

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH  
INFORMATION TECHNOLOGY CENTRE

Circular

Subject: Regarding implementation of e-office software.

GMCH is going to implement e-office software. Training of these module would be given in IT Centre as per the schedule, enclosed with this circular, 12-11-2018 onwards between 2.30 PM to 4.00 PM daily. All the HOD's/Branch incharges are requested to send the officials, working in their department, to IT Centre for above said training.

  
HOD (IT Centre), 5/11/18  
Govt. Medical College & Hospital,  
Chandigarh

Endst.No.GMCH-IT-18/1755-1778

Dated: 05-11-2018

A copy is circulated to the following for information please:

1. PS to DP for kind information of Director Principal please.
2. PA to ADA for kind information of Additional Director (Admn.) please.
3. PA to MS for kind information of Medical Superintendent please.
4. All HOD's Govt. Medical College & Hospital, Chandigarh
5. Joint Medical Superintendent, Govt. Medical College & Hospital, Chandigarh
6. Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
7. Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
8. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
9. Assistant Registrar, Govt. Medical College & Hospital, Chandigarh
10. HOD, MRD, Govt. Medical College & Hospital, Chandigarh
11. All Office Superintendents, Govt. Medical College & Hospital, Chandigarh
12. Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
13. HOD, Pharmacy, Govt. Medical College & Hospital, Chandigarh
14. Stores Officers(I & II), Govt. Medical College & Hospital, Chandigarh
15. Librarian, Govt. Medical College & Hospital, Chandigarh
16. Law Officer, Govt. Medical College & Hospital, Chandigarh
17. In charge, RHTC Palsora, Govt. Medical College & Hospital, Chandigarh
18. Incharge Communication, Govt. Medical College & Hospital, Chandigarh
19. Librarian, Govt. Medical College & Hospital, Chandigarh
20. Law Officer, Govt. Medical College & Hospital, Chandigarh
21. Genetic Lab, Govt. Medical College & Hospital, Chandigarh
22. RTI Cell, Govt. Medical College & Hospital, Chandigarh
23. College of Nursing, Govt. Medical College & Hospital, Chandigarh
24. Control Room, Govt. Medical College & Hospital, Chandigarh

  
HOD (IT Centre), 5/11/18  
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Chandigarh

## Training Schedule for e-Office Software ( 2:30 PM to 4 PM)

Sr. No.	Name of Department/Branch	Date
1.	DP Office, ADA Office, MS Office, Anaesthesiology, Anatomy & Biochemistry	12-11-2018
2.	Academic Branch, Community Medicine, Dentistry & Dermatology	13-11-2018
3.	Accounts Branch, Dietetics, ENT & Forensic Medicine	14-11-2018
4.	New Pension Cell, Audit Branch, Control Room General Medicine, Cardiology & Gen. surgery	15-11-2018
5.	Central Store & Establishment-IV, Neurosurgery, Urology & Genetic Centre	16-11-2018
6.	Establishment-I, Microbiology, Obstt. & Gynae & Ophthalmology	19-11-2018
7.	Establishment-II, Orthopedics, Paediatric & Pathology	20-11-2018
8.	Establishment-III, Pharmacology, Physiology & Psychiatry	21-11-2018
9.	Estate Branch & Nursing, Pulmonary Medicine, Radiodiagnosis & Radiation Oncology	22-11-2018
10.	Hospital Administration-I & Transfusion Medicine, Hospital Administration-II	26-11-2018
11.	Legal Cell, RTI, Library & Procurement Branch-I	27-11-2018
12.	Procurement Branch-II & College of Nursing	28-11-2018