

**GOVERNMENT MEDICAL COLLEGE & ITS ASSOCIATED HOSPITALS, SRINAGAR**

Subject:- Secretariat Assistant Training Course (SATC) and Foundation Course in respect of Senior Assistant and Junior Assistants of Heads of the department/ Offices.  
Reference:- Govt. Order No: - 548-JK (GAD) of 2021 Dated: - 24-06-2021.

ORDER No: - 296 AH of 2021.

DATED: - 30 -June- 2021.

Sanction is hereby accorded to the deputation of following Sr. Assistant and Jr. Assistants of this department for undergoing Secretariat Assistant Training Course/ Foundation Course in the Institute of Management, Public Administration and Rural Development, Srinagar, (IMPARD) as shown against each.

Name of the Employee	Designation	Place of Posting	Name of Training Course
Mr. Mudasir Rafiq	Sr. Assistant	Govt. Medical College Srinagar (CMH)	Secretariat Assistant Training Course
Mr. Ishfaq Ahmad Mir	Jr. Assistant	Govt. Super Specialty Hospital Srinagar	Foundation Course
Mr. Fayaz Ahmad Khan	Jr. Assistant	Govt. Kashmir Nursing Home	Foundation Course
Mr. Irefan Hussain	Jr. Assistant	Govt. Medical College (Accounts Section)	Foundation Course
Mr. Irfan Hussain Khan	Jr. Assistant	Govt. Medical College (Hospital Section)	Foundation Course

The deputation of training is for a period of 60 working days commencing from 1st July 2021 and the trainees shall attend the said course on full day basis and shall report to IMPARD at 10:00 A.M as envisaged in the aforesaid Govt. Order. The salary of the officials in question shall be drawn on the production of attendance report to be issued by the IMPA Authorities. The concerned controlling Officers shall relieve the Officials immediately for attending the said course at IMPARD.

In case the above named officials fail to join within a period of 03 days, in such a situation, the next eligible officials waiting in the queue shall be deputed in their place(s) and the officials shall lose their claim for training and the promotional benefits accordingly.

After the completion of their course the trainee(s) shall produce a certificate of the proficiency from the in-charge training authorities at IMPARD and also course completion certificate from the IMPA Authorities.

The officials shall attend their routine duties at their respective place of postings during the off days at IMPARD, failing which they shall be treated absent from their legitimate duties.

(By Order)

  
Personnel Officer  
Associated Hospitals Srinagar  
Dated: 30-06-2021.

No:- AH-9/Est-II/MC/09/2021/2341-52  
Copy for information and necessary action to the:-

01. Vice Chairman and Director General, Institute of Management Public Administration and Rural Development J&K.
02. Commissioner Secretary to Govt. GAD, Civil Secretariat, Jammu/ Srinagar.
03. Medical Superintendent, **Kashmir Nursing Home/Super Specialty Hospital** Srinagar.
04. Personnel Officer Associated Hospitals.
05. Chief Accounts Officer, Govt. Medical College, Srinagar.
06. Accounts Officer, Associated hospitals, Srinagar.
07. Officer In-charge, IT Section for uploading on the official website.
08. PA to Principal/Dean for information of PMC.
09. All concerned officials for information and immediate compliance.
10. Concerned Order file for record and reference.