Approval Sheet. It should also be mentioned whether it is from Plan Fund or BIS Fund
4. Expenditure Control Sheet is enclosed.
5. Certificate regarding receipt of material in good condition/services are satisfactory is given.
6. Particulars of entries in respective Stock Register are given.
7. Copy of Terms & Conditions of the payment/Agreement with the party is enclosed.

All ROs/BOs/NITS/Labs are also required to comply with the above.

This issues with the approval of DDGF.

Director(Accounts)

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All DDGs at HQ/ DDGRs/DDG:TI