

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

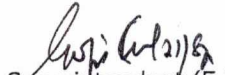
(ESTABLISHMENT BRANCH-IV)

Endst. No.: GMCH/EIV/EA3/2018/ 36350-51

Dated, Chandigarh, 23 AUG 2018

A copy of letter No. LD-2018/9106 dated 06.08.2018 received from the Legal Remembrancer-cum-Director of Prosecution, Chandigarh Administration, is forwarded to the followings for information & further necessary action in the matter, please :-

1. All the Office Superintendents (E-I, II, III) and OS (HA-I & II), GMCH, Chandigarh.
2. The System Analyst, IT Centre, GMCH. He is also requested to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.


Superintendent (E-IV)
GMCH, Chandigarh

From

The Legal Remembrancer-cum-
Director of Prosecution,
Chandigarh Administration.

To

All Administrative Secretaries,
Chandigarh Administration.

Memo No. LD-2018/ 9106
Chandigarh, dated the 6-8-2018

Subject: Delay in disposal of files.

It has been noticed in many cases the file being sent to this department for advice, have to be referred back to the Administrative Department for minor clarifications.

Since, the Law Officer in this department find it difficult to get the assistance from the Dealing Assistant, whenever there are minor queries resulting in unnecessary delay in resolving the issues. So much so, many a times the name and contact number of the Dealing Assistant who has dealt with the file is not clearly mentioned.

In order to cut down the delay and to expedite the resolving of the issues, it is requested that the Dealing Assistants be directed to specifically mention their name in capital letters under their signature alongwith their contact numbers, so that they can be contacted to resolve the same.

Necessary instructions may kindly be issued to all concerned.

Legal Remembrancer-cum-
Director of Prosecution,
Chandigarh Administration.

OS(E-III)
Hb 485
- 9 AUG 2018

OS EAT-IV
to circulate
please
10/8

OS(EAT-IV)

EA3 TSH

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