



Government of Jammu and Kashmir
Government Medical College & Associated Hospitals Srinagar
10-Karan Nagar, Srinagar, J&K-190010
(Hospital Section)



Subject: Maintenance of Mandatory Registers for Hospital Inspections, Daily Operations and Medical Officers' Duty Attendance.

Order No.: 527-AH of 2026
Dated: 13-10-2026

To ensure verifiable inspections, effective supervision and accountability for deficiencies, the following registers shall be maintained in every Associated Hospital. Existing registers may be adapted, provided all prescribed particulars are captured. Entries shall be brief, factual and contemporaneous.

1. Hospital Administrative Inspection and Surprise Inspection Register

Place of maintenance: Office of the Medical Superintendent/CMO/RMO.

The register shall record all scheduled, surprise, night-time, holiday and comprehensive inspections, with the following particulars:

1. Date/time, inspecting officer(s) and type of inspection.
2. Areas inspected and deficiencies observed.
3. Directions issued, responsible officer/section and deadline.
4. Action taken, date of verification and closure status.
5. Pending or repeated deficiencies, with reference to earlier entries.

The inspecting officer shall record or authenticate the findings. The Medical Superintendent shall assign responsibility for each actionable deficiency and ensure follow-up until verified closure.

2. Daily Hospital Operations and Rounds Register

Place of maintenance: Office of the Medical Superintendent/CMO/RMO.

The register shall record administrative rounds by the Medical Superintendent, Deputy Medical Superintendent, CMO and RMO, including the mandatory **5:00 PM daily readiness round**, and relevant supervisory checks relating to essential hospital operations.

Each entry shall contain:

1. Date/time and name/designation of officer.
2. Area or service checked.
3. Deficiency/exception observed, if any.
4. Immediate action or officer/section assigned, with deadline where required.
5. Signature/initials of the officer making the entry.

Routine satisfactory checks may be recorded briefly. Deficiencies shall be followed up and their closure verified.

3. Medical Officers' Duty Attendance and Movement Register

Place of maintenance: Emergency/Casualty and each ward/unit where continuous physical presence of designated Medical Officers is required.

The register shall record:

1. Date, name, designation and unit/area of duty.
2. Arrival time and signature.
3. Departure time and signature.
4. Time of leaving the duty area for an authorised break or other permitted reason, and time of return.

Entries shall be made contemporaneously. Retrospective entries, alterations or interpolations shall not be permitted except through properly authenticated corrections. Authorised duty-roster changes shall be preserved. Medical Officers shall not leave an assigned duty area without permission wherever required and without ensuring prescribed continuity of patient care and duty coverage. Unexplained absence or discrepancies shall be reported to the competent authority.

In *Paschim Banga Khet Mazdoor Samity v. State of West Bengal*, (1996) 4 SCC 37, paragraph 13, the Hon'ble Supreme Court addressed preservation of duty rosters, recording

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Medical Officers' arrival and departure, and Identification of the attending doctor in treatment records. These measures are intended to strengthen traceability and accountability.

Implementation and Monitoring

1. All Medical Superintendents/BMO SDH Hazratbal shall establish these registers within **three days** of Issuance of this order and ensure their regular maintenance.
2. The Medical Superintendent shall review pending deficiencies and ensure that corrective action and closure are recorded.
3. The Personnel Officer, Administrative Officer, FA/CAO and Accounts Officers shall verify relevant entries during inspections within their respective responsibilities and report significant deficiencies or repeated non-compliance to the Administrator.
4. The Call Centre Log prescribed under the separate order on Emergency/Casualty services shall be maintained independently of these three registers.
5. Non-maintenance, deliberate falsification of entries or failure to act on recorded deficiencies shall invite examination of responsibility and action under applicable rules.

The registers shall support, and not substitute for, actual supervision, inspections and corrective action.

This order shall take effect immediately.

**Sd/
Masarat Hashim (JKAS)**

Administrator

Associated Hospitals Srinagar

Date: 13-10-2026

No: GMCS-AH/2026/5479-84

Copy to:

1. Principal/Dean, GMC Srinagar, for information.
2. All HoDs for information.
3. All Medical Superintendents/BMO of Associated Hospitals, for compliance.
4. FA/CAO and Accounts Officers, for necessary action.
5. Personnel Officer and Administrative Officer, for monitoring.
6. IT cell for uploading on official website.
7. Office file.

Bashir Ahmad Bhat [JKAS]

Personnel Officer
Associated Hospitals Srinagar