

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/५:१(२०२०-२१)

दिनांक ०२.०२.२०२१

विषय : क्षेत्रीय कार्यालय/ शाखा कार्यालय के साथ इंटर ब्रांच समाधान

परिपत्र संख्या बीआईएस / मुख्यालय/लेखा /परिपत्र(०२)/ २०२१ दिनांकित ०२.०२.२०२१
आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(एन रवि शंकर)

निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से :

- सभी क्षेत्रीय / शाखा कार्यालय / एनआईटीएस/सभी प्रयोगशालाओं के प्रमुख
- सभी क्षेत्रीय / शाखा कार्यालय/केंद्रीय प्रयोगशाला/मुख्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण / सभी क्षेत्रीय कार्यालय व प्रयोगशालाओं में कार्यरत अनुभाग अधिकारीगण एवं सहायक निदेशक(लेखा व वित्त)

प्रतिलिपि

आइटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS
(Accounts Department:HQ)

Ref: Accts/5:1(2020-21)

2nd February 2021

Sub: Reconciliation of Inter Branch Accounts 2020-21

The Circular No. BIS/HQ/Accounts/Circular(02)/2021 dated 02.02.2021 on the subject is enclosed for necessary action.

(N Ravi Shankar)
Director (Accounts)

Ref: Accts/5:1(2021-21)

Circulated to :

- **Heads of all ROs/BOs/Head of all Labs & NITS**
- **DDA&F/ADA&F of Regions/Labs/NITS/AD(A&F)/Section Officers of all BOs**

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BIS/HQ/Accounts/Circular(02)/2021

Date:02-02-2021

BUREAU OF INDIAN STANDARDS
(Accounts Department)

CIRCULAR

Sub: Reconciliation of Inter Branch Accounts 2020-21

The Inter Office Accounts among ROs/BOs are required to be reconciled by all Ros/BOs. The Inter Account among the ROs/BOs is not reconciled on regular basis. The reconciliation of Inter Account by ROs/BOs at the end of the financial year causes to and fro correspondence and results in undue delay in the finalization of Annual Accounts.

In order to enable HQ for timely preparation of Annual Accounts of BIS, Inter Branch Account among ROs/BOs is required to be reconciled on monthly basis with a confirmation to this effect by ROs/BOs so that necessary action may be taken to clear the outstanding items. The ROs/BOs are advised to reconcile their inter accounts upto 31st December 2020 by 10th February 2021 and upto 28th February 2021 by 20th March 2021. A confirmation regarding the same may be sent by the ROs/BOs by 15th February 2021 and 25th March 2021 respectively. Further, such reconciliation as on 31st March 2021 should be completed by 10th April 2021 with necessary action on outstanding items, if any and there should not be any difference in the figures of Inter Branch Balances at the end of the year.

(N Ravi Shankar)
Director (Accounts)

Ref: Accts/5:1(2020-21)

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