

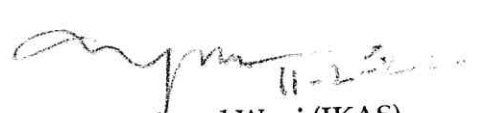


GOVERNMENT MEDICAL COLLEGE & ASSOCIATED HOSPITALS, SRINAGAR

Subject: Endorsement of Govt. Order No: 77-JK (HME) of 2022 Dated: 09-02-2022.

With reference to the aforementioned subject, the duties and responsibilities assigned to Administrator, Personnel Officers and Administrative Officers in terms of Govt. Order No: 77-JK (HME) of 2022 Dated: 09-02-2022 issued under endorsement No: ME-Gztd/27/2022-02 Dated: 09-02-2022 is hereby endorsed/forwarded to the following for favour of information:

1. Principal/Dean, Govt. Medical College, Srinagar.
2. Mission Director, National Health Mission, Srinagar.
3. Director Health Services, Kashmir.
4. Managing Director, JKMSCL, Bemina, Srinagar.
5. Registrar Academics, Govt. Medical College, Srinagar.
6. All Heads of Departments of Govt. Medical College, Srinagar.
7. All Medical Superintendents of Associated Hospitals of Govt. Medical College, Srinagar.
8. Chairman Transport, Govt. Medical College, Srinagar.
9. Chairman Telemedicine, Govt. Medical College, Srinagar.
10. Director Artificial Limb Centre, Bone & Joint Hospital, Srinagar.
11. Chief Accounts Officer, Govt. Medical College, Srinagar.
12. Chief Accounts Officer, Chitranjan Mobile Hospital, Srinagar.
13. Member Secretary, Rate Contract Committee, Govt. Medical College, Srinagar.
14. Personnel Officer (PIO, Nodal Officer Grievance Cell), Associated Hospitals, GMC, Sgr.
15. Deputy Director Planning, Govt. Medical College, Srinagar.
16. Accounts Officer, Associated Hospitals, Govt. Medical College, Srinagar.
17. Administrative Officer, Govt. Medical College, Srinagar.
18. Senior Law Officer, Govt. Medical College, Srinagar.
19. Chief Warden, Boys/Girls Hostel, Govt. Medical College, Srinagar.
20. Warden, Boys/Girls Hostel, Govt. Medical College, Srinagar.
21. Nodal Officer, JKMSCL, Govt. Medical College, Srinagar.
22. Principal AMT/Nursing College, Govt. Medical College, Srinagar.
23. BMO Hazaratbal, Srinagar.
24. SHO, Karan Nagar, Srinagar.
25. Estates Officer, Govt. Medical College, Srinagar.
26. All other Desk Officers of Govt. Medical College, Srinagar.
27. Post-Partum Department, Govt. LD Hospital, Srinagar.
28. In-Charge IT Section, Govt. Medical College, Srinagar.
29. Office records.


Riyaz Ahmad Wani (JKAS),
Administrator, Associated Hospitals,
GMC, Srinagar

No: PA/AAH/2022/18-68

Dated: 11-02-2022

Enclosure: (03 Leaves)

Government of Jammu and Kashmir
Health & Medical Education Department
Civil Secretariat, Jammu/Srinagar.

Subject: Assigning of duties and responsibilities to the Administrators, Personal Officers and Administrative Officers of Government Medical Colleges and Subordinate Departments of Health and Medical Education Department.

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

WHEREAS, the positions of Administrators, Personal Officers and Administrative Officers have existed in Medical Colleges, Srinagar & Jammu for several years. The purpose of these positions is to assist the Principals of these Medical Colleges, who are the executive heads of the institution, so as to relieve them of day-to-day routine administrative matters;

AND WHEREAS, the Health and Medical Education Department, earlier, vide Government Order No. 400-HME of 2004 dated 28.09.2004, defined the powers, duties and functions of the Administrator, Associated Hospitals and submission of certain issues by the Administrative Officers and Personal Officers through Administrators to the Principals;

AND WHEREAS, the role and responsibilities of these officers requires further clarity to avoid confusion and to bring accountability;

AND WHEREAS, a Medical College is essentially an academic institution and consists of the College and Associated Hospitals. The Principal of a Medical College provides academic leadership and facilitates research. This role of the Principal shall be impacted if he/she has to deal with routine administrative matters or personal matters of employees;

AND WHEREAS, it is, therefore, imperative to strengthen the role of the Principals as the academic head of the Institution so as to enable them to devote more time to Health Care, Academics & Research and to assign tasks of a routine nature to other functionaries;

AND WHEREAS, extensive consultations were held with all the stakeholders including the Principals of Medical Colleges, Srinagar & Jammu and some other Heads of Departments regarding assigning of duties and responsibilities to the Administrators, Personal Officers and Administrative Officers of Government Medical Colleges, Srinagar & Jammu and Administrative Officers of new Government Medical Colleges and other Subordinate Departments of Health and Medical

Education Department. Based on such consultations, it has been decided to define the duties and responsibilities of these officers.

Now, therefore, in supersession of all previous orders on the subject, it is hereby ordered that the duties, responsibilities and functions of the Administrators, Personal Officers and Administrative Officers of Government Medical Colleges, Srinagar & Jammu and Administrative Officers of new Government Medical Colleges, Government Dental Colleges, Jammu/Srinagar, Government Ayurvedic Medical College, Akhnoor, Jammu, Government Unani Medical College, Ganderbal, Kashmir and other subordinate organisations of Health and Medical Education Department shall be as under:-

- i. Supervision of Non-Gazetted employees in Medical College.
- ii. Personal matters of all employees {(Gazetted/Non Gazetted) viz. promotions, seniority lists, APRs, departmental enquiries/vigilance cases/in-situ promotions etc}.
- iii. Public Grievances and their redressal.
- iv. Timely reference of vacancies.
- v. Ensuring updated seniority lists, as on 1st January of each calendar year, of all the categories of employees (Gazetted/Non Gazetted).
- vi. Service records of all employees (Gazetted & Non Gazetted).
- vii. Service records of the staff engaged under academic arrangement.
- viii. Records of staff engaged on outsourcing basis.
- ix. Budget and Planning matters.
- x. Chairman of Survey Boards (Administrator/Administrative Officer, as the case may be).
- xi. Chairman of Local Purchase Committee upto Rs.25000/- (Administrator/Administrative Officer, as the case may be).
- xii. Training of Non-Gazetted Employees.
- xiii. All matters related to Estates Division of Medical College(s) particularly providing of accommodation to staff/students, maintenance of Government accommodations, electrification, sanitation, cleanliness in and around hostel premises etc.
- xiv. Monitoring of funds provided by the J&K NHM under various schemes and providing of utilization certificates thereof.
- xv. Monitoring of Hospital Development Fund and other similar funds on monthly basis and its utilization thereof.
- xvi. RTI Act/Rules.
- xvii. Draft formulation of Recruitment Rules.
- xviii. All Information Technology (IT) related issues and timely updation of official website(s).
- xix. Vigilance matters of the Medical College(s)/departments.
- xx. All the affairs of the student's Hostels with regard to services and utilities.
- xxi. Legal Matters.
- xxii. All matters related to support and utility services including transport and canteen.
- xxiii. Sanitation and cleanliness in the Medical College.
- xxiv. Security in Medical College premises.

The procedure/hierarchical system for disposal of the above matters in respect of Government Medical College, Jammu/Srinagar shall be that the Administrative Officers shall route the files to the Administrators through Personal Officers. The Administrators shall dispose of the routine issues at their level as per the laid down rules and regulations and shall place all other matters as required, before the Principal concerned for approval.

The procedure/hierarchical system for disposal of the above matters in respect of new Government Medical Colleges, Government Dental Colleges, Jammu/Srinagar, Government Ayurvedic Medical College, Akhnoor, Jammu, Government Unani Medical College, Ganderbal, Kashmir, shall be that the Administrative Officers shall submit all important matters before the Principals concerned while disposing of routine matters at their level.

In respect of other organizations, viz Directorate of Family Welfare, MCH & Immunization, Drugs & Food Control Organization etc the Administrative Officers shall submit all the important matters to the Head of Departments concerned while disposing of routine matters at their level.

By order of the Government of Jammu and Kashmir.

Sd/-

(Vivek Bharadwaj) IAS

Additional Chief Secretary

Health and Medical Education Department

Dated: - 09-02-2022

No. ME-Gztd/27/2022-02

Copy to the:-

1. Principal Secretary to the Lieutenant Governor, J&K.
2. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
3. Principal, Government Medical College, Jammu/Srinagar/Anantnag/Baramulla/Doda/Kathua/ Rajouri.
4. Principal Government Dental College, Srinagar/Jammu.
5. Commissioner, Food and Drug Administration, J&K.
6. Director General, Family Welfare MCH & Immunization, J&K.
7. Mission Director, National Health Mission, J&K.
8. Director Information, J&K, Jammu.
9. Project Director, AIDS Control Society, J&K.
10. Director, Health Services, Jammu/ Kashmir.
11. Managing Director, JKMSCL.
12. Director, Ayush, J&K.
13. Controller Drugs and Food Organization, J&K.
14. OSD with Advisor (B) to the Lieutenant Governor, J&K.
15. Private Secretary to the Additional Chief Secretary, Health & Medical Education Department.
16. I/C Website Health & Medical Education Department.
17. Government Order File/Stock File.

(Mohammad Iqbal Lone)

Under Secretary to the Government
Health & Medical Education Department