

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 ☎0172-2665253-60, Fax No. 0172-2609360

(Control Room)

CIRCULAR

Sub: Proforma for submitting complaints/requirements related to PH/Mtc./Electrical/Horticulture/Sanitation any other.

Please find enclosed herewith a proforma for submitting complaints/requirements related to PH/Mtc./Electrical/Horticulture/Sanitation etc. This proforma may be filled and forwarded by competent authority and then sent to Control Room, Room No.204, Level I, Block 'D' instead of sending complaints in the shape of letters which sometimes are not legible and ambiguous.

Dated: 11.11.2016

Additional Director (Admn.)
GMCH-32, Chandigarh.

Endst.No.GMCH/ADA/CR/2016/1083

Dated: 15.11.2016

A copy is forwarded to the following for information and necessary action:

1. Acting Nursing Supdt.- pls. bring it to the knowledge of all ANS.
2. PAs of DP/ADA/MS.
3. System Analyst – for e-circulating to all HODs/Supdts./Branch In-charges.

Sunita Sharma
In-Charge Control Room,
GMCH-32, Chandigarh.

GOVERNMENT MEDICAL COLLEGE & HOSPITAL
SECTOR-32, CHAN DIGARH

CONTROL ROOM
COMPLAINT PROFORMA

1. Date of Complaint : _____
2. Ward/ Area/ Block : _____
3. Name of Complainant : _____
4. Detail of Complaint : _____

5. Complaint related to PH/ : _____
Civil/Electrical/Horticulture/
Sanitation/ or Any other
6. Any new requirement : _____
(Forwarded/Recommended
by Competent Authority). _____

Sign: _____

Full Name: _____

Designation: _____

For office use only:-

Despatch No. & Date : _____

Remarks, if any : _____