



सत्यमेव जयते

GOVERNMENT OF JAMMU & KASHMIR

Government Unani Medical College & Associated Hospital Ganderbal

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NO: GUMC/NO/25/445-50


Date: 28/06/2025.

Subject: Manual Attendance of Employees (Teaching/Non-Teaching /Hospital staff) in the institution after NCISM Inspection.

C-I-R-C-U-L-A-R

In order to improve the work culture and the attendance system on manual registers as pointed out by NCISM team members, all staff members (**Teaching/Non-Teaching /Hospital staff**) of Govt. Unani Medical College Ganderbal are requested to mark their attendance against their own serial numbers only from **01.07.2025 onwards** on their certified registers. No employee will write names on the registers on his own, which otherwise creates difficulties later. The Establishment office shall write the names in advance with proper serial number of each employee along with his/her designation.

Any deviation to these instructions shall be viewed seriously.


Dr. Shabeer Ahmad Gaffar
BUMS, MD (HM), PGDHA
(NODAL OFFICER/DMS)

Govt. Unani Medical College & Hospital Ganderbal Kashmir

Govt. Unani Medical College & Hospital, Ganderbal

Copy for information to:

1. Principal, Government Unani Medical College cum Hospital Ganderbal.
2. Administrative Officer, Government Unani Medical College & Hospital Ganderbal
3. Accounts Officer, Government Unani Medical College & Hospital Ganderbal.
4. All staff members ((**Teaching/Non-Teaching /Hospital staff**) Government Unani Medical College , Ganderbal.
5. In-Charge Website, Government Unani Medical College ,Ganderbal for uploading on official website.
6. College Office Record file.

