

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(ESTABLISHMENT BRANCH-IV)

To

1. The Medical Superintendent, GMCH, Chandigarh.
2. All Head of Departments, GMCH, Chandigarh.
3. The Deputy Controller (F&A), GMCH, Chandigarh.
4. The Asstt. Registrar (Academic.), GMCH, Chandigarh.
5. The Office Superintendent, Est. I,II,III,HA-I & II,PB-I & II,
Academic Branch, Estate Branch,GMCH, Chandigarh.
6. The Nursing Superintendent, GMCH, Chandigarh.

No. GMCH-E-IV-EA-3(41)-2017/ 52727 -32 **26 DEC 2017**
Dated, Chandigarh the,


Subject: Submission of activities/achievements note 2018 for the Republic Day speech of the Chief Guest.

Please refer to the subject cited above and to inform you that the activities/achievements and future plans of GMCH for the period from August 16, 2017 to till date are to be prepared according to the following points to onward transmission to the Director Public Relations, Chandigarh Administration for the speech of the Chief Guest on the occasion of Republic Day-2018 (26th January, 2018) ON PRIORITY BASIS:-

1. Self contained of about 500-700 words listing the achievements in prioritized order of the particular department from August 16, 2017 to till date.
2. Major achievements not taken up the previous years speech may also be listed.
3. The note may be personally administered / sealed by all heads of the departments.
4. All efforts must be made to make the material worthy to be delivered by the Adviser to the Administrator, UT, Chandigarh.
5. The write up should be to the point and must not contain any annexure supporting documents.

It is, therefore, requested to kindly arrange to submit the activities / achievements / future plans in brief note / point wise in respect of your department, through special messenger with Pen-Drive in the office of DMS-1 **immediately** for its compilation and onward transmission to quarter concerned.

This may kindly be treated as MOST URGENT AND DATE BOUND.



Director Principal
GMCH, Chandigarh

Endst. No. GMCH-EIV-EA3(41)-2017/

Dated, Chandigarh the,

A copy is forwarded to the following for information:-

1. PA to DP/ADA for kind information of Director Principal/ Additional Director (Admn.), GMCH, Chandigarh.
2. The Deputy Medical Superintendent (HA), GMCH, Chandigarh.
3. The System Analyst, IT Centre, GMCH, Chandigarh with the request to also e-circulate / email to all mentioned above.


Director Principal
GMCH, Chandigarh