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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

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

(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA1(24/1)2015/ **23734-35** **1 JUL 2015** Dated, Chandigarh the

A copy of letter No. 9/9/13-IH(I)-2015/12773 dated 23.06.2015 received from the Home Department, Chandigarh Administration, is forwarded to following for information with a request to provide the requisite information in the prescribed performa latest by 10.07.2015 positively, so that the consolidated report may be transmitted to the quarter concerned within stipulated period:

1. The System Analyst, IT Centre, GMCH with a request to **e-circulate/email** the same to all the HODs/Branch Incharges of GMCH Chandigarh.
2. All the Office Superintendent, GMCH Chandigarh.

Accellanne
01.07.15

Superintendent (Est.-IV)

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No.9/9/13-IH(I)-2015/ 12773
Chandigarh Administration
Home Department

Chandigarh, dated the 23/6/15

To

All the Head of Departments/
Offices/Boards/Corporations,
Chandigarh Administration.

Subject:- Awarding of commendation certificate on the eve of Independence
Day, 2015 (15.8.2015).

Sir/Madam,

I am directed to refer to this Administration's notification No. 9/9/13-IH(I)-2010/5519, dated 29.3.2010 and to state that the Chandigarh Administration proposes to Award Commendation Certificates to the officials and non-officials for outstanding achievements in any field, on the occasion on Independence Day, 2015 (15.8.2015).

You are accordingly, requested to forward the names of such persons (officials and non-officials) for the award of Commendation Certificate. While recommending the names, the contents of the abovementioned notification may be kept in view, in particular the following:-

- i) Recommendations/nominations in respect of the Govt. officials may be sent only by the Head of Departments, after personal scrutiny of the cases in prescribed proforma :-

Name & Designation	Father's Name	Date of Joining	Address
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- ii) In case of Govt. officers/officials, those who have been awarded any punishment in departmental proceedings or convicted in any criminal case or to whom a charge-sheet has been served in departmental proceedings or against whom a criminal case has been registered, will not be eligible for award of the Commendation Certificate.
- iii) A maximum of two persons may be recommended by the Head of Department in respect of the officials of his department.
- iv) In case of non-officials, the recommendations may be supported by attested copies of documents.

Recommendations/nominations, with brief citations (not more than one page) in respect of persons, may be sent to Home Department (In Home-I Branch), Chandigarh Administration Secretariat through the concerned Administrative Secretary on or before 20.7.2015.

It may be added that before sending recommendations/ nominations of the officials, the entire record should be scrutinized and integrity certificate based on ACRs and other record must invariably be accompanied with each recommendation. It may please be noted that no recommendation will be entertained after the stipulated date.

Yours faithfully,

Amrit Sar
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.