



OFFICE OF ADMINISTRATOR, ASSOCIATED HOSPITALS, GMC, SRINAGAR

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

Subject: Assigning the charge of Establishments.

Order No: 627 -AH of 2023

Dated: 29 -08-2023

Consequent upon the formulation of New Establishments in Hospital Section, GMC, Srinagar issued vide this office order No: 596-AH of 2023 Dated: 22-08-2023, following Dealing Assistants shall hold the charge of Establishments of Hospital Section, GMC, Srinagar as shown against each till further orders.

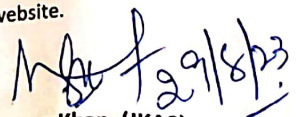
Establishment Name	Cadres	Dealing Assistant Designated
EST-I	Ministerial, Stenographers, Store, Medical Records, Accounts/Planning, Legal, Computer, Telephone, Xeroz/Gestener, Drivers, Tailoring, MTS and Sanitary.	01. Rafiq Ahmad Mir, Sr. Assistant 02. Saqib Shafie Wani, Jr. Assistant 03. Mohammad Irfan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

Sd/-
Hashmat Ali Yauto (IAS),
Administrator,
Associated Hospitals, GMC, Sgr.
Dated: 29 -08-2023

No: AAH/2023/4791-4815
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, Hazratbal, 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.


Shaheena Khan, (JKAS)
Personnel Officer,
Associated Hospitals, Sgr.

