



OFFICE OF THE PRINCIPAL,  
**GOVERNMENT MEDICAL COLLEGE, ANANTNAG**

COLLEGE CAMPUS, DIALGAM, ANANTNAG (J&K)-192210.  
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**Subject: Late arrivals and Early departures by the staff- reg.**

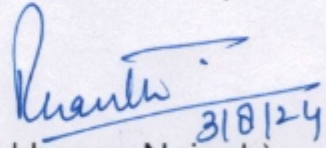
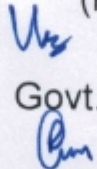
**CIRCULAR**

It has been observed that most of the staff including Heads of Departments and their Faculty arrive late and leave early on daily basis and thus are becoming habitual of this act. This act is being repeated despite issuance of strict instructions by the authorities from time to time.

Hence, in order to ensure timely arrivals and departures, it is hereby ordered that all the staff of GMC Anantnag (except those who are on roster duties), shall arrive sharp 09:00 am in the morning and leave on 05:00 pm in the evening (01:30 pm on Saturdays) at their respective place of postings, failing which action under rules shall be initiated against the defaulters.

Further, all HoDs shall be added as local admins on AEBAS portal who shall monitor the arrival/departure timings of their subordinate staff on daily basis and initiate strict action against the defaulters.

The staff who are commuting in the hired vehicles/buses shall arrive and leave the premises of the College Campus, Dialgam and Associated Hospitals (MMABM & M&CC) strictly at 09:00 am and 05:00 pm, respectively.

  
(Prof./Dr. Rukhsana Najeeb),  
**Principal/Dean,**  
Govt. Medical College, Anantnag  


No.: GMCA/PS/4480-85

Dated: 03-08-2024

**Copy for information to: -**

1. Secretary to the Govt., Health & Medical Education Department, Civil Secretariat, J&K, Jammu/Srinagar.
2. Chief Accounts Officer, GMC Anantnag for n.a.
3. Head, Department of \_\_\_\_\_ (all), Govt. Medical College, Anantnag.
4. Medical Superintendent, Associated Hospitals (MMABM & M&CC).
5. Administrative Officer, GMC Anantnag for n.a.
6. I/C Website with the direction to upload on the College Website.