



OFFICE OF THE PRINCIPAL
GOVERNMENT MEDICAL COLLEGE ANANTNAG

Main Campus Dialgam

Phone no. 01932-226140

email: accts.gmcang@gmail.com

Circular

Subject: - Biometric Attendance

The marking of attendance through Biometric Attendance System has been made mandatory/compulsory vide Govt Order No:- 651-JK(GAD) of 2022 dated 02/06/2022 on both arrival as well as departure occasions. Accordingly it is enjoined upon all the Admins duly constituted vide order no:-311/GMCA of 2021 dated 25/11/2021 for the said purpose to get all the employees registered falling under their domain within three days positively so that they can mark their attendance through BAS and in case of any assistance on this issue any, the Administrative Officer of GMC Anantnag can be approached.

Moreover, in case of requirement/installation of new machine, the procurement officer of this institution can be approached. However, the Biometric attendance report should be submitted to the office of the undersigned through mail on: acctsgmc.atd@gmail.com at the end of every month for drawl of salary.


Chief Accounts Officer
GMC Anantnag

No: - GMCA/2022/Cir/1191

Dated: -06/06/2022

Copy to:-

1. Principal GMC Anantnag for information.
2. All HODs for information and necessary action.
3. Medical Superintendent MMABM GMC Anantnag for information and necessary action.
4. Incharge UHTC Mattan and RHTC Sagam for information and necessary action
5. Administrative Officer GMC for information and necessary action.
6. Deputy Medical Superintendent MCCH for information and necessary action.
7. Assistant Director Planning for information and necessary action.
8. All the admins designated for the purpose for necessary action.
9. Incharge website to upload the circular on college website.
10. Notice Board.

**OFFICE OF THE PRINCIPAL
GOVT MEDICAL COLLEGE ANANTNAG**
(Camp Office MMABM District Hospital, Anantnag)
Phone no.01932-227624 email gmcanantnag2018@gmail.com

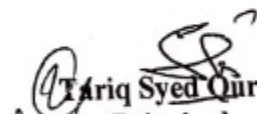
ORDER NO: 311 GMCA of 2021

DATED: 25.11.2021

In the interest of Administration and smooth functioning of Biometric attendance system, the following officials/ employees are hereby designated as **Admins** of the biometric machines installed outside their respective Sections/ Departments for registration of employees and generation of their attendance through **Biometric Tracker Attendance Software** installed in their computer systems:-

S No.	Name of the Official	Designation	Department	Admin for Biometric Machine/s
01	Mr. Ubair Yousuf	Computer Operator	Administrative Office	In Administrative Block
02	Mr. Bilal Ahmad	Computer Operator	Radio-Diagnosis	Outside Radio-Diagnosis and DIEC
03	i) Mr. Adnan Muzaffar	Computer Operator	Pediatrics	Pediatrics
	ii) Mr. Adil Ahmad Ganaie	Data Entry Operator	Dy. MS office	Dy. MS Office/ Obs & Gynae
04	Mr. Shuja Samiullah	Computer Operator	Nursing College	In Nursing College
05	Mr. Umar Amin Dar	Computer Operator	Forensic Medicine	Outside Pharmacology, forensic, SPM & Store (GMC)
06	Mr. Sareer Nengroo	Computer Operator	Microbiology	Outside Microbiology, Pathology, Blood bank
07	Mr. Rayees Mohi ud din	Computer Operator	UHTC, Mattan	In UHTC, Mattan
08	Mr. Mubashir Amin	Medical Social Worker	RHTC, Sagam	In RHTC, Sagam
09	i) Mr. Ishrat Hussain	Data Entry Operator	MS Office	2 nd floor (MMABM) and submission of attendance of MMABM.
	ii) Mr. Ab Saleem Malik	Computer Operator	Biochemistry	Biochemistry, Surgery & Anatomy (3 rd & 4 th floor)
	iii) Mr. Iqtiraj Gaddoo	Data Entry Operator	General Medicine	Ground and 1 st floor (MMABM) and submit data to MS Office.
	IV) Mr Aqib Yousuf Dar	AV Technician	Lecture Hall	Lecture Hall

Concerned employees shall be responsible for proper maintenance of these Biometric attendance machines.


Tariq Syed Qureshi
 Principal
 GMC Anantnag

NO. 9/MCA/Estt/2021/1925-32
 dt. 25/11/2021.