



Government of Jammu and Kashmir
Govt. Medical College Srinagar
10-Karan Nagar, Srinagar, J&K-190010
(Hospital Section)



Subject: Routing of files through Administrative Officer, Govt. Medical College Srinagar.

Reference: Government Order No. 77-JK(HME) of 2022 Dated:09-02-2022

CIRCULAR

It has been observed that files pertaining to official matters are, in certain cases being routed/forwarded directly between different sections/offices without being routed through Administrative Officer, GMC Srinagar, causes lack of proper monitoring, and may lead to matters/cases being processed without being routed through the Administrative Officer, GMC Srinagar. And;

In pursuance to the Government Order No. 77-JK(HME) of 2022 Dated:09-02-2022 and with a view to ensuring proper scrutiny, effective monitoring, accountability and timely disposal of the official matters/cases, it is hereby directed that all files, cases, correspondences, other official matters etc, shall invariably be routed through the Administrative Officer, Government Medical College, Srinagar before being submitted to the higher authorities. And;

Since, Mrs. Nusrat Mubeen has been placed as I/c Administrative Officer vide Govt. Order No. 1405-JK(GAD) of 2026 Dated:14-08-2026 and has joined on 17-08-2026, accordingly, all Sections/ Offices etc, are hereby directed to ensure strict compliance with the above instructions and to route all such files,matters etc through the Administrative Officer, Government Medical College, Srinagar, with immediate effect.

Gulzar Ahmad Bhat (JKAS)

Administrator

Associated Hospitals, Srinagar

No: GMCS/2026/4902-12.

Dated: 24/08/2026

Copy to the:

1. Commissioner Secretary to the Government, Health and Medical Education Deptt, Civil Secretariat, Jammu/Srinagar.
2. Principal/Dean, Govt. Medical College Srinagar.
3. FA/Chief Accounts Officer, GMC Srinagar
4. Head Department of _____ GMC Srinagar.
5. Medical Superintendent, Govt. _____ Sri
6. Personnel Officer, Associated Hospitals Srinagar
7. Accounts Officer, Associated Hospitals Srinagar.
8. Mrs. Nursat Mubeen, I/c Administrative Officer.
9. Vice Principal, Govt. B. Sc Nursing College Srinagar.
10. Assistant legal Remembrancer, GMC Srinagar.
11. Principal, Govt. AMT School Srinagar.
12. Concerned circular file.