

Government of Jammu and Kashmir
Health and Medical Education Department
Civil Secretariat, J&K, Jammu / Srinagar

Subject: Manpower and Equipment Audit to ensure proper Resource Utilization of Health and Medical Education Department and Daily Biometric Attendance - implementation of deliverables thereof.

Circular No. 54-JK(HME) of 2022
Dated: 10-08-2022

The deliverables have been assigned to all Administrative Departments including the Health and Medical Education Department. The assigned deliverables have to be completed within a prescribed time frame.

The Health and Medical Education Department, from time to time requested to all HoDs concerned to achieve following deliverables within prescribed timelines:-

1. Manpower and equipment Audit to ensure proper resource utilization.

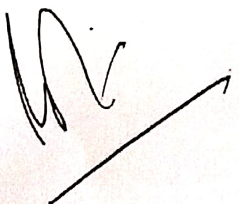
2. Daily Bio-metric Attendance.

Accordingly, all the HoDs of Health and Medical Education Department are requested to:

1. Complete the Manpower and Equipment audit of their respective Directorates/ Institutions taking the previous manpower audit of the department conducted during 2018 as reference and furnish the report within 30 days positively. The HoDs may constitute a committee at their own level comprising the suitable officers for smooth conduct and timely completion of the deliverable and;
2. Take necessary steps for strict compliance of Daily Biometric Attendance of all the employees in light of Government order No. 650-JK(GAD) of 2022 dated 02.06.2022 amplified vide Government order No. 651-JK(GAD) of 2022 dated 02.06.2022 and furnish the status report within 15 days.

Sd/-

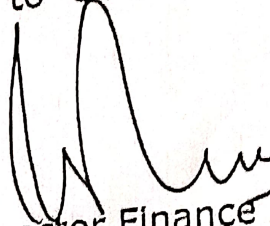
(Manoj Kumar Dwivedi), IAS
Principal Secretary to Government
Health and Medical Education Department



Dated: 10-08-2022

HME-Acct/340/2022-02
Copy to the:

1. Commissioner Food and Drugs Administration, J&K, Jammu.
2. Mission Director, National Health Mission, J&K.
3. Managing Director, J&K Medical Supplies Corporation Ltd., J&K.
4. Principal Government Medical College & Its Associated Hospitals, Srinagar / Jammu / Anantnag / Baramulla / Rajouri / Doda / Kathua.
5. Principal Government Dental College, Jammu / Srinagar.
6. Principal Government Unani / Ayurvedic Medical College, Ganderbal / Akhnoor.
7. Director General, Family Welfare, MCH & Immunization, J&K / Director Health Services Jammu.
8. Director Health Services, Kashmir.
9. Director Coordination, New Medical Colleges, J&K, Jammu.
10. Director AYUSH, J&K.
11. State Drugs Controller, Drugs and Food Control Organization, J&K
12. Pvt. Secretary to Principal Secretary to Government health and Medical Education Department, J&K.
13. Concerned File.


Director Finance