

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
JAMIA HAMDARD, HAMDARD NAGAR
NEW DELHI – 110062**

No. HIMSR/Admn./2018-47
9th February 2018

CIRCULAR

CLOSING OF ACCOUNTS 2017-18

The Financial Year 2017-18 is coming to close and 31st March, 2018 is the last date of this financial year. All the Books of Accounts of the HIMSR and associated Hospital (HAHCH) have to be closed as on the last day of the year. Before closing the Books of Accounts, due care is to be taken to see that all the expenses have been accounted. It is not merely accounting of all the expenses incurred already but also taking care to provide liability in the Books of all the commitments and expenses due but not paid for the period ended 31st March, 2018. To complete this task efficiently and in time, the cooperation of all the Departments/Centers etc. is essential. In this regard all the bills for expenses incurred, purchases made and works done till 31st March 2018 be forwarded to Finance Department within the time schedule given hereunder:

A. Non-Recurring Expenditure

1. Civil construction, electrification, works

Final Bills & Running Bills of all Civil & Electric Works completed till 31st Dec 17 should be submitted to Finance Office, HIMSR alongwith the approval latest by 20th Feb 2018. Similarly the Final Bills and Running Bills of all Civil & Electrification works completed 31st March 2018 should be updated and submitted to Finance Office alongwith the approval of Competent Authority by 28th April 2018.

The details of works completed where final bills have been prepared and possession taken by us during the year should be sent to Finance Office latest by 28th April 2018 alongwith necessary sanction for deviation, if any. The pending bills for works already completed should be submitted by 20th April 2018 alongwith necessary sanction.

2. Civil & Electric maintenance works

Final bills for the works completed till 31st Dec 2017 shall be submitted by 20th Feb 2018 and the bills for works completed till 31st March' 18 shall be submitted by 28th April 2018.

3. Equipments and Furniture

- i) Bills for furniture & equipments received and installed till 31st Dec 2017 to be sent by 20th Feb 2018 and bills for items installed till 31st March 2018 are to be submitted by 20th April 2018



- ii) Details of furniture, machinery and equipments installed during the year shall be sent by 20th April 2018 (Department/locationwise list)

4. Advances & Deposits and Imprest

- (a) For all advances and imprest drawn as of 31st Jan'18 shall be rendered immediately and drawn as of 31st March' 18, the account shall be rendered by 10th April' 18. The unspent amount shall be refunded by 31st March 2018.
- (b) All deposits in the name of outside agencies and contractors shall be reviewed and reduced to minimum & certificates be obtained from the parties who are holding our deposit account.

B. Recurring Expenditure

5. Electricity & Water Charges

Bills for the period ended 31st Dec 2017 to be submitted to Finance Office before 15th Feb' 18 and for the period ended 31st March' 18 to be submitted before 28th April' 18.

6. Purchases

All the purchases made till 31st March 2018 are to be accounted. Bills for all materials, medicines, consumables, glassware, lab items, stationery etc received upto 31st December 2017 to be sent before 15th February 2018 after stock taking & approval of Competent Authority and the bills for materials received upto 31st March' 18 shall be submitted before 25th April' 18.

7. HIMSR Pharmacy

The bills for purchase of medicines & consumables and the receipts upto 31st March 2018 shall be reconciled for Financial Year 2017-18 and submitted to Finance Department latest by 10th April 2018.

8. Outsourced Services

The bills for outsourced services like security, housekeeping, horticulture, manpower, AMC services etc. shall be forwarded immediately for the period ended 31st Dec' 17 and by 25th April 2018 for the period ending 31st March' 18.

9. Other Expenses:

For all other expenditure incurred on behalf of the HIMSR and HAHCH upto 31st Dec 2017, bills/accounts to be rendered immediately and for the period ending 31st March' 18 by 20th April' 18.

10. Personnel Claims

All personnel claims for the period ended 31.12.2017 to be submitted in the Finance Section immediately and for the period ending 31st March' 18 by 20th April 2018.



C. Receipts

11. Annual Fee

The last date for deposit of current semester fee and current year fee is already over. Defaulters shall be advised to deposit the required annual fee alongwith late fee latest immediately.

12. Other Receipts

The receipts till 31st Jan' 18 duly reconciled in respect of Sanyog Pharmacy and Hamdard Imaging Centre shall be deposited with HIMSR latest by 15th Feb 2018 and for the period ending 31st March' 18 to be deposited by 5th April' 18.

All are requested to cooperate in adhering to above dates strictly. Even where bills are not received details of commitments shall be communicated to Finance Office by 20th April 2018 so that necessary provision is made to facilitate payment subsequently.

Bills for payment received after scheduled dates shall not be entertained lateron.



(Mushtaq A. Zargar)
Finance Officer (HIMSR)

Copy to:

1. Dean HIMSR
2. Medical Superintendent
3. Nursing Superintendent
4. All HOD's
5. Project Manager (HAHCH)
6. Asstt. Engineer
7. AMS (HAHCH)
8. AM (IT)
9. I/C HIMSR Pharmacy
10. Sr. Consultant (HR)
11. P.S to Director General
12. Finance Department
13. Purchase Department
14. Central Stores
15. Maintenance Stores
16. HIMSR Office
17. SOF (HAHCH)
18. www.himsr.org