

**OFFICE OF THE ADMINISTRATOR, ASSOCIATED HOSPITALS,
GOVT. MEDICAL COLLEGE, SRINAGAR.**

C I R C U L A R

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Whereas, vide Govt. Order No. 89-JK(HME) of 2022, dated: 18.02.2022, the Medical Superintendents and Deputy Medical Superintendents in the Govt. Hospitals of Health & Medical Education Department have been assigned the duties, responsibilities and functions for smooth functioning of the hospitals and efficient delivery of patient care services;

AND whereas, among other duties and functions, the Medical Superintendents have been assigned the overall supervision and control of the Medical Officer & paramedical staff posted in the hospitals;

AND whereas, it is consistently being agitated before the administration that the Medical Officers, paramedical staff & MTS posted in the associated hospitals have not been deployed rationally and some HODs are facing difficulties in carrying out their activities owing to non-availability of adequate staff; whileas some others have more than required staff in their departments;

AND whereas, with a view to ensure effective utilization of the available human resource for better outcomes, the government has issued directions from time to time to conduct manpower audit in all the departments of Union Territory of Jammu and Kashmir;

AND whereas, pursuant to these directions a team of officers/officials from the administration recently visited most of associated hospitals of Govt. Medical College, Srinagar for conduct of the manpower audit;

AND Whereas, during the process of manpower audit, it has been found that in some hospitals, the Medical Officer & paramedical staff including MTS have been directly deployed with the HODs/HOUs/Consultants & the concerned Medical Superintendents have no control over such staff which is a flagrant violation of Govt. Order No. 89-JK(HME) of 2022, dated: 18.02.2022;

Now, therefore, in order to set right the things and to ensure smooth functioning of the hospitals, the following instructions are hereby issued for strict adherence/compliance by the all concerned:-

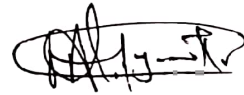
- i). All the Medical officers, Paramedical staff & non-gazetted staff including MTS posted in associated hospitals of Govt. Medical College, Srinagar including those attached with the

HODs/HOUs/Consultants or other officers shall deem themselves to have been placed at the disposal of the respective Medical Superintendents. Henceforth all their papers like attendance, APRs, work & conduct, Integrity certificates, NOCs etc. shall be processed & signed by the concerned Medical Superintendents.

- ii). The Medical Superintendents shall ensure judicious and rational utilization/deployment of the available manpower in accordance with the patient footfall and workload of each department/unit/section. They shall undertake the staff distribution exercise in consultation with the concerned HODs. Henceforth all the HODs shall put forth their demands for staff deployment to the concerned Medical Superintendents and approach this office only when the Medical Superintendent fails to fulfill their demands.
- iii). The Medical Superintendents shall periodically rotate the staff at their disposal between different units/sections (wherever possible) in consultation with the concerned HODs, so that they get trained/acquainted with all the procedures/ treatment related activities being carried out in the hospitals and no one should become indispensable at a particular place of posting as was recently pleaded by different HODs while carrying out transfer of paramedical staff pursuant to circular instructions issued by the government.
- iv). It is hereby clarified for information of all concerned that every employee is liable to be transferred after completion of a specified term at particular place and no one is above law. It shall be mandatory for every paramedical/nursing staff to get a certificate from the concerned Medical Superintendent at the time of promotion (both functional and non-functional) that he/she has worked in all sections/units of the hospital and is capable of handling any assignment related to his/her job. In case any employee fails to get such certificate, or expresses inability to perform any assignment related to his/her job, the same shall be reflected in his/her APRs & other service records.

Handwritten signatures and initials in black ink, located in the bottom left corner of the page. There are three distinct signatures, some with checkmarks or other marks.

- v). On the basis of the selections made by the J&K Service Selection Board, adequate paramedical & nursing staff has been recently provided to all the associated hospitals. However, it has been learnt that some technical personnel in the hospitals are being deployed on clerical & other extraneous jobs to create artificial scarcity/shortage of the staff. The Medical Superintendents are strongly warned to desist from this practice and utilize the available manpower properly and optimally for the purpose they have been trained/appointed.
- vi). It has also come to the notice of undersigned that charges of some vital sections/schemes in the hospitals have been entrusted to the staff engaged on contract/academic arrangement/ outsourcing basis. The Medical Superintendents are directed to stop this undesirable practice forthwith and utilize the services of such staff exclusively for the purpose they have been engaged & no charge be assigned to them.



(Hashmat Ali Yauto) IAS,
Administrator,
Associated Hospitals,
Govt. Medical College, Srinagar

NO: AH/Est-I,II,III,IV/2023/5449-60

Dated: 01-11-2023

Copy to the:

01. Secretary to Government, Health & Medical Education Department, J&K, Civil Sectt: Srinagar for information.
02. Principal, Govt. Medical College, Srinagar for information.
03. All HODs, Govt. Medical College, Srinagar for information.
04. All Medical Superintendents of Associated Hospitals of Govt. Medical College, Srinagar for information and n.a.
05. Chief Accounts Officer, Govt. Medical College, Srinagar for inf.
06. Personnel Officer, Associated Hospitals, Govt. Medical College, Srinagar for information.
07. Administrative Officer, Govt. Medical College, Srinagar for information.
08. Accounts Officer, Associated Hospitals, Govt. Medical College, Srinagar for information.
09. Assistant Legal Remembrancer, Govt. Medical College, Srinagar for information.
10. Assistant Director, Planning, Govt. Medical College, Srinagar for information.
11. Estates Officer, Govt. Medical College, Srinagar for information.