



OFFICE OF ADMINISTRATOR, ASSOCIATED HOSPITALS, GMC, SRINAGAR

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

Subject: Setting up of New Establishments and distribution of works thereof.

Order No: 596 -AH of 2023

Dated: 22-08-2023

In the interest of administration and smooth functioning of work in Hospital Section, GMC, Srinagar, the new establishments will be formulated as **EST-I, EST-II, EST-III and EST-IV** and their distribution of cadres/works is indicated against each as shown below:-

Establishment Name	Cadres Alloted
EST-I	Ministerial, Stenographers, Store, Medical Records, Accounts/Planning, Legal, Drivers.MTS and Sanitary.
EST-II	Para Medical(Lab, Pharmacy, Theatre, Anesthesia, X-ray, ECG, EEG, Endoscopy, Ophthalmology, ENT etc),
EST-III	Nursing, Hostel Manager, Nursing Education, Library, Social Worker, Receptionist, miscellaneous etc.
EST-IV	B-Garde Specialitsts, Medical Officers, Medical Superintendents, Mechanical, Laundry, Photography, Electric, Physiotherapy, Community Health, Dental.

All the concerned dealing assistants shall maintain proper record keeping, indexing of files, page marking, note marking, replacing damaged file covers of their respective establishments and submit a copy of record keeping/list of files to the undersigned within 07 days positively.

Maintaining of the records of files will be as per the above distribution.

Hashmat Ali Yauto (IAS),

Administrator,

Associated Hospitals, GMC, Sgr.

Dated: 22-08-2023

No: AAH/2023/ 4538-53

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. Personnel Officer, Associated Hospitals, Srinagar.
06. Chief Accounts Officer, GMC, Srinagar.
07. Medical Superintendent _____ Hospital.
08. Administrative Officer, GMC, Srinagar.
09. Account Officer, Associated Hospitals, Srinagar.
10. BMO, Hazaratbal, Srinagar.
11. Assistant Director Planning & Statistics, GMC, Srinagar.
12. Assistant Legal Remembrancer, GMC, Srinagar.
13. Principal, AMT School, Srinagar.
14. Estates Officer cum In-charge Transport, GMC, Srinagar.
15. In-Charge IT Section, GMC, Srinagar with the direction to upload the same on the official website.
16. Office records.

