

भारतीय मानक ब्यूरो  
वित्त विभाग

हमारा संदर्भ: वित्त/मुख्यालय/वित्त//1/2020-वित्त-बी आई एस      दिनांक : 05 नवम्बर 2020

विषय: 2020-21 के लिए संशोधित बजट अनुमान 2020-21 और 2021-22 के लिए  
बजट अनुमान की आवश्यकता के संबंध में

परिपत्र संख्या बी.आई.एस./मुख्यालय/वित्त/परिपत्र (15)/2020 दिनांक 05 नवम्बर 2020  
सभी संबंधित की जानकारी हेतु सलग्न है।

यह परिपत्र उप महानिदेशक (वित्त) की मंजूरी से जारी किया जाता है।

हस्ता  
(गुरप्रीत सिंह)  
निदेशक (वित्त)

परिचालित सेवा में भा मा ब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/प्रशिक्षण संस्थान/केंद्रीय प्रयोगशाला/उत्तर क्षेत्रीय प्रयोगशाला के प्रमुख
- सभी संबंधित उप निदेशक (प्र एंवम वित्त)/सहायक निदेशक (प्र एंवम वित्त)/ क्षेत्रीय कार्यालयशाखा /  
/कार्यालयप्रशिक्षण संस्थान/केंद्रीय प्रयोगशाला/उत्तर क्षेत्रीय प्रयोगशाला/मुख्यालय के अनुभाग अधिकारी

प्रतिलिपि : जानकारी के लिए -

- ❖ निजी सचिव (महानिदेशक) - महानिदेशक की जानकारी के लिए
- ❖ अपर महानिदेशक / मुख्य सतर्कता अधिकारी /मुख्यालय के सभी उप महानिदेशक/क्षेत्रीय कार्यालय के सभी उप महानिदेशक /उप महानिदेशक (प्रशिक्षण संस्थान)

सूचना और प्रौद्योगिकी विभाग भारतीय मानक ब्यूरो के इंटरनेट पर रखने के लिए -

**BUREAU OF INDIAN STANDARDS**  
**(FINANCE DEPARTMENT)**

Our Ref: HQ/FIN/1/2020-FIN-BIS

05 November 2020

**Subject: Requirement of RBE 2020-21 and BE 2021-22 - reg**

The Circular No. BIS/FIN/HQ/Circular(15)/2020 dated 05 November 2020 on the captioned subject is enclosed for information of all concerned.

This circular is issued with the approval of DDGF.

Sd/-  
**(Gurpreet Singh)**  
**Director (Finance)**

**Circulated through intranet to:**

- **Heads of ROs/BOs/CL/NITS/NROL**
- **All concerned DD(A&F)/AD(A&F)/SOs in ROs/BOs/CL/NROL/NITS/HQs**

**Copy for information to:**

- **PS to DG**
- **ADG/CVO/all DDGs at HQ/all DDGRs/DDG(NITS)**

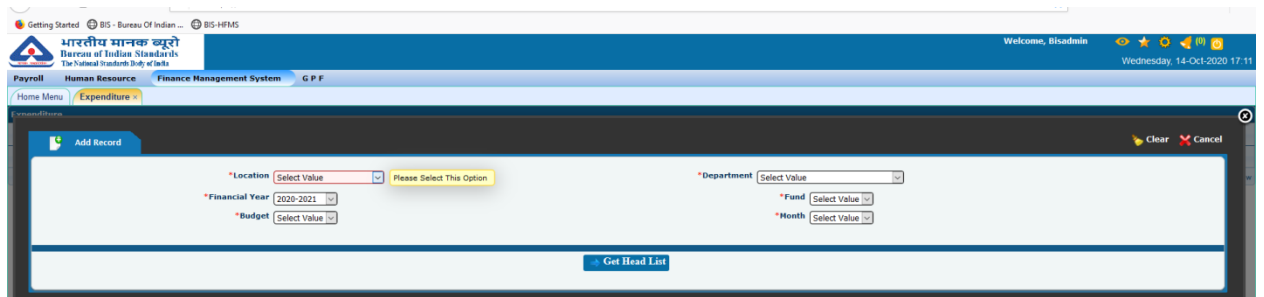
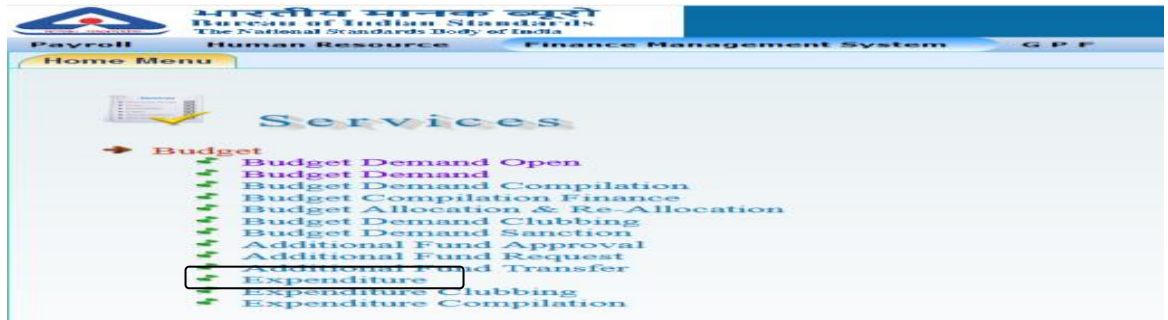
**Copy to: ITSD for placing on BIS INTRANET**

**BUREAU OF INDIAN STANDARDS**  
**(FINANCE DEPARTMENT)**

**Subject: Requirement of RBE 2020-21 and BE 2021-22 – Reg**

1. As per Rule 38(1) of BIS Rule 2018, the budgetary estimate for next year and revised budget estimate for current year shall be forwarded to Central Government after the approval of EC. The budget, proposal of RBE 2020-21 and BE 2021-22, will be placed before FAC/EC in their forthcoming meetings expected to be held in the last week of November, 2020.
2. This is to inform all ROs/BOs/Labs/NITS/All Department at HQ that the **BUDGET MODULE** under HFMS system is in operational and all the demands of RBE 2020-21 and BE 2021-22 will now be required to be sent to Finance Department through this **Budget Module** under HFMS by all ROs/BOs/Labs/NITS/All Department at HQ.
3. For sending the requirement through the **Budget Module**, following steps need to be taken:

**Step 1.** Under the sub-module, **EXPENDITURE**, all ROs/BOs/CL/NROL/NITs have to enter the expenditure upto 30<sup>th</sup> September 2020



- a. Location → select the respective Location, Example *Faridabad Branch* will select *Faridabad* as Location. However in case of headquarter one should select *BIS-HQ*
- b. Department → select the respective Department Example *Faridabad Branch* will select *FRBO* as Department. However, in case of Headquarter one should select respective Department. In case of those ROs/BOs where there are laboratory and expenditure is

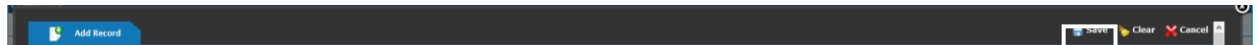
commonly booked in the book of the RO/BO concerned, they are required to enter the expenditure separately for the concerned RO/BO and for the laboratory.

- c. Financial Year → 2020-21
- d. Fund → FUND
- e. Budget → BUDGET
- f. Month → September

Thereafter, Click on [Get Head List](#) below screen will be visible. It is requested to enter expenditure incurred till September 2020-21 in the column “**EXPENDITURE AMOUNT (IN LACS)**”

Head Code	Head of Account(HoA)	*Available Amount (in Lacs)	*Expenditure Amount (in Lacs)	*Balance Amount (in Lacs)
2001	Estt. Expenses-Pay - Officers	0	<input type="text"/>	0
2002	Estt. Expenses-Allowances - Officers	0	<input type="text"/>	0
2003	Estt. Expenses-Pay - Staff	0	<input type="text"/>	0
2004	Estt. Expenses-Allowances - Staff	0	<input type="text"/>	0
2101	Retire Benefit-Contribution to GPF towards deficit	0	<input type="text"/>	0
2102	Retire Benefit-Yearly contribution to Pension/Gratuity Liability Fund A/c	0	<input type="text"/>	0
2103	Retire Benefit-Contribution to New pension Scheme	0	<input type="text"/>	0
2201	Other Staff Benefit-CGS & Other Medical Benefits - employees	0	<input type="text"/>	0
2202	Other Staff Benefit-Medical Benefits - Pensioners	0	<input type="text"/>	0
2203	Other Staff Benefit-Staff Welfare	0	<input type="text"/>	0
2204	Other Staff Benefit-Leave Travel Concession	0	<input type="text"/>	0
2301	Travelling Expenses -Officers & Staff	0	<input type="text"/>	0

Once the expenditure is been entered, click on **SAVE** button



**Step 2.** Under the sub-module under **BUDGET DEMAND**, the dealing official of all ROs/BOs/NITS/LABS/All department at HQ are required to enter the budget requirement for RBE 2020-21 and BE 2021-22 separately. For doing the same first click on the tab **Budget Demand**, following screen will emerge

#	Financial Year	Event
0	2020-21	RE - Revised Estimation
0	2021-22	BE - Budget Estimation

On the aforesaid screen click on **GREEN BUTTON** suffix to RE 2020-21, following screen will appear:

- Location → select the respective Location, Example *Faridabad Branch* will select *Faridabad* as Location. However in case of headquarter one should select *BIS-HQ*
- Department → select the respective Department Example *Faridabad Branch* will select *FRBO* as Department. However in case of headquarter one should select respective Department

Thereafter, Click on [Get Head List](#) below screen will be visible

Head Code	Budget Head	BE For 2020-2021	Cumulative Expenditure	RBE 2020-2021	Amount Unit	Justification
1001	Income from Ser-Product Certification Fee	0	0	0.00	Lacs	
1002	Income from Ser-Product Certification Overseas- Export Service (PMCS) - Export	0	0	0.00	Lacs	
1101	Income from Ser-Registration Scheme for Electronics & I.T. Goods	0	0	0.00	Lacs	
1201	Income from Ser-System Certification	0	0	0.00	Lacs	
1301	Income from Ser-Hall Marking of Jewellery	0	0	0.00	Lacs	
1401	Income from Sale of Indian Standards including Sale on Electronic Media	0	0	0.00	Lacs	
1402	Income from Std-Margin on sale of publications of overseas bodies	0	0	0.00	Lacs	
1403	Income from Std-Royalty from reproduction of Indian Standards	0	0	0.00	Lacs	
1404	Income from Std-Retrocession from ISO & IEC on sale of their Publications in India	0	0	0.00	Lacs	

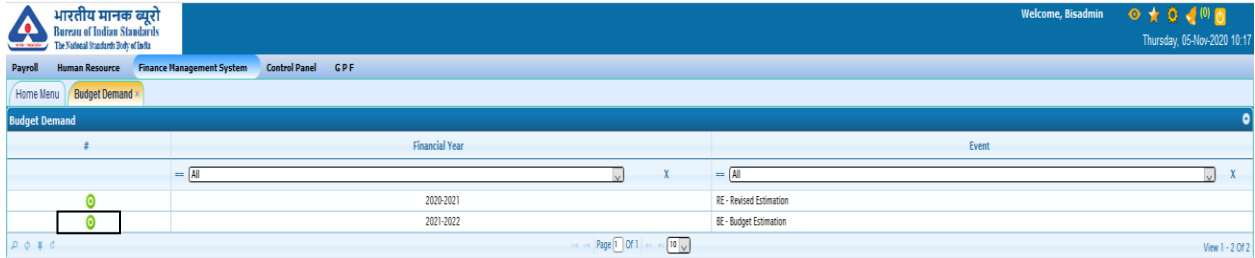
It is requested to kindly put the required RBE under the head RBE 2020-21 i.e., while entering the amount it must be ensure that :

$$\text{RBE 2020-21} = \text{Actual Expenditure till 30th September 2020} + \text{Proposed Expenditure remaining period of 2020-21}$$

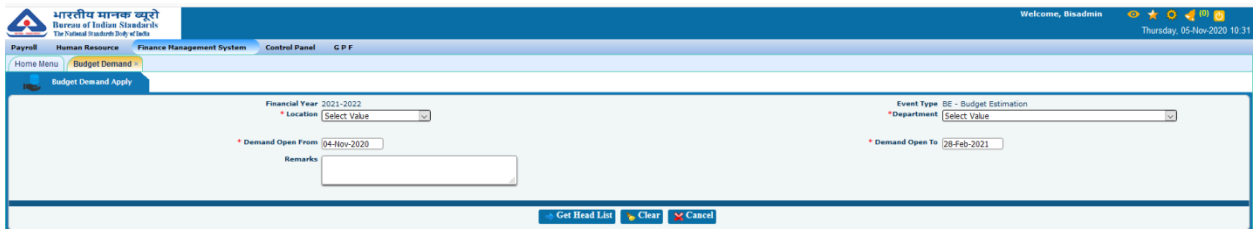
Click on [SAVE](#) below screen will be visible

For the BE 2021-22, official has click **GREEN BUTTON** suffix to BE 2021-22 under the Sub-Module **Budget Demand**:

For doing the same first click on the tab **Budget Demand**, following screen will emerge

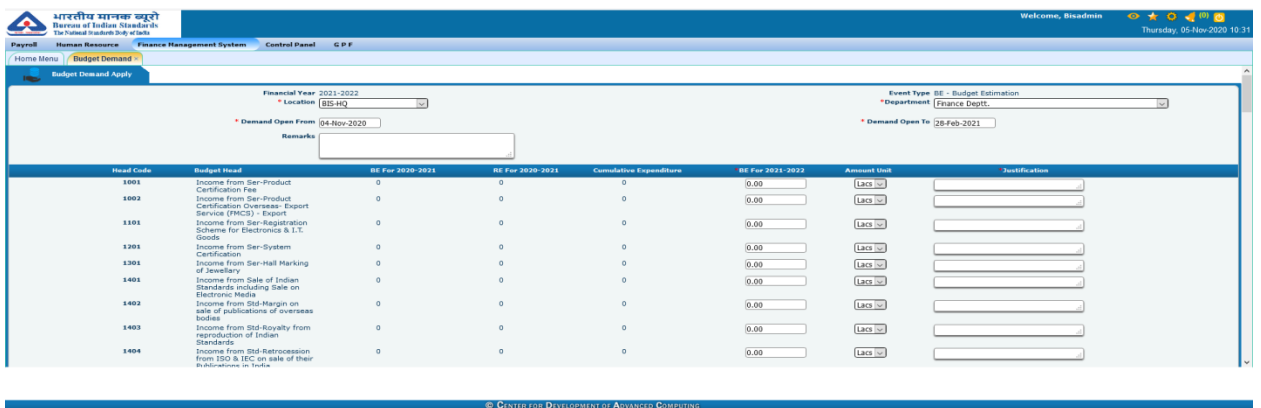


If official click on **GREEN BUTTON** suffix to BE 2021-22, following screen will appear:



- Location → select the respective Location, Example *Faridabad Branch* will select *Faridabad* as Location. However in case of headquarter one should select *BIS-HQ*
- Department → select the respective Department Example *Faridabad Branch* will select *FRBO* as Department. However in case of headquarter one should select respective Department

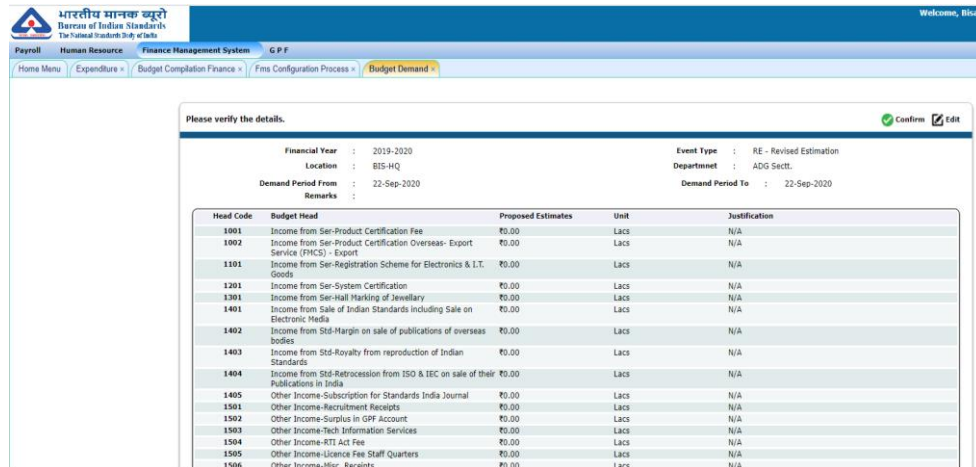
Thereafter, Click on [Get Head List](#) below screen will be visible



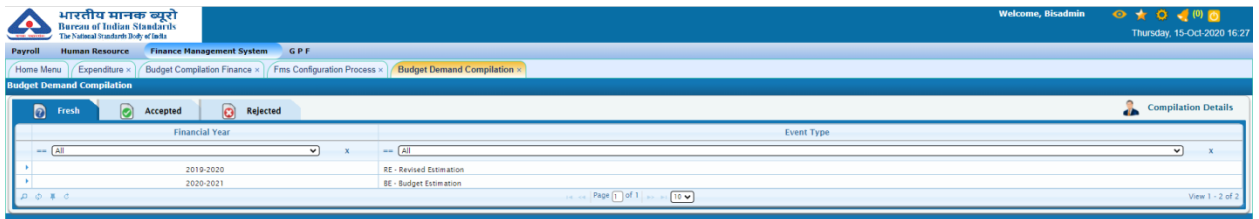
Once the Official entered the required information, he should on [SAVE](#) below screen will be visible



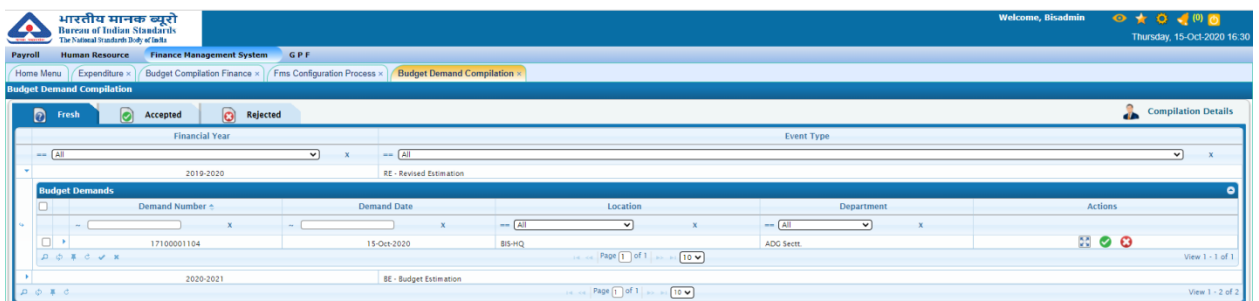
Wherever Proposed RBE 2020-21 will be higher than the BE 2020-21, the **JUSTIFICATION** for the same must be entered. In case the proposed estimate for BE2021-22 the **JUSTIFICATION** column. After entered **SAVE** button following screen will appear:



**Step 3.** Thereafter, Click on CONFIRM below screen will be visible, the said Budget will go to Head of the Department at HQ/ BO/RO/NITS/Labs under the Sub-Module Head **“BUDGET DEMAND COMPILATION”** following account appear:





On the foresaid screen click on , following screen will appear:



On the foresaid screen click on , following screen will appear:

Budget Head	Demand Amount	Unit	Justification
<b>Income - (HoA Category)</b>			
Income from Ser			
Income from Ser-Product Certification Fee	₹ 0.00	Lacs	N/A
Income from Ser-Product Certification Overseas- Export Service (FMCS) - Export	₹ 0.00	Lacs	N/A
Income from Ser-Registration Scheme for Electronics & I.T. Goods	₹ 0.00	Lacs	N/A
Income from Ser-System Certification	₹ 0.00	Lacs	N/A
Income from Ser-Hall Marking of Jewellery	₹ 0.00	Lacs	N/A
<b>Total Sub Category Amount</b>	₹ 0.00	Lacs	
<b>Income from Sale of Indian Standards including Sale on Electronic Media</b>			
Income from Sale of Indian Standards including Sale on Electronic Media	₹ 0.00	Lacs	N/A
<b>Total Sub Category Amount</b>	₹ 0.00	Lacs	
<b>Income from Std</b>			

Once the Head of ROs/BOs/NITS/Labs/Heads of all Department at HQ, will approve the same by clicking  for acceptance of the RBE/BE. If the Head click on , the Budget will be send back to the dealing official for modification as proposed by the Heads, if any. Thereafter, procedure as mentioned in STEP 2 and STEP 3 will be followed by the dealing officials/Heads.

- To sensitized ROs/BOs/NITS/Labs, Finance Department had organize Video Conference on 04.11.2020. In response to the query, regarding GST portion of expenses, it is clarified that since ITC is available to BIS, therefore expenses should be entered in the **EXPENDITURE MODULE** excluding GST.
- All the Heads of ROs/BOs/NROL/CL/NITS are request to may arrange to send timely requirement of the RBE 2020-21 and BE 2021-22 on or before 17.11.2020. For any further guidance, relating to the sending budget requirements for RBE 2020-21 and BE 2021-22 you may contact Shri Gurpreet Singh Director (Finance) at +91-9810651692

This issue with the approval of DDGF

(Gurpreet Singh)  
Director (Finance)

Our Ref: Fin/7:45/2020-21

Date : 05.11.2020

Circulated through intranet to:

- Heads of ROs/BOs/CL/NITS/ Heads of all Department at HQ
- All concerned DD(A&F)/AD(A&F)/SOs in ROs/BOs/CL/NITS/HQs

Copy for information to:

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- ADG/CVO/all DDGs at HQ/all DDGRs/DDG(NITS)