



Government of Jammu & Kashmir
GOVT. MEDICAL COLLEGE,
 10-Karan Nagar, Srinagar, J&K-190010
[HOSPITAL SECTION]



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**Subject: Structured System of Administrative, Emergency and Night
 Inspections of Associated Hospitals.**

Order No:- 499 AH of 2026
Dated 29 -09-2026

In order to ensure continuous administrative supervision, operational readiness and prompt rectification of deficiencies affecting patient care, particularly during the evening and night hours when Emergency/Casualty services experience substantial patient inflow, the following inspection system shall be followed with immediate effect. The number of inspections depicted is minimum and shall be mandatory. However it will be appreciated if officers conduct more inspections than scheduled.

01. The inspections shall focus on patient care, Emergency/Casualty readiness, manpower deployment, patient flow, essential drugs and equipment, diagnostics, cleanliness, security, crowd management, basic patient facilities and financial/stock controls, as applicable.

Officer/Team	Day/Regular Inspections	Night Inspections* (8pm to 7am)	Focus
MS/BMO of each Associated Hospital	3 daily, including one mandatorily at 5:00 PM At least 1 inspection/month on a holiday during day hours	4 surprise inspections/month	Emergency/Casualty, IPD/OPD with focus on triage, availability & deployment of doctors/paramedics, emergency drugs & equipment, diagnostics, oxygen, patient flow, sanitation, and security
Personnel Officer	2/month	2/month	Attendance, deployment, duty rosters and establishment matters
FA-cum-CAO	1/month	1/month	Financial controls, stores and procurement, basic patient facilities
Accounts Officer(s)	1/month	1/month	Accounts, stores and financial controls, basic patient facilities
Administrative Officer	2/month	1/month	Administration, patient flow, sanitation, security and support services
HODs	Voluntary	Voluntary	Emergency/Casualty to assess patient care and facilities
Administrator	1 Grand Inspection/month	2 surprise inspections/month	Institution-wide/systemic review

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 10/10/2026



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* Night inspection shall for purpose of this order mean any inspection conducted between 8:00 PM and 7:00 AM. Exact timings of surprise inspections shall not be disclosed in advance and shall be varied.

2. Daily Hospital Rounds

The MS/BMO, Dy. MS, CMO and RMO shall ensure at least three administrative rounds every day, including the mandatory 5:00 PM pre-peak readiness round.

Particular attention shall be given to 7:00 PM–11:00 PM, especially in Emergency/Casualty, with focus on triage, availability and deployment of doctors/paramedics, emergency drugs and equipment, diagnostics, oxygen, patient flow, cleanliness, crowd management and security.

3. Grand Inspections

The Administrator-led Grand Inspection shall be conducted once every month and shall examine overall hospital functioning, with particular attention to Emergency/Casualty, patient flow, manpower, support services, security, sanitation, stores and systemic deficiencies.

4. Corrective Action

Every inspection shall identify actionable deficiencies and, wherever necessary, assign responsibility and a time limit for rectification.

Any deficiency affecting patient safety, emergency services, essential drugs/equipment, oxygen, security, sanitation or other critical services shall be brought to the notice of the concerned MS/BMO immediately for prompt corrective action and escalated to the Administrator/Principal, as appropriate.

Repeated deficiencies or failure to take corrective action shall be specifically recorded and reviewed at the appropriate level.

5. Inspection Record

Every MS/BMO shall be required to keep inspection register available all the time. A brief standard inspection record note shall be recorded after every visit depicting time, date, major/minor deficiencies, absence of medics/paramedics/other staff, and etc.

All MS/BMOs shall ensure compliance with the above schedule and submit a monthly consolidated compliance statement to the Administrator's Office. This exercise shall be part of monthly review, performance review and APR.

This order shall come into force with immediate effect.

Sd/-

Masarat Hashim, (JKAS)
 Administrator
 Government Medical College, Srinagar &
 Associated Hospitals

Orders new



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Copy to:

Dated: 29-09-2026

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5. Personnel Officer for info and n/a
6. FA-cum-CAO for info and n/a
7. Accounts Officers for info and n/a
8. Administrative Officer for info and n/a
9. Office record

Bashir Ahmad Bhat, JKAS
Personnel Officer,
Associated Hospitals Srinagar