




**UNION TERRITORY OF JAMMU & KASHMIR  
OFFICE OF THE ADMINISTRATOR  
GOVERNMENT MEDICAL COLLEGE & ASSOCIATED HOSPITALS,  
JAMMU**

**Circular**

It has been observed that in the past, cases of in-service candidates for higher studies have been recommended randomly without adherence to the basic rules/seniority position in different para medical cadres leading to chaos and unnecessary litigations. In order to streamline the procedure for recommending in-service candidates for various paramedical courses and keeping in view the exigency of providing necessary Healthcare services to the patients, all the Medical Superintendents of the GMC and its Associated Hospitals are hereby enjoined upon to recommend study leave cases strictly as per the seniority only. Further, for all practical purposes the Leave Reserve Quota (LR) @ 10 % of cadre strength shall be maintained at all times which shall be inclusive of other leaves like Maternity, Child Care etc. in-conformity with the S.O 398 dated 16<sup>th</sup> August 2024 issued by the General Administrative Department.

Any such study leave application recommended by the Medical Superintendent concerned in violation of the above instructions shall not be entertained.

  
(R.K Katoch) JKAS,  
Administrator, Associated Hospitals,  
GMC, Jammu

No: AHJ/Circular/2024/4373-4382

Dated:10.12.2024

Copy to the:

1. Secretary to Government Health & Medical Education Department, Civil Secretariat, Jammu/Srinagar for information.
2. Principal/Dean, GMC, Jammu for information.
3. All Head of Departments, GMC, Jammu for n/a.
4. All Medical Superintendents of GMC and Associated Hospitals, Jammu for inf.
5. Personnel Officer, Associated Hospitals, Jammu for inf.
6. Chief Accounts Officer, GMC, Jammu for inf.
7. Administrative Officer, GMC, Jammu for inf.
8. Account Officer, Associated Hospitals Jammu for inf.
9. Principal, Govt. AMT School, Jammu for inf.
10. Office records. *1/c website.*