

No. 28/13/94-1H(7)-2014/ 533  
Chandigarh Administration  
Department of Personnel

174

Chandigarh dated, the 10-1-2014

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To

All the Administrative Secretaries/  
Heads of Departments/Boards/Corporations,  
Chandigarh Administration.

Subject: - **Deputing officers for attending meetings/conferences in India/Abroad.**

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Sir/Madam,

I am directed to address you on the subject noted above and to state that officers of U.T. Administration attend various meetings/conferences in Delhi as well as foreign trainings/conferences. However, it has been observed that proceedings of the meetings/conferences are not formalized properly and information given regarding discussions in the meetings/conferences is not full and satisfactory. The officers of U.T., Chandigarh attending meetings in Delhi with the officers of Ministries in Government of India are expected to apprise in detail regarding instructions received to all concerned officers in the UT as well as to the Adviser to the Administrator and HE Administrator by submitting a detailed note about issues discussed and points on which action is to be taken.

Keeping in view the above, it has been decided by the Chandigarh Administration that in future all the officers who attend meetings with officers of different Ministries in the Union Government or attend conferences which are organized at National/International level should give their reports in writing within **eight days** of their coming back from such meetings/conferences giving:-

1. Information regarding issues discussed.
2. The details of instructions received from the Ministry in Government of India.
3. Complete report about decisions taken therein and points on which actions are required to be taken by the U.T. Administration.

This issues with the approval of HE the Administrator, Union Territory, Chandigarh.

Yours faithfully,

*Heena Puri*  
Additional Secretary Personnel,  
Chandigarh Administration.

Endst. No. 28/13/94-1H(7)-2014/ 534

Dated: 10-1-2014

A copy is forwarded to the Principal Secretary to HE the Administrator, Union Territory, Chandigarh for information.

*Heena Puri*  
Additional Secretary Personnel,  
Chandigarh Administration.

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2608488)  
**(ESTABLISHMENT BRANCH-IV)**

03584-71

28 JAN 2014

Endst. No. GMCH-E-IV-EA-1(24/2)-2013/

Dated, Chandigarh the

A copy is forwarded to the Computer Programmer, GMCH, Chandigarh for **Circulation** and also to e-mail the same to the followings for information & necessary action at their end:

1. The Medical Superintendent, GMCH, Chandigarh.
2. All HOD's, GMCH-32, Chandigarh.
3. The HOD/MRD & IT Centre, GMCH-32, Chandigarh.
4. Incharge, Dept. of Pharmacy, GMCH-32, Chandigarh.
5. The Deputy Controller (F&A), GMCH-32, Chandigarh.
6. The Assistant Registrar (Academic), GMC, Chandigarh.
7. The Assistant Controller (F&A)-I & II, GMCH-32, Chandigarh.
8. The Section Officer (Accounts) & Section Officer (Audit), GMCH, CHD.
9. The S.O.-II, GMCH-32, Chandigarh.
10. The Nursing Superintendent, GMCH-32, Chandigarh.
11. The Chief Dietician, GMCH, Chandigarh.
12. All Office Superintendents, GMCH-32, Chandigarh.
13. The Law Officer/Legal Cell & RTI Cell, GMCH, Chandigarh.
14. The Acting Librarian, GMCH, Chandigarh.
15. The Computer Programmer, GMCH, Chandigarh.
16. In charge Communications, GMCH, Chandigarh.
17. PA to DP/ADA for kind information of the DP/ADA.

Superintendent (Est.-IV)