

135 18/7/14 1706

DOA

**REGIONAL INSTITUTE FOR MENTALLY HANDICAPPED
SECTOR-31, CHANDIGARH**

(☎ 0172-2637349, 2637361, 2637396, ☎ 0172-2637369)

To

✓ Director-Principal
Government Medical College and Hospital
Sector-32, Chandigarh

15923 12

No. RIMH/Lib/2014/3908
Dated, Chandigarh, the 15/7/14

Subject: Regarding add a column for RIMH-Library in the no dues proforma of GMCH.

--*-*-*

You are requested to please add a **column for RIMH-Library in the no dues proforma of GMCH**. As desired by the Library Committee of RIMH and same has been approved at "X" on Np-2(Flag-A) by the Director –Principal of GMCH. The revised format of no dues proforma is also placed at Flag-B.

Joint Director, RIMH,
Sector -31, Chandigarh

Endst. No. RIMH-LIB-2014/

Dated.09.07.2014.

A Copy is forwarded to the following for information & necessary action please:

01. Office Superintendent (Establishment-II) Government Medical College and Hospital Sector-32, Chandigarh
02. Librarian Government Medical College and Hospital Sector-32, Chandigarh
03. Master File.

-Sd-
Joint Director, RIMH,
Sector -31, Chandigarh

am

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building). Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2608488)

(ESTABLISHMENT BRANCH-IV)

26813316

25 JUL 2014

Endst. No: GMCH-E-IV-EA-1(24/2)-2014/

Dated, Chandigarh the

A copy alongwith its enclosures (i.e. approval of Director, RIMH and Specimen copy of NDC) is forwarded to the followings for information & necessary action at their end:

1. The Joint Director, RIMH, Sec.-31, Chandigarh w.r.t. their letter No. RIMH/Lib./2014/3908 Dated 15.07.2014.
2. The Office Supdt. (Est.-I,II,III,HA-I & HA-II), GMCH, Chandigarh.
3. The Acting Librarian, GMCH, Chandigarh.
4. ✓ The Computer Programmer, GMCH, Chandigarh. He is requested to e-circulate/email the same to all the HODs/Br. Incharges of this Institute.


Superintendent (Est.-IV)

Subject: Request for adding the column for no dues from RIMH library in the no dues proforma of GMCH.

It is submitted that a meeting of library committee -RIMH was held on dated 21-05-2014. In this meeting a matter regarding issuing the library books to the faculty of GMCH was discussed and the Librarian-GMCH one of the member of library committee -RIMH suggested that a request may be sent to GMCH authorities for adding a column in the no dues proforma of GMCH to ensure the return of library books of RIMH Library-31 C, Chandigarh. } "X"
The minutes of the library committee has been approved by the Joint Director-RIMH, which may be seen at Flag 'y' (page no-2 Sr.no 6).

In view of above the case is submitted to the officers for taking further necessary action in this regard.

Submitted Please

Vishal S
06-06-2014

CLC

P
7/6/14

JD (RIMH)

It attach a copy of "No dues Proforma of GMCH Librarian

1
12/6/14

Kindly refer to the remarks of Joint Director - RIMH on as above. It is submitted that the Specimen copy of no dues proforma of GMCH is placed at Flag-Z.

JD (RIMH)

Vishal S
17-06-14

For approval of "X" above

17/6/14

Director
RIMH

Attender

19/6/14

JD, RIMH.

Librarian
GMCH

19/6/14

No. RIMH/2014/233
Dated 18-6-2014

482
GMCH-PA-DPI
JDC-18/06/14

Government Medical College & Hospital, Chandigarh

Block 'D', Level-II, Sector 32, Chandigarh-160030 % 0172-2665253-60, Fax No. 0172-2609360

(Establishment Branch-II)

No Dues Certificate

There is nothing due against Dr. _____ S/D/W of Sh. _____

R/o _____
(Mobile) _____ who has worked in GMCH as _____ in the
department of _____ upto _____. He/She is leaving the institute due to
_____.

1. Library -GMCH

2. Library -RIMH

3. Pharmacy Unit

4. Communication Cell

5. Medical Record Department

OPD C.R. No.

Dependent's Name (Father/Mother)

(Husband/Wife)

Son/Daughter)

6. Canteen/Mess

7. Hostel Office (Hostel Room No.

8. Estate Branch

House No/Type/Sector

:

8 A. License Fee Clerk

:

9. Bill Assistant

:

10. Cashier

:

11. Manager SBI

:

12. Central Stores

:

:

:

:

Store Office (H)

:

13. Head of Concerned Department

: