

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH  
INFORMATION TECHNOLOGY CENTRE

Subject: Regarding Procedure to change receiving authority.

As per the directions of Director, Information Technology, Chandigarh Administration, all the officers/officials (Group A, B & C) of GMCH should furnish the Annual Property Return for the year ending 31.12.2018 latest by 31<sup>st</sup> January, 2019 online (through Manav Sampada).

It has been brought to the notice of the undersigned that many employees are facing difficulty in changing receiving authority. **All Officials of GMCH are requested to change the Receiving Authority/reporting officer of their dealing branch by using the following steps if required.**

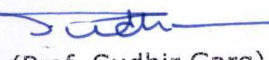
**Step 1: Click change button on the right side of Receiving Authority name.**

**Step 2: Click edit button under list of Receiving/reporting officers.**

**Step 3: Select posting office and designation as applicable**

**The list of reporting officers along with their designation is as follows:**

Sr. No.	Posting Office	Designation	Name of the Accepting authority
1.	Establishment-1	<b>SUPERINTENDENT GR II</b>	Sh. Lachhman Singh
2.	Establishment-2	<b>SUPERINTENDENT GR I</b>	Sh. Beas Dev
3.	Establishment-3	<b>SUPERINTENDENT GR I</b>	Ms. Sushila Kumari
4.	Hospital Administration-1	<b>SUPERINTENDENT GR II</b>	Sh. Jarnail Singh
5.	Hospital Administration-2	<b>SUPERINTENDENT</b>	Smt. Veena Moudgil


  
(Prof. Sudhir Garg) 28/1/19  
HOD-IT Centre  
Govt. Medical College & Hospital, Chandigarh

Endst.No.GMCH-IT-19/190-210

Dated: 29-01-2018

A copy is circulated to the following for compliance please:

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

  
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