



भारतीय मानक ब्यूरो

BUREAU OF INDIAN STANDARDS

(Under the aegis of Ministry of Consumer Affairs, Food and Public Distribution)

NOTICE FOR LIMITED TENDER FOR APPOINTMENT OF INTERNAL AUDITOR

1. Limited tenders are invited for **APPOINTMENT OF INTERNAL AUDITORS FOR THE FINANCIAL YEAR 2025-26, 2026-27 and 2027-28**. The tender form, duly filled, shall be submitted to the **Director (Finance), Finance Department, Room No. 103, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110002**.

2. CRITICAL DATESHEET:

Sl. No.	Event	Date and time
1.	Date of issue of the Tender Document	27.10.2025 (12:00 h onwards)
2.	Bid submission closing date and time	17.11.2025 (14:30 h)
3.	Date and time of Opening of technical Bid	17.11.2025 (15:00 h)
4.	Date and time of opening of financial bid	To be intimated later to the bidders who are declared technically qualified

3. INSTRUCTIONS TO BIDDERS:

- The Internal Audit will be conducted on decentralized basis i.e., there will be one auditor for each region (except Central Region) and one auditor for Head Quarters, Central Region, Training Institute (NITS) and Central Laboratory.
- Only those firms whose names have been received from the Office of Comptroller and Auditor General of India (C&AG) are eligible to apply for the Limited Tender.** A separate "invitation to bid" is being sent to these firms
- The tender document can be downloaded from the BIS Website www.bis.gov.in and CPP Portal

DIRECTOR (FINANCE)
Bureau of Indian Standards

Offer Inviting Bid for Internal Audit



भारतीय मानक ब्यूरो

BUREAU OF INDIAN STANDARDS

(Under Ministry of Consumer Affairs, Food and Public Distribution)

1. BACKGROUND

1.1. The Bureau of Indian Standards (BIS), the National Standards Body has been successfully promoting and nurturing standards movement within the country since 1947. BIS came into existence on 01st April 1987 through an Act of Parliament. BIS is the National Standard Body of India established under the BIS Act 2016 for the harmonious development of the activities of standardization, marking and quality certification of goods and for matters connected therewith or incidental thereto. BIS has been providing traceability and tangibility benefits to the national economy in a number of ways – providing safe reliable quality goods; minimizing health hazards to consumers; promoting exports and imports substitute; control over proliferation of varieties etc. through standardization, certification and testing. Keeping in view, the interest of consumers as well as the industry, BIS is involved in various activities as given below:

- a. *Standards Formulation*
- b. *Product Certification Scheme*
- c. *Compulsory Registration Scheme*
- d. *Foreign Manufacturers Certification Scheme*
- e. *Hallmarking Scheme*
- f. *Laboratory Services*
- g. *Laboratory Recognition Scheme*
- h. *Sale of Indian Standards*
- i. *Consumer Affairs Activities*
- j. *Promotional Activities*
- k. *Training Services at National & International Levels*
- l. *Information services*

1.2. The location wise details of BIS Headquarter and its Regional Offices/Branch Offices are as under:

Sl. No.	Name of Office	Regional Office (RO)	Branch Office (BO)	Laboratory	Training Institute
	(1)	(2)	(3)	(4)	(5)
1	Headquarter and Central Regional Office (CRO)	<u>TWO</u> • Head Quarters • CRO	<u>FIVE</u> • Bhopal • Ghaziabad • Jaipur • Lucknow • Noida	<u>ONE</u> • Sahibabad	<u>ONE</u> • Noida
2	Northern Regional Office (NRO)	<u>ONE</u> • Chandigarh	<u>FOUR</u> • Dehradun • Faridabad • Himachal Pradesh • Jammu/Jammu Lab	<u>ONE</u> • Mohali	--
3	Eastern Regional Office (ERO)	<u>ONE</u> • Kolkata/ Kolkata Lab	<u>FIVE</u> • Bhubaneswar • Guwahati/Guwahati Lab • Patna/Patna Lab • Raipur • Jamshedpur	--	--
4	Western Regional Office (WRO)	<u>ONE</u> • Mumbai/ Mumbai Lab	<u>FIVE</u> • Ahmedabad • Surat • Nagpur • Pune • Rajkot/Gandhidham	--	--
5	Southern Regional Office (SRO)	<u>ONE</u> • Chennai/ Chennai Lab	<u>SIX</u> • Bengaluru/Bengaluru Lab • Coimbatore • Hyderabad/Hyderabad Lab • Hubli • Kochi • Vijayawada	--	--

2. SOURCES OF INCOME OF BUREAU OF INDIAN STANDARDS

The Bureau of Indian Standards strives for the interest of consumers as well as the industry, so that the high standard product can be provided to customer. In performing all the aforesaid activities, the Bureau of Indian Standards receive incidental income from the following sources:

- 2.1 Income from Product Certifications,
- 2.2 Income from Quality System Certifications,
- 2.3 Income from Sale of Indian Standards,
- 2.4 Income from Hallmarking, Assaying Center and Jewellers,
- 2.5 Income from the Training Activity at NITS,
- 2.6 Income from Testing Activity at Laboratories, and
- 2.7 Interest on Income from Investment of its Funds.

3. BASIS ON WHICH ACCOUNTS ARE MAINTAINED

3.1 Besides Headquarters, the Regional Offices (except Central Regional Office, which is located in New Delhi), the Training Institute (NITS), the Central Laboratory, the Northern Region Laboratory and Branch Offices are maintaining their own accounts on uniform basis with double entry accounting system and following the guidelines issued by HQ's from time to time and according to Central Government Rules. Monthly trial balance and other MIS reports are sent by Regional Offices, Central Laboratory, Training Institute and Branch Offices to HQs for control and consolidation. Further, the said accounts are audited by C&AG. The financial statements of BIS are given at **Annexure A**.

4. SCOPE OF INTERNAL AUDIT WORK

- 4.1 The Internal Auditor shall be responsible for test checking the initial records, accounts maintained by HQs/ROs/BOs/NITS/ Laboratory with a view to ensure that the rules and regulations are followed correctly, systems and procedures regarding accounting and financial matters are adequate.
- 4.2 The Internal Auditor shall inter-alia cover checking of all accounting records including those relating to advance and records pertaining to purchases, civil work, physical verification of stores, equipment's, tools and plant.
- 4.3 The Internal Auditor shall not only focus on the Income and Expenditure factor, rather may also focus on the risk indicators while performing the Internal Audit.

5. DUTIES OF INTERNAL AUDITOR

The Internal Audit shall perform following duties:

5.1 *Accounting and Other Related Aspects*

- (i) Study the accounting procedures prescribed by the HQs with a view to ensuring that they are correct, adequate and free from defects or lacunae.
- (ii) Ensure the implementation of the prescribed procedures and the order issued by HQ from time to time.
 - a. *Whether such default has occurred due to system failure and defect or due to individuals.*
 - b. *Whether steps have been taken for ratification of the aforesaid defects.*
- (iii) Scrutiny and checking of payments and accounting work of the accounting units.
 - a. *Payment of all types of suppliers bills for goods and services.*
 - b. *Payment of Adjustable Advance, TA Advances. LTC Advance and Medical Advance etc., and adjustments thereof.*
 - c. *Payment in foreign currency to parties outside India.*

- d. *Payment under different Plan Projects, Maintenance of Respective Accounts Books & Utilization Certificate thereof.*
 - e. *Management of Cash for Payment and Receipts, Cash Book and Bank Book, Maintenance of records, Bank Reconciliation, etc.,*
 - f. *Accounting of JVs/Issue of Debit/Credit Advices and Reconciliation of Inter-Office Accounts, Current Assets and Liabilities Account.*
- (iv) *Scrutiny of Booking of Income under the appropriate activity i.e., Product Certifications, Quality System Certifications, Sale of Indian Standards, Hallmarking, Assaying Centre and Jewellers, Training Activity and Testing Activity.*
- (v) *Scrutiny of Investment made, i.e., process of Investment, receipt of Interest, checking of the accrued interest, maturity proceeds as per FDRs and its accounting in Books of Accounts.*
- (vi) *Scrutiny of the Statutory Compliances:*
 - a. *Whether the Tax has been deducted properly.*
 - b. *Timely submission of the return and Issuance of TDS certificates.*
 - c. *Payment of Goods and Service Tax, adjustment of Input Tax Credit and filing of GST Return.*
 - d. *Income Tax Assessment of BIS and Income-tax Return of BIS.*
- (vii) *Scrutiny of the Fixed Asset Register.*
- (viii) *Maintenance of Books of Accounts and preparation of Annual Financial Statements and Schedules thereof.*

5.2 Personnel Aspects:

- (ix) *Employees and Pensioners related records and matters:*
 - a. *Pay/ Pension fixation of Employee/Pensioner,*
 - b. *Proper maintenance of Leave Records such as sick leave, casual leave etc., and their consequential reflection on salaries,*
 - c. *Payment of personal claims of employees viz., telephone bills, newspaper bills, misc. claims, Payment and settlement of TA, LTC and Medical Claims of employees and maintenance of subsidiary ledgers.*
 - d. *General Provident Fund (GPF): Advances/ Withdrawals, Maintenance of Accounts records, Investment of GPF, Accrual Interest, Monthly Trial Balance and yearly Balance Sheet.*
 - e. *National Pension System: Monthly deductions and remittance of National Pension Scheme and BIS contribution and Maintenance of Subsidiary Records.*

- f. *Payment of House Building Advance, Conveyance Advance, Computer Advance etc, compliance of conditions of payment and reconciliation of its subsidiary accounts with the General Ledgers.*
- g. *Medical Claims for Pensioners: Permissions, Sanctions, Payments and Maintenance of Records.*

5.3 Administrative Aspects:

- (x) Scrutiny of the Purchases Procedures as per GFR,2017.
- (xi) Scrutiny of purchase for Stationary and Consumable Items *vis-a-vis* the policy.
- (xii) Scrutiny of the Stock Register i.e., *Stationary and consumable items.*
- (xiii) Scrutiny of running and maintenance records of BIS owned cars
- (xiv) Checking of procedures in regard to disposal of assets to ensure that adequate procedure exist for scrapping/ condemning and the same is followed.

5.4 Others:

- (xv) Scrutiny of procedure for printing of the Standards *vis-a-vis* the policy.
- (xvi) Physical verification of stock of sale of standards and justification for the same.
- (xvii) Utilization of the equipment in BIS Laboratories.
- (xviii) Pursuance/ settlement of objections taken in Audit Para/ test audit notes issued by Statutory Auditor and other matter relating to statutory audit.

5.5 *A checklist containing the major check points is enclosed at Annexure B.*

6. REPORTING REQUIREMENT

6.1. On Completion of the Audit of the respective Audit Unit of each phase, the following steps should be followed before finalization of the report and the partner of the firm shall meet and discuss the audit observations:

- (a) The Preliminary Audit observations shall first be discussed with the Accounts/Finance Head of the ROs/BOs/ Laboratory/NITS. In case the auditor is not satisfied with the explanation given by Accounts/Finance Head of the ROs/BOs/ Laboratory /NITS, then shall discuss the same with the Head of ROs/BOs/ Laboratory/ NITS along with the finance head.

- (b) Before finalization of the audit observations, the unresolved important and statutory observation shall be discussed with the DDGF/DF/DAC at Head Quarter, so that the timely corrective action can be forced.
- (c) Based on the outcome of the aforesaid discussion, the Audit Report thus compiled shall be structured on following broad areas:
- (i) *Compliance Report of the previous observation raised in the Internal Audit*
 - (ii) *Important Observation arising out of the audit, requiring corrective action*
 - (iii) *Report on Testing of Effectiveness of Internal Control*
 - (iv) *Other.*

7. TERMS OF REFERENCE OF INTERNAL AUDIT

For the year 2025-26

- 7.1 The firm selected for conducting Internal Audit for the year 2025-26, may be considered for renewal of the contract for conducting the Internal Audit for subsequent two years (i.e., 2026-27 and 2027-28) on yearly basis, subject to satisfactory performance on the same fee and terms and conditions.
- 7.2 Internal Audit shall be conducted in 2 phases (*Phase I* covering the period from April to September and *Phase-II* covering the period from October to March). The commencement of Phase-I audit will be on/around 15th December and Phase – II will be on/ around 01st June. The report for the Phase-I and II are to be submitted on/ around 31st January and 15th July respectively.

Audit Team

- 7.3 Auditor should deploy suitable teams for undertaking the audit, after a thorough perusal of the requirements of the auditee units and the volume of work involved.
- 7.4 A minimum number of man-days are needed to be deployed at respective offices by the firm in each phase of the audit is as under:

S. No	Place	Minimum Man-days Requirement (in each location/ office)		
		Partner	Qualified Asst.	Assistant
1	Headquarter and Central Regional Office at New Delhi	2	2	20
	Training Institute at Noida	-	1	6
	Central Laboratory at Shahabad	-	1	6
	All Branches of Central Region (Bhopal, Ghaziabad, Jaipur, Lucknow and Noida)	-	2	6

S. No	Place	Minimum Man-days Requirement (in each location/ office)		
		Partner	Qualified Asst.	Assistant
2	Western Regional Office	1	2	10
	All Branches of Western Region (Ahmedabad, Pune, Nagpur, Surat and Rajkot/Gandhidham)	-	2	6
3	Northern Regional Office	1	2	10
	All Branches of Northern Region (Jammu, Parwanoo, Dehradun, Faridabad and NROL Mohali)	-	2	6
4	Eastern Regional Office	1	2	10
	All Branches of Eastern Region (Bhubaneswar, Guwahati, Patna, Raipur and Jamshedpur)	-	2	6
5	Southern Regional Office	1	2	10
	All Branches of Southern Region (Bangalore, Coimbatore, Hyderabad, Kochi, Hubli and Vijaywada)	-	2	6

Terms and Condition

7.5 Payment Terms

7.6 Payment shall be released within 15 working days from the date of submission of tax invoice by the firm after completion of each phase of audit and submission of the audit report and summary thereof to the Finance Department, New Delhi as well as to the all Regional Offices/Branch Offices/ Laboratory/NITS, Noida.

Bid Security/Earnest Money Deposit

7.7 Earnest Money Deposit (EMD) of **₹10,000/- (Ten Thousand Only)** is to be deposited in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Banker's cheque/Online [**Bank Name: Canara Bank, Bank Account No. 90841010000018, IFSC Code of Bank: CNRB0019084**] in an acceptable form. EMD will be refunded after award of contract without any interest thereon to the unsuccessful bidders. Quotations received without EMD will not be considered. The Earnest Money will be forfeited if the bidder withdrawing or altering its bids during the bid validity period.

The bidding firms which are registered as Micro & Small Enterprises (MSEs) or Startups with the appropriate authority shall be exempt from submission of EMD. Such firms are required to produce valid certificate of registration as MSE or Startup with appropriate authority alongwith Envelope 1.

7.8 The Bureau has also the right to forfeit the EMD in full in the event of failure on the part of the firm to fulfil the Terms & Conditions of the Tender Document.

Performance Security

7.9 Successful bidder shall deposit an amount of 3% of **bid price (including GST)** as Performance Security in the form in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Banker's cheque/ Online [*Bank Name: Canara Bank, Bank Account No.: 90841010000018, IFSC Code of Bank: CNRB0019084*] in an acceptable form. Performance Security will remain valid for a period of 60 days beyond the date of completion of all contractual obligations. Performance Security may be forfeited if the performance of the firm is not observed satisfactory. BIS further reserves the right to terminate the contract in case the performance is not observed satisfactory apart from forfeiting the performance security and/or levy of penalty.

Penalty Clause

7.10 All the areas of work as mentioned at Para 6 shall be covered by the Auditors at all the locations in each phase of audit.

7.11 In case, the audit is not completed as per the time schedule given, the penalty will be 0.5% of the contract value per week or part thereof maximum to 5% of the contract value.

Other

7.12 The contract may be terminated by this Bureau on serving 15 days' notice without assigning any reason. In case the contractor intends to terminate the contract, it shall give two months' notice. In this connection, the decision of the Bureau shall be final and binding on the firm

7.13 The firm selected for conducting Internal Audit for the year 2025-26, may be considered for renewal of the contract for conducting the Internal Audit for subsequent two years (i.e., 2026-27 and 2027-28) on yearly basis, subject to satisfactory performance on the same fees plus taxes and on the same terms and conditions.

7.14 Jurisdiction of all disputes will be New Delhi.

7.15 In case on any dispute or difference rises, the same shall be settled by reference to arbitration by a sole arbitrator to be appointed by DG: BIS whose decision shall be final and binding on both the parties.

8. TENDER SUBMISSION

8.1 Tender will be submitted in “Three” Separate sealed envelopes as below. All the three (3) envelopes should be numbered clearly and super scribed with our Tender reference number, date, title, binder’s name and address.

Envelope 1: Shall contain the Accounts Payee Demand Draft/ Fixed Deposit Receipt/ Banker’s cheque/ Acknowledgment of Online payment in an acceptable form toward payment of Earnest Money Deposit(EMD).

Envelope 2: Shall contain Technical Bid (Eligibility Criteria documents) i.e.,

- ✓ Brief background about the firm, with list of partners, if any, employees and their education qualifications / experience, present clients of the firm
- ✓ Self-certified copy on the Firm Letter Head, stating the experience certificate of the firm of conducting internal audit of Statutory Bodies/ Autonomous Bodies/ PSUs for 5 years ending 2024-25 (in last 10 years ending 2024-25).
- ✓ Copy of GST Registration Certificate
- ✓ Copy of PAN No.

Envelope 3: Shall consist of Financial Bid i.e., the consolidated audit fees for both Phase-I and Phase-II including all expenses (*i.e., travelling, boarding and lodging etc.*) excluding GST which shall be charged in the invoice as applicable:

Particulars	Sl. No.	Office	No. of Places	Amount (Rs.)*
(1)	(2)	(3)	(4)	(5)
Audit Fee for one year for both Phase-I and Phase – II including all expenses (<i>i.e., travelling, boarding and lodging etc.,</i>) for one year	1)	Regional Office	One	
	2)	Branch Office/Lab/ Training Institute	**	
Total:				

* Excluding GST

**The number of Branches under a Region are given in para 1.2. The bidder has to quote lump sum price for all Branches under the concerned Regional Office in column 5 against Sl. No. 2 i.e. Branch/Lab/Training Institute

8.2 Bidders may note that in case of opening of new branch/lab or closing of existing branch/lab, the firm shall conduct audit of the branches/labs actually existing at that time and payment shall be made to the firm proportionately (irrespective of the distance of the branch newly opened/closed from the regional office) in accordance with the rates quoted for branch/lab/Training Institute in Sl. No. 2 of the above financial bid format.

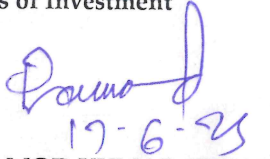
8.3 Above three envelopes may be enclosed with a sealed single envelope scribing with mentioning the content inside the envelope (*Envelope 1, Envelope 2 and Envelope 3*) and titled as ***“QUOTATION FOR APPOINTMENT OF INTERNAL AUDITOR FOR 2025-26”*** and marked ***“CONFIDENTIAL”*** may be placed at tender box kept in custody of Director (Finance), Finance Department, Room No. 103, Bureau of Indian Standards, 9, Bahadur Shah Zafar Marg, New Delhi-110002.

8.4 The bidder whose total bid value (i.e. total of Sl. No. 1 and 2 of the amounts quoted in the financial bid) is the lowest shall be declared and termed as L1 bid. The work shall be awarded to such L1 in case the L1 bidder is Micro & Small Enterprise (MSE) bidder. In case L1 is not MSE, purchase preference as per Public Procurement Policy for Micro & Small Enterprises (MSEs) Order, 2012 (with latest amendments) shall be applicable i.e. the MSE bidder quoting a price (total bid value) within the band L1+15% shall be awarded the work if such MSE bidder agrees to bring down its quoted price to L1 price in a situation where L1 price is from someone other than MSE.

BUREAU OF INDIAN STANDARDS

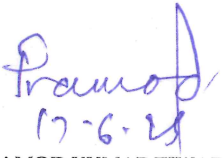
BALANCE SHEET AS ON 31st MARCH 2025

(Amount in Rs.)

	Schedule	Current Year	Previous Year
CORPUS FUND AND LIABILITIES			
Corpus/Capital Fund	1	38,15,35,27,982	35,41,22,74,282
Reserves and Surplus		-	-
Earmarked/Endowment Fund	2	26,87,56,10,595	24,51,94,37,932
Secured Loans and Borrowings		-	-
Unsecured Loans and Borrowings		-	-
Deferred Credit Liabilities		-	-
Current Liabilities and Provisions	3	2,96,92,62,588	2,58,76,22,026
TOTAL		67,99,84,01,165	62,51,93,34,240
ASSETS			
Fixed Assets	4	3,12,08,85,506	2,83,26,94,866
Investments-from Earmarked/ Endowment Funds	5	24,83,28,94,197	22,28,89,62,811
Investment- Others	6	36,03,49,31,317	33,48,53,58,071
Current Assets, Loans, Advances etc.	7	4,00,96,90,145	3,91,23,18,492
Miscellaneous Expenditure(to the extent not written off or adjusted)		-	-
TOTAL		67,99,84,01,165	62,51,93,34,240
Significant Accounting Policies	16		
Contingent Liabilities and Notes on Accounts	17		
Details of Investment	18		
 17-6-25 (PRAMOD KUMAR TIWARI)	 (VINOD KUMAR)	 (VIKRAM GUPTA)	
DIRECTOR GENERAL	DY. DIRECTOR GENERAL (FINANCE)	DIRECTOR (ACCOUNTS)	

DIRECTOR (ACCOUNTS)
BUREAU OF INDIAN STANDARDS

भारतीय मानक बोर्ड
BUREAU OF INDIAN STANDARDS
उद्योगिक मामलों, खाद्य एवं सार्वजनिक वितरण मंत्रालय
Ministry of Consumer Affairs, Food & Public Distribution
सरकार, भारत / Government of India
8, बंगलादास जवाहर मार्ग, नई दिल्ली-110002
8, Bahadur Shah Zafar Marg, New Delhi-110002

BUREAU OF INDIAN STANDARDS			
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 st MARCH 2025			
(Amount in Rs.)			
	SCHEDULE	CURRENT YEAR	PREVIOUS YEAR
INCOME			
Income from Services	8	9,82,54,00,290	9,08,26,04,864
Grants/Subsidies		-	-
Fees/Subscriptions	9	2,73,09,309	2,70,44,179
Income from Investments	10	2,45,04,27,565	2,17,50,34,884
Income from Royalty, Publications etc.	11	19,16,88,606	18,13,10,840
Interest Earned	12	77,91,015	57,40,836
Other Income	13	11,04,10,498	4,40,90,800
TOTAL (A)		12,61,30,27,283	11,51,58,26,403
EXPENDITURE			
Establishment Expenses	14	2,43,49,03,977	2,08,48,92,902
Operational and Administrative Expenses	15	4,63,08,97,067	3,56,16,58,439
Expenditure on Grants, Subsidies etc.		-	-
Interest		-	-
Depreciation	4	28,47,32,016	23,40,31,076
Annual Amortization of Premium on Investment		4,49,19,604	-
Contibution towards Shortfall in Pension & Gratuity Liability Fund Account		1,77,52,51,568	1,93,49,75,748
TOTAL(B)		9,17,07,04,232	7,81,55,58,165
BALANCE BEING SURPLUS CARRIED TO CORPUS/ CAPITAL FUND		3,44,23,23,051	3,70,02,68,238
Significant Accounting Policies	16		
Contingent Liabilities and Notes on Accounts	17		
Details of Investment	18		
 (PRAMOD KUMAR TIWARI) DIRECTOR GENERAL  (VINOD KUMAR) DY DIRECTOR GENERAL (FINANCE)  (VIKRAM GUPTA) DIRECTOR (ACCOUNTS)			

BUREAU OF INDIAN STANDARDS		
SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31 st MARCH 2025		
(Amount in Rs.)		
SCHEDULE 1 - CORPUS/CAPITAL FUND		
	Current Year	Previous Year
Balance at the beginning of the year	35,41,22,74,282	31,71,20,06,044
Add: Surplus transferred from Income & Expenditure Account	3,44,23,23,051	3,70,02,68,238
Less: Transferred to newly created Terminal Leave Encashment Fund	70,10,69,351	-
BALANCE AT THE END OF THE YEAR	38,15,35,27,982	35,41,22,74,282

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31st MARCH 2025

SCHEDULE 2 - EARMARKED /ENDOWMENT FUNDS									(Amount in Rs.)	
									TOTAL	
	Assistance from MOCA under plan scheme for setting up of Hallmarking Centres	Assistance from MOCA under C.W.F.	Benevolent Fund	General Provident Fund	National Pension Scheme Fund	Pension & Gratuity Liability Fund	Terminal Leave Encashment Fund	Consumer Education & Protection Fund	Current Year	Previous Year
	1	2	3	4	5	6	7	8	9	10
a) Opening balance of the funds	-	3,32,260	64,97,719	1,38,87,82,745	7,64,326	23,12,30,60,882	-	-	24,51,94,37,932	22,55,66,37,138
b) Additions to the Funds:										
i) Assistance/Grants	95,70,000	-	-	-	-	-	-	-	95,70,000	95,00,000
ii) Income from Interest on Investments of the funds	-	1,790	3,43,822	9,71,78,410	-	1,62,70,94,071	-	-	1,72,46,18,093	1,52,82,92,958
iii) Contribution to the respective fund	-	-	30,12,831	20,37,30,486	20,96,42,934	30,64,856	70,10,69,351	28,65,000	1,12,33,85,458	49,63,64,881
iv) Contribution towards shortfall in Pension & Gratuity Liability Fund A/c	-	-	-	-	-	1,77,52,51,568	-	-	1,77,52,51,568	1,93,49,75,748
v) Others	-	-	-	5,297	-	-	-	-	5,297	14,35,700
c) Deficit in GPF to be treated as expenditure of the Bureau	-	-	-	-	-	-	-	-	-	-
d) TOTAL (a+b+c)	95,70,000	3,34,050	98,54,371	1,68,96,96,938	21,04,07,260	26,52,84,71,377	70,10,69,351	28,65,000	29,15,22,68,347	26,52,72,06,425
e) Utilization/ Expenditure towards objectives of funds										
i) Capital Expenditure - Fixed Assets	-	-	-	-	-	-	-	-	-	-
ii) Revenue Expenditure										
- Payments to employees, pensioners & beneficiaries	-	-	31,00,000	32,77,41,274	21,02,25,249	1,62,59,70,732	-	28,65,000	2,16,99,02,255	1,99,68,57,043
- Assistance to Hallmarking Centres	-	-	-	-	-	-	-	-	-	-
- Meetings, Travels & Others	91,39,292	-	-	-	-	-	-	-	91,39,292	1,08,46,305
- Grant Refunded	4,30,708	-	-	-	-	-	-	-	4,30,708	63,695
- Interest refunded/to be refunded to DoCA	-	1,790	-	-	-	-	-	-	1,790	1,450
- Other Revenue Expenditure	-	-	-	9,40,04,286	-	-	-	-	9,40,04,286	-
Total Utilization (e)	95,70,000	1,790	31,00,000	42,17,45,560	21,02,25,249	1,62,59,70,732	-	28,65,000	2,27,34,78,331	2,00,77,68,493
f) Surplus in GPF to be treated as income of the Bureau	-	-	-	31,79,421	-	-	-	-	31,79,421	-
NET BALANCE AS AT THE YEAR-END 31.03.2025 [d-(e+f)]	-	3,32,260	67,54,371	1,26,47,71,957	1,82,011	24,90,25,00,645	70,10,69,351	-	26,87,56,10,595	24,51,94,37,932

BUREAU OF INDIAN STANDARDS
SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31st MARCH 2025

(Amount in Rs.)

	Current Year	Previous Year
SCHEDULE 3- CURRENT LIABILITIES AND PROVISIONS		
A. CURRENT LIABILITIES		
1. Sundry Creditors for Goods and Services (Inland)	2,77,91,84,355	2,38,76,91,916
2. Advances received from Customers:		
a) Sales	1,63,518	57,031
b) Certification	30,09,535	38,08,453
3. Statutory Liabilities- Others		
a) GST Payable	13,14,84,835	13,25,60,958
b) TDS Payable	2,37,58,125	1,54,64,943
4. Other Current Liabilities		
a) Earnest Money/Retention Money	2,45,46,163	4,18,82,953
b) Accounts Payable Employees	71,16,057	61,55,772
TOTAL(A)	2,96,92,62,588	2,58,76,22,026
B. PROVISIONS		
	-	-
TOTAL(A+B)	2,96,92,62,588	2,58,76,22,026

BUREAU OF INDIAN STANDARDS
SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31st MARCH 2025

SCHEDULE - 4						(Amount in Rs.)					
	DESCRIPTION	GROSS BLOCK				DEPRECIATION				NET BLOCK	
A	FIXED ASSETS	Cost/Valuation as at beginning of the year	Additions during the year	Deductions during the year	Cost/Valuation at the year end	As at the beginning of the year	Additions during the year	Deductions during the year	Total up to the year end	As at the Current year end 2024-25	As at the previous year end 2023-24
1	LAND- FREEHOLD	56,43,59,100	-	-	56,43,59,100	-	-	-	-	56,43,59,100	56,43,59,100
2	LAND- LEASEHOLD	48,86,80,244	-	-	48,86,80,244	2,00,35,967	7,52,897	-	2,07,88,864	46,78,91,380	46,86,44,277
3	BUILDING	1,12,90,87,413	44,64,87,579	92,62,130	1,56,63,12,862	54,30,13,930	10,97,16,860	87,03,890	64,40,26,900	92,22,85,962	58,60,73,483
4	RESIDENTIAL FLATS	6,22,96,310	-	-	6,22,96,310	4,87,96,919	13,81,601	-	5,01,78,520	1,21,17,790	1,34,99,391
5	PLANT, MACHINERY & EQUIPMENT	99,56,89,454	9,57,75,005	2,03,98,562	1,07,10,65,897	55,00,08,133	8,14,22,869	2,01,91,969	61,12,39,033	45,98,26,864	44,56,81,321
6	VEHICLES	45,15,859	-	3,37,488	41,78,371	37,48,454	1,50,051	3,34,906	35,63,599	6,14,772	7,67,405
7	FURNITURE	24,56,68,212	7,56,44,005	3,46,605	32,09,65,612	7,59,94,081	2,39,41,038	2,26,178	9,97,08,941	22,12,56,671	16,96,74,131
8	OFFICE EQUIPMENT	20,54,84,179	1,91,98,237	2,67,770	22,44,14,646	11,86,51,044	1,53,59,975	2,05,237	13,38,05,782	9,06,08,864	8,68,33,135
9	COMPUTERS	42,34,06,582	6,77,65,510	43,67,327	48,68,04,765	33,79,64,820	5,08,57,658	31,81,503	38,56,40,975	10,11,63,790	8,54,41,762
10	LIBRARY BOOKS	3,16,40,050	17,64,827	-	3,34,04,877	3,00,25,242	11,49,067	-	3,11,74,309	22,30,568	16,14,808
	Total (A) of Current Year	4,15,08,27,403	70,66,35,163	3,49,79,882	4,82,24,82,684	1,72,82,38,590	28,47,32,016	3,28,43,683	1,98,01,26,923	2,84,23,55,761	2,42,25,88,813
	Previous Year	3,87,43,79,739	33,87,19,898	6,22,72,235	4,15,08,27,403	1,54,11,41,644	22,40,31,076	4,69,34,130	1,72,82,38,590		
B	CAPITAL WORK IN PROGRESS	41,01,06,053	8,47,07,086	21,62,83,394	27,85,29,745	-	-	-	-	27,85,29,745	41,01,06,053
	Total (A+B)	4,56,09,33,456	79,13,42,249	25,12,63,276	5,10,10,12,429	1,72,82,38,590	28,47,32,016	3,28,43,683	1,98,01,26,923	3,12,08,85,506	2,83,26,94,866

BUREAU OF INDIAN STANDARDS
SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31st MARCH 2025

(Amount in Rs.)

	Current Year	Previous year
SCHEDULE 5 - INVESTMENTS FROM EARMARKED/ ENDOWMENT FUND		
1 Pension & Gratuity Liability Fund Account		
1.1 Government of India Securities	22,74,25,65,793	20,76,20,49,201
1.2 Debentures and Bonds	15,00,00,000	17,00,00,000
1.3 Fixed Deposit with Banks	-	-
Total (1)	22,89,25,65,793	20,93,20,49,201
2 Others		
2.1 FDR NPS Fund A/c	1,82,011	7,64,326
2.2 FDR-Benevolent Fund	44,00,000	40,00,000
2.3 FDR-Terminal Leave Encashment Fund	70,10,69,351	-
Total (2)	70,56,51,362	47,64,326
3 General Provident Fund of Employees		
3.1 Government of India Securities	22,15,11,359	23,16,37,210
3.2 State Government Securities	32,78,93,367	37,93,97,939
3.3 Debentures and Bonds	31,18,64,712	34,34,06,531
3.4 Special Deposits with RBI	31,27,08,594	31,27,08,594
3.5 Equities & related investments-Mutual Funds	5,05,99,010	5,05,99,010
3.6 Fixed Deposit with Banks	1,01,00,000	3,44,00,000
Total (3)	1,23,46,77,042	1,35,21,49,284
TOTAL (1)+(2)+(3)	24,83,28,94,197	22,28,89,62,811

SCHEDULE 6 - INVESTMENTS-OTHERS

(Amount in Rs.)

	Current Year	Previous year
1 Investments towards the Corpus/Capital Fund		
1.1 Government of India Securities	32,88,23,23,189	29,83,22,62,907
1.2 Fixed Deposit with Banks	3,15,26,08,128	3,65,30,95,164
TOTAL	36,03,49,31,317	33,48,53,58,071

BUREAU OF INDIAN STANDARDS
SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31st MARCH 2025

SCHEDULE 7 - CURRENT ASSETS, LOANS AND ADVANCES ETC.

(Amount in Rs.)

	Current Year	Previous Year
A. CURRENT ASSETS		
1. Inventories:		
a)Laboratory apparatus and stores	71,58,864	49,91,110
b)Stationery	72,11,421	91,04,169
c)Repair & Maintenance Consumables	14,32,945	15,39,904
Total (1)	1,58,03,230	1,56,35,183
2. Sundry Debtors		
a)Sale of Publications		
i) Exceeding six months	54,778	1,27,124
ii) Others	-	-
b)Certification		
i) Exceeding six months	25,26,484	24,18,757
ii) Others	8,09,075	1,83,580
c) Accounts Recoverable		
i) Accounts Recoverable (Employees)	19,42,379	24,25,762
ii) Recoverables from Government Departments (From MEA & DoCA)	96,14,205	95,78,757
iii) Accounts Recoverable (Others)	1,99,15,18,243	2,08,99,06,867
Total (2)	2,00,64,65,164	2,10,46,40,847
3. Cash Balance in Hand (Including Imprest)	2,17,052	1,99,698
4. Bank Balances:		
a) With Schedule Banks		
i) On Current Accounts	18,86,63,445	17,22,27,317
ii) On Saving Accounts	13,43,88,394	16,51,48,066
b) Cheque-In-Transit	-	7,50,000
Total of 4	32,30,51,839	33,81,25,383
5. Franking Machine Balance	64,719	56,146
TOTAL(A)	2,34,56,02,004	2,45,86,57,257

BUREAU OF INDIAN STANDARDS
SCHEDULES FORMING PART OF THE BALANCE SHEET AS ON 31st MARCH 2025

SCHEDULE 7 - CURRENT ASSETS, LOANS AND ADVANCES ETC.

(Amount in Rs.)

	Current Year	Previous Year
B. LOANS, ADVANCES AND OTHER ASSETS		
1. Advances to Staff for:		
i) Purchase of Conveyance	-	1,800
ii) House Building	1,02,86,222	1,12,86,014
iii) Computer	4,08,000	2,79,000
Total (1)	1,06,94,222	1,15,66,814
2. Advances and other amounts recoverable or for value to be received		
a) On capital Account & others to outside parties		
i) Hallmarking Digitization Project- IIT Bombay	6,19,86,648	6,19,86,648
ii) Building Construction ROs/BOs -CPWD	22,24,81,201	20,20,67,558
iii) Computerization Project:C-DAC	4,24,87,623	2,33,67,847
iv) Others	20,91,34,457	16,33,92,758
v) Consumer Welfare Fund(NBCC)	3,32,260	3,32,260
vi) Plan Project Schemes	17,436	17,436
Total (2a)	53,64,39,625	45,11,64,507
b) Prepaid Expenses	2,06,13,529	1,93,58,200
c) Advances to Staff for:		
i) Travel	1,41,47,730	58,90,585
ii) Leave Travel Concession	3,96,786	5,33,826
Total (2c)	1,45,44,516	64,24,411
d) Security Deposits	3,57,19,101	3,07,40,576
TOTAL (2)	60,73,16,771	50,76,87,693
3. Income Accrued		
a) On Investments from Earmarked/Endowment Funds & Others		
i) BIS Corpus Fund	62,34,38,723	56,26,66,894
ii) Pension and Gratuity Liability Fund	17,86,93,720	17,29,63,483
iii) General Provident Fund	2,71,13,296	3,48,83,651
iv) Benevolent Fund	1,62,065	2,41,655
TOTAL (3)	82,94,07,804	77,07,55,683
4. Claim Receivable		
a) Income Tax	54,06,970	51,49,898
b) Goods and Services Tax	21,12,62,374	15,85,01,148
TOTAL (4)	21,66,69,344	16,36,51,046
TOTAL(B)	1,66,40,88,141	1,45,36,61,236
TOTAL(A+B)	4,00,96,90,145	3,91,23,18,492

BUREAU OF INDIAN STANDARDSSCHEDULES FORMING PART OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025**(Amount in Rs.)**

	Current Year	Previous Year
SCHEDULE 8-INCOME FROM SERVICES		
1. Product Certification	7,64,00,54,470	6,92,54,40,714
2. Compulsory Registration Scheme	1,10,61,96,500	1,07,64,55,314
3. Hallmarking	66,58,52,432	72,03,44,935
4. Management Systems Certification Services	4,01,91,064	4,48,40,630
5. Income from Testing	37,31,05,824	31,55,23,271
TOTAL	9,82,54,00,290	9,08,26,04,864

	Current Year	Previous Year
SCHEDULE 9-FEE/SUBSCRIPTION		
1. Confrences & Training Fees	2,72,29,149	2,69,36,179
2. Library Membership Fee	80,160	1,08,000
TOTAL	2,73,09,309	2,70,44,179

BUREAU OF INDIAN STANDARDS
SCHEDULES FORMING PART OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

(Amount in Rs.)

	Investment from Earmarked Fund		Investment-Others	
	Current Year	Previous Year	Current Year	Previous Year
SCHEDULE 10-INCOME FROM INVESTMENTS				
(Income on Investment from Earmarked/Endowment Fund transferred to fund)				
1 Interest	1,62,70,94,071	1,42,65,04,258	2,44,92,36,613	2,17,26,37,538
2 Investment on Properties (Rental Income)			11,90,952	23,97,346
TOTAL	1,62,70,94,071	1,42,65,04,258	2,45,04,27,565	2,17,50,34,884
(TRANSFERRED TO EARMARKED/ENDOWMENT FUNDS)	1,62,70,94,071	-	-	-
[Refer Schedule 2, Item b(ii) - Col 6]				

(Amount in Rs.)

	Current Year	Previous Year
SCHEDULE 11-INCOME FROM ROYALTY, PUBLICATION ETC.		
A. INCOME FROM SALE OF STANDARDS		
1 Electronic Media	7,74,54,837	7,68,44,955
2 Hard copies	9,83,690	21,56,332
TOTAL(A)	7,84,38,527	7,90,01,287
B. Retrocession from ISO and IEC on Sale of their Publications in India	11,32,50,079	10,23,09,553
TOTAL(A+B)	19,16,88,606	18,13,10,840

BUREAU OF INDIAN STANDARDSSCHEDULES FORMING PART OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

(Amount in Rs.)

	Current Year	Previous Year
SCHEDULE 12-INTEREST EARNED		
On Saving Account	77,91,015	57,40,836
TOTAL	77,91,015	57,40,836

	Current Year	Previous Year
SCHEDULE 13-OTHER INCOME		
a) Interest from Conveyance, Computer & House Building Advances	3,73,359	5,34,975
b) CGHS Contribution	1,25,90,185	1,02,85,325
c) Licence Fee- Staff Quarters	5,11,439	4,61,863
d) Miscellaneous Income at HQ	3,59,10,141	1,10,38,372
e) Miscellaneous Income at ROs/BOs	3,50,64,181	1,22,12,130
f) Miscellaneous Income at Laboratories	35,22,763	36,00,001
g) Surplus in GPF Account	31,79,421	59,58,134
h) Recruitment Receipts	1,92,59,009	-
TOTAL	11,04,10,498	4,40,90,800

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

(Amount in Rs.)

	Current Year	Previous Year
SCHEDULE 14 -ESTABLISHMENT EXPENSES		
1. PAY & ALLOWANCES		
a) Pay	1,04,25,56,468	97,70,38,771
b) Allowances and Bonus	92,75,30,370	77,20,75,903
c) Terminal Leave Encashment	9,02,83,224	6,06,17,606
d) Leave Salary Contribution	19,50,776	-
TOTAL(1)	2,06,23,20,838	1,80,97,32,280
2. RETIREMENT BENEFITS		
Employer's Contribution to National Pension Scheme	13,05,27,476	7,93,98,279
TOTAL(2)	13,05,27,476	7,93,98,279
3. WELFARE EXPENSES		
a) Medical Benefits-Employees	5,41,94,376	4,40,00,868
b) Medical Benefits-Pensioners	11,91,37,263	10,18,08,985
c) Staff Welfare	5,19,67,431	3,71,39,637
d) Leave Travel Concession	1,67,56,593	1,28,12,853
TOTAL(3)	24,20,55,663	19,57,62,343
TOTAL(1+2+3)	2,43,49,03,977	2,08,48,92,902

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH 2025

(Amount in Rs.)

	Current Year	Previous Year
SCHEDULE 15 -OPERATIONAL AND ADMINISTRATIVE EXPENSES		
1. TRAVELLING EXPENSES		
a) Overseas	4,78,51,865	3,15,69,293
b) Domestic	17,06,94,265	14,83,50,386
c) Committee Members	1,99,28,562	1,02,92,085
TOTAL(1)	23,84,74,692	19,02,11,764
2. SUBSCRIPTION TO INTERNATIONAL ORGANISATIONS		
a) International Standards Organization(ISO)	6,22,05,083	5,42,34,219
b) International Electrotechnical Commission(IEC)	1,65,81,622	1,50,20,664
TOTAL(2)	7,87,86,705	6,92,54,883
3. PRINTING		
a) Standards & Notifications	26,98,680	23,19,926
b) Bulletin	1,78,287	11,86,897
TOTAL(3)	28,76,967	35,06,823
4. TESTING & SURVELLIANCE		
a) Testing Charges	1,19,06,60,362	82,71,05,529
b) Laboratory Consumables and Repair & Maintenance of Laboratory Equipments	7,83,10,453	6,46,56,188
c) Market Samples	8,50,48,269	7,89,32,367
d) Hiring of Taxies for Inspection Work	9,68,09,195	8,06,35,508
e) Inspection charges to outside agencies	14,96,92,955	9,61,84,564
f) Freight and Cartage	7,74,29,647	6,33,88,797
TOTAL(4)	1,67,79,50,881	1,21,09,02,953
5. PUBLICITY	37,15,21,540	27,70,04,932
6. OFFICE EXPENSES		
a) Stationery	2,68,50,655	2,69,15,246
b) Postage	1,38,60,152	1,71,41,105
c) Telephone	1,52,10,577	1,57,25,024
d) Recruitment	10,48,41,878	55,48,405
e) Refund of Recruitment Receipt	-	17,08,475
f) Refreshment and Entertainment	28,92,286	28,24,305
g) Liveries	4,34,302	1,84,805
h) Insurance and Bank Charges	57,85,752	50,35,917
i) Miscellaneous	50,24,390	54,97,981
j) Rent and Statutory Taxes	14,80,65,088	12,24,97,663
k) Electricity and Water Charges	7,97,68,721	7,57,26,936
l) Taxi Hiring Charges	3,70,29,602	3,85,26,624
Total	43,97,63,403	31,73,32,486

BUREAU OF INDIAN STANDARDS		
SCHEDULES FORMING PART OF THE INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 st MARCH 2025		
	(Amount in Rs.)	
	Current Year	Previous Year
SCHEDULE 15 -OPERATIONAL AND ADMINISTRATIVE EXPENSES		
7. REPAIRS AND MAINTENANCE		
a) Furniture and Office Equipment	74,15,620	55,60,261
b) Building	8,35,89,258	6,83,73,243
c) Vehicles	3,70,274	4,51,533
TOTAL(7)	9,13,75,152	7,43,85,037
8. CONFERENCES, CONSUMER AWARENESS AND TRAINING PROGRAMME		
a) Conferences, Seminars and Consumer Awareness Programmes	15,93,97,949	7,14,61,353
b) Training Expenses in NITS	3,45,20,444	3,17,09,734
c) Standard Promotion Activities	44,84,73,022	33,44,73,413
d) Training Expenses	47,93,374	38,50,582
TOTAL(8)	64,71,84,789	44,14,95,082
9. OTHER EXPENSES		
a) Information Technology Service Expenses	23,01,80,283	24,40,78,154
b) Library Subscription and Expenses	17,25,607	11,02,216
c) Audit Fees and other Consultancy Charges	1,31,89,478	1,04,59,271
d) Legal charges	2,18,13,739	1,63,62,711
e) Hiring- Skilled/ Unskilled Manpower and Housekeeping & Security	51,27,06,701	47,54,45,101
f) Hiring of Technical Manpower	11,74,51,624	13,65,77,483
g) Hiring of Consultants and Consultancy Charges	2,91,76,098	2,08,94,587
h) Bad Debts & Losses Written Off	49,103	4,75,180
i) Quality System Charges	2,22,83,217	2,24,91,895
j) Staff Training	51,16,154	61,90,764
k) Hindi Promotional Activities	57,89,138	58,91,109
l) Enforcement outsourcing Expenses	3,67,069	4,35,505
m) CENVAT Credit Expenses/Input Tax Credit foregone	2,55,90,456	1,70,02,601
n) Capital Investments (Fixed Assets) Written Off (Net)	25,35,719	56,21,022
o) R&D Projects	9,49,88,552	1,45,36,880
TOTAL(9)	1,08,29,62,938	97,75,64,479
TOTAL(1 to 9)	4,63,08,97,067	3,56,16,58,439

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED **31st MARCH 2025**

SCHEDULE 16 - SIGNIFICANT ACCOUNTING POLICIES

1. ACCCOUNTING CONVENTION

The Financial Statements are prepared on the basis of historical cost convention, unless otherwise stated and generally on the accrual method of accounting except Certification Income which is accounted on cash basis.

2. INVENTORIES

The value of Stock of Indian Standards and other publications are not accounted for as a matter of policy. However, Laboratory Consumables, Spares, Stationery and other stock are valued at cost.

3. INVESTMENT

- 3.1 The Investments are carried at cost.
- 3.2 The premium paid on acquisition of investments is amortized on a time proportion basis up to the date of maturity.

4. FIXED ASSET

- 4.1 Fixed Assets are stated at cost of acquisition.
- 4.2 Fixed Assets acquired out of Grants/Assistance from Ministries are capitalized at cost of acquisition, by corresponding credit to Corpus/ Capital Fund.
- 4.3 Fixed Assets received by way of non-monetary grants are capitalized at values stated by corresponding credit to Corpus/Capital Fund.

5. DEPRECIATION

Depreciation is provided on written down value method as per the rates specified in the Income Tax Act 1961.

6. GOVERNMENT GRANTS/ASSISTANCE

- 6.1 Government Grants/Assistance are accounted on realization basis.
- 6.2 All Government Grants/Assistance from Ministries and their utilization are shown in the Earmarked/Endowment Fund Schedule.
- 6.3 The Government Grants/Assistance utilized towards Capital Cost of setting of projects and acquisition of Fixed Assets are shown as addition to Corpus/Capital Fund.

7. FOREIGN CURRENCY TRANSACTIONS

- 7.1 Transactions denominated in Foreign Currency are accounted at the exchange rate prevailing on the date of the transaction.
- 7.2 Current Liabilities are converted at the exchange rate prevailing as on the end of the year and the relevant gain/loss is transferred to Income & Expenditure Account.

8. PAY & ALLOWANCES

The payments of Pay & Allowances are charged to Income & Expenditure Account on accrual basis.

9. RETIREMENT BENEFITS

- 9.1 Liability towards Pension of retired employees and Pension & Gratuity of existing employees for past service based on the Actuarial Valuation is accrued and provided in the Pension/Gratuity Liability Fund shown under the Schedule 2- Earmarked/Endowment Fund.
- 9.2 Liability towards Terminal Leave Encashment of existing employees for past service based on the Actuarial Valuation is accrued and provided in the Terminal Leave Encashment Fund shown under the Schedule 2- Earmarked/Endowment Fund.
- 9.3 Based on the Actuarial Valuation Report, Annual Contribution to both the Funds is provided in the Income & Expenditure Account with corresponding credit to Pension/Gratuity Liability Fund and Terminal Leave Encashment Fund.
- 9.4 The actual payments of all pensionary benefits and recurring pension during the year are debited to Pension & Gratuity Liability Fund Account. Similarly, the actual payments of all terminal leave encashment during the year are debited to Terminal Leave Encashment Fund.

10. ADVANCES TO EMPLOYEES

The Interest on House Building Advance, Conveyance Advance and Computer Advance given to employees is accounted on cash basis after the recovery of the principal amount.

11. GPF ACCOUNTS

The surplus/deficit in the GPF Account is treated as income/expense of the Bureau.

BUREAU OF INDIAN STANDARDS

SCHEDULES FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED **31st MARCH 2025**

SCHEDULE 17–CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS

1. CONTINGENT LIABILITIES

- 1.1.1 **Disputed Demands of Service Tax/ Goods and Services Tax (excluding penalty and interest):** These disputed demands relate to tax liability on revenue sharing receipts from Assaying & Hallmarking Centers and Service-tax liability under reverse charge mechanism which has been contested by BIS:

(Amount in lakh)		
(i)	Southern Regional Office	94.68
(ii)	Western Regional Office	80.24
(iii)	Patna Branch Office	1.05
(iv)	BIS HQ (GST)	9.59

- 1.1.2 **NBCC, the consultant for the Jaipur Building and Training Institute Building NOIDA:** - NBCC has claimed payment of Rs. 27.60 lakh and Rs. 17.04 lakh for the works carried out at Jaipur and NITS, Noida Buildings respectively. However, physical verification of the work done by the contractor(s) is not yet completed as some corrective actions are yet to be taken by NBCC and the settlement of accounts with them is under progress. As the amount payable is subject to physical verification as per the contract, therefore, these claims have not been taken as Addition to Assets and Liabilities as on 31.03.2025. It had been decided by EC that no payment shall be released to NBCC against these two projects till settlement of the issues in the New Central AC Plant at Headquarter (Ref Note 2.9).
- 1.1.3 **Suit No. 3016 of 2010 in Hon'ble Bombay High Court:** - Contingent Liability of Rs. 73,82.90 lakhs along with interest may arise due to damages claimed by M/s. National Food Products(India) Pvt. Ltd. from BIS, for the alleged loss suffered by them for the delay in renewal of their license for Packaged Drinking Water.

1.1.4 **Bank Guarantee:** Bank Guarantee of Rs. 39.50 lakh was drawn in favor of Delhi Metro Rail Corporation for a period of three & half years from 13.01.2024 to 12.07.2027 against 100% margin in the form of Bank FD for the lease accommodation for Central Regional Office.

1.1.5 **Demand raised by Land & Development Office (L&DO) for temporary regularization of breaches in respect of 1.6-acre plot at Bahadur Shah Zafar Marg, New Delhi–** There is a disputed demand of Rs. 125.76 lakh on account of unauthorized construction and misuse charges for Manak Bhawan by Land & Development Office (L&DO).

2. NOTES ON ACCOUNTS

2.1.1 **Capital Commitments:** The value of the contract remaining to be executed on Capital Account and not provided for (net of Advances) are given as under:

(Amount in crore)

Sl. No .	Project	Total Estimated Cost	Payment made to CPWD/ Agency	Value of contract remaining to be executed
(i)	Modernization of ERO Building	8.13	6.09	2.04
(ii)	Modernization of CL Sahibabad	18.35	18.01	0.34

2.2 Pension & Gratuity Liability Fund (Schedule 2-Column 6)

2.2.1 Rule 44 of BIS Rules, 2018 provides that BIS shall maintain a Pension & Gratuity Liability Fund which shall be utilized for the payment of pension, gratuity and commuted value of pension. The corpus of the fund shall be on the basis of actuarial valuation and shortfall, if any, shall be made through the appropriation of the surplus from income and expenditure account.

2.2.2 Actuarial Valuation of Pension & Gratuity Liability of BIS was carried out by M/s. Nalin Kapadia, Consultant & Actuaries, registered with SEBI by following the guidelines given in AS-15 of Institute of Chartered Accountants of India and the guidelines of the Actuaries Society of India and the total accrued Pension &

Gratuity Liability of BIS as per the report submitted by them is Rs. 2490.25 crore as on 31.03.2025 which is as given under:

(Amount in crore)		
Sl. No.	Accrued Liability towards	
1.	Accrued pension liability for existing pensioners	2058.44
2.	Accrued Pension Liability of existing employees for their past service	356.07
3.	Accrued Gratuity Liability of existing employees under CCS Pension Rules and NPS	75.74
	Total	2490.25

The above liability as per actuarial valuation as on 31.03.2024 had amounted to Rs. 2312.30 crore.

2.2.3 The position of the Pension & Gratuity Liability Fund as on 31.03.2025 is given as under:

- i) **Opening Balance in the Fund:** - The amount available in the Pension & Gratuity Liability Fund as on 01.04.2024 amounted to **Rs. 23,12,30,60,882**.
- ii) **Interest earned by the Fund:** - The interest earned during 2024-25 on investments of Pension & Gratuity Liability Fund on accrual basis amounted to **Rs. 162,70,94,071** and the same has been credited to Pension & Gratuity Liability Fund.
- iii) An amount of **Rs. 8,85,548** was credited to Pension & Gratuity Liability Fund towards Pension Contribution.
- iv) **Coverage under CCS (Pension Rules) i.e. Old Pension Scheme (OPS) in place of National Pension System(NPS):** An amount of **Rs. 17,07,243** in respect of one employee who was covered under NPS and now approved for coverage under CCS (Pension) Rules (in terms of O.M. No. 57/05/2021-P&PW(B) dated 03.03.2023 of Ministry of Personnel, Public Grievances and Pensions), has been credited to the Pension & Gratuity Liability Fund.
- v) **Transfer of BIS contribution towards NPS to Pension & Gratuity Liability Fund:** In terms of CCS (Implementation of National Pension System) Rules, 2021, on death of two BIS employees, an amount of **Rs. 4,72,065** was transferred to Pension & Gratuity Liability Fund.

- vi) **Payments made from the Fund:** -Total payments of pension, commutation and gratuity during 2024-25 amounted to **Rs.1,59,09,55,415**, an amount of **Rs.3,50,15,022** was expensed out as amortization of premium paid on investment and **Rs. 295** were paid as Bank Charges. Thus total payments out of Pension & Gratuity Liability Fund amounted to **Rs.1,62,59,70,732** during the year. (Schedule 2, column 6).
- vii) **Shortfall in the Fund provided from Income & Expenditure Account:** - As a result of the transactions given above, the balance in the Pension & Gratuity Liability Fund A/C as on 31.03.2025 worked out to **Rs. 23,12,72,49,077** against **actuarial valuation** of **Rs.24,90,25,00,645**. Since there was a shortfall of **Rs.1,77,52,51,568** in the Pension & Gratuity Liability Fund Account, therefore, it has been charged to the Income & Expenditure Account as "Contribution towards shortfall in Pension & Gratuity Liability Fund Account" and credited to "Pension & Gratuity Liability Fund Account."
- viii) **Closing balance in the Fund:** As a result of above transactions, the balance in the Pension & Gratuity Liability Fund as on 31.03.2025 amounts to **Rs. 24,90,25,00,645** (Schedule 2, column 6).

2.3 Terminal Leave Encashment Fund: A new fund *viz.* Terminal Leave Encashment Fund has been created at the end of 2024-25 as per the actuarial valuation done based on the employee strength as on 31.03.2025. The fund has been created by debiting Capital/Corpus fund to that extent i.e. **Rs. 70,10,69,351**. All payments of terminal leave encashment from 01.04.2025 onwards will be debited to this fund (Schedule 2, Column 7).

2.4 National Pension System (NPS) Fund: - The National Pension System (NPS) is applicable to all employees who joined BIS after 01.01.2004. For the purpose of registration of BIS employees under NPS, BIS has been taking services of Central Recordkeeping Agency (CRA) from Protean eGov Technologies Ltd. (erstwhile NSDL). The employee contribution and BIS contribution under NPS are remitted to CRA on a monthly basis. However, the employee contribution and BIS contribution in respect of such employees who are yet to be registered with CRA are kept with BIS under NPS Fund and are invested by BIS. The balance in the NPS Fund with BIS as on 31.03.2025 amounts to **Rs 1,82,011** {Schedule 2, column 5}.

2.5 Investment of BIS Funds

2.5.1 Investment of Corpus/Capital Fund: Total investments of BIS Corpus/Capital Fund, NPS Fund and Terminal Leave Encashment Fund as on 31.03.2025

amounted to **Rs. 3,67,361.83 lakhs** (shown under schedule 5, 6 & Schedule 18) which represents various funds as under:

(Amount in lakh)				
Sl. No.	Funds against which the Investment is represented	Investment in Fixed Deposits of PSU Bank	Investment in Govt. Securities including premium paid	Total Investment
i)	Corpus/ Capital Fund	31,526.09	3,28,823.23	360349.32
ii)	National Pension Scheme Fund	1.82	-	1.82
iii)	Terminal Leave Encashment Fund	7010.69		7010.69
	Total Investment	38538.60	3,28,823.23	3,67,361.83

2.5.2 Investments of Pension & Gratuity Liability Fund: Total Investment of Pension & Gratuity Liability Fund as on 31.03.2025 amounted to **Rs. 2,28,925.66 lakhs** (shown under Schedule 5 & Schedule 18):

(Amount in lakh)			
Funds against which the Investment is represented	Investment in PSU Bonds	Investment in Govt. Securities including premium paid	Total Investment
Pension & Gratuity Liability Fund	1500.00	2,27,425.66	2,28,925.66

2.5.3 BIS had made investment of Rs. 200.00 lakh in the bonds of U.P. Cooperative & Spinning Mills Federation Ltd. (UPCSMFL), an undertaking of Uttar Pradesh Government on 17.12.1998 @ 16% per annum. UPCSML had defaulted in the payment of interest and principal on maturity dates. The maturity of principal was due on 30.04.2003 (33%), 30.10.2003 (33%) and 30.04.2004 (34%). The interest is under default since 01.05.2000 which amounts to Rs. 128.00 lakh till date of maturity at coupon rate. BIS had filed a case through Petition No. 451/2002 before the Hon'ble National Consumer Disputes Redressal Commission (NCDRC). The Hon'ble NCDRC pronounced its judgement on 01.02.2016 and ordered the opposite party No. 01 (UPCSMFL) & opposite party No. 02 (Government of Uttar Pradesh, the guarantor) to pay a sum of Rs. 200 lakh jointly and severally to BIS along with the interest @ 9% only from 01.05.2000 till the date of realization.

UPCSMFL filed the Review Petitions No. 48/2017 & 138/2017 praying the Hon'ble NCDRC to recall and set aside order dated 01.02.2016. The Review Petitions were dismissed by Hon'ble NCDRC.

Further, while the Execution Petition filed by BIS was being heard by Hon'ble NCDRC since then, UPSCMFL vide letter dated 02 September 2023 offered One Time Settlement (OTS) of the dispute wherein UPSCMFL agreed to pay interest @ 16% p.a. as per coupon rate from 01.05.2000 to 30.04.2004 (i.e. date of maturity) and @ 9.50 percent (simple interest) thereafter till date of payment. Since the OTS proposal of UPSCMFL was more favourable for BIS than the decision of Hon'ble NCDRC, the said OTS was accepted by Competent Authority of BIS after consultation with Legal Department of BIS. Accordingly, BIS received Rs. 6,99,77,534 during 2024-25 against the said OTS.

2.5.4 Investments of Terminal Leave Encashment Fund (Schedule 2, Column 7):

As the fund has been created for the first time as on 31.03.2025 amounting to **Rs. 7010.69 lakh** (as per the actuarial valuation done based on the employee strength as on 31.03.2025) by debiting the Capital/Corpus Fund, the investment of equivalent amount already in FDRs against Capital/Corpus Fund, has been earmarked against the Terminal Leave Encashment Fund. In future, all interest earned on the same will be credited to this fund.

2.6 Plan Scheme for setting up of Gold Hall Marking/Assaying Centers in India with Central Assistance (Schedule 2, Column 1): This scheme is being implemented by BIS on behalf of Department of Consumer Affairs (DoCA), Ministry of Consumer Affairs, Food & Public Distribution, Govt. of India. Department of Consumer Affairs vide its letter No. 8/2/2004-BIS dated 30.09.2005 had conveyed the sanction to the Scheme for setting up of Gold Hall Marking/Assaying Centres in India with central assistance.

During the year 2024-25, a grant of Rs. 95.70 lakhs were received as per Central Sector Scheme of DoCA under Setting up of Gold Hallmarking/Assaying Centres in India with central assistance and expenditure of Rs. 91.39 lakhs [i.e. Assistance to Hallmarking Centres – Rs. 81.28 lakhs and Rs. 10.11 lakhs for Capacity Building Training Programme (i.e. Rs. 4.72 lakh on Artisan Training Program, Rs. 2.62 lakhs on Assaying & Hallmarking Personnel Training Programme and Rs. 2.77 lakhs on Training of Trainers-TOT Programme for BIS official)] has been incurred during the year. The unspent balance is Rs. 4.31 lakhs which cannot be utilized as per Central Nodal Agency (CNA) concept.

2.7 Plan Schemes of Govt. of India- “Consumer Education and Training, HRD and Capacity Building”: An amount of Rs. 23,39,746 is receivable under the Consumer Education and Training, HRD and Capacity Building scheme of Department of Consumer Affairs, Ministry of Consumer Affairs, Food & Public Distribution, Government of India which was implemented by BIS (Refer Schedule 7(A) Item 2c(ii).

- 2.8 **Consumer Awareness & Protection Fund-Fines & Penalties (Schedule 2, Column 8):** A fund *viz.* "Consumer Awareness & Protection Fund-Fines & Penalties" (has been created by BIS and all the fines and penalties received are credited to this fund. As per Section 20 of BIS Act, 2016, the fines received shall be used for consumer awareness, consumer protection & promotion of quality of goods, articles, processes, systems or services in the country. Accordingly, the expenses incurred during the year towards consumer awareness programmes have been debited to the fund to the extent of the balance of Rs. 28,65,000 available in the fund.
- 2.9 **New Central AC Plant for Manak Bhawan Building by NBCC** - The project of Installation of New Central AC Plant for Manak Bhawan at HQ was initiated in the year 2003-04. National Building Construction Corporation (NBCC) was appointed as Project Management Consultant (PMC) for the project. However, the project was stopped in June 2006. The settlement of Account could not be made due to dispute regarding the manner of calculation of consultancy charges payable to NBCC. It was, therefore, decided that no payment shall be released to NBCC against other projects namely Construction of JPBO Building and NITS Noida till the settlement of accounts with NBCC towards this project. The payments of Rs. 84,38,568 made up to 2008-09 under this project have been shown as Capital work-in-progress in the Schedule of Fixed Assets [Schedule 4]. Executive Committee(EC) in its 79th meeting held on 27 March 2008 had decided to close the contract and agreement with NBCC and also approved the project related to air conditioning of both Manak Bhawan & Manakalaya, and related civil and electrical works to be undertaken through CPWD. This Project by CPWD has been executed and the AC plant is in operation.
- 2.10 **Advance paid to IIT Bombay for Hallmarking Digitization Solution:** An agreement was signed by BIS with IIT, Mumbai on 06.08.2019 for Hallmarking Digitization Solution for BIS at total cost of Rs. 7423.25 lakh. An advance of Rs. 1483.88 lakh was paid by BIS to IIT Mumbai on 20.08.2019 as per the agreement (refer Schedule 7(B) Item 2(a)(i). However, later on, it was decided to discontinue the said project with IIT Mumbai and a notice of 90 days for termination of agreement was sent to IIT, Mumbai on 28.02.2020 in terms of para 16 and para 24 of the agreement. An amount of Rs. 864.01 lakh was received back from IIT, Mumbai on 15.10.2020. However, IIT, Mumbai has not yet returned the balance amount of Rs. 619.87 lakhs despite repeated reminders from BIS.

Subsequently, with the approval of the DG, BIS, a legal notice for sending to IIT, in relation to the subject matter, has been drafted by the Legal Department

of BIS. The draft legal notice is currently being examined by the Hallmarking Department to verify its facts and figures.

2.11 Capital Expenditure out of BIS Funds:

2.11.1 The capital expenditure out of BIS Funds (including adjustment of advances/Capital WIP) during 2024-25 amounted to Rs. 7066.35 lakh as under (Refer Schedule 4):

(Amount in lakh)	
Addition to Fixed Assets	2024-25
Building	4464.88
Furniture	756.44
Office Equipment	191.98
Computers & Software	677.65
Plant, Machinery & Equipment-Lab Equipment	957.75
Library Books	17.65
Total	7066.35

2.11.2 **Capital Work-in-Progress:** The Capital works-in-progress reflected under Fixed Assets Schedule (Schedule 4) include various building projects and Air-Conditioning project at HQ. The project-wise amount of capital work-in-progress reflected in Schedule 4 is given in the following table:

(Amount in lakh)		
Sl. No.	Project	Capital work in progress as on 31.03.2025
(i)	Modernization of HQ Building	212.69
(ii)	Construction of Raipur Office Building	554.85
(iii)	Computer software under development	319.06
(iv)	Central AC Plant (through NBCC-discontinued) (please refer note 2.8)	84.39
(v)	Modernization of Northern Region Laboratory	471.69
(vi)	Construction of new building at Lucknow	1.63
(vii)	Modernization of Eastern Region Office Building	28.57
(viii)	Modernization of Western Regional Office Building	817.29
(ix)	Modernization of Central Laboratory	295.13
	Total	2785.30

The expenditure incurred on the above projects could not be capitalized as on 31.03.2025 in the absence of completion certificate (category-wise & item-wise) from the executing agencies. Therefore, depreciation on these works could not be provided.

2.12 **Surplus in General Provident Fund (GPF) Accounts:** There was a surplus (i.e. excess of income over expenditure) of **Rs. 31,79,421** in BIS Employees General Provident Fund Account during 2024-25. This surplus is due to higher yield earned by BIS on investments of GPF as compared to the interest credited to subscribers' Accounts. This has been treated as income of the Bureau as per the Accounting Policy [Schedule 13 Item (g)].

2.13 **Income-Tax Exemption:**

2.13.1 Central Board of Direct Taxes(CBDT), Department of Revenue, Ministry of Finance, Govt. of India, vide its Notification No. 88/2014 dated 23.12.2014 and 111/2016 dated 01.12.2016 had notified BIS under Section 10 (46) of Income-tax Act, 1961 for the Assessment Years 2012-13 to 2016-17 and 2017-18 to 2021-22 respectively.

The CBDT vide notification No. 142/2021 dated 31.12.2021 has further notified BIS under this section for the Assessment Years 2022-23 to 2026-27. As a result of this notification of CBDT, the income of BIS is not taxable till Assessment Year 2026-27. BIS has also applied for permanent Income Tax Exemption to CBDT.

2.13.2 Prior to Assessment Year 2012-13, Income-tax Exemption was granted to BIS under section 10(23) (c)(iv) which was withdrawn by DG:IT(E) vide Order dated 24.02.2012 from Assessment Year 2009-10 onwards. This was restored by DG:IT(E) vide Order dated 04.12.2012 in compliance with the Order of Hon'ble High Court of Delhi. Therefore, the tax exemption of BIS under section 10(23) (c)(iv) of Income Tax Act is also available for Assessment Years 2009-10 to 2011-12 also. The DG IT(E) had filed SLP in Hon'ble Supreme Court under Article 136 of the Constitution of India against allowing the Writ Petition of BIS by the Hon'ble High Court of Delhi. The SLP filed by DG:IT(E) was converted into Civil Appeal which is pending in the Hon'ble Supreme Court. The counter affidavit was filed in Hon'ble Supreme Court in January 2021.

2.14 **BIS as Central Nodal Agency (CNA):** Department of Consumer Affairs has designated BIS as CNA for various Central Sector Schemes (CSS) of DoCA for which necessary action *viz.*, approval/mapping of digital accounts of sub-agencies, setting of limits, settlement of accounts etc. is taken from time to time as per governing guidelines and directions/orders received from DoCA. As per the instructions of DoCA, the Bank Accounts for the said schemes have been opened in the name of BIS with Kotak Mahindra Bank called Central Nodal Accounts. The balances available in these Accounts as on 31.03.2025 are not taken into account as the same does not pertain to BIS, except for Scheme of DoCA under Setting up of Gold Hallmarking/Assaying Centres in India with central assistance for the reason that BIS is the implementing agency for the scheme.

2.15 The Annual Accounts have been prepared in the Uniform Format of Accounts prescribed by the Ministry of Finance.

2.16 Figures in Final Accounts have been rounded off to the nearest rupee.

BUREAU OF INDIAN STANDARDS				
SCHEDULES FORMING PART OF THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2025				
DETAILS OF INVESTMENT AS ON 31ST MARCH 2025				
SCHEDULE 18: INVESTMENT				
(Amount in Lakh)				
Sl. No.	Name of Institution		Investment at cost	Indicative Market Value of investment*
1	INVESTMENT OF BIS FUNDS (PENSION & GRATUITY LIABILITY FUND)			
1.1	Investment with PSUs & Financial Institutions in Bonds & Deposits			
1.1.1	Power Finance Corporation Ltd.		1500.00	1474.35
	TOTAL (1.1)		1500.00	1474.35
1.2	Government of India Securities - Quoted			
	Face Value	222355.08		
	Premium (Net of amortization)	5070.58	227425.66	229447.51
	TOTAL (1.2)		227425.66	229447.51
	TOTAL 1(Refer Schedule 17 Item 2.5.2)		228925.66	230921.86
2	INVESTMENT OF CAPITAL/CORPUS FUND			
2.1	Investment with Banks in Fixed Deposits			
2.1.1	Canara Bank		17238.60	17238.60
2.1.2	Bank of Baroda		4600.00	4600.00
2.1.3	Punjab National Bank		3500.00	3500.00
2.1.4	Bank of India		4000.00	4000.00
2.1.5	Union Bank of India		9200.00	9200.00
	TOTAL (2.1)		38538.60	38538.60
2.2	Government of India Securities - Quoted			
	Face Value	325514.48		
	Premium (Net of amortization)	3308.75	328823.23	336231.81
	TOTAL (Refer Schedule 17 Item 2.4.1)		328823.23	336231.81
	TOTAL (2)		367361.83	374770.41
	TOTAL (1+2)		596287.49	605692.27
	TOTAL INVESTMENT OF Rs.596287.49 LAKH OF BIS REPRESENTS FOLLOWING FUNDS:			
a)	Pension & Gratuity Liability Fund Account: Under Schedule 5 (Item 1)		228925.66	230921.86
b)	Corpus/Capital Fund under Schedule 6 (Item 1)		360349.32	367757.90
c)	National Pension Scheme Fund Under Schedule 5, (Item 2.1)		1.82	1.82
d)	Terminal Leave Encashment Fund Under Schedule 5, (Item 2.3)		7010.69	7010.69
	Total Investments of Funds		596287.49	605692.27
3	INVESTMENT OF EMPLOYEES FUND			
3.1	General Provident Fund{(see Schedule 5, Item 3)}			
3.1.1	Government of India Securities - Quoted		2215.11	2063.62
3.1.2	State Government Securities - Quoted		3278.93	3302.31
3.1.3	Special Deposits with RBI		3127.09	3127.09
3.1.4	Debentures and Bonds of PSUs & Financial institutions - Quoted		3118.65	3508.30
3.1.5	Equities and related investment-Mutual Funds - Quoted		505.99	1010.10
3.1.6	Fixed Deposits with Banks		101.00	101.00
	TOTAL(3)		12346.77	13112.42
4	Benevolent Fund		44.00	44.00
	TOTAL(4)		44.00	44.00
	GRAND TOTAL(1+2+3)		608678.26	618848.69
	The aggregate quoted investment		566867.57	577038.00
	The aggregate unquoted investment (including Fixed Deposit)		41810.69	41810.69
	Total Investment		608678.26	618848.69
NOTE* : Market Value of investments have been made available by BIS Fund Manager M/s. IDBI Capital Markets & Securities Ltd., Mumbai . The securities have been valued at market price where market quotes were available or at face value/purchase price if the market quotes are not available. The Fixed Deposits with Banks have been shown at face values. The break-up is given above.				

A. RECEIPTS & PAYMENTS ACCOUNT OF BUREAU OF INDIAN STANDARDS FOR THE YEAR 2024-25					
RECEIPTS & PAYMENTS ACCOUNT					
RECEIPTS			PAYMENTS		
PARTICULARS	Current Year	Previous Year	PARTICULARS	Current Year	Previous Year
I. Opening Balance			I. Establishment and Operational & Administrative Expenses	6,54,35,32,713	5,58,27,97,226
- Cash and Imprest	1,99,698	3,26,146			
- Bank	33,19,38,641	26,79,20,153	II. Payments made against Funds for various Projects		
			a) Scheme for setting up of Hall Marking Centres	91,39,292	71,92,379
II. Grants received from Govt. of India	95,70,000.00	0	b) Quality Infrastructure for Consumer Protection	0	0
III. Interest received on Investments	2,38,74,20,537	2,15,58,82,534	III. Investments and Deposits made (Net)	5,31,05,11,500	5,38,64,10,015
IV. Income under Earmarked/ Plan Funds	1,57,13,89,579	1,39,91,47,300	IV. Expenditure on Fixed Assets	37,60,33,984	33,77,55,963
V. Interest received- Saving Bank Accounts	78,55,405	57,99,548	V. Other Payments		
			a) Current Assets, Current Liabilities and Inter Accounts	9,55,19,26,852	7,64,35,02,174
VI. Income from Services, Sales and Misc			b) Pension/Gratuity Liability Fund	1,43,06,93,644	1,32,85,44,789
a) Certification Income	9,45,22,94,466	9,07,86,90,553	c) Benevolent Fund	44,01,739	24,90,149
b) Sale of Standards	7,84,38,527	7,28,98,256			
c) Others	16,45,39,270	8,78,47,563	VI Closing Balance		
			- Cash and Imprest	2,17,052	1,99,698
VII. Other Receipts			- Bank	31,69,57,939	33,19,38,641
a) Current Assets, Current Liabilities and Inter Accounts	8,04,51,37,275	6,16,30,51,372			
b) Pension & Gratuity Liability Fund	1,49,12,58,472	1,38,39,35,601			
c) Benevolent Fund	33,72,845	53,32,008			
TOTAL	23,54,34,14,715	20,62,08,31,034	TOTAL	23,54,34,14,715	20,62,08,31,034
B. RECEIPTS & PAYMENTS ACCOUNT OF GENERAL PROVIDENT FUND FOR THE YEAR 2024-25					
	Current Year	Previous Year		Current Year	Previous Year
I. Opening Bank Balance	54,36,742	66,84,737	I. Withdrawals & Final Payments	32,42,20,474	31,43,90,131
II. Interest Received on Investments	10,45,85,305	12,28,04,934	II. Advances to employees	35,20,800	21,07,000
III. Employees' Subscriptions	10,98,78,135	16,27,20,794	III. Death Linked Insurance	2,40,000	1,20,000
IV. Refund of advances	25,26,860	29,07,814	IV. Investments and Deposits made(net)	-	13,78,96,405
V. Other Receipts - Current Assets	14,54,62,419	17,05,68,396	V. Other Payments		
			a) Current Liabilities	3,40,58,135	59,93,416
VI. Interest received- Saving Bank Accounts	2,60,401	2,58,886	b) Bank Charges, LEI Registration & Consultancy charges	16,553	1,867
			VI. Closing Bank Balance	60,93,900	54,36,742
TOTAL	36,81,49,862	46,59,45,561	TOTAL	36,81,49,862	46,59,45,561

ANNEXURE-B**CHECK LIST FOR INTERNAL AUDIT FOR ROs/ BOs/ Labs/ NITS****A. Compliance Report of Previous observations raised in the Internal Audit (persisting irregularities only) :-**

S No.	Observations (As per last Internal Audit Report)	Action Taken By The Management
1		
2		
3		
4		

B. Important Observations arising out of current year audit requiring corrective action:-**I. Accounting & Other Related Aspects****1. Verification and Accounting of Expenses and Income -**

S. No.	Particulars	Observations	Management Remarks
a)	Whether the supporting documents are available with Bank Payment Voucher(s)		
b)	Whether the supporting documents are available with Journal Voucher(s)		
c)	Whether the vouchers are serial numbered and properly authorized		
d)	Verify the authenticity of expenditure with the relevant documents, budget and as per Gem/GFR		
e)	Whether all receipts are accounted for in the books of accounts.		

S. No.	Particulars	Observations	Management Remarks
f)	Whether expenditure and income are accounted for properly under prescribed head of account. Whether there are cases where the expenditure is booked under other heads/Wrong heads.		
g)	Verify whether MIS reports are being prepared correctly and send to HQs on due dates		

2. Accounting Principle and Methods :-

S. No.	Particulars	Observations	Management Remarks
a)	Whether accounting guidelines issued by BIS HQ has been followed in due spirit or not		
b)	Deviations, if any.		

3. Management of Cash for payment and receipts, Cash Book & Bank Book, Maintenance of records, Bank reconciliation, etc.

S. No.	Particulars	Observations	Management Remarks
a)	Whether cash balance physically verified with the books of accounts. Note the deviations, if any.		
b)	Whether cash received by the office, deposited in the bank on same day or by next working day.		

S. No.	Particulars	Observations	Management Remarks
c)	Whether the payment to outsider are being made by Cheque/ NEFT/RTGS/ ECS. Note the deviations, if any.		
d)	Whether fidelity insurance cover available. List out the case where cash balance exceeded the fidelity insurance limit.		
e)	Whether Drafts/Cheques received are being properly deposited in the bank on the very next day.		
f)	Whether Bank Reconciliation Statement (BRS) is being prepared on monthly basis and there is any long outstanding items in BRS.		

4. Accounting of JVs/Issue of Debit, Credit Advices and Reconciliation of Inter-Office Accounts, Current Assets and Liabilities Account.

S. No.	Particulars	Observations	Management Remarks
Accounting of JVs/Issue of debit, credit Advices			
a)	Whether JVs, debit/credit advices have been properly accounted for in the Accounts Books		

5. Sundry Debtors

S. No.	Particulars	Observations	Management Remarks
a)	List out the advances/debtors pending for long time and ascertain the reasons		
b)	Make an extract of Sundry Debtors age-wise and ascertain the reason for its pendency.		
c)	Whether the office has made proper effort to recover the amount.		
d)	As per Delegation of Power, irrecoverable outstanding debtors /Certification dues: • Upto Rs. 10,000/- can be write-off by Heads • Upto Rs. 50,000/- by DDGs concerned, • Beyond Rs. 50,000/- by DG:BIS subject to report to Executive Committee. Whether the Concerned Head has reviewed the debtors and written-off the irrecoverable debtors upto Rs. 10,000/- each and put up proposals to DDGs upto Rs. 50,000/- and then to DG:BIS .		

6. Sundry Creditors

S. No.	Particulars	Observations	Management Remarks
a)	List out the Sundry Creditors pending for long time and ascertain the reason.		
b)	If Sundry Creditors, are outstanding for more than 3 years, than whether the same have been transferred to Miscellaneous Receipt Account with corresponding entries in Register to be maintained for this purpose.		
c)	Whether efforts are being made for early settlement of old outstanding entries.		

7. Inter Office Reconciliations/ Balance Confirmation:-

S. No.	Particulars	Observations	Management Remarks
a)	Whether inter office confirmation obtained from HQ/ROs/BOs at regular intervals		
b)	In case of difference in balances, Whether rectification entries have been accounted for in the books of accounts		

8. Verification of Certification Fees in Test Check Basis:-

S. No.	Particulars	Observations	Management Remarks
a)	Whether Marking Fee (M.F.) is received regularly. In case where there receipt of M.F. has been approved to be received on quarterly basis, whether it is being received every quarter		
b)	Whether the prescribed procedure adopted for regular collection of marking fee has been followed or not.		
c)	In case marking fee is recoverable on the basis of production. It is desired that calculation of 40 cases may be done on “test check” basis and deviation if any may be reported.		

9. Verification of Hall Marking:

S. No.	Particulars	Observations	Management Remarks
a)	Whether fee on sharing basis is received regularly from Hallmarking Centers on bi-monthly basis. If not, whether penalty clause for the delayed payment has been imposed or not		

S. No.	Particulars	Observations	Management Remarks
b)	Whether the prescribed procedure adopted for regular collection of hallmarking fee has been followed or not.		
c)	Whether the reconciliation of hallmarking done by hall marking centers as indicated in the declaration, is being done with the balance sheet.		

10. Verification of Sale of Standards:

S. No.	Particulars	Observations	Management Remarks
a)	Ensure that the price charged for the standards are correct and verify the daily sales statement with cash memo		
b)	Verify the stock register with the cash memo on test basis.		
c)	Print outs shall be made only where hard copies of the specific standards is not available. Make a test from stock register		

11. Verification of Training Institute:

S. No.	Particulars	Observations	Management Remarks
a)	Ensure that the income received on account of training programs have been recorded or not		
b)	Verify that all efforts being made for timely receipt of Income.		
c)	In case of in-house programs, whether the recording of the same is being done under "Staff Training", if not then reason for such deviation.		

12. Verification of Income of Laboratories:

S. No.	Particulars	Observations	Management Remarks
a)	Ensure that the income received on account of testing activity have been properly recorded or not		
b)	Verify that all efforts being made for timely receipt of Income.		
c)	Verify that the income earned on account of Sale of scrap etc., have been recorded appropriately. Deviation if any, may be recorded		

II. Statutory Compliances:-

A. GOODS AND SERVICES TAX (GST)

S. No.	Particulars	Observations	Management Remarks
a.	Whether GST has been deposited with the Department by the prescribed dates.		
b.	Whether return has been filed with the Department within prescribed period.		
c.	Whether INPUT TAX CREDIT has been adjusted correctly and timely.		
d.	Whether the ROs/ BOs/ NITS/ Labs has any demand from the Goods & Services Tax Department and any litigation is pending. If yes whether proper follow-up has been made to resolve the same		
e.	Deviations, if any		

B. TDS (excluding TDS on Salary)

S. No.	Particulars	Observations	Management Remarks
a.	Whether TDS has been properly deducted at prescribed rate.		
b.	Whether TDS amount remitted to the Income Tax Department by due date.		

S. No.	Particulars	Observations	Management Remarks
c.	Is there any case where either TDS has not been deducted or deducted at lower rate.		
d.	In case where TDS has not been deducted, whether the certificate from the organization has been obtained	.	
e.	Whether TDS returns are filed in time.		
f.	Correctness of TDS certificate and whether it has been issued within the prescribed time.		
g.	Other Observation.		

C. PROFESSIONAL TAX

S. No.	Particulars	Observations	Management Remarks
a.	Whether timely payment of the Professional Taxes have been paid by the ROs/BOs to the concerned authority.		
b.	Whether timely return of Professional Tax has been made by the ROs/BOs to the concerned authority.		
c.	Whether intimation regarding the recovery of the Professional Tax along with the employee-wise detail has been send to HQ.		

S. No.	Particulars	Observations	Management Remarks
d.	Deviations, if any		

III. Preparation of Annual financial statements and schedules thereof:-

S. No.	Particulars	Observations	Management Remarks
a.	Whether the Accounting work has been outsourced. If so, details of work outsourced and responsibility is to be ascertained.	.	
b.	Whether the Trial Balance entries verified by the professional deployed and counter signature has been obtained for authenticity.		
d.	Whether the procedure for consolidation of all branches with Head Office trial balance is accurate and in line with the General principles of Consolidation.		
e.	Other observation on Financial statements		

IV. Personnel Aspects :-

A. Leave Encashment Liability and maintenance of Leave records:-

S. No.	Particulars	Observations	Management Remarks
a.	Whether timely sanction letter has been send to the Finance Department for payment along with the Salary		

S. No.	Particulars	Observations	Management Remarks
b.	Whether the impact of the leave encashment has been recorded in the leave register of the individual.		

B. LTC Advance:-

S. No.	Particulars	Observations	Management Remarks
a)	Whether LTC is availed/Journey undertaken as per the norms fixed by GOI.		
b)	List out the LTC advance outstanding for long time and ascertain the reason and penal interest if charged for such delays.		
c)	Deviations, If any		

C. TA advances:-

S. No.	Particulars	Observations	Management Remarks
a.	Check whether the advance has been taken for the official tour.		
b.	Whether TA advances has been adjusted timely.		
c.	List out the TA advance pending for long time and ascertain the reason.		
d.	Whether TA Claims are settled as per TA Rules.		

D. Other advances/Adjustable/Medical Advances:-

S. No.	Particulars	Observations	Management Remarks
a.	Verify the entitlement of advances		
b.	Verify the settlement of claims.		
c.	List out the advances pending for long time and ascertain the reason.		

E. House Building Advance (HBA):-

S. No.	Particulars	Observations	Management Remarks
a.	Whether advance has been given to eligible Employees.		
b.	Whether amount of advance given is within the sanctioned limit.		
c.	Whether timely sanction letter has been send to Finance Department at HQ for disbursement of the advance.		
d.	Whether title deed, Insurance, Mortgage papers and other relevant documents has been submitted by employee.		
e.	Whether pre-disbursement inspection conducted by authorize person, if required		
f.	Whether the timely disbursement of the advance is being made by Finance Department at HQ		

F. Computer Advance:-

S. No.	Particulars	Observations	Management Remarks
a.	Whether advance has been given to eligible Employees.		
b.	Whether amount of advance given is within the sanctioned limit.		
c.	Whether timely sanction letter has been send to Finance Department at HQ for disbursement of the advance.		
d.	Whether timely advance has been disbursed by Finance Department or not		
e.	Whether Employees has submitted purchase bill after purchasing the computer.		
f.	In case of non-submission of purchase bill within two month from the date of withdrawal of advance or purchase of computer, whether penal interest has charges and intimation for the same has been send to Finance Department at HQ.		

G. Medical Claims of Employees/Pensioners

S. No.	Particulars	Observations	Management Remarks
a.	Whether advance has been given to eligible employees/pensioners.		

b.	Whether amount of advance given is within the sanctioned limit.		
c.	Whether Employees/ Pensioners has submitted Medical bill along with their claims.		
d.	Reconciliation of subsidiary books with general ledger.		

V. FIXED ASSETS

S. No.	Particulars	Observations	Management Remarks
a.	Whether Fixed Assets have been physically verified at least once in a year and obtain certificate from ROs/BOs/HQs in confirmation.		
b.	Whether Fixed Assets Register has been properly maintained with full details.		
c.	Whether identification marking has been done on the assets to ascertain the location and identification.		
d.	Whether fixed assets register is in the line with Fixed Assets shown in the Trial Balance.		
f.	Is there any case of assets discarded, unused or condemned but kept the same in the store and no process for disposal has been made by the branch.		
g.	Deviations, if any		

VI. PURCHASE AND CONTROL OVER STOCK OF STATIONERY/CONSUMABLE ITEMS/CANTEEN ITEMS

S. No.	Particulars	Observations	Management Remarks
a.	Check the justification of items purchased if seems to be on higher side.		
b.	Whether there is proper record in stock register. Issue of items must be on the basis of issue slip.		
c.	Verify physically the items and ask the reason for deviation, if any		
d.	Whether Expenditure control register is maintained appropriately		

VII. Payments And Control Over running and maintenance of BIS Owned Cars and hired vehicles:-

S. No.	Particulars	Observations	Management Remarks
a.	Whether utilization report in case of vehicle/hire assets was found on record and it was proper.		
b.	Whether running and maintenance records of BIS owned cars are properly maintained for e.g. Log book.		
c.	The average mileage per liter of fuel in case of BIS owned cars shall be verified		

VIII. Disposal of assets:-

S. No.	Particulars	Observations	Management Remarks
a.	Whether there was any condemning/scrap of assets during the year?		
b.	Whether the condemned assets are disposed-off during the period of audit?		
c.	Whether Committee for disposal is formed as per GFR		
d.	Whether the receipts from the disposal of assets are accounted in appropriate head of account?		
e.	Whether there are obsolete assets is not dispose-off?		

IX. Leakage of income , excess expenditure and risk indicators:-

S. No.	Particulars	Observations	Management Remarks
a.	Whether there was any leakage of income or excess expenditure or risk indicator of any loss		

X. OTHER OBSERVATIONS

S. No.	Observations Raised	Action Taken By The Management
1	Compliances of C & AG Audit Observations:-	
(i)		
(ii)		
(iii)		
2	Any other observation which Internal Auditor may feel reporting	

C. Report on Testing of effectiveness of internal control