



OFFICE OF THE MEDICAL SUPERINTENDENT
GOVERNMENT SMHS HOSPITAL SRINAGAR



Subject: Strict Adherence to Duty Timings and Handover Protocol

Circular No: 3878-86

Dated: 09-08-25.

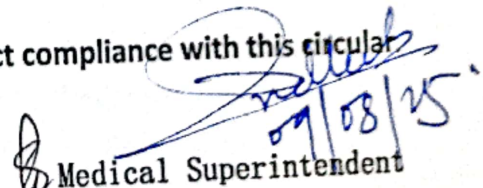
It has been observed by the undersigned that some nursing staff, MTS and Sanitary workers are habitually reporting late for duty and leaving the concerned stations before the scheduled time and, in certain instances, leaving their station without waiting for the designated reliever. Such practices disrupt the smooth functioning of hospital work in general and patient care in particular and reflect poorly on the discipline and professionalism.

In this backdrop all concerned are hereby strictly warned to:

1. Report for duty on time as per the duty roster.
2. Remain on duty till the scheduled end time without leaving early.
3. Not leave the concerned station until the reliever has reported and proper handover has been completed.

Any violation of these instructions in the future will invite strict disciplinary action as warranted under rules, which may include entry of misconduct into the service records/ deduction of incentive allowances/withheld of salary and other administrative measures.

All Nursing supervisors are directed to ensure strict compliance with this circular.


Medical Superintendent
Govt SMHS Hospital Srg.

Copy to:

01. Administrator Associated Hospitals Srinagar for information.
02. Dy. Medical Superintendent Govt. SMHS Hospital Srinagar for information.
03. Concerned officials for information and immediate compliance