

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

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

No 43864-65

(ESTABLISHMENT BRANCH-IV)

11 DEC 2015

Endst. No.:GMCH/EIV/EA1(24/1)-2015/

Dated, Chandigarh the

A copy of Letter No. 9/9/13-IH(I)-2015/24560 dated 02.12.2015 received from the Home Secretary, Chandigarh Administration, is forwarded to the following for information with a request to provide the requisite information in the prescribed performa latest by 15.12.2015 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. The Office Superintendent (Estt.I,II,III,HA-I&HA-II), GMCH, Chandigarh.

Superintendent (Est.-IV)

10/12/15

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No.9/9/13-IH(I)-2015/ 24560
Chandigarh Administration
Home Department

Chandigarh, dated the 2/12/15

To

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

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Subject: Award of Commendation certificate on the eve of Republic Day, 26.1.2016.

Sr/Medina.

It is directed to refer to this Administration's notification No. 9/9/13-IH(I)-2010/6614 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 Republic Day, 26.1.2016.

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. The following:-

- (i) Recommendations/nomination in respect of the Govt. officials may be sent only by the Head of Departments, after personal scrutiny of the records of the last two years in prescribed proforma :-

Name of Recommendation	Father's Name	Date of Joining	Address
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- (ii) Govt. officers/officials, those who have been awarded any punishment in departmental proceedings or convicted in any criminal case in which 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 appropriate documents.

Recommendation/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 25.12.2015.

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

Yours faithfully,

Anita Datta
Superintendent Home-I,
for Home Secretary,
Chandigarh Administration.