



Government Medical College & Its Associated Hospitals Srinagar

CIRCULAR

It has been observed that the Time Bound Promotion cases of the employees are being submitted/ forwarded to this office with many deficiencies which are being returned to the concerned DDO's for fulfilling those limitations/ deficiencies without yielding any positive results.

In terms of Jammu and Kashmir Higher Standard Pay Scale Scheme, 1996 read with SRO-14 dated 15-01-1996 and the instruction and orders issued by the Government from time to time viz. a viz Govt. order No. 957-JKGAD of 2021 dated 16-09-2021, it is impressed upon all the controlling officers/ DDO's to forward the In-situ (Non Functional) promotion cases well on time without any delay along with the requisite documents/ formalities as per the **"CHECKLIST"** annexed-A to this circular so as to avoid any unnecessary delay while regulating Time Bound Promotions and are further directed to submit the individual case of the employees and refrain from forwarding collectively in bulk.

The promotion case found lacking with any of the check listed document will outrightly be rejected / returned and the onus shall lie on the forwarding authorities.


Principal/ Dean

Govt. Medical College Srinagar

Dated:- 25-10-2021.

NO:- MC /AH-9/Est-I,II,III/2021/ 5127-39

Copy for information and necessary action to the:-

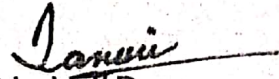
01. Medical Superintendent Govt. _____ Hospital Srinagar.
02. Chief Accounts Officer Govt. Medical College Srinagar.
03. ~~Accounts Officer~~ Associated Hospitals Srinagar.
04. Officer in-charge IT, GMC Srinagar for uploading on the official website.
05. Concerned file.



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"Annexure A"

S No.	Requisite documents and formalities.
01	Application preferred by the applicant.
02	Recommendations of the controlling officer.
03	Service Book of the official in original, complete in all respects.
04	APR's for the last three years duly authenticated by the Controlling Officer and signatutred by the accepting authority.
05	"Schedule 2 and 3" duly signed and sealed by the Controlling Officer.
06	Integrity certificate mentioning period of Integrity.
07	Non Involvement certificate.
08	Work and conduct certificate by the Medical Superintendent / DDO.


Principal/Dean

Govt. Medical College Srinagar

