

## भारतीय मानक ब्यूरो

### लेखा विभाग मुख्यालय

संदर्भ : लेखा 5:1

दिनांक : 05 मार्च 2018

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

परिपत्र संख्या बीआईएस/मुख्यालय/लेखा/परिपत्र (02)/2018 दिनांकित 05 मार्च 2018 आवश्यक

कार्यवाही हेतु संलग्न है ।

हस्ता/-.

(विनोद कुमार)

निदेशक(लेखा)

परिचालित सेवा में भामाब्यूरो इंटरनेट के माध्यम से:

- सभी क्षेत्रीय कार्यालय/शाखा कार्यालय/एनआईटीएस/केन्द्रीय प्रयोगशाला के प्रमुख
- सभी क्षेत्रीय कार्यालय/एनआईटीएस/केन्द्रीय प्रयोगशाला /मुख्यालय में कार्यरत लेखा व वित्त संबंधित अधिकारीगण/सभी क्षेत्रीय कार्यालय 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(2017-18)*

*5<sup>TH</sup> March 2018*

*Sub: Inter Branch Reconciliation among ROs/BOs*

The Circular No. BIS/HQ/Accounts/Circular(02)/2018 dated 05.03.2018 on the subject is enclosed for necessary action.

(Vinod Kumar)

Director (Accounts)

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

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**भारतीय मानक ब्यूरो**  
**BUREAU OF INDIAN STANDARDS**

**(Accounts Department)**

**CIRCULAR**

**Sub: Inter Branch Reconciliation among ROs/BOs**

It had been observed over the years that the Inter Account among the ROs/BOs is not being reconciled on regular basis. Reconciliation by ROs/BOs only at the end of the year causes to and fro correspondence and results in undue delay in the finalization of Annual Accounts.

In order to enable HQ for the timely preparation of Annual Accounts of BIS, Inter Branch Account among ROs/BOs is required to be reconciled and got confirmed from respective ROs/BOs on quarterly basis and action may be taken to clear the outstanding items. However, such reconciliation as on 31<sup>st</sup> March should be completed by 10<sup>th</sup> April with 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. Therefore, before sending the March 2018 Trial Balance, the balances in Inter Accounts may please be got confirmed from the respective ROs/BOs. The Inter Branch Accounts upto February 2018 may please be got confirmed by all ROs/BOs immediately with the concerned ROs/BOs. A report in this regard may be sent to HQ by 31<sup>st</sup> March 2018.

sd/-

**(Vinod Kumar)**  
**Director (Accounts)**

**Our Ref: Accts/5:1(2017-18)**

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