

GOVT MEDICAL COLLEGE AND ITS ASSOCIATED HOSPITALS, SRINAGAR

Circular

Subject: Late arrival of Officers/officials in sub-ordinate offices as per biometric record.

While examining the biometric attendance of Officers/Officials arriving in various offices of GMC and its associated hospitals, it has been noticed that maximum Officers /Officials are coming late which depicts lackadaisical approach towards their duties. As it has been impressed by Administrative Dept vide order no. GAD-ADM-262/2021-09-GAD dated 13.09.2022 that all the Officers /Officials shall enrol on biometric machines and cumulative attendance report should be generated according to the Biometric attendance system and subsequently forwarded to administrative department on routine basis before 10:30 am.

As such it is once again impressed that all the subordinate offices shall mark their attendance (in and out) on daily basis and controlling officers shall also send the cumulated attendance of all the employees falling under their jurisdiction on email-id *attendancegmcsgr@gmail.com* upto 10:20 am positively on daily basis so that the compiled information shall be forwarded to the Administrative Dept.

As per the time schedule mentioned in the aforementioned circular. **Information received after 10:20 am shall not be entertained and Officers /Officials shall be personally responsible for the consequences thereto.** Further, it is impressed upon all the controlling officers (GMC Srinagar) to keep record of leaves and working hours of all the employees as per biometric attendance that should be calculated on monthly basis and to be adjusted out of their leave accounts, accordingly and to be entered in their service books/records as well.

(Whatsoever due)

Matter should be treated most urgent.


Principal/Dean

Govt. Medical College, Srinagar

No: *IT/GMC/2022/451-56*

Dated: 21-09-2022

Copy to the:-

1. Administrator, Associated Hospitals Srinagar for information and necessary action.
2. All Heads of the Departments of GMC Srinagar for information and necessary action.
3. All Medical Superintendents of Associated Hospitals for information and necessary action.
4. All Desk Officers, GMC Srinagar for information and necessary action.
5. Principal AMT School for information and necessary action.
6. Principal Nursing College for information and necessary action.