



GOVT. OF JAMMU & KASHMIR
OFFICE OF THE ADMINISTRATOR ASSOCIATED HOSPITALS
Govt. Medical College SRINAGAR
10-Karan Nagar, Srinagar, J&K-190010



CIRCULAR

Subject: Mandatory implementation and operationalization of e-Office in Government Medical College, Srinagar and Its Associated Hospitals, and subordinate offices.

Reference: Circular No. 29-JK(GAD) of 2024 dated 29.11.2024 issued by the General Administration Department, Government of Jammu and Kashmir, Civil Secretariat, J&K.

The e-Office system is an important component of modern public administration, facilitating electronic movement and processing of files, expeditious disposal of cases, real-time tracking of files, improved record management, and transparency in decision-making and effective monitoring of pendency. Its implementation also reduces dependence on physical files, minimizes delays in movement of records and promotes greater institutional accountability.

The General Administration Department, Government of Jammu and Kashmir, vide Circular No. 29-JK(GAD) of 2024 dated 29.11.2024, has directed all Administrative Secretaries, Deputy Commissioners and Heads of Departments/Managing Directors of PSUs/Corporations to ensure that official correspondence is shared through e-Office only. The said Circular also emphasizes the use of e-Office for diarisation of inward receipts, file creation, movement of receipts and files, recording of comments, approvals and archiving, with real-time tracking of official work.

In pursuance of the aforesaid directions, and in order to ensure effective, uniform and accountable implementation of e-Office in Government Medical College, Srinagar and its Associated Hospitals, Departments, Sections and subordinate offices, the following directions are hereby issued:

1. All Heads of Departments of GMC Srinagar, Medical Superintendents of the Associated Hospitals, Heads/In-charges of Sections, and other subordinate offices/units shall ensure immediate adoption of the e-Office system and shall undertake official file processing and correspondence through the e-Office platform, wherever applicable.

2. In view of the separate administrative hierarchy of the Associated Hospitals on e-office portal, the concerned Medical Superintendent of each Associated Hospital shall designate an officer as Liaison Officer/Nodal Officer for e-Office. The designated officer shall coordinate with the concerned administrative authorities and the e-Office Nodal Officer Mr. Bharat Bhushan regarding submission of user details to IT Department, Civil Secretariat Jammu/Srinagar for mapping/re-mapping, access requirements, training, orientation and other implementation-related matters.

3. The concerned Departments/Offices and designated Liaison Officers/Nodal Officers shall ensure timely submission of complete and accurate details of officers/officials requiring access to e-Office. Requests relating to user creation/activation, mapping/re-mapping, and official e-mail creation, VPN access and other administrative permissions shall be initiated by the concerned office and routed through the prescribed administrative channel to the IT Department, Civil Secretariat Jammu/Srinagar, as applicable.

4. The IT Section, GMC Srinagar, shall primarily function as a technical support, training, orientation and coordination unit for e-Office implementation. The IT Section shall facilitate technical coordination with the IT Department, Civil Secretariat, provide necessary technical guidance to Departments/Sections and

Associated Hospitals, assist in training and orientation, and support resolution/escalation of technical issues. The IT Section shall not be construed as the competent authority for administrative approval or execution of user creation/activation, mapping/re-mapping, official e-mail creation, VPN access or other permissions which fall within the powers of the forwarding authority to IT Department, Civil Secretariat Jammu/Srinagar.

5. Wherever any office/official requires training, orientation or hands-on assistance for effective use of the e-Office platform, the concerned Liaison Officer/Nodal Officer shall coordinate with the e-Office Nodal Officer for arranging the same. The objective shall be to ensure that all officers and officials dealing with files and correspondence are adequately familiar with the e-Office system and are able to process, receive and move files electronically.

6. The concerned Medical Superintendents, Heads of Departments, Heads/In-charges of Offices and designated Liaison Officers/Nodal Officers shall be responsible for ensuring implementation within their respective establishments. They shall ensure that all officers/officials dealing with official files and correspondence are identified, their details are submitted through the prescribed channel, necessary training is undertaken and electronic file movement is commenced

7. Any technical or operational difficulty shall initially be brought to the notice of the concerned Liaison Officer/Nodal Officer and the GMC IT Section. Issues requiring administrative approval or intervention, including user activation, mapping/re-mapping, official e-mail, VPN access and other permissions, shall be forwarded through the prescribed channel to the competent authority/IT Section, Civil Secretariat Jammu/Srinagar. Issues which remain unresolved shall be brought before the IT Section, GMC Srinagar and, wherever necessary, escalated to the Office of the Administrator.

8. All concerned offices shall take immediate steps for operationalization of e-Office and shall make every effort to complete the necessary process, including submission of user details, mapping, training/orientation and commencement of e-file movement, within one week from the date of issuance of this circular. A consolidated compliance report shall be submitted to the Office of the Administrator within seven days through the e-office Nodal Officer.

9. Any avoidable delay, non-compliance or deliberate continuation of manual file processing despite availability of the e-Office facility shall be viewed seriously, and responsibility shall be fixed upon the concerned officer/official in accordance with the relevant rules and instructions, after following due procedure.

10. All concerned shall treat the implementation of e-Office as a TOP PRIORITY and ensure strict compliance with the directions contained in this order.

Sd/-

MASARAT HASHIM (JKAS)

Administrator

Government Medical College, Srinagar
& Associated Hospitals

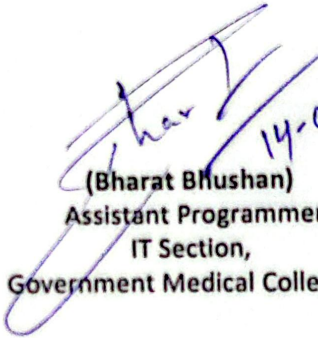
No.:IT/GMC/2026/80-96

Dated: 14-09-2026

Copy to the:

1. Principal/Dean, Government Medical College, Srinagar, for information.
2. All Heads of the Departments, Government Medical College, Srinagar.
3. Procurement Officer, Government Medical College, Srinagar.
4. Personnel Officer, Associated Hospitals, GMC Srinagar.
5. Chief Accounts Officer, Government Medical College, Srinagar.

6. All Medical Superintendents/Heads of Offices concerned, for immediate compliance
7. Administrative Officer, Government Medical College, Srinagar.
8. Accounts Officer Government Medical College, Srinagar.
9. Assistant Director Planning, Government Medical College, Srinagar.
10. Principal. Govt. College of Nursing, Government Medical College, Srinagar.
11. Principal, Govt . AMT School, Srinagar.
12. Block Medical Officer, Block Hazratbal, Srinagar.
13. Assistant Legal Remembrancer, Government Medical College, Srinagar.
14. Estates Officer, Government Medical College, Srinagar.
15. All designated Liaison Officers/Nodal Officers of Associated Hospitals and subordinate offices, for necessary coordination and compliance.
16. Mr. Bharat Bhushan, Assistant Programmer, IT Expert, GMC Srinagar, for technical coordination and Support Services.
17. Office record.


14-09-2026
(Bharat Bhushan)
Assistant Programmer
IT Section,
Government Medical College, Srinagar