



**JAMIA HAMDARD**  
(Deemed to be University)  
Accredited by NAAC in 'A+' Category

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Hamdard Nagar, New Delhi - 110062

F.No. JH/RO/HIMSR/Accts & Fin/ICOR/22  
30<sup>th</sup> January 2024

**OFFICE ORDER**

Sub: **Cash Collection from HAHC Hospital, Hamdard Imaging Centre (HIC), HIMSR Pharmacy - regarding**

This is in continuation to Notice F. No. JH/RO/HIMSR/Accts/FC/2024/ECOR/15 dated 23<sup>rd</sup> January 2024 regarding deposit of sale proceeds/receipts/registration charges etc., it is hereby ordered that all the cash collections from the different cash counters located at HAHC Hospital, HIC, HIMSR pharmacy etc. shall be collected by Mr. Mohd. Imran Khan, Head Cashier only in terms of previous Office Order dated No. Fin/2023-24/008/HIMSR dated 27.12.2023. All the staff posted at different cash counters of HAHC Hospital/HIC/HIMSR Pharmacy and all the teaching and non-teaching staff posted at HIMSR/HAHCH and other units of JH may take note of the same.

2. It has been reported to the university administration that attempts are made by unauthorized persons from HIMSR/HAHC Hospital to collect the cash and diverting university funds to third party accounts with different PAN number. The university administration is taking appropriate action against them. In this connection, attention is invited to Jamia Hamdard bylaws/MOA and read with clause 31 of the UGC Regulations, 2023 as adopted by the Jamia Hamdard, related to Funds, Accounts, Audit, and Annual Report which is reproduced below: -

(1) *The books of accounts of the institution deemed to be University shall be maintained, managed, and operated in the name of the institution deemed to be University and not in the name of the sponsoring body or any other body; and, shall be kept in such form as may be specified by the Executive Council and conform to the rules or regulations, if any, prescribed by the Commission, in this regard.*

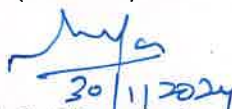
(2) *Funds shall not be diverted at any time from the accounts of the institution deemed to be University to any other accounts, including to the accounts of the sponsoring body or to any other body.*

3. Therefore, all university funds from any of its institutions and HIMSR/HAHC Hospital or any of its units shall invariably be deposited with the University operated bank accounts linked to JH PAN as per the UGC Regulations as amended from time to time and not with any third party operated accounts linked with their PAN no. as in the case of Hamdard Education Society as pointed out in the Notice dated 23.1.2024.

4. Deviations, if any shall be viewed seriously and the person concerned shall be liable for causing such financial loss to the Jamia Hamdard including effecting recovery from their salaries. The cash counter staff and Head Cashier should report such incidents or deviations on day-to-day basis to the undersigned through Dean, HIMSR and Advisor (Finance) for initiating criminal/civil proceedings against such persons for violation of the law.

Authority: Approval of the Vice Chancellor dated 30.01.2024.



  
30/1/2024  
(Dr. M. A. Sikandar)  
Registrar

Copy to:

1. Mr. Mohd. Imran Khan, Head Cashier, HIMSR&HAHCH, Jamia Hamdard
2. Prof. Khaja Naseeruddin, Dean/Principal, HIMSR, Jamia Hamdard

3. Medical Supdt/Addl. Medical Supdt/HAHC Hospital, Jamia Hamdard
4. Finance Officer/Controller of Exams & OSD (HIMSR)
5. Advisor (Finance), HIMSR&HAHCH, Jamia Hamdard
6. Chief Proctor and In-charge- Security
7. All users- Registration/ Cash Counters, HIMSR&HAHCH, Jamia Hamdard
8. Deputy Registrar/ Assistant Registrar (Gen. Admn.) and Estab, JH
9. AR/ Secretary to Vice Chancellor
10. PA to Registrar
11. Personal/ Guard File.
12. Website Notification through HAH CIT.



30/11/2024  
**(Dr. M. A. Sikandar)**  
**Registrar**