

GOVERNMENT MEDICAL COLLEGE & HOSPITAL SECTOR-32, CHANDIGARH*Hospital (Building), Sector 32, Chandigarh-160047, Phone 0172-2665253-57, Fax No. 0172- 2608488***HOSPITAL ADMINISTRATION BRANCH-II****CIRCULAR**

It has been observed that patient has to pay charge for one day extra in case while getting his file cleared at the MRD Cash counter, the process gets delayed due to huge rush of the patients and by the time his file is cleared, the time is already past 12.00 noon, even though he was shown discharged by the concerned ward well before 12.00 Noon.

Therefore, it has been decided by the competent authority that the concerned Staff Nurse of the ward from where such a file has been sent for clearance before 12.00 noon should simultaneously inform the MS Office, so that vacant room can be allotted to next patient in the waiting list for admission so that there is no revenue loss to the Institute.

Dated, Chandigarh the
10.08.2018

Prof. B.S. Chavan
Director Principal

Endst.No. GMCH-HAII-EA3 (217)-2018

Dated, Chandigarh the

A copy is forwarded to the System Analyst, GMCH, Chandigarh with a request to e-circulate/email the same to following for information & necessary action:-

1. All the HODs of GMCH-32, Chandigarh.
2. The Prof. Incharge Academics, GMCH-32, Chandigarh.
3. The Joint Medical Superintendent, GMCH, Chandigarh.
4. The DMS- II & III, GMCH, Chandigarh.
5. The Head, MRD Department, GMCH-32, Chandigarh with the request to circulate to all concerned.
6. The HOD/ Security, Department of Psychiatry, GMCH-32, Chandigarh.
7. The DC(F&A), GMCH-32, Chandigarh.
8. The AC(F&A-I & II), GMCH-32, Chandigarh.
9. The Registrar (Academics), GMCH-32, Chandigarh.
10. The Emergency Medical Officer, GMCH-32, Chandigarh.
11. The Dispensary Superintendent, GMCH, Chandigarh.
12. The All Office Superintendents, GMCH-32, Chandigarh.
13. The Nursing Superintendent GMCH, Chandigarh with the request to circulate amongst all the Nursing Sisters/Staff Nurses.
14. The Store Officer, GMCH-32, Chandigarh.
15. PS to DP for kind information of DP please
16. PA to ADA/MS for kind information of ADA/MS please.
17. Copy to master file.

for **Office Superintendent (HA-II)**
Director Principal

21/8