



Government of Jammu and Kashmir, H&ME Department

OFFICE OF THE PRINCIPAL

GOVT MEDICAL COLLEGE ANANTNAG

Phone no.01932-227624 email:gmcanantnag2018@gmail.com



Circular

All the employees (Gazetted/ Non-Gazetted) of Government Medical College Anantnag and its Associated Hospitals are hereby advised that henceforth they shall submit their leave applications (Earned Leave, Half Pay Leave, Maternity Leave, etc. except casual leave) if required by them, in the office of undersigned for sanction prior (15) days.

It is further advised that no officer/ official shall leave the station without obtaining prior permission, failing which his/her absence shall be treated as "dies-non" under rules.

Mohammad Yaqoob Dar
Administrative Officer

8/13 GMC Anantnag

No. GMCA/Estt./2022/ 2919-30

Dated: 03 . 08.2022

Copy to:-

1. All HoDs, GMC Anantnag for information and necessary action.
2. Chief Accounts Officer, GMC Anantnag for information and necessary action.
3. Medical Superintendent (Associated Hospital, MMABM) GMC Anantnag for information and necessary action.
4. Section Head Library/ Registrar Academics/ Procurement/ Nursing College etc for information and necessary action..
5. I/C Heads, UHTC, Mattan and RHTC, Sagam for information and necessary action.
6. Dy. Medical Superintendent, (Associated Hospital, M&CCH) GMC Anantnag for information and necessary action.
7. Assistant Director, Planning, GMC Anantnag for information and necessary action.
8. PA to Principal, GMC Anantnag for information of the Principal.
9. I/C Website, GMC Anantnag for uploading on website of GMC Anantnag.
10. Notice Board.
11. Office Record File.