



OFFICE OF ADMINISTRATOR, ASSOCIATED HOSPITALS, GMC, SRINAGAR

(E-Mail ID: aahgmcsgr@gmail.com)

Subject: Assigning the charge of Establishments.

Order No: 1275-AH of 2024

Dated: 27-03-2024

In supersession to previous orders issued regarding the subject matter, the work distribution assigned to Dealing Assistants for running Establishments of Hospital Section, Govt. Medical College, Srinagar now will be as under:-

Establishment Name	Cadres	Dealing Assistant Designated
EST-I	MTS and Sanitary.	01. Rafiq Ahmad Parray, Sr. Assistant 02. Saqib Shafie Wani, Jr. Assistant
EST-II	Para Medical(Lab, Pharmacy, Theatre, Anesthesia, X-ray, ECG, EEG, Endoscopy, Ophthalmology, ENT, Dermatology, Radio-Therapy etc), Mechanical,	01. Suhail Maqbool, Jr. Assistant
EST-III	Ministerial, Stenographers, Store, Medical Records, Accounts/Planning, Legal, Computer, Telephone, Xeroz/Gestener, Drivers, Tailoring, Nursing, Hostel Manager, Nursing Education, Field Nursing, Library, Social Worker, Receptionist, Photography, Electric, Sports, Dietician, Psychiatry, Catering, Lift Unit, miscellaneous etc.	01. Suhail Yousuf, Sr. Assistant 02. Shahnawaz Ahmad Najar, MRT
EST-IV	B-Garde Specialitsts, Medical Officers, Assistant Surgeons, Medical Superintendents, Laundry, Physiotherapy, Community Health, Dental, Artist, Anatomy, Museum, CSSD, Animal House, Dialysis, Artificial Limb, Occupational Therapy, Speech Therapy.	01. Rafiq Ahmad Mir, Sr. Assistant 03. Azad Ahmad Koka, Jr. Assistant

- Above arrangement will be in the interest of administration and smooth functioning of work in Hospital Section, GMC, Srinagar.
- Dealing Assistants shall takeover the charge of of establishments as mentioned above and they shall keep the files pertaining to them in proper order of indexing in their separate lockers.
- Dealing Assistants shall submit the list of file indexing of their respective establishments to the undersigned within 07 days positively.

**Mohammad Ashraf Hakeem (KAS),
Administrator, Associated Hospitals,
GMC, Srinagar.**

Dated: 27-03-2024

No: AAH/2024/9211-25
Copy to the for information:-

01. Principal/Dean, GMC, Srinagar.
02. Registrar, Academics, GMC, Srinagar.
03. HOD, _____ Department, GMC, Srinagar.
04. Principal Nursing College, GMC, Srinagar.
05. Chief Accounts Officer, GMC, Srinagar.
06. Medical Superintendent _____ Hospital.
07. Administrative Officer, GMC, Srinagar.
08. Account Officer, Associated Hospitals, Srinagar.
09. BMO, Hazaratbal, Srinagar.
10. Assistant Director Planning & Statistics, GMC, Srinagar.
11. Assistant Legal Remembrancer, GMC, Srinagar.
12. Principal, AMT School, Srinagar.
13. Estates Officer cum In-charge Transport, GMC, Srinagar.
14. In-Charge IT Section, GMC, Srinagar with the direction to upload the same on the official website.
15. Office records.

