

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/५:१(२०२२-२३)

दिनांक 04.०१.२०२३

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

परिपत्र संख्या बीआईएस / मुख्यालय/लेखा /परिपत्र(०२) / २०२३ दिनांकित 04.०१.२०२३
आवश्यक कार्यवाही हेतु संलग्न है ।

हस्ता/-

(गुरप्रीत सिंह)

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

आईटीएस- इंटरनेट के माध्यम से परिचालित करने हेतु

BUREAU OF INDIAN STANDARDS
(Accounts Department:HQ)

Ref: Accts/5:1(2022-23)

04 January 2023

Sub: Reconciliation of Inter Branch Accounts 2022-23

The Circular No. BIS/HQ/Accounts/Circular(02)/2023 dated 04.01.2023 on the subject is enclosed for necessary action.

(Gurpreet Singh)
Director (Accounts)

Ref: Accts/5:1(2022-23)

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**

Copy to: ITSD: for hosting on Intranet

BUREAU OF INDIAN STANDARDS
(Accounts Department)

CIRCULAR

Sub: Reconciliation of Inter Branch Accounts 2022-23

The Inter Office Accounts among ROs/BOs/NROL/CL/NITS are required to be reconciled by all ROs/BOs/NROL/CL/NITS. The Inter Account among the ROs/BOs/NROL/CL/NITS is not reconciled on regular basis which leads to unavoidable delay in finalization of Accounts. The reconciliation of Inter Account by ROs/BOs/NROL/CL/NITS 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/NROL/CL/NITS 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 2022 by 25th January 2023** and upto **28th February 2023 by 10th March 2023**. A confirmation regarding the same may be sent by the ROs/BOs/NROL/CL/NITS by 27th January 2023 and 15th March 2023 respectively. Further, such reconciliation as on 31st March 2023 should be completed by 10th April 2023 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.

This should be treated by all ROs/BOs/NROL/CL/NITS on priority.

(Gurpreet Singh)
Director (Accounts)

Ref: Accts/5:1(2022-23)

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**

Copy to: ITSD: for hosting on Intranet