



Dated: 15/05/2025

**CIRCULAR**

**Subject:- Punctuality in attendance.**

It has been observed that punctuality is not maintained in the hospital. Most of the officers/officials were found absent during the surprise checking. Every Officer/Official is expected to be in his or her seat and to start work in official time failing which action may be taken as per rule.

In view of above, all officers/officials are hereby directed to keep punctuality in attendance & start work in time bound manner.

(Dr. Vinod Kumar)  
Medical Director, GTBH

Copy to:

1. PS to Principal, UCMS
2. All AMSs, HOO, All HODs, DMS (A) & All MOI/Cs
3. Control of Accounts, DCA, Sr. A.O., A.O.
4. CCMO, All Branch In-charges
5. Nursing Superintendent
6. Principal, FNCON
7. DPA to upload the same on the official website of GTBH
8. Guard file

(Dr. Vinod Kumar)  
Medical Director, GTBH