

भारतीय मानक ब्यूरो

लेखा विभाग मुख्यालय

संदर्भ : लेखा 5:1

दिनांक : 01 मार्च 2019

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

परिपत्र संख्या बीआईएस/मुख्यालय/लेखा/परिपत्र (03)/2019 दिनांकित 01 मार्च 2019 आवश्यक

कार्यवाही हेतु संलग्न है ।

हस्ता/-.

(विनोद कुमार)

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(2017-18)

01 March 2019

Sub: Inter Branch Reconciliation among ROs/BOs

The Circular No. BIS/HQ/Accounts/Circular(03)/2019 dated 01.03.2019 on the subject is enclosed for necessary action.

(Vinod Kumar)

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**

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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 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 monthly basis and necessary action may be taken to clear the outstanding items. However, such reconciliation as on 31st March should be completed by 10th 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 March 2019 Trial Balance, the balances in Inter Accounts may please be got confirmed from the respective ROs/BOs. The Inter Branch Accounts upto February 2019 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 25th March 2019.

sd/-

(Vinod Kumar)
Director (Accounts)

Our Ref: Accts/5:1(2018-19)

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