GOVERNMENT OF JAMMU & KASHMIR
HEALTH & MEDICAL EDUCATION DEPARTMENT
GOVERNMENT MEDICAL COLLEGE, ANANTNAG
College Campus, Dialgam, Anantnag (J&K)-192210.
Email ID: principal-gmca@jk.gov.in
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Subject: Constitution of Building Inspection and Audit Committee for GMC Anantnag.

Order No.: 790 -GMCA of 2026
Dated: 11 -11-2026

In order to ensure periodic inspection, proper assessment, upkeep, and departmental audit of the buildings of Government Medical College, Anantnag, a Building Inspection and Audit Committee is hereby constituted as under:

S. No.	Official	Designation of Member	Role in the Committee
1.	Dr Bilal Mashraf Banday	Medical Superintendent MMABM AH GMC Anantnag	Chairman
2.	Dr Mushtaq Ahmad Shah	Dy Medical Superintendent MCCH-AH GMC Anantnag	Member
3.	I/C Rural Training Centre		Member
4.	I/C Urban Training Centre		Member
5.	Mr Karamat Tajamul Islam	Assistant Accounts Officer	Member
6.	Mr Zakir Hussain Shah	SO Planning	Member Secretary
7.	Mr Junaid Ahmad Baba	Estates Dealing Assistant	Member
8.	Mr Junaid Ahmad Wani	Storekeeper cum Computer Operator	Member
9.	One additional member to be nominated by the concerned Medical Superintendent, as deemed necessary.		

The Committee shall:

1. Conduct periodic inspections of the buildings and infrastructure of the Associated Hospitals of GMC, Anantnag.
2. Assess the overall condition of the buildings and identify structural deficiencies, maintenance-related issues, and requirements for repairs, renovation and other necessary works.
3. Identify urgent repair and maintenance requirements and recommend appropriate remedial measures, prioritising issues having implications for patient safety,staff safety and uninterrupted hospital functioning.
4. Maintain a proper record of inspection findings, including deficiencies observed and works required, and submit a detailed inspection report, along with specific recommendations, to the competent authority for consideration and further necessary action.
5. Monitor the status of previously identified deficiencies, wherever required, and bring any major structural concerns or matters requiring urgent intervention to the notice of the competent authority.

Department-Wise Audit Points to be Assessed:

(In addition to general building inspection, the committee shall audit the following for each department)

- **Space Allocation:** Total number of rooms available for the department versus the actual requirement and alterations necessitated, thereof.

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- **Space Utilization:** Assessment of how effectively the currently allocated rooms and spaces are being utilized by the staff and for patient care.
- **Departmental Infrastructure:** Condition of specific infrastructure, furniture, and fixtures within the department's allocated area.
- **Safety & Compliance:** Department-specific safety hazards, adherence to fire safety protocols, and proper functioning of essential utilities (water, electricity, medical gases).
- **Inventory & Equipment:** General visual audit of major equipment housing and related structural support requirements.

The Committee shall discharge its assigned responsibilities diligently and ensure that all inspection findings, recommendations, and follow-up actions are properly documented.

Sd/
Principal/Dean,
Government Medical College,
Anantnag.

No.:GMCA/Estt./ 9446-49
Dated: 11-11-2026

Copy to:

1. All HoDs, GMC, Anantnag, for information.
2. All above members of the Committee for n/a.
3. IT Cell, GMC, Anantnag, for uploading the order on official website.
4. Office Record File.

Encl: Inspection check list (CPWD)

Muqbil Latief Hussain (JKAS),
Administrative Officer,
Govt. Medical College, Anantnag.

(a) Inspection of Buildings (Civil)

(a) House no. and Type : (b) Location :
(c) Date of Last Inspection : (d) Date of present inspection :

S.No.	Item No.	Needs Repair Action	Needs Repair Quantity	Needs Repair Cost	Needs Replacement Quantity	Needs Replacement Cost	Priority Immediate	Priority Annual Repairs	Priority Routine Repairs
1	2	3	4	5	6	7	8	9	10
1.	**Walls**								
1.1	Cracks								
1.2	Repair to plaster								
1.3	Repair to brick work								
1.4	Dampness								
2.	**Floors**								
2.1	Cracks								
2.2	Settlement								
2.3	Slopes								
2.4	Skirting cracks								
2.5	Dados cracks								
3.	**Doors, Windows, Ventilators & Cupboards**								
3.1	Glass panes broken								
3.2	Panels in shutters broken								
3.3	Panels fit improperly								
3.4	Improper/missing fittings								
	1.1.1 Hinges								
	1.1.2 Handles								
	1.1.3 Tower Bolts								
	1.1.4 Aldrops								
	1.1.5 Floor door stopper								
	1.1.6 Knobs								
	1.1.7 Cleats								
	1.1.8 Hooks & Eyes								
	1.1.9 Curtain Rods								
	1.1.10 Stays								
	1.1.11 Pelmets								
4.	**Roofs**								
4.1	Leakages/Damp patches								
4.1	Water proofing treatment								
4.2	Golas								
4.3	Khurras								
4.4	Brick drip course								
4.5	Rain water pipe								
4.6	Regrading								

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4.7 Top Layer of tiles
4.8 Parapet, coping

5. Water Supply & Sanitary fittings

5.1 Leakages in pipe joints
5.2 Functioning of washers
5.3 Functioning of traps in fittings
5.4 Functioning of floor traps
5.5 Functioning of overhead/low level cistern
5.6 Air Locking
5.7 Leakages in pipe joints
5.8 Condition of overhead tank
5.9 Cleaning of overhead tank
5.10 Fittings
- 5.10.1 Wash basin
- 5.10.2 Soap container
- 5.10.3 Mirror
- 5.10.4 Glass shelf
- 5.10.5 Towel rail
- 5.10.6 Hangers
- 5.10.7 Sinks
- 5.10.8 Taps
- 5.10.9 Pillar cocks
- 5.10.10 Showers
- 5.10.11 Cisterns
- 5.10.12 Ball valves
- 5.10.13 Seat cover
- 5.10.14 Steps

6. External Services

6.1 Manhole covers
6.2 Covers to gully traps
6.3 Cleaning of manholes
6.4 Plinth protection
6.5 Cleaning of storm water drain
6.6 Approach roads
6.7 Service lanes

7. Finishing

7.1 White washing/colour washing/distemper
- (a) When was it done last?
- (b) When is it due?
- (c) Existing condition

7.2 Painting
- (a) When was it done last?
- (b) Existing conditions
- (c) When is it due

8. Common Areas

8.1 Railing to staircase
8.2 Staircase steps
8.3 Staircase nosing
8.4 Shafts

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(b) Inspection of Buildings (Electrical)

(a) House No. and Type : (b) Location :
(c) Date of Last Inspection : (d) Date of present inspection :

S.No	Item No.	Needs Repair Action	Needs Repair Quantity	Needs Replacement Cost	Needs Replacement Quantity	Cost	Priority Immediate	Priority Annual	Priority Routine Repairs
1.	**Switch Boards**								
1.1	Regulator								
1.2	Switches								
1.3	Fixing of tiles								
2.	**Fans**								
2.1	Canopy fixing								
2.2	Speed and noise								
3.	**Socket outlet points and connection**								
3.1	Tile								
3.2	Switch								
3.3	Outlet connection if any								
4.	**Fittings**								
4.1	Reflector								
4.2	Louvers/perspex cover								
4.3	Suspension rod								
5.	**Exhaust Fans**								
5.1	Speed and noise								
5.2	Louvers								
5.3	Connecting wires i/c. ceiling rose								
6.	**Call bells**								
6.1	Bell push								
6.2	Connecting wire								
6.3	Ball Buzzer								
7.	**Sub distribution boards/BDB/Main Board**								
7.1	Switch covers								
7.2	Fuse Kit Kats								
7.3	Earth connection								
7.4	Fuse rating								
7.5	Inter connection								
7.6	Boards								

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(c) Inspection of buildings/gardens :

(A) LAWN

i) Weeding
ii) Patch repair
iii) Renovation
iv) Regrassing

(B) HEDGE :

I) Gap filling
II) Replacement

(C) PRUNNING & TRAINING :

i) Naturally required prunning
ii) Prunning required for security purpose of building as well as occupant

(D) PLANTING BEDS :

i) Needs Replacement
ii) Gap filling

(E) U/F WATER SUPPLY

i) Matter to be reported to U/F Water Division after inspection.

(F) ROCKERIES :

i) Gap filling of dead one
ii) Replacement of damaged, weak
iii) Replacement of stones
iv) Thinning, trimming
v) Redesigning of paths, Maintenance of paths

(G) KITCHEN GARDEN

i) Change in site
ii) Plan for planting of vegetables

(H) ROAD SIDE PLANTATION :

i) Gap filling Nos.
ii) Trimming, prunning
iii) Tree Guards not required & to be removed/repair/painting etc.
iv) Proposal for new plantation, Digging of holes etc.
v) Misc.
vi) MOU-Detailed report(performance & financial achievements)

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