



## JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.

(Public Sector Undertaking of Govt of Jammu & Kashmir)

Corporate Head Office: Plot N-58 Friends Colony, Satyam Road-Marble Market, Trikuta Nagar Jammu.  
Corporate Office Kashmir: Opposite, State Motor Garage Deptt. Baramulla National Highway, Bemina  
Telephone: 0191-2478842, 0191-2476548 (Jammu).

### C I R C U L A R

It has been observed that the entry of bidders / suppliers / representatives of the firms is un-regulated and they visit the Corporate Head Office, Jammu & Srinagar randomly without adhering to the prescribed time for the visit which hampers the functioning of the JKMSCL.

Accordingly, it is impressed upon all the bidders/suppliers/representatives of the firms to strictly adhere to visit the Corporate Head Office, Jammu/Srinagar which has been fixed as **2:30 PM** onwards and shall meet only Managing Director, JKMSCL, Financial Advisor/CAO, General Manager(s) & Dy. General Manager(s) only for any official work and redressal of the their grievances. The concerned shall also record their entry & exit at reception of the office during their visits to JKMSCL.

Further, It is impressed upon all the dealing Assistants and concerned officials that they shall not entertain any Supplier/bidder/representative of the firms during office hours. Any deviation to this instructions shall be dealt seriously & action as warranted under rules shall be initiated against erring officers/officials.

(Mohd. Ashraf Choudhary (JKAS)  
General Manager (Adm)  
J & K Medical Supplies Corporation Ltd.

25/8/23

No: JKMSCL/GM/Adm/49/2023/

Dated: 25/08/2023

Copy to the:-

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1. F.A/Chief Accounts Officer, J&K Medical Supplies Corporation Limited.
2. General Manager (P&S), J&K Medical Supplies Corporation Limited.
3. Deputy General Manager (IT, P&S) and Tendering JKMSCL.
4. Pvt. Secretary to Administrative Secretary, Health and Medical Education Department, Civil Sectt. J&K.
5. All Medical Officers of Regional Drug Ware Houses & Sample Ware House of JKMSCL for information.
6. All concerned Sections for compliance.
7. PA to Managing Director J&K Medical Supplies Corporation Limited.
8. All prospective bidders/firms for information and compliance.
9. Office file.