



GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE PRINCIPAL/DEAN GOVT. MEDICAL COLLEGE SRINAGAR
10- Karan-nagar, Srinagar, Kashmir, 190010, Phone No:0194-2504114, FAX : 0194-2503115

Subject: Online submission of bills in treasuries for processing by Drawing & Disbursing Officers through IT enabled "JKPaySys" application-furnishing of monthly attendance of all employee(s) thereof.

Reference: This office circular No: MC/Acctts/51-61 dated 04-06-2020.

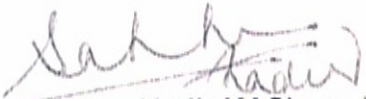
C I R C U L A R

This is in continuation to the previous circular(s) issued by this office latest vide No. under reference regarding the subject matter.

In this connection, it is reiterated to inform all HOD's/Principal Nursing College/AMT School/Medical Superintendents/Head of Offices to ensure the submission of attendance reports to this office by 20th of each month so that this office may be in a position to process the bills and submit the same to the treasury in time.

In case, the attendance report of any official is not received upto 20th of any month, this office shall process the salary bills of all the employee(s).

In case, it is later found that any employee(s) had remained absent from duties for a particular period/month, responsibility for the same shall be on the Attendance issuing Authority for not furnishing the report well in time.


Sabreena Kadir KAS),
Chief Accounts Officer,
Government Medical College,
Srinagar.

No: MC/Acctts/ 208-18

Dated 15-07-2020

Copy to the:-

1. All HODs of GMC Srinagar.
2. Principal, Government Nursing College Srinagar.
3. Principal, AMT School Srinagar.
4. All Medical Superintendents of Associated Hospitals of GMC Srinagar.
5. Chief Accounts Officer, Chitranjan Mobile Hospital Srinagar.
6. Registrar Academics, Government Medical College Srinagar.
7. Administrative Officer, Government Medical College Srinagar.
8. Sr. Private Secretary to Principal/Dean, GMC Sgr for kind information of PMC.
- ✓ 9. In-charge IT GMC Srinagar for information with the directions to upload the Circular on the GMC Website.
10. Office record file.