

**F.No.: AIIMS/MG/F&A/2023-24/FTS-3920**  
**All India Institute of Medical Sciences**  
**(Finance & Accounts Section)**

Room No. 231, Admin & Library Building  
Mangalagiri -522502  
Dated: 28.02.2024

**CIRCULAR**

**Subject:** Closing of Annual Accounts for the year 2023-24 ending on 31<sup>st</sup> March 2024.

As per the laid down schedule by the Ministry of Finance and Ministry of Health & Family Welfare (MoHFW), Govt. of India, the Institute needs to furnish compilation and completion of its annual accounts by 31.05.2024. So that audited annual accounts after completion of the audit, audit certificate from C&AG can be obtained and submitted in time to MoHFW to enable its laying in parliament during December. Apart from that, the utilisation certificate is also required to be furnished to MoHFW as per the format of GFR 2017 and as well as in EAT/TSA module (PFMS portal) with unspent cash and bank balances as of 31.03.2024.

2. To ensure that all allocations are fully utilized, it may require sending all claims, bills, etc. within the sanctioned budget to F&A Section, well in advance to ensure utilization of all allocations and processing of all claims, latest by 26.03.2024. In TSA system, the accounting as well as payments processing will be available up to 31.03.2024.

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

4. All the procurements, wherein the purchase / work order was issued and goods / services has already been supplied / delivered, but payments are unlikely to be released on or before 31.03.2024, a statement of all such procurements are to be made by administration / store / FIC (procurement) and requested to furnish the same to F&A Section for making necessary provisions in the books of accounts for the year 2023-24.

5. The store / administration & faculty (procurement) is requested to prepare the Asset Register as on 31.03.2024 and submit the same to F&A Section by 15.04.2024. 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 F&A Section by 15.04.2024. It is also requested to submit the report (as per GFR) on physical verification of assets to F&A Section by 15.04.2024.

6. All the advances / Imprest money granted to the employees / departments are to be settled by end of the financial year 2023-24.

7. This issues with the approval of competent authority.

To:

1. To all HoDs / Centres / Sections / Units.
2. DDA /Deans / MS / SE
3. ACO / DDO / Sr. Stores Officer / Admn. Officer
4. All Notice Boards, AIIMS, Mangalagiri.
5. IT cell with a request to upload the circular on Institute' portal
6. PA / PS to Hon'ble Director / DDA / FA, AIIMS, Mangalagiri.
7. Guard file

  
(D) Govinda Rao  
Financial Advisor  
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.