



OFFICE OF ADMINISTRATOR, ASSOCIATED HOSPITALS, GMC, SRINAGAR

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Circular

It has been observed by the undersigned that some communications from the various subordinate offices are not being disposed off timely which affects efficient work flow in the system and cause delay in administrative matters. It is pertinent to mention that vide Govt. Order No: 77-JK (HME) of 2022 Dated: 09-02-2022 it has been distinctly stated the roles and responsibilities of Administrators of various medical colleges of Jammu/Srinagar with regard to functioning of Administrative system/framework and the position of Administrators, Personnel Officers and Administrative Officers have existed in Medical Colleges, Srinagar and Jammu for the purpose to assist the Principals of these Medical Colleges to relieve them of day to day routine administrative matters. From the day of assumption of the charge of Administrator, Associated Hospital, GMC, Srinagar, the undersigned noticed/observed that there has been a gross violation at some tasks/responsibilities assigned/allocated in the aforesaid Govt. order.

By virtue of the said Govt. Order all previous orders regarding the Administrative matters are superseded and now ordered/commanded that the duties, responsibilities and functions specified/stated shall be at the disposal of Administrators followed by Personnel Officers, Administrative Officers and other subordinate officers, if any.

As indicated in the aforesaid Govt. Order among other duties and responsibilities, the Administrators of various medical colleges of Jammu/Srinagar has to look after/supervise the service records of employees (gazetted/non-gazetted), service records of all employees (gazetted/non-gazetted), personal matters of all employees (gazetted/non-gazetted) promotions, seniority lists APRs, departmental enquiries/vigilance cases/in-situ promotions, chairman of local purchases committee, monitoring of funds provided by J&K NHM, budget and planning matters etc. These are fields where the negligence has been observed which needs to be followed/abide by under rules. **The whole exercise is to ease the burden on Principal (the executive head of Govt. Medical College, Srinagar).**

Accordingly, it is impressed upon all the desk officers of this institution to implement the directions/instructions passed in the Govt. Order No: 77-JK (HME) of 2022 Dated: 09-02-2022 in letter and spirit and process all files relating to the functions/matters stated in the said Govt. Order in proper hierarchy of officers.

All the Desk Officers of this institution shall comply with above instructions without fail in order to ensure discipline, work culture, speedy disposal and obedience in the Administrative setup of this organization.

**Mohd Ashraf Hakak (JKAS),
Administrator, Associated Hospitals,
GMC, Srinagar.**

Dated: 26-03-2024

No: AH/2024/9197-9208
Copy for information and n/a to the:

01. Secretary to Govt., H&ME, Department, Civil Secretariat, Srinagar.
02. Principal/Dean, GMC, Srinagar.
03. Registrar Academics, GMC, Srinagar.
04. Personnel Officer, Associated Hospitals, Srinagar.
05. Principal, Govt. College of Nursing, Srinagar.
06. All Head of Departments, GMC, Srinagar.
07. All Medical Superintendents of Associated Hospitals, Srinagar.
08. Chief Accounts Officer, GMC, Srinagar.
09. Administrative Officer, GMC, Srinagar.
10. Accounts officer, Associated Hospitals, Srinagar.
11. Principal, Govt. AMT School, Srinagar.
12. Block Medical Officer, Hazaratbal, Srinagar.
13. Assistant Director Planning, GMC, Srinagar.
14. Assistant Legal Remembrancer, GMC, Srinagar.
15. Estates cum In-charge Transport, GMC, Srinagar.
16. In-charge IT Section, GMC, Srinagar.
17. Any other Desk Officer.
18. Office records.

