



PRASAR BHARATI
(India's Public Service Broadcaster)
Prasar Bharati Secretariat
(Budget & Accounts Section)
6th Floor, Prasar Bharati House,
Copernicus Marg, New Delhi-110001

No. ADG (B&A)/(AI)/A/Cs/2023-24/BRS/01

Dated 01.04.2024

ACCOUNTING INSTRUCTIONS

Subject: Bank Reconciliation Statements for old salary account, old OAE account, receipt account and all other accounts including FDRS/CLTD/Mode except RBI (TSA) and CFDL account

Please refer to this office Accounting Circular No. 1 dated 20.01.2017 and Accounting Circular No. 6 dated 23.02.2018 wherein detailed instructions have been issued for preparing Bank Reconciliation Statements (BRS). However, while going through the Receipts & Payments Accounts of the units, it has been observed that in-spite of issuing instructions most of the units are not preparing Bank Reconciliation Statements properly.

In order to facilitate the units to prepare the Bank Reconciliation Statements correctly, the detailed procedure is once again given below for strict adherence:

1. Review all Bank Accounts Statements thoroughly.
2. Account for all Bank Charges in the Bank Book /Cash Book in the same month on the basis of Bank Account Statement reviewed as stated in point 1. If for any reason, any bank charges which could not be accounted for in the Bank Book (Cash Book) in the same month to which it pertains shall become part of the analysis of Bank Reconciliation Statement and the impact of such unaccounted bank charges will result in excess balance in Bank Book/Cash Book as compared to bank statement.
3. Similarly, account for all the interest credited by the bank on saving account, CLTD, flexi accounts, MOD, Fixed Deposits Receipts (though as per standing instructions, no station should have any FDR) etc should be credited in Bank Book(Cash Book). Sometimes, DDO is unable to check the interest earned, in that case DDO is required to obtain interest figures from the bank on CLTD, flexi accounts, MODS, Fix Deposit Receipts etc. on the 1st working day of the following month. However, if any interest earned remained unaccounted in Bank Book (Cash Book), the same may be taken in the analysis of Bank Reconciliation Statement resulting in less balance in Bank Book (Cash Book) as compared to bank statement.
4. **Direct collection by bank on behalf of DDO (Prasar Bharati):** Nowadays, in most of the cases, payments are made by the third parties directly in DDO's account through bank transfer/NEFT/RTGS and noticed only on reviewing the bank account statement. The amount credited by the bank must be accounted for in the Bank Book/Cash Book even if the payee details are not available in the bank statement. However, if any amount credited in bank remains unaccounted in bank book, the same may be taken in the analysis of Bank Reconciliation Statement resulting in less balance in Bank Book/Cash Book as compared to bank statement.
5. **Cheque issued but not presented for payment in bank:** The Bank Book /Cash Book balance is reduced at the time of issue of cheque but Bank Balance (Pass Book) is reduced only if the payment is made by bank against that cheque. If some cheques issued remained unpaid by the bank at the end of month, it results in less balance in Bank Book/Cash Book as compared to bank statement. All the cheques issued but not presented for payment should be part of the Bank Reconciliation statement.



6. **Cheque/RTGS/NEFT presented for payment but dishonoured:** Normally banks give credit for the failed transactions. In this case, units are required to issue a fresh cheque after cancelling the original cheque or re-authorize the NEFT/RTGS. If any amount remains unadjusted in the present month, it should be taken in Bank Reconciliation statement to treat the same like un-presented (cheque).
7. **Cheques deposited in bank for collection but not yet credited by the bank:** On the receipt of the cheque, it is entered in the Bank Book (Cash Book) and sent to bank for collection. Sometimes cheques deposited into the bank for collection are not credited in bank account till the end of month resulting in excess balance in Bank Book/Cash Book as compared to the bank statement. All the Cheque deposited in bank but not yet credited by the bank should become part of the bank reconciliation statement.
8. **Cheques/Demand Drafts deposited for collection but dishonored and returned by bank:** The entry may be made in the Bank Book (Cash Book) for dishonored cheque. However, if any dishonored cheque remained unaccounted in Bank Book/Cash Book, the same may be taken in the analysis of Bank Reconciliation Statement resulting in excess balance in Bank Book/Cash Book as compared to bank statement.
9. **Errors** in Bank Book/Cash Book /Bank Statements may also result in difference of balances between Bank Book/Cash Book and Bank Statements. Proper effect of the same may be shown in the bank reconciliation statements.

Steps to be taken for proper Bank Reconciliation

- a. Post the following items in the Bank Book (Cash Book) from the previous month Bank Reconciliation Statements.
 - i. Bank charges.
 - ii. Interest allowed by bank.
 - iii. Direct payment by bank as per standing instruction, if any.
 - iv. Direct collection by bank.
 - v. Cheques/Demand Drafts deposited in bank but dishonored.
 - vi. Cheques issued but dishonored/ failed transactions.
 - vii. Rectification of errors of Bank Book (Cash Book)/Bank Statement.
- b. Review bank account from time to time and record transactions in the Bank Book (Cash Book) which appeared in the Bank Accounts (i.e. Direct payment by bank, direct receipt, transaction failed, cheque dishonor, bank charges, interest paid by bank etc.).
- c. Obtain/ download Bank Statement of each account and record transactions in Bank Book (Cash Book) which appeared in the Bank Accounts (Transactions not already recorded in Bank Book).
- d. Obtain the CLTD/Mod/flexi closing balance along with interest earned on these accounts from the bank.
- e. Check whether the entries pending /shown in bank reconciliation statements are cleared in Bank Statements or by recording in the Bank Book (Cash Book). Take necessary steps to re-issue / cancel time barred cheques/ failed transactions.
- f. Compare the debit side of Bank Book (Cash Book) with the credit side of Bank Statements and credit side of Bank Book (Cash Book) with the debit side of Bank Statements. There may be some items which either only appeared in bank statement or only in the bank book. Check these items from the previous month bank reconciliation statement and clear the items which appeared in the bank reconciliation statement of previous month. Even after checking all items from bank reconciliation statement, some items remains un-cleared /un-posted. Such items should be taken in the analysis of bank statements.
- g. If there is any discrepancy in the bank statement, the matter may promptly be taken up with the banks for rectification / adjustment of the same. If any discrepancy remained unsettled at the end of the month, the same should be taken in the Bank Reconciliation Statement.



- h. It is to be ensured that the bank book balance should tally with the balance shown in the closing balance recorded in the EMS.

There is no need to prepare the bank Reconciliation statements in respect of TSA and CFDL accounts as actual balance of both accounts must be shown in the R&P accounts. All the outstanding cheques issued from CFDL account must be shown in the parking head 7(b)[(ix) Amount of Uncash cheques of CFDL Account].

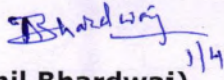
Kindly ensure that all the amount lying in banks including FDRs, CLTD etc must be accounted for in the R&P accounts and bank book.

Bank Reconciliation Statement may be prepared by all field units in the format attached herewith.

Both the Directorates and other vertical heads are requested to kindly arrange to ensure that the Bank Reconciliation Statement for the month of March'2024 must be prepared by all **Active DDOs** under their control as per the above instructions and send to this office through mail on the email address "pbaccount@prasarbharati.gov.in" **along with copy of bank statement** and last page of the bank/cash book duly signed by DDO latest by 15th April 2024. Bank Reconciliation Statement for subsequent months are also to be submitted in the same manner on or before 15th of the following month to which account pertains.

In case of any doubt contact, this office may be contacted on phone numbers and email address given on the EMS portal.

This is issued with the approval of the Competent Authority.


(Anil Bhardwaj)
DDG (B&A)

To
DDG(Fin), DG:AIR / DDG(Fin), DG:DD

Copy for information & n/a to:

1. DG: NSD/ DG: DD news
2. DG:DD/ DG:AIR
3. ADG (Fin.), DD/ ADG (Fin.), AIR
4. ADG (NABM)/ADG (Sports)/ADG(Archives)/ADG(Admin) & all other ADGs, PB
5. DDG(Sports)
6. CE (Civil), CC
7. DDG (Fin.), DD/ AIR
8. DDG (Comm.), DD/ AIR
9. All PAOs of DD/ AIR
10. DDG (Tech.), PB Sectt. with a request to upload Accounting Instructions on e-office.
11. Shri Sanjay Sexena (AE) with the request to upload it on the EMS portal.



Proforma for Bank Reconciliation.

Bank Reconciliation Statement for the month of in respect of Account No.			
		Debit	Credit
	Closing balance as per Bank Book (Cash Book)		
A	Add items		
1	Cheques/Advices issued but not yet presented for payment		
2	Interest allowed by bank but not yet recorded in bank book		
3	Direct receipt in bank not yet recorded in bank book		
4	Cheques/Demand Drafts issued but dishonor / failed transactions not recorded in bank book		
5	Errors in Bank Book (Cash Book) Bank Statement leading to increase the bank statement balance		
B	less items		
6	Cheques deposited but not yet credited by bank		
7	Bank charges not yet recorded in Bank Book (Cash Book)		
8	Direct payment not yet recorded in Bank Book (Cash Book)		
9	Cheques deposited returned dishonored but not recorded in bank book		
10	Errors in Bank Book (Cash Book)/Bank Statement leading to decrease the bank statement balance		
11	Closing Balance as per Bank Statement		
12	Total (both debit and credit must tally)		