



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



ORDER

No: GMC/AAH/26/5555-59

Dated: 22-10-26

Subject: Time-bound processing and release of payments to vendors/suppliers.

To ensure timely settlement of legitimate dues, financial discipline and transparency, and to eliminate avoidable delays and unnecessary interaction between suppliers and office staff, all Drawing and Disbursing Officers (DDOs) of GMC Srinagar and its Associated Hospitals are hereby directed to ensure strict compliance with the following instructions:

1. All complete and admissible bills shall ordinarily be processed and payment released within 10 days of receipt, subject to observance of prescribed financial rules, codal formalities, budget availability and applicable procedures. In no case shall a bill remain pending beyond 15 days from its receipt, except where a specific legal, financial or procedural impediment, duly recorded in writing, makes release of payment impossible.
2. Any deficiency or discrepancy in a bill shall be communicated promptly to the concerned supplier through official channels. Bills shall not be kept pending on account of avoidable objections, procedural inaction or lack of timely follow-up within the office.
3. No vendor or supplier shall be required to visit or repeatedly approach any office for the release of legitimate dues. Interaction with suppliers shall be minimized and, as far as practicable, restricted to official or electronic communication.
4. The concerned DDO shall be personally accountable for delays attributable to his/her office. Unjustified delay or non-compliance with these instructions shall invite appropriate action under the applicable rules.
5. All DDOs shall maintain an effective mechanism for monitoring the receipt, processing and payment of bills to ensure adherence to the above timelines.

These instructions shall come into force with immediate effect and shall be complied with in letter and spirit.

Sd/-

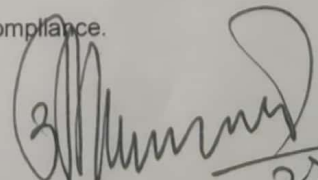
Masarat Hashim(JKAS)

Administrator

Government Medical College, Srinagar

Copy to:

1. Principal/Dean, GMC Srinagar, for information.
2. All HODs for information.
3. All Medical Superintendents/BMOs of Associated Hospitals, for compliance.
4. FA/CAO and Accounts Officers, for necessary action.
5. IT GMC Srinagar for information as necessary action
6. Office file.


Bashir Ahmad Bhat(JKAS)
Personnel Officer
Associated Hospitals, GMC