

**GOVERNMENT MEDICAL COLLEGE & ASSOCIATED HOSPITALS SRINAGAR**  
**10-KARAN NAGAR, SRINAGAR-190010, JAMMU & KASHMIR**

FAX: 0194-2503115, Email: [principalmcsgr@gmail.com](mailto:principalmcsgr@gmail.com)

**Subject:- Assigning of duties and responsibilities to the Administrator, Personnel Officer and Administrative Officer of Govt. Medical College Srinagar.**

**NOTICE**

In pursuance to the Government Order No.:- 77-JK (HME) of 2022 Dated:- 09-02-2022 issued by the Administrative Department, Health & Medical Education, Civil Secretariat Srinagar wherein duties, responsibilities and functions of the Administrator, Personnel Officer and Administrative Officer of Govt. Medical College Associated Hospital Srinagar were defined, so that these officers can take care of day today administrative matters in addition to other tasks other than of academics/clinical/ research nature. Further it was impressed upon that the desk officers of this institution shall route all the correspondences to the Administrator through Personnel Officer/ Administrative Officer as per laid down rules and regulations.

Notwithstanding, these clear and elaborate instructions, it has been observed by the undersigned that some desk officers of this institution are not routing files/papers/correspondences to the Administrator of this institution which is clear deviation of above stated elaborative order issued by the Government, resulting in creating confusion for open disposal of different assignments/policies As a result of this, the routine work of this institution gets affected.

In view of the above and to enable Principal/ Dean to devote more time to healthcare, Academics and Research, the desk officers of this institution are once again directed to refrain from such activity and follow the above instructions in letter and spirit so as to bring accountability/ discipline. However it may be noted that violation of these guidelines issued by Government will be viewed seriously.



Hashmat Ali Yauto (IAS),  
Administrator,  
Associated Hospitals, GMC, Srinagar

No.:- AH/Est-I/2022/4678-07

Dated:- 14 /12/2022

Copy for information and necessary action to the:-

1. Secretary to Government Health and Medical Education Department Sgr.
2. Principal/Dean. Govt. Medical College, Srinagar.
3. All Medical Superintendents of Associated Hospitals, GMC, Srinagar.
4. Personnel Officer, Associated Hospitals, GMC, Srinagar.
5. Chief Accounts Officer Govt. Medical College Sgr.
6. Accounts Officer Associated Hospitals GMC Sgr.
7. Administrative Officer, GMC Srinagar.
8. Assistant Legal Remembrancer GMC Sgr.
9. All other desk officers of Govt. Medical College Srinagar

10. I/C IT Section, GMC, Srinagar with the directions to upload the same on official website of this institution for wide publication.