

**HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
AND ITS ASSOCIATED HAH CENTENARY HOSPITAL
JAMIA HAMDARD, NEW DELHI – 110062**

HIMSR/Admn./2019-20

Dated: 02.01.2020

CIRCULAR

3RD Quarter CLOSING OF BOOKS of ACCOUNTS (2019-20)

HIMSR is now closing its 3rd quarter Books & Accounts 2019-20 till 31st December 2019. All departments are requested to submit the bills latest by 15th January 2020 as per the categories given below:

- 1) Bills/claims/accounts for payments/ adjustments of all types viz purchases, construction, outsource services, AMC, Hospital expenses, Stipend to MBBS/PG students, salary to staff & officers of HAHCH etc.
- 2) Personal Claims.
- 3) Bills for HIMSR Pharmacy.
- 4) Bills against Advances.

Bills received after scheduled date shall not be entertained except with proper justification.

(Mushtaq A. Zargar)

Finance Officer (HIMSR)



Dean/Principal (HIMSR)
Medical Superintendent (HAHCH)
Addl. Medical Superintendent (HAHCH)
All HOD's
Nursing Superintendent
JE (maintenance department)
Bio-Medical Engineer
Manager Pharmacy
AM (IT)
Purchase Dept.
Central Stores
Finance Department
PS to Director General