



అఖిల భారత వైద్య విజ్ఞాన సంస్థ, మంగళగిరి, ఆంధ్రప్రదేశ్  
अखिल भारतीय आयुर्विज्ञान संस्थान, मंगलगिरि, आंध्रप्रदेश  
All India Institute of Medical Sciences, Mangalagiri, Andhra Pradesh  
(An Autonomous Institute under MoHFW, Govt. of India)

[www.aiimsmangalagiri.edu.in](http://www.aiimsmangalagiri.edu.in)

Ref.No. AIIMS/F&A/Circular/2025-26/003

Date:06.03.2026

**CIRCULAR**

**Sub: Closure of Imprest Advance for Financial Year 2025-26 – Reg.**

All the Deans/Heads of Departments /Sections and also Officers, who are holding imprest amount and or contingency advance(s), are hereby requested to close the imprest account and or settle the contingency advance(s) on or before 25.03.2026 for Financial Year 2025-26.

The detailed accounts with sub vouchers /bills for the amount spent, and the State Bank of India challan/Other mode of payment details, for the remittance of unspent amount, if any, to the Institute A/c No.38307771792 have to be submitted along with a Contingent /Imprest bill to the Finance & Accounts section immediately after closure of the account and in any case, not later than 25.03.2026 for adjustment of the imprest account and or Contingency advance for the year 2025-26.

Further, a separate Contingent bill also is to be submitted for payment of fresh imprest advance for the next financial year 2026-27.

  
Jannu Raju  
Accounts Officer

జన్ను రాజు / JANNU RAJU  
లెఖా అధికారి & డి.డి.ఓ./Accounts Officer & DDO  
అఖిల భారతీయ ఆయుర్విజ్ఞాన సంస్థానం, మంగళగిరి (ఆ.ప్ర.)  
All India Institute of Medical Sciences,  
MANGALAGIRI (A.P.)

**Copy to:**

1. All Deans / HoD's / Officer's of AIIMS Mangalagiri
2. IT Cell, AIIMS Mangalagiri for uploading in Institute website.