



Government of Jammu & Kashmir

Government Medical College Srinagar

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CIRCULAR

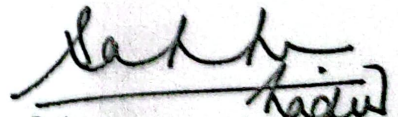
Subject: Integration of Leave Management System (LMS) within the Jammu and Kashmir Human Resource Management System (JKHRMS).

Leave Management System (LMS) module has been integrated within the Jammu and Kashmir Human Resource Management System (JKHRMS) to facilitate employees to formally submit their leave solicitations before the leave sanctioning authority to ensure time-bound processing of leave requests, maintenance of leave account and accurate record keeping on JKHRMS, besides, augmenting efficiency, transparency and accuracy in processing of leave requests. In this connection, The General Administration Department vide Circular No. 37-JK (GAD) of 2023 dated: 26.12.2023 has instructed all DDO's to update leave account of employees and map them with the authorities competent to grant leave, in terms of The Jammu and Kashmir, Civil Services (Leave Rules), 1979. As such, all reporting officers shall forward to this office, the details of employees who are working under their control and are borne on the establishment of Government Medical College, Srinagar, Chittranjan Mobile Hospital, AMT School Srinagar, Super Specialty Hospital Srinagar within a period of 5 days positively so that process of updation of leave accounts and mapping of employees on LMS can be completed smoothly. The information be strictly forwarded as per the below mentioned format: -

Details of the Reporting Officer		Details of the subordinate employees working under the control of Reporting Officer			
Name of the Reporting Officer	CPIS No.	S.No.	Name of the subordinate employee(s)	Designation	CPIS No.
		1			
		2			
		3			
		4			

No: MC/Accts/3613-19

Dated: 23-01-2024


Sabreena Kadir (JKAS)
Chief Accounts Officer
GMC Srinagar

Copy for information and necessary action to the: -

1. Administrator, Associated Hospitals, Srinagar.
2. Registrar Academics, Government Medical College, Srinagar.
3. All Heads of Departments of Government Medical College, Srinagar.
4. All Medical Superintendents, Associated Hospitals, Srinagar.
5. Other Desk Officers of Administrative Block of GMC Srinagar.
6. PA to Principal/ Dean, GMC Srinagar for information of PMC.
7. Incharge, I.T.Section for uploading the circular on official website of GMC Srinagar.