

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ : लेखा / 4:1(बी एवं सी -II)

दिनांक : 18 अप्रैल 2018

विषय: अनुभाग अधिकारी और उससे ऊपर के स्तर के अधिकारियों के आवास पर समाचार पत्र की आपूर्ति ।

परिपत्र संख्या बीआईएस/मुख्यालय/लेखा/परिपत्र (04)/2018 दिनांकित 18 अप्रैल 2018 सूचना एवं आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-.

(विनोद कुमार)

निदेशक(लेखा)

परिचालित:

- भामाब्यूरो इंटरनेट के माध्यम से बीआईएस मुख्यालय के सभी विभाग/ सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/एनआईटीएस/ प्रयोगशालाएं
- सभी क्षेत्रीय कार्यालय/एनआईटीएस/केन्द्रीय प्रयोगशाला /मुख्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण/सभी क्षेत्रीय कार्यालय में कार्यरत अनुभाग अधिकारीगण एवं सहायक निदेशक(लेखा व वित्त)

प्रतिलिपि

- आईटीएस: इंटरनेट के माध्यम से परिचालित करने के लिए

BUREAU OF INDIAN STANDARDS

(ACCOUNTS DEPARTMENT:HQ)

Ref: Accts/4:1(B&C-II)

18th April 2018

Subject: Supply of Newspaper at residence of officers of the level of Section Officer and above.

The Circular No. BIS/HQ/Accounts/Circular(04)/2018 dated 18.04.2018 on the subject is enclosed for information and compliance.

(Vinod Kumar)

Director (Accounts)

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- All Departments at HQ/ all ROs/BOs/Labs/NITS
- All DDA&F/AD(A&F) in ROs/AD(A&F)/SOs in BOs

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BUREAU OF INDIAN STANDARDS
(ACCOUNTS DEPARTMENT)

C I R C U L A R

Subject: Supply of Newspaper at residence of officers of the level of Section Officer and above.

Administration Department vide Circular No. BIS HQ/Admn/Circular(07)/2018 dated 09.04.2018 has revised the entitlement of officers for reimbursement of expenses incurred on purchase of newspaper at residence of officers of the level of Section Officer and above.

Administration Department has also enclosed with the circular a proforma for reimbursement of newspaper through which the reimbursement will be claimed by the officials. As per the instructions, the reimbursement of newspaper will be made on half yearly basis.

In view of the above, it has been decided by the competent authority that reimbursement of newspaper shall be claimed and processed for payment as under:

Period	Due date for submission of claim	Month in which the claim is processed	Remarks
January – June	31 st July	August	The reimbursement claims submitted after the due date i.e. 31 st July/31 st January are to be processed alongwith next half yearly claim.
July –December	31 st January	February	

This issues with the approval of DDGF.

(Vinod Kumar)
DAC

Our Ref : Accts/4:1(B&C-II)

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Copy for information to:

PS to DG for DG's kind information