



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

Subject:- Monitoring of attendance and other allied matters.

**CIRCULAR NO:- 02 GUMC OF 2024**  
**DATED :- 05-01-2024**


In order to ensure the proper monitoring on the day to day work of the Government Unani Medical College & Associated Hospital, Ganderbal, Kashmir and also ensure regular attendance of the staff, the following instructions are hereby issued with the approval of the Competent Authority, for its proper follow up and compliance:-

- (i) The facility to avail the casual leave may be restricted only to exigencies with cogent reasoning;
- (ii) Apart from the marking of attendance through the biometric system, every category of officers/officials viz. Associate Professors, Assistant Professors and paramedical staff and others shall maintain a manual register as well which shall be properly verified on daily basis (working hours) at arrival and departure hours by the Administration of the college and fortnightly report to that effect shall be submitted to the Head of the Department viz. Principal, GUMC, for cognizance.
- (iii) After end of the every month, officers/officials shall be provided his/her leave account (whatsoever availed), by the College Administration, for information
- (iv) Submission of casual leaves on group may be restricted to exigency only, instead a formal leave application should reach to the college administration either from the officer or on his/her behalf of some other officer can produce the leave application, for reference and record. This will enable the institution to keep up-to-date data of the leave account.
- (v) Any departure during the office hours should happen with the proper permission.
- (vi) The working of the paramedical staff engaged in the associated hospital may be monitored by the heads of the departments and report to that effect may be made shared with the College Administration on monthly basis, which shall be recognized their work and conduct report .

- (vii) The Nodal Officer concerned may conduct periodical inspections to the Hospital so as to supervise the working of the staff.
- (viii) In case of Earned Leave, no officer/official shall leave the headquarter, unless proper sanction is obtained from the Competent Authority.

Any departure to above instructions shall be viewed seriously and shall be dealt in accordance with the service rules.

By order.

  
5/1/2024

**(Mohammad Abdullah)**  
Administrative Officer,  
GUMC, Nawabagh, Ganderbal, Kashmir

No:- GUMC/Admn/12/2023/ 02  
Dated:- 05.01.2024

Copy to the:-

- 01/ Secretary to the Government, Health and Medical Education Department, Civil Secretariat, Srinagar/Jammu.
- 02/ Director Finance, Health and Medical Education Department, Civil Secretariat, Srinagar.
- 03/ Chief Accounts Officer, GUMC, Ganderbal, Kashmir.
- 04/ All Heads of the Departments for cognizance.
- 04/ Nodal Officer, Govt. Unani College Cum Hospital, Ganderbal, Kashmir.
- 05/ Pvt. Secretary to the Principal, GUMC, Ganderbal, Kashmir.
- 06/ Incharge Website, GUMC, Ganderbal, Kashmir
- 07/ Office Notice Board.
- 08/ Concerned file.