

HAMDARD INSTITUTE OF MEDICAL SCIENCES & RESEARCH
HAMDARD NAGAR, NEW DELHI-62

NO: FINANCE/HIMSR/2019-20/100

DATED: 16-03-2020

Circular

The Financial Year 2019-20 is coming to close and 31st March, 2020 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, 2020. 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 2020 be submitted to Finance Section by **10th April 2020**.

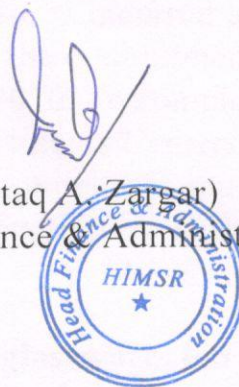
- i. All Bills of **materials, medicines, consumables, glassware, lab items, stationery etc.** received and stock taken till 31st March 2020.
- ii. Final Bills and Running Bills of all **Civil & Electrification works** completed till 31st March 2020.
- iii. Final bills of **Civil & Electric maintenance works**.
- iv. Bills for **Furniture & Equipment's** received and installed till 31st March 2020. Besides the details of furniture and equipment's installed during the year (Department/location wise list) shall be furnished separately.
- v. All **advances and imprest** drawn as of 31st March' 19, the unspent amount shall be refunded by 31st March 2020.
- vi. The bills for **purchase of medicines, surgical consumables** and Lab items upto 31st March 2020 (**HIMSR Pharmacy**)
- vii. The bills for **outsourced services** like security, housekeeping, manpower, AMC services etc. for the period ended 31st March 2020.



- viii. All other expenditure incurred till 31st March 2020.
- ix. All personnel claims of employees for the period ended 31st March 2020.
- x. The receipts till 31st March 2020 shall be reconciled particularly in respect of Hospital receipts, Credit/Debit card sales with Bank reconciliation Hamdard Imaging Centre and all other outsource agencies.

All are requested to cooperate in adhering to the scheduled date i.e before 10th April, 2020. Bills for payment received after scheduled date may not be entertained later on at the responsibility of concerned HOD.

(Mushtaq A. Zargar)
Head Finance & Administration



CC:

1. Dean HIMSR.
2. MS HAHCH
3. AMS HAHCH.
4. All HOD's.
5. Manager pharmacy
6. IT Department.
7. Central store HIMSR & HAHCH.
8. NS HAHCH.
9. Maintenance Department.
10. Bio- Medical Engineer.
11. Purchase department
12. Finance Section.
13. PS to DG.