

# भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ: लेखा/५.१(२०२३-२४)

दिनांक 23.०१.२०२४

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

परिपत्र संख्या बीआईएस / मुख्यालय /लेखा /परिपत्र(०३) / २०२४ दिनांकित 23.०१.२०२४  
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(2023-24)

23 January 2024

Sub: Reconciliation of Inter Branch Accounts 2023-24

The Circular No. BIS/HQ/Accounts/Circular(03)/2024 dated 23.01.2024 on the subject is enclosed for necessary action.

**(Gurpreet Singh)**  
**Director (Accounts)**

Ref: Accts/5:1(2023-24)

**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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**BUREAU OF INDIAN STANDARDS**  
**(Accounts Department)**

**CIRCULAR**

Sub: Reconciliation of Inter Branch Accounts 2023-24

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 **31<sup>st</sup> December 2023 by 29<sup>th</sup> January 2024** and upto **28<sup>th</sup> February 2024 by 10<sup>th</sup> March 2024**. A confirmation regarding the same may be sent by the ROs/BOs/NROL/CL/NITS by 30<sup>th</sup> January 2024 and 15<sup>th</sup> March 2024 respectively. Further, such reconciliation as on 31<sup>st</sup> March 2024 should be completed by 10<sup>th</sup> April 2024 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(2023-24)**

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