



Health & Medical Education Department
GOVERNMENT MEDICAL COLLEGE, ANANTNAG
College Campus, Dialgam Anantnag J&K-192210

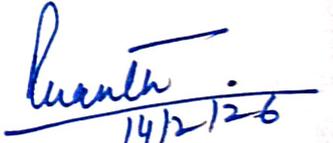
Subject: Strict adherence to official duty timings – reg.

ORDER

It has been observed that certain employees are not strictly adhering to the prescribed official duty timings and are irregular in marking attendance on AEBAS.

In this regard, all employees of Government Medical College & its Associated Hospitals, are hereby directed to strictly follow the notified working hours **(10:00 AM-04:30 PM)** and mark attendance only as per institutional norms. Heads of Departments shall ensure close monitoring of attendance and certify the same before submission of salary bills. The Accounts Section shall disburse salary strictly on the basis of verified AEBAS records.

Any deviation shall invite appropriate disciplinary action under rules.


14/2/26
Principal/Dean,
Govt. Medical College, Anantnag.

No.: GMCA/Estt/2026/ 1637-43

Dated: 14 -02-2026

Copy for information and necessary action to the: -

1. Chief Accounts Officer, Government Medical College Anantnag.
2. All Head of Departments, Government Medical College Anantnag.
3. Medical Superintendent, Associated Hospital (MMABM) GMC Anantnag.
4. Dy. Medical Superintendent, Associated Hospital (M&CCH) GMC Anantnag.
5. I/C UHTC Brakpora and RHTC Sagam, Government Medical College Anantnag.
6. I/C Website for uploading on college website.
7. Office record file.