

All India Institute of Medical Sciences, Managalagiri
(Finance & Accounts section)

Ref.No.: AIIMS MG/F&A/2021-22/14/73

Dated. 15.03.2022

C I R C U L A R

Subject: Annual Closing of Accounts for the year 2021-22 on 31st March 2022.

As per the laid down schedule by the Finance Ministry and Ministry of Health & Family Welfare, Govt. of India, the Institute needs to furnish compilation and completion of its Annual Accounts by 31st May, 2022. So that the Audited Annual Accounts after completion of the audit and obtaining of Audit Report & Audit Certificate from C&AG are submitted in time to the MoH&FW to enable it's lying in Parliament during December. Apart from that, the Utilisation Certificate is to be furnished to MoH&FW as per the format of GFR 2017 and as well as in EAT module (PFMS portal) with unspent cash and bank balances as of 31.03.2022.

To ensure that all allocations are fully utilized, it may require sending all claims, bills, etc. within the sanctioned budget, well in advance to ensure utilization of all allocations and processing of all claims, latest by 25.03.2022 to the Finance & Accounts section. Since the implementation of PFMS, the accounting and as well as the payments made will be available up to 31.03.2022 for F.Y. 2021-22.

All the Dean /Head of Departments are hereby requested to please bring it to notice of everyone and extend their co-operation in achieving utilization of all allocations in full well in time. Any unspent sanctions Grant is not carried forward and any claim left unprocessed would leave to be met out of next year's Grant putting avoidable pressure on next year's finances.

All the procurements, wherein the Purchase / Work Order was issued and goods/services has already been supplied, but payments are unlikely to be released on or before 31st March, 2022, a statement of all such procurements are to be made by Administration /Store /Administration & Faculty (Procurement) is requested to furnish the same to Accounts Officer for making necessary provisions in the books of accounts for the year 2021-22.

The Store/ Administration & Faculty (Procurement) is requested to prepare the Asset Register as on 31st March, 2022 and submit the same to Accounts Officer by 15th April, 2022. Further, it is also requested to prepare a statement of **Creation of Capital Assets /Equipments** along with the cost and "put to use date" and to furnish the same to Accounts Officer by 15th April, 2022. And it shall also request to submit the report (as per GFR) on physical verification of assets to the Accounts Officer by 15th April, 2022.

All the advances /Imprest money granted to the Employees /Departments are to be settled by end of the financial year 2021-22.

This is issued with the approval of Competent Authority.


(डी गोविंदा राव)
वित्तीय सलाहकार

To,
Office of the Director,
All the Head of Departments /Centres /Sections/Units,
DDA/DEANs/MS/SE,
DDO/Sr.Stores Officer/Admin.Officer,
IT Cell – for uploading in the Institute website,
Guard file.

डी. गोविन्द राव
D. Govinda Rao
वित्तीय सलाहकार/Financial Advisor
अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि (आ.प्र.)
All India Institute of Medical Sciences, Mangalagiri (A.P.)
(A Central Autonomous Institute under
Ministry of Health & Family Welfare, Government of India
Mangalagiri-522 503.