



**Govt. of Jammu & Kashmir
Govt. Unani Medical College & Associated Hospital
Nawabagh, Ganderbal, Kashmir**

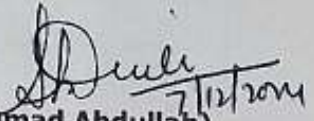
Subject:- Engagement under SO 364 of 2020- periodical extension (s) thereof.

CIRCULAR

The attention of all the officers, working in GUMC Ganderbal, engaged under Jammu and Kashmir Medical and Dental Education (Appointment on Academic Arrangement Basis) Rules, 2020, notified vide SO 364 dated 27.11.2020, is invited towards the proviso to sub rule (1) of Rule 4 of aforesaid statutory order, governing the periodical extensions on yearly basis, on the basis of the performance and good conduct.

In this context, the extensions of the officer(s) shall now be made by the authorities, on the basis of performance, to be submitted on the designed format annexed with this Circular, with proper authentication of the officer concerned.

This is issued with the prior approval of the Principal, Govt. Unani Medical College cum Hospital, Nawabagh, Ganderbal Kashmir.


(Mohammad Abdullah)
Administrative Officer

No:-GUMC/Admn/217/2024

Dated:- 07-12-2024

Copy to the:-

- 01/ Administrator, Govt. Medical College Srinagar
- 02/ Nodal Officer, GUMC Ganderbal
- 03/ Accounts Officer, GUMC Ganderbal.
- 04/ Incharge Website for information and necessary action.
- 05/ Officers concerned.
- 06/ Pvt. Secretary to the Principal, Govt. Unani Medical College Cum Hospital, Nawabagh, Ganderbal.
- 06/ Concerned file.

PROFORMA
(To be filled up by the officer as Self Assessment)
(Faculty members viz. Assistant Professor/Lecturers)

1	Name of the officer			
2	Designation			
3	Department			
4	Date of 1 st engagement (with reference to the Govt. Order)			
5	Classes attended during the year, as per time table & NCISM guidelines.			
6	Result percentage			
7	Teaching hours completed (month wise, as per NCISM guidelines)	Total teaching hours	Completed teaching hours	%of the syllabus covered
8	Practical hours completed (month wise) as per NCISM guidelines)	Total practical hours	Completed practical hours	%of the practical hours
9	Average of students attendance (monthwise) from the start of class work			
10	Seminars/workshops/awareness programmes held in the year (with photographs and dates)			
11	No. of OPD/weekly patients attended in OPD(month wise)			
12	Total leaves availed during the year, except casual leave			
13	Redressal of grievance, if any			
14	Whether any complaint received against the officer, during the period			
15	Special attributes, if any			
16	Feedback from students			

(Signature of the applicant officer)

Remarks/recommendations of the officer in charge (with reference to above details from S. No. 1-16)

Name:- _____

Designation _____

Seal and signature, with date:- _____



PROFORMA
(To be filled up by the officer as Self Assessment)
(Resident Medical Officers (RMO)/Clinical Registrar)

1	Name of the officer	
2	Designation	
3	Department	
4	Date of 1 st engagement (with reference to the Govt. Order)	
5	Patients attended (month wise) during the year, as per roster	
6	Patients attended/admitted (month wise during the year in IPD ward)	
7	Night duty attended on monthly basis	
8	Month wise average of patients attended in the year	
9	Month wise average of patients attended in the year in OPD/IPD	
10	Medical campus organized in the year (month wise)	
11	Seminars /workshops conducted for public awareness	
12	Total leave availed during the year, as per biometrical attendance records	
13	Any complaint against, during the year	
14	Any grievance redressed, if so details thereon	
15	Special attributes, if any	

(Signature of the applicant officer)

Remarks/recommendations of the officer in charge (with reference to above details from S. No. 1-15)



Name:- _____

Designation _____

Seal and signature, with date:- _____