



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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Ref. No.: BRLPS/Accounts/67/07/4306

Date: 13.03.2013

To,

All DPMs/BPMs/FMs,  
All DPCUs and BPIUs,  
BRLPS.


**Subject: - Instructions for ensuring timely updation of Accounts at DPCU & BPIU levels.**

Dear All DPMs/BPMs/FMs,

With reference to above mentioned subject, it is stated that IUFRRs of all DPCUs are being submitted to SPMU after 40-45 days, due to pendency of accounting entries on daily basis / huge CIF disbursement at the end of month etc. As end of financial year is nearing and statutory audit is proposed from the month of May, 2013, it is pertinent to up-date all books of records (Cash Book Ledger / Advance status/CIF Registers/ Stock Books/ Fixed asset registers, etc.) following due procedure. For ensuring updation of books of records of financial statements for the year 2012-13, following decisions are taken:-

1. After 26<sup>th</sup> March, 2013 no financial transactions will be made at DPCU and BPIU level.
2. CIF will be reimbursed latest by 20<sup>th</sup> March, 2013 with updated entries in cheque registers & CIF Registers.
3. All BPIUs and DPCUs should start a drive for adjustment of programme-related advance to complete it by 26<sup>th</sup> March, 2013 and submit a certificate related to Zero Advance status to the finance section of SPMU.
4. All DPCUs & BPIUs will prepare periodical statement of pending advance status mentioning period of pendency (six months / three months / one month, etc.) for audit purposes.
5. All DPCUs & BPIUs will submit confirmation of advance as on 26<sup>th</sup> March, 2013 duly signed by the concerned staff with final IUFRR for 2012-13.
6. Bills related with expenditure will not be accepted by Finance section of DPCU after 26<sup>th</sup> March, 2013.
7. All DPCUs and BPIUs will deposit entire cash available with them in bank account by 26<sup>th</sup> March, 2013.
8. All Finance Managers will report provisional IUFRR with tally data on 30<sup>th</sup> March, 2013 to SPMU.

All are requested to ensure that above mentioned instructions are duly followed.

  
(Arvind Kumar Chaudhary)  
Chief Executive Officer  
-cum-  
State Mission Director.