



Government of UT of Jammu & Kashmir,
Health & Medical Education Department,
Government Medical College & its Associated Hospitals
10-Karan Nagar, Srinagar, J&K-190010
[HOSPITAL SECTION]



Subject:-Placement of Multi Tasking Staff as I/c Medical Record Technician in their Own Pay and Grades (OPG) purely on Stop Gap Arrangement.

Order No:- 96 -AH of 2026.

Dated:- 28 -04-2026.

On the basis of successful completion of Diploma in Medical Record Technician Training Course and as recommended by the Establishment Committee on 21-04-2026, pending clearance by the Departmental Promotion Committee (DPC), without prejudice to the seniority of others and on receipt of a satisfactory vigilance clearance report from GAD Vigilance wing, sanction is hereby accorded to the grant of placement in favour of the following Multi Tasking Staff working in substantive pay Level SL-1 (14800-47100) as **I/c Medical Record Technician** in their own pay and grade without charge allowances purely on Stop gap Arrangement basis for a period of six months or till the posts are filled-up on regular basis on the recommendations of Departmental Promotion committee, whichever is earlier, with immediate effect, against the vacancy indicated against each:-

S. No	Name of the official	Presently working at/ Draw of Salary as Sr. Assistant at	Placed against the post at
01	Ms. Shaista Shafi	Personal Section of Personnel officer, GMC Srinagar / Govt. SMHS Hospital Srinagar	I/c Medical Record Technician against the available post in Govt. SMHS Hospital Srinagar.
02	Ms. Insha Manzoor	Academic Section, GMC Srinagar/ Medical College Srinagar	I/c Medical Record Technician against the available post in Govt. SMHS Hospital Srinagar.

The placement is subject to the following terms and conditions, that:-

- The above placement is temporary and shall not confer any preferential right on these officials to hold these posts on substantive basis or claim promotion which shall be made in accordance with the rules.
- The above placement is purely on Stop Gap Arrangement Basis for a period of six months or till the posts are filled up by the competent authority/DPC whichever is earlier.
- The above placement is subject to the final outcome of the writ petition(s) pending before Hon'ble Court of Competent Jurisdiction or any order already passed in this regard and not placed in the notice of authorities.
- The placement is also subject to final outcome of departmental proceedings, if any, pending against any official(s).
- The concerned DDO's shall ensure that these officials are not under suspension or involved in embezzlement/ criminal case, etc.
- The above placement is further subject to the clearance and acceptance of the service details/records submitted in the prescribed J&K Human Resource Management System (HRMS) portal.
- The concerned DDO's shall ensure that appointment of these officials are genuine and the appointment order in respect of the promote has been issued by competent authorities in terms of the norms issued by Government from time to time before recording necessary entries in the service records of the respective officials.
- The claim of the senior(s) if any received within the stipulated time, shall be evaluated as per governing norms and if found necessary, the senior incumbent shall be placed in OPG/ placed at proper place by demoting the junior most one(s) an ab-initio without giving any notice.
- The officials shall continue to work at their present place of postings till further orders.


[Mohammad Ashraf Hakak, JKAS]
Administrator,
Associated Hospital Srinagar

Dated:- 28 -04 -2026.

NO:-GMCS/HS-MRT/ 2026/ 938-945
Copy for information and necessary action to the:-

1. Commissioner/ Secretary to the Government Health and Medical Education Department.
2. Principal/Dean, Government Medical College Srinagar.



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3. Head of the Department _____ Govt. Medical College Srinagar
4. Personnel Officer Associated Hospitals Srinagar
5. Medical Superintendent Govt. _____ Hospital Srinagar
6. Chief Account's Officer, Govt. Medical College Srinagar
7. Chief Accounts Officer, Associated Hospitals Srinagar
8. Administrative Officer, Govt. Medical College Srinagar
9. I.T. Section, GMC Srinagar for uploading on the official website
10. Concerned officials for information and compliance.
11. Officer order file for record and reference
12. E office No:- _____