

**GOVERNMENT MEDICAL COLLEGE & ASSOCIATED HOSPITALS SRINAGAR**  
**10-KARAN NAGAR, SRINAGAR-190010, JAMMU & KASHMIR**  
**FAX: 0194-2503115, Email: [principalgmcsgr@gmail.com](mailto:principalgmcsgr@gmail.com)**

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No: AH/EST-I/245/2022/ 3385-52

Dated:- 19 - 09-2022

Personal attention is hereby invited from all the below mentioned officers regarding the enclosed communication received from Administrative Department, Health & Medical Education, Civil Secretariat, Srinagar bearing No.:- HD-NG-J/63/2022-02 Dated:-16-09-2022 to furnish the Biometric Attendance on daily Basis is hereby forwarded to:-


1. All Head of the Departments of GMC, Srinagar.
2. All Medical Superintendents/ DDO's/ Controlling Officers of GMC & its Associated Hospitals, Srinagar.
3. Chief Accounts Officer, GMC / Chittranjan/ Central Lab Srinagar.
4. Administrative Officer, GMC, Srinagar.
5. Accounts Officer, Associated Hospital
6. All Section Heads/ Officers of this institution.

With the request to email the Biometric attendance on the official Email-ID of GMC Srinagar i.e. [attendancegmcsgr@gmail.com](mailto:attendancegmcsgr@gmail.com) by or before 10:20 AM positively on daily basis so that same may be furnished/ forwarded to Administrative Department by or before 10:30 AM.



Personnel Officer,  
Associated Hospitals, GMC,  
Srinagar.





**Government of Jammu & Kashmir**  
**Health & Medical Education Department**  
 Civil Secretariat, J&K, Jammu/Srinagar.

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Mission Director, National Health Mission, J&K, Jammu/Chief Executive Officer (CEO) Ayushman Bharat Scheme.	Commissioner Food & Drugs Administration, J&K, Jammu.
Director General, Family Welfare, MCH and Immunization, J&K.	The Principal, Government Medical College, Anantnag/Baramulla/Rajouri/Kathua/Doda/Jammu/Srinagar
Director, Health Services, Jammu-Kashmir	The Principal, Government Dental College, Srinagar/Jammu.
Project Director State Aids Control Society, J&K, Jammu	Managing Director, JK Medical Supplies Corporation Limited, J&K, Jammu.
Director ISM, Jammu and Kashmir, Jammu	The Principal Government, Ayurvedic/Unani College, Ganderbal/Akhnor.

Dated: 16 .09.2022

File No: HD-NG-I/63/2022-02

Subject:- Biometric Attendance System in the Subordinate offices- Instructions thereto.

Ref: GAD-ADM-262/2021-09-GAD, Dated 013.09.2022.

I am directed to refer to the above noted subject and to request you to furnish the Biometric Attendance, on daily basis in respective of employees (Gazetted/Non-Gazetted) of your directorate/Organization including the employees of your subordinate offices as per below format by or before **10.30 A.M** on the office! email id [admsecyhealthjk@gmail.com](mailto:admsecyhealthjk@gmail.com) of this department:-

Name of the Head of the Department (HoD):- _____				
Dated:- _____				
Number of Employees registered on Biometric Attendance System. Gazetted Non Gazetted	Present	On Leave	Absent	Remarks
	Gazetted Non-Gazetted	Gazetted Non Gazetted	Gazetted Non Gazetted	

Yours faithfully,

*(Signature)*  
 (Pamposh Ganju)  
 Under Secretary to the Government,  
 Health and Medical Education Department

*S.O.*  
*(Signature)*  
 17/9

*Est-II*  
*(Signature)*  
 17-09