



GOVT. OF JAMMU & KASHMIR
OFFICE OF THE PRINCIPAL



GOVERNMENT MEDICAL COLLEGE DODA

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MOST URGENT

(C I R C U L A R)

It is impressed upon all Head of Departments and Medical Superintendent Associated Hospital GMC Doda that they should submit list of Machinery & Equipments and others items received by them from various agencies as per the format detailed below for purpose of Verification to be carried out by designated Verification Board. The requisite list/information should reach to the undersigned within a period of three days positively failing which the bills so raised shall not be processed for pass and payment without certification from the designated Verification Board :-

Name of Equipment/Item	Received vide supply order No. and date	Date of Receiving the M&E/Consignment	Status of equipment (whether working/non working)


(Dr. Ashraf Ali Khan)
Officer In charge Stores/
HOD Biochemistry GMC Doda

No: Stores/GMCD/01-67.

Dated :- 18-12-2019.

CC:

1. Principal/Dean, GMC Doda for information
2. All Head of Departments for immediate necessary action and compliance
3. Chief Accounts Officer, GMC Doda
4. Medical Superintendent Associated Hospital, GMC Doda for n/action
5. All Store In charges of GMC Doda for immediate compliance
- ✓ 6. I/C IT Section for uploading on official website
7. Office record file