



# JEEVIKA

Rural Development Department, Government of Bihar

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Ref. No.: BRLPS/ACCHS/284/12/3741

Date:- 4.03.2021

### Office Order

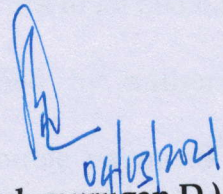
In view of the financial year 2020-21 coming to close shortly, the state as well as the district teams need to be more attentive to ensure inclusion of all financial transactions, adjustment of advances lying outstanding with staffs, BPIUs and CBOs, reconciliation with banks, state and inter district transactions and final submission of the financial reports in 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 of the financial year -2019-'20.
2. Cash balance available at BPIU as on 27-03-2021 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, DPCUs should close the BPIUs advance by debiting the balances under banks and advances. All advances must be identified before taking in the books of DPCUs. All unidentified advances will be transferred in the name of concerned unit head.
3. All advances lying outstanding over a period of more than 4-months old as on 31/03/2021 other than mobile/motorbike/laptop and salary advance be settled or submitted to DPCUs against expenditure on or before 20/03/2021 otherwise the same will be recovered and deposited in the bank A/C on or before 27/03/2021.
4. Collect all UCs related to RF/ICF/FSF/HRF etc. which were booked as expenditure at the time of disbursement.
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 31<sup>st</sup> march-2021 for all the bank accounts at DPCUs/BPIUs. Post reconciliation accounting entries up to March, 2021 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. Before closure of accounts, it is to be ensured that no double payments are made to the CBOs and all the fund transfer/advice/cheque must be cleared. Any unidentified credit in bank must be identified and take appropriate entries in the books of accounts.
9. Prepare the schedules of balance sheet and the income & expenditure a/c for respective DPCU. Unit-wise/project wise fixed assets' schedule will also be prepared.
10. Ensure that all the statutory dues are deposited and Returns are filed with the concerned authorities on or before the due-date.

11. The salaries for the month of march-2021 shall be paid in the month of april-2021. No salary entry shall be booked on due basis for the month of march-2021.
12. The advance -list is required to be verified carefully. All advances must be certified by the concerned unit head.
13. The internal audit observations, affecting the financial statements shall be given due attention and must be complied immediately.
14. The BRLPS statutory audit - observations for the F.Y.-2019-'20 are also required to be taken care of. Any observations of earlier Financial Year must not be repeated in the current Financial Year.
15. All the bills/vouchers/claim pertaining to BPIUs/DPCUs up to 27<sup>th</sup> February 2021 must be settled on or before 31<sup>st</sup> March 2021. Claims prior to March 2021 will not be accepted during the Financial Year 2021-22.
16. Finance Manager of respective DPCUs to ensure no stale cheque/unidentified credit continue to exist in the BRS of March 2021.
17. All Finance Managers/in charge with one accountant would report to SPMU Patna on 12-04-2021 and stay here up to 16-04-2021 for the purpose of finalisation of books of accounts for the F.Y. 2020-21. They would report to SPMU with the followings:-
  - a. Updated tally data for the F.Y. 2020-21 of all projects including LSBA.
  - b. Statement of child (Bank) Account up to 10/04/2021.
  - c. Signed copy of BRS and balance confirmation certificate from bank of DPCU and all its BPIU for the month of March 2021.
  - d. SPMU Reconciliation/DPCU to BPIU reconciliation statement.
  - e. A separate sheet pertaining to cheque/print payment advice issued by the DPCU up to 31/03/2021 but cleared between 01/04/2021 to 10/04/2021, need to be prepared and submitted. Date wise clearing details need to be incorporated in the abovementioned sheet.
18. After formal closure of books of accounts, balance confirmation certificate certified by the bankers for all bank balance available with the respective bank, financial statement along with relevant schedules to the financial statement and duly signed copy of management assertion letter for the FY 2020-21 would be submitted to SPMU by 16<sup>th</sup> of April 2021.

Copy to:  
Director/OSD/CFO/PCs/AO/SPMs/PS/  
SFM/PMs/PO/AFMs/DPMs/FMs/BPMs



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