JAMMU SOCIETY OF ANAESTHESIOLOGISTS
Memorandum and Constitution

Jammu Society of Anaesthesiologists (JSA) is hereby constituted by the following as its signatories on the 30th day of December, 2013:

1. Dr. Atul Sharma S/o Sh. Om Parkash Sharma R/o W-no. 14, H. no. 90 Sailan Talab, Udhampur
2. Dr. Amit Manhas S/o Sh. A. S. Manhas R/o 249 Sector-A, Sainik Colony, Jammu
3. Dr. Rajesh Mahajan S/o Sh. Kasturi Lal R/o D/8 Old Medical Enclave, behind K C Theatre, Jammu
4. Dr. Sunana Gupta W/o Sh. Rahul Jandyal R/o 14 Indra Colony, Camp Road, Talab Tillo, Jammu
5. Dr. Kuldip Chander Gupta S/o Sh. Nagar Mal Gupta R/o 5 Sector 4, Roop Nagar, Jammu
6. Dr. Nandita Mehta D/o Sh. V K Sethi R/o 108 Marble Enclave, Sector 4 Extn., Trikuta Nagar, Jammu
7. Dr. Shikha Sharma D/o Sh. Vinod Sharma R/o 41 Vikas Lane 1, Talab Tillo, Jammu

Aims and Objects of the Society

1. To associate together all reputable and registerable medical men and women practising or interested in the science and art of anaesthesiology.
2. To promote the advancement of Medical Science.
3. To edit and publish Anaesthesia Journal
4. To protect the public against irresponsible and unqualified practitioners who profess to be specialists in Anaesthesiology.
5. To encourage scientific research and development on anaesthetic problems.
6. To hold scientific discussions and read papers on Anaesthesiology.
7. To watch and advice on legislations affecting the Anaesthesiology.
8. To hold periodically, conferences at various places, for the betterment of the cause of anaesthesia.
9. To receive donations and subscriptions from persons who are eligible and desire to join the society and to hold the funds for the advancement of Anaesthesiology.
10. To co-operate with other medical and scientific associations.
11. To arrange exhibitions of implements, appliances etc., pertaining to anaesthesia and suggest improvements in these implements and appliances.
12. To make rules when deemed necessary, relating to the discipline and professional conduct of Anaesthesiologists.
13. To make bye-laws, rules and regulations of the society and to delete, change or add to the same as and when necessary.

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President JSA Jammu City branch.
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14. To add all such things as may be incidental or conducive to the attainment of all or any of the above objects.
15. To run schemes for the welfare of Society.

Rules & Regulations

Following are the Rules and Regulations adopted by the 'Jammu Society of Anaesthesiologists':

I. Preliminary
The society shall be called the "Jammu Society of Anaesthesiologists", with the aims and objects specified in the Memorandum of the Society. In the construction of these rules and regulations, generally, unless repugnant to the context, the singular shall include plural, masculine the feminine and vice versa and within shall include printing, lithograph or other substitute for printing or writing.

II .Registered Office:
1. Registered office of the society shall be located at Acharya Shri Chander College of Medical Science & Hospitals, Department of Anaesthesia, Sidhra, Jammu.

III. Membership:
There shall be the following classes of members.
1. Honorary Members: Those persons, who have rendered outstanding service to Anaesthesiology and contributed in exceptional degree to the advancement of this speciality shall be eligible for the membership, provided their names have been unanimously recommended by the Executive Council and passed by a two-third majority in the Annual General Body Meeting. They shall not vote or hold office in the Society.
2 . Life Associate Members: Medical post graduates of anaesthesiology registered in India and interested in practice of anaesthesiology, may be admitted by the society as life associate members. They shall not vote or hold office. And are accepted as associate members till qualified.
3. Founder Members: Members of the Society who assisted in its inception shall be known as founder members.
4. Overseas Members: Medical practitioners of modern medicine registered in India or registerable in India and possessing qualification in anaesthesiology will be eligible for overseas membership if residing outside India.
5. Life Members: Medical practitioners of modern medicine registered in India, possessing qualification in anaesthesiology and residing in India will be eligible for life membership in the society. Postgraduate students in anaesthesiology in India are accepted as associate life members and membership will be confirmed as life member only after attaining postgraduate qualification in anaesthesiology. As associated life members they will neither hold office nor vote.

IV. Enrolment of membership :
Application for membership (other than Honorary) shall be made on an application form obtainable from Hony. Secretary. This shall be duly completed by the applicant, with duly proposed and seconded by two ordinary/life members of the Society, with their endorsement. Such application shall be scrutinized by the Hony. Secretary who shall submit such applications to the Governing Council

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Shikha Sharma
Nandita

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shall have the right to decide the eligibility and class of membership. Such decision shall be final. Pending final selection of the applicant by the Governing Council, Hony. Secretary may enroll an applicant temporarily as member on receipt of the application and subscription, which will entitle the applicant to privileges of his class of membership without any rights of voting or attending business meetings.

V. Cessation of membership :
Membership of the society will cease by voluntary resignation as from a specified date.

VI. Management:
The management of the Society shall be vested with Executive Committee consisting of :
1. President
2. Vice President
3. Hony. Secretary
4. Hony. Treasurer
5. Hony. Internal Auditor
6. Immediate Past – President
7. Immediate past Hony. Secretary
8. Immediate past Hony. Treasurer

VII. Elections :
. The President and the Vice-President shall be elected at an Annual Meeting of General Body. They shall hold office until end of the succeeding Annual General Body Meeting at which they shall install their successors. The past president will not be eligible for election to any office in the society.

.The Hony. Secretary, the Hony. Treasurer, Hony. Internal Auditor and Editor of the Anaesthesia Journal and other members of Governing Council shall be elected at an Annual Meeting of the General Body. They shall hold office for **3 years** after which period they will be eligible for re-election. Ballot papers for Hony. Secretary and Hony.Treasurer will be combined and they will be voted as a team by one single vote.
. Hony. Secretary, Hony. Treasurer and Editor of Anaesthesia Journal and members of Executive Council shall be eligible to hold same office only for two terms.
. Past Hony. Secretary and Past Hony. Treasurer will be eligible to contest for the posts of Editor- Anaesthesia Journal, Vice-President and President only.
. The Hony. Secretary shall notify the vacancies in the Executive Council to be filled at the forthcoming elections, at least three months before the Annual General Body meeting through Anaesthesia Journal. The annual general body meeting is held during the Conference of JSA every year.

. Every nomination together with the written consent of the candidate to contest the election duly proposed and seconded either by two ordinary members should be sent to the Hony. Secretary under registered cover or hand delivery and a receipt obtained, so as to reach him, 30 days before the date of Annual General Body Meeting in which election will be held.

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. (a) No person can contest for election unless he is a valid ordinary member of society or a life member. His/her name with his/her written consent should be proposed and seconded by two ordinary/life members. The proposer and seconder also will have to confirm to the above status. Further, contestant must be a continuous member of society for not less than 10 years for the post of President & Vice-president and not less than 5 years for the rest. In addition, candidate for President, Vice-President and Hony. Secretary should have served one term of office in the E C earlier.

Past Secretary and Treasurer are eligible to contest for President. Candidate seeking election for any post should have attended three conferences in the preceding three Annual Conferences. The incumbent Organizing Chairman and Organizing Secretary of the Annual Conference are not permitted to contest in the election until accounts of the conference are presented to E C and General Body.

(b) Conference attendance refers to signing AGBM register : Hon.Secretary's office will help the candidates for confirmation of attendance if so requested. The AGBM attendance register for the past conferences will be available with the Hony. Secretary for any reference.

(c) Nomination submitted can be withdrawn by the candidate, through written request to office of JSA

(d) One member will be allowed to contest for only one post in the Executive Committee (EC) and member will have to submit written individual withdrawal letter of nomination made for additional posts in EC before notification of final nomination list or else, all his nominations will be declared invalid.

(e) The Hon.Secretary shall scrutinize all the nominations received and will present all nominations before the EC. The EC will nominate one Chief Election Officer and two Election Officers, who are not contesting in the election, from the EC for conduction of election process. The Chief Election Officer will be responsible for entire election procedures and report to President and Secretary for any advice.

The decision of Chief Election Officer will be final on election matters. All nominations will be verified by the Chief Election Officer along with election officers and preliminary list of contesting candidates will be notified at the JSA office at State conference venue.

(f) Resigning office bearers contesting for the same post or any other post will have to submit their written resignation from present post held before notification of final nomination list; otherwise their nominations will become invalid.

The nominations can be withdrawn by writing 24hours before final notification and final list of candidates contesting will be notified at the JSA office in conference venue and this will be placed before AGBM for election.

In the absence of any valid nominations as stated above, the General Body shall proceed to hold election of the office bearers from amongst those eligible members present at AGBM. All ordinary members whose subscriptions are in arrears before

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commencement of the Annual General Body Meeting shall not be eligible for voting or nomination for office bearers or sit in AGBM.

The Chief Election Officer can avail the services of more scrutiny officers from AGBM, to conduct election.

The election shall be by secret ballot with single non-transferable vote per vacancy. The chief election officer shall give a ballot paper showing names of all contestants to each eligible voter after getting his signature on the AGBM register.

After the polling is over, AGBM register will be signed by all Election Officers, Chief Election Officer and JSA President in a way that no future alteration is possible. Any correction, cutting or overwriting done in AGBM register during polling will be countersigned by Chief Election Officer. All the ballot papers will be collected and scrutinized by Scrutiny Officers nominated by Chief Election Officer. Signing or initialing the ballot papers by the voter will make the paper invalid.

The Chief Election Officer will ensure safety of sealed ballot box in consultation with President & Secretary. Counting of votes will commence on the last day of conference and the results of election will be announced by the Hony. Secretary at the valedictory function of conference and new office bearers will be installed.

In the event vacancy occurring amongst the office bearers viz. The President, Vice-President, Hony. Secretary, Hony. Treasurer and other EC Members, during the course of any year, the existing members of EC shall elect the office bearer or office bearers in the vacancy or vacancies and person so elected shall hold office for the remaining period for which his predecessor would have hold office. Vacancy so filled shall not exceed three per year.

Office bearers shall cease to hold office:
a. When the period of their election is over,
b. If by a resolution the General Body decides by two third majority of the members present that such office bearer or office bearers be removed from office.

In the event of a last minute sudden cancellation of a conference due to extra ordinary situation or failure to hold Annual General Body Meeting due to lack of quorum, the reigning EC will continue to hold the charge of Society till the succeeding conference/ general body meeting. Past Vice President can contest only for the post of President JSA and not to any other posts in the E C. Contestant for the of post of Vice President should have served as EC member for one term earlier (3 years term).

VIII.Meetings :
The E C shall meet at least thrice an year; third one just before the commencement of the Annual Conference. 1/4th of the total of the E C members shall form quorum. If it is found inconvenient or impracticable to hold E C meeting and if the Hony.Secretary and/or the President deem it desirable that the opinion of the E C be obtained, they shall do so by post or any other mode of communication and act in accordance with the views of the majority.

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Jammu City branch
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Sunana Gupta
Rajesh Mahajan
Shikha Sharma
Nandita

The Hony. Secretary shall arrange to hold an Annual Meeting of the General Body every year at the time of the Annual Conference of the Society. The quorum of the General Body shall be 50 or 1/4th of the members of the society whichever is smaller. In the event of lack of quorum an adjournment not exceeding 60 minutes will be allowed for gathering requisite quorum. Any member desiring to move a resolution at the Annual General Body meeting shall give notice of the same in writing to the Hony. Secretary at least 60 days before the date fixed for the meeting.

The Hony. Secretary shall circulate the agenda along with proposed resolutions for the General Body. Amendment to the resolutions will be received until 48 hours before the General Body meeting.

The President when present shall preside at the meetings of the Governing Council, General Body and the Annual Conference. In the absence of the President, the Vice-President shall officiate for him. In the absence of the President and Vice-President, the senior Past-President shall preside over the meeting. If necessary the meeting shall elect its own chairman for the purpose of the meeting and he/she shall have all the powers of the President.

The E C shall have the power to recommend to the General Body any change in the rules of the Society provided the proposed changes are circulated amongst the members at least 15 days before the meeting of the General Body. Any member desirous of proposing any change in the rules of the Society shall give at least one-month notice in writing of such a proposal to the Hony. Secretary signed by a proposer and seconded / and supported by five other valid members of the Society. Amendment, variation, repeal or addition to the existing rules shall be made only in the Annual General Body Meeting.

No amendment, variation, repeal or addition to the existing rules shall be made without the sanction of at least 3/4th majority of the members present and voting at a General Body meeting.

The President or Chairman in the event of a tie will have a casting vote. The voting may be by show of hands or by ballot; whichever is thought desirable by the President except for elections to the E C.

The ruling of the President or Chairman shall be final provided it is within the constitution, rules and regulations of the Society.

The President may whenever he/she thinks necessary and shall upon a requisition with specific agenda signed by at least fifty ordinary/life members of the Society, convene a "Special General Body Meeting" at such place he/she may decide. Such Special General Body meeting shall be held within 60 days from the date of receipt of such requisition only to discuss about the specific agenda for which it is called for.

IX.Journal of the Society:
The Society shall publish an official Journal called the **"Anaesthesia Journal"** under the direction of an Editorial Board. The Editor of the Journal shall be elected by the General Body. The Editor shall nominate other members of the Editorial

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city branch
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Sirsna Gupta
Rajesh Mahajan
Shikha Sharma
Nandita

Board with the concurrence of the E C and shall see that it is distributed to all parts of Jammu.
The President, Vice-President and Hony. Secretary & Hony. Treasurer shall be the ex- officio members of the Editorial Board.

The Editorial Board shall have right to form separate bylaws for the conduct and publication of journal.

Separate accounts shall be maintained by Editor of the Journal. The accounts shall be operated by the Editor. These accounts shall be duly audited and submitted to the EC and the General Body for adoption.

Funds may be made available to meet the publication of journal with the consent of E C and approved by AGBM, if the resources of the JSA permit.

A loan may be given from time to time by the Society to Anaesthesia Journal for meeting contingencies after taking prior approval of the General Body, which shall direct as to how the same is to be utilized.

Defaulting member's scientific papers will not be published in Anaesthesia Journal. till their membership is regularized as per existing rule. However, outstanding contribution from non-members may be accepted subject to approval of Editorial Board.

X. President and Vice President :
The President when present, shall preside over all the meetings of the E C, General Body, Annual Conference and any other committee meeting of which he may be a member. He shall attempt in all possible ways to contribute to the welfare of the people through the medical speciality of Anaesthesiology furthering the aims of the society to the full extent and perform such other services of leadership as are customary.

Shall regulate the proceedings of the meetings and the conference, interpret the rules and by-laws, decide doubtful points and put the resolutions, motions to vote. The ruling of the President or Chairman shall be final provided, that is within the Constitution, Rules and Regulations of the Society.

He shall perform such other duties as are provided in the Rules and Regulations of the Society.

Vice-President : In the absence of the President, the Vice-President shall officiate for him. He shall assist the President in the performance of his duties.

XI. Hony. Secretary :
Subject to the control and regulations, if any of the General Body, the Hony. Secretary shall be responsible for carrying out the directions and decisions of the E C and General Body.

In particular the Secretary shall :

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Anil Mahajan
Sunana Gupta
Rajesh Mahajan
Shikha Sharma

i. Convene meeting of the E C and General Body, whenever necessary or called upon to do so.
ii. Have administrative control over all the affairs of the Society.
iii. Have charge of the office and correspondence of, or in relation to the society.
iv. Keep minutes of all Meetings of the Association, E C and committees thereof.
v. Prepare the Annual Report of the Society.
vi. Be in charge of the furniture, books and all documents and other assets of the Association.
vii. Collect all dues of the Society and pay all such amounts into the banking account of the Society and inform the Treasurer from time to time the amount so paid.
viii. Make disbursements and maintain vouchers: any extraordinary expenditure exceeding Rs.1000/- shall be made after obtaining the sanction of the E C.
ix. Perform all such other duties as are incidental to his office.

All notices, communications, letters, memoranda and other papers, whether they are acts of the E C, or of the General Body, or of any officer of the Association shall be signed or authenticated by the Hony. Secretary and when so signed or authenticated shall be conclusive.

The President may allocate all or any of the powers and duties under this or any other clause of these rules to the Hony.Secretary.

XII. Treasurer :
The Hony. Treasurer shall be from the same place as that of Hony.Secretary. In extraordinary circumstances, General Body or E C may direct the Hony. Secretary to work as Secretary-cum–Treasurer. The Treasurer shall maintain true accounts of the funds, other assets connected with or in any way controlled by the Society.

i) The property, movable or immovable belonging to the society shall vest in the E C.

ii) No sale or mortgage, lease or other transfer of immovable property belonging to the Society shall be valid unless at least the President, or Vice President and Hony. Secretary shall execute the document of transfer after approval by the E C and approved in AGBM.

All money of the Society shall be deposited and / or invested:

A. In approved bank or banks, in Government and other negotiable Securities or in any other mode permitted by the EC.

B. Accounts and other investments in the name of the Society shall be operated by the Hony. Secretary and the Hony. Treasurer.

C. Regular Books of Accounts of the society shall be maintained and subject to Audit every year by Chartered Accountant appointed for the ensuing year by the General Body at the Annual General Body Meeting each year. The audited accounts shall be placed before the General Body for adoption. The auditor or auditors shall be paid such remuneration or honorarium as the General Body may fix at the Annual General Body Meeting at which such auditor or auditors may be appointed.

Dr Ashwani Kumar
President ISA Jammu
City branch.
30/09/2025

Anil Mahajan
Sunana Gupta
Rajesh Mahajan
Kgupta
Shikha Sharma
Mandla

XIII . Annual Conference of J S A , and CMEs /Workshops:

(i).Annual Conference of JSA :

. General Body at the Annual Meeting shall decide the venue of the Annual Conference of the next two years taking into consideration the recommendation of the E C.

Conference invitation or bid must come from approved city branches of JSA, and the venue of conference must be within the state. Organizing Chairman, Organizing Secretary, Treasurer shall be elected by the conference inviting branch to make necessary arrangement for the conduct of conference. They will be responsible to the E C of Indian Society of Anaesthesiologists. Where a city branch exists, Organizing Secretary and Treasurer shall be nominated in the form of a majority resolution of the General Body of the city branch concerned, and such resolution shall reach the Hony. Secretary before the meeting of the E C one year before the conference. In extraordinary circumstances General Body or E C may direct the Local Secretary to work as local treasurer of the Annual Conference.

Organising Secretary will be an ex officio / special invitee of the EC of JSA and shall attend the meeting of the E C preceding the conference.

If for some unavoidable reason the question of selecting the venue of the Annual Conference and selection of Organizing Secretary could not be decided by the local general body, the same shall be decided by the E C.

Two JSA Officers will be nominated from E C as Scientific Co-ordinators to the Organizing Committee to discuss and decide subjects/speakers to be presented at Annual Conference till such time E C takes over the total responsibility of scientific programme.

Scientific papers belonging to defaulting members will not be permitted for presentation. No paper, which has been published in any of the Journals or has been accepted for publication by any Journals will be read at the conference. **Papers read at the Annual Conference may be published subsequently in the Anaesthesia Journal.**

The logo of the JSA shall be displayed prominently in the intimations/ brochures / invitations of the conference/ website. The same shall be followed on the dias / stage / displays in conference venue and the certificates. The names of the President, Secretary and the Treasurer of JSA should be prominently displayed in the letterhead of the conference / intimations/ brochures / invitations of the conference/ website.

(ii).CMEs/ Workshops :

The rules and guidelines as detailed in the item XIII (i) is applicable with respect to conduct of CMEs / Workshops / PG Excel either at the state level or at the level of the branches (as applicable).

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city branch.

30/09/2025

Sunana Gupta

Rajesh Mahajan

Shikha Sharma

XIV. Appointments:
E C will have the power to appoint persons, committees amongst the members of the society, whom so ever they shall feel suitable for a specific purpose for the upliftment of society activity.

The above appointment shall be time bound, its purpose and financial implications will be brought to the notice of AGBM for approval. In all situations, Hon. Secretary shall maintain liaison between E C and Appointees. Hon. Secretary shall have the power to disburse money to the above appointees for their functioning, including TA for their travel. Above appointments shall be reviewed every year by E C and AGBM.

XV. Use of JSA Logo :
JSA has its own logo, displayed in the letterhead, website and the Jammu anaesthesia Journal. The state logo can be used by the State office and city in their official communications.

The Role of anaesthesiologists in anaesthesia Care is highlighted at the lower end with "breath of life" indicated and the need for continuous monitoring The role of anaesthesiologist in Critical Care is enshrined in the logo, beside the flame of life.

The signatories to the Memorandum and Constitution do hereby sign on this 30th day of December, 2013.

Witnesses

CA Rahul Kumar Gupta
S/o Late Sh. Krishan Chand Gupta
R/o 109-B; A/D Block
Gandhi Nagar,
Jammu : 180004

Members

Dr. Atul Sharma

Dr. Amit Manhas

Dr. Rajesh Mahajan

Dr. Sunana Gupta

Dr. Kuldip Chander Gupta

Dr. Nandita Mehta

Dr. Shikha Sharma

Dr Ashwani kumar
President JSA Jammu
city branch
30/09/2025

JAMMU SOCIETY OF ANAESTHESIOLOGISTS
Supplementary Memorandum and Constitution

This supplementary to the **Memorandum and Constitution** of **Jammu Society of Anaesthesiologists (JSA)** is hereby made by the following as its signatories on this 9th day of September, 2014:

1. Dr. Atul Sharma S/o Sh. Om Parkash Sharma R/o W-no. 14, H. no. 90 Sailan Talab, Udhampur
2. Dr. Amit Manhas S/o Sh. A. S. Manhas R/o 249 Sector-A, Sainik Colony, Jammu
3. Dr. Rajesh Mahajan S/o Sh. Kasturi Lal R/o D/8 Old Medical Enclave, behind K C Theatre, Jammu
4. Dr. Sunana Gupta W/o Sh. Rahul Jandyal R/o 14 Indra Colony, Camp Road, Talab Tillo, Jammu
5. Dr. Kuldip Chander Gupta S/o Sh. Nagar Mal Gupta R/o 5 Sector 4, Roop Nagar, Jammu
6. Dr. Nandita Mehta D/o Sh. V K Sethi R/o 108 Marble Enclave, Sector 4 Extn., Trikuta Nagar, Jammu
7. Dr. Shikha Sharma D/o Sh. Vinod Sharma R/o 41 Vikas Lane 1, Talab Tillo, Jammu

Following additional clauses have been incorporated in the **Memorandum and Constitution** of the Society :

1. That the funds/property of the trust will be used only for the objectives of the Society
2. That in the event of dissolution of the Society, the funds/assets of the Society will be transferred to some other Society/Trust having similar objectives

The signatories to the Memorandum and Constitution do hereby sign on this 9th day of September, 2014.

Witnesses

CH. LALIT MAGOTRA
S/o Sh. Dev Raj
R/o 103/1A, South Extn,
Trikuta Nagar,
Jammu.

Dr Ashwani Kumar
President JSA Jammu
City branch.
30/09/2014

Members

Dr. Atul Sharma

Dr. Amit Manhas

Dr. Rajesh Mahajan Rajesh Mahajan

Dr. Sunana Gupta Sunana Gupta

Dr. Kuldip Chander Gupta

Dr. Nandita Mehta

Dr. Shikha Sharma Shikha Sharma

INDIAN SOCIETY OF ANESTHESIOLOGISTS
(JAMMU CITY BRANCH)
JAMMU SOCIETY OF ANESTHESIOLOGISTS
REGD NO. JRS846

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Governing Council Members
1. Dr. Rohit Lahori
   ISA No. R3511
2. Dr. Ajay Gupta
   ISA No. A2893
3. Dr. Arti Mahajan
   ISA No. A1568
4. Dr. Santosh Devi
   ISA No. S7694
5. Dr. Jasmeen Choudhary
   ISA No. J1211
6. Dr. Ankita Atri
   ISA No. A3782
7. Dr. Heena Saini
   ISA No. H0785
8. Dr. Salma Mariyam
   ISA No. S5923
9. Dr. Vishal Kant
   ISA No. V9528
10. Dr. Anshu
    ISA No. A4391

Ref. No.

Dated :

Dr Ashwani Kumar.
President ISA
Jammu City branch.
30/09/2025