

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ : लेखा 5:1

दिनांक : 24 जनवरी 2020

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

परिपत्र संख्या बीआईएस/मुख्यालय/लेखा/परिपत्र (02)/2020 दिनांकित 24 जनवरी 2020 आवश्यक

कार्यवाही हेतु संलग्न है ।

हस्ता/-
(एन रवि शंकर)
निदेशक (लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से:

- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/एनआईटीएस/प्रयोगशालाओं के प्रमुख
- सभी क्षेत्रीय कार्यालय/एनआईटीएस/केन्द्रीय 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 के लिए

BUREAU OF INDIAN STANDARDS

(ACCOUNTS DEPARTMENT:HQ)

Ref: Accts/5:1(2019-20)

24th January 2020

Sub: Inter Branch Reconciliation among ROs/BOs

The Circular No. BIS/HQ/Accounts/Circular(02)/2020 dated 24.01.2020 on the subject is enclosed for necessary action.

sd/-

**(N. Ravi Shankar)
Director (Accounts)**

Circulated through Intranet for information & compliance by:

- Heads of all ROs/BOs/Labs/NITS
- All DDA&F/AD(A&F) in ROs/AD(A&F)/SOs in BOs & Labs

Copy to : ITSD for placing on INTRANET

भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

(Accounts Department)

CIRCULAR

Sub: Inter Branch Reconciliation among ROs/BOs

The Inter Account among the ROs/BOs are not reconciled on regular basis. 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 2019 by 10th February 2020 and upto 28th February 2020 by 20th March 2020. A confirmation regarding the same may be sent by the ROs/BOs by 15th February 2020 and 25th March 2020 respectively. Further, such reconciliation as on 31st March should be completed by 10th April 2020 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.

sd/-

(N. Ravi Shankar)
Director (Accounts)

Our Ref: Accts/5:1(2019-20)

Circulated through Intranet for information & compliance by:

- **Heads of all ROs/BOs/Labs/NITS**
- **All DDA&F/AD(A&F) in ROs/AD(A&F)/SOs in BOs & Labs**

Copy to : ITSD for placing on INTRANET