

GOVERNMENT OF JAMMU AND KASHMIR  
HEALTH AND MEDICAL EDUCATION DEPARTMENT  
**GOVERNMENT MEDICAL COLLEGE, ANANTNAG**  
[ESTABLISHMENT]

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**Subject:** Instructions for employees regarding official communication and accessibility.

**Circular No.:** 08 -GMCA of 2026  
**Dated:** 13 -05-2026

It has been observed by the Administration of Government Medical College, Anantnag that the employees of this institution and its Associated Hospitals are submitting representations/applications directly to the office of the Principal/Dean and Administrative Officer without routing the same through their respective Controlling Officers/Heads of Departments.

Such practice not only hinders the smooth functioning of patient care services but is also contrary to the established official procedure and prescribed channel of communication.

The matter has been viewed seriously by the authorities, as it results in avoidable correspondence with subordinate offices, leading to unnecessary wastage of time and resources.

Accordingly, in order to discourage such practice, it is hereby impressed upon all employees of Government Medical College, Anantnag and its Associated Institutions to strictly adhere to the prescribed channel while submitting grievances, representations, or any official correspondence. Employees shall first approach their respective Controlling Officers/Heads of Departments, who, after examining the matter, may forward the same to the Administration of GMC Anantnag for further necessary action.

Furthermore, all documents/files intended for submission to the Administration of GMC Anantnag shall invariably be routed through the Dak Runner duly authorized by the concerned Controlling Officer/Head of Department.

Moreover, all employees of Government Medical College, Anantnag and its Associated Institutions shall ensure that their mobile phones remain switched on and accessible at all times. Any instance of keeping mobile phones switched off or remaining unreachable without valid justification shall be viewed seriously by the Administration.

In addition, all Heads of Departments/In-charges of Sections shall furnish the updated contact details of all employees working under their control, along with alternate phone numbers, to the Administration of GMC Anantnag for maintaining proper communication and coordination.

Non-compliance with these instructions shall be viewed seriously.

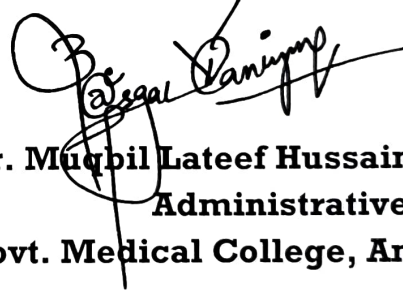
Sd/-

**Principal/Dean**  
**Govt. Medical College, Anantnag**

No: GMCA/Estt./ 4495-4501  
Dated: 13-05-2026

**Copy for information to the: -**

1. All Heads of Departments/ In-charge Sections, Govt. Medical College Anantnag.
2. Medical Superintendent, MMABM Associated Hospital.
3. Dy. Medical Superintendent, M&CCH Associated Hospital.
4. In-charge UHTC/RHTC, Govt. Medical College, Anantnag for compliance.
5. In-Charge Principals, Govt. Nursing College Anantnag/Pulwama/ Kulgam/ Shopian.
6. All employees of GMC Anantnag and its associated institutions for strict compliance.
7. Office record file.



**Mr. Muqbil Lateef Hussain (JKAS)**  
**Administrative officer**  
**Govt. Medical College, Anantnag**