



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1st Floor, Vidyut Bhawan-II Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960. e-mail : info@brlp.in, Website : www.brlp.in

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Office Order

In view of the financial year coming to close shortly, the state as well as the district teams need to be more attentive to ensure inclusion of all financial transactions, adjustment of advances lying outstanding with staffs, BPIUs and CBOs, reconciliation with banks, state and inter district transactions and finally submission of the financial reports on time with due accuracy.

For this purpose, all the project functionaries and the finance teams need to work together and comply with following instruction diligently:

1. Opening balances in tally data is to be confirmed from audited balance Sheet for the financial year -2016-'17.
2. Cash balance available at BPIU as on 28-03-2018 must be deposited in to the BPIUs bank account. Reconcile the BPIUs advance in the books of DPCU with DPCUs liabilities in the books of BPIUs . After reconciliation, DPCU should close the BPIUs advance by debiting the balances under banks and advances.
All advance must be identified before taking in the books of DPCUs . All unidentified/fictitious advance will be transferred in the name of concerned unit head.
3. The outstanding advances with staffs/others must be settled against expenditure / recovery of advance during the financial year-2017-'18.
4. Collect the UCs / SOE for adjustment of advances lying with CBOs over a period of more than 6-months.
5. Prepare reconciliation statement with SPMU and DPCU to BPIU for fund / expenditure transferred during the financial year and inter-district transfers and take entries in the books.
6. Bank reconciliation statements are to be prepared up to date up to 31st march -2018 for all the bank accounts at DPCUs / BPIUs. Post reconciliation accounting entries related to stale cheques , bank charges – etc. are to be taken into the books of accounts before finalization of accounts.
7. All the fixed assets /stocks must be physically verified by authorized committee.
8. Ensure that no negative cash balance is reflected in to the books of accounts during the financial year concerned [F.Y. -2017-'18]
9. Before closure of accounts, please ensure that no double payments are made to the CBOs.

10. Prepare the schedules of balance sheet and the income & expenditure a/c for your respective DPCU. Unit-wise/project wise fixed assets' schedule will also be prepared.
11. Ensure that all the statutory dues / returns are to be deposited / filed with the concerned authorities on or before due-date.
12. The salaries for the month of march-2018 shall be paid in the month of april-2018. No salary entry shall be booked on due basis for the month of march-2018.
13. The advance -list is required to be verified carefully. All advances must be certified by the concerned unit head.
14. The audit observations, effecting the financial statements shall be given due attention and must be complied immediately.
15. The BRLPS statutory audit - observations for the F.Y. -2016-'17 are also required to be taken care of. Any compliance to that audit report which is due for compliance, must be immediately attended / complied-with.
16. **All the bills/vouchers upto February 2018 must be submitted/processed/ paid/ adjusted upto MARCH 2018. Claims prior to March 2018 will not be accepted during the Financial Year 2018-19 until the prior approval is obtained from the CEO.**
17. Finance Manager of respective DPCUs to ensure no stale cheque/ unidentified credit continue to exist in the BRS of March 2018.
18. All Finance Managers with one accountant would report to SPMU Patna on 16-04-2018 and stay here upto 19-04-2018 for the purpose of finalisation of books of accounts for the F.Y. 2017-18. They would report to SPMU with the followings:-
 - A. Updated tally data for the F.Y. 2017-18 of all projects including LSBA.
 - B. Signed copy of BRS of DPCU and all its BPIU for the month of March 2018.
 - C. SPMU Reconciliation/DPCU to BPIU reconciliation statement .
 - D. Balance confirmation certificate duly certified by the bankers as on 31-03-2018 for all bank balances available with respective banks.
 - E. Financial Statement along with duly filled up relevant shedules to the financial statement for the F.Y. 2017-18 .
 - F. IUFR for 4th Qtr. 2017-18.
 - G. Duly signed copy of management assertion letter for the F.Y. 2017-18.



(Balamurugan D.)
Chief Executive Officer
cum
State Mission Director