

23990

11 OCT 2013
14x15

No. 28/4/94-IH(7)-2013/
Chandigarh Administration
Department of Personnel

Chandigarh, dated the

9/10/13 all

To

DP/GMCH-32

All the Administrative Secretaries/
Heads of Departments/Offices/
Institutions/Boards/Corporation,
Chandigarh Administration.

Subject:- Presentation of proper record before the Competent Authority at the time of imposing penalty etc.

Sir/Madam,

I am directed to address you on the subject noted above and to state that it has been brought to the notice of this department that various departments do not maintain the office record properly, with the result a lot of inconvenience is caused to the competent authority in deciding the appeal. To facilitate the competent authority to decide the appeal, all the departments are requested to maintain/keep the office record properly and the case relating to appeal must be submitted to the competent authority complete in all respects.

2. You are requested to bring the contents of this communication to the notice of all the officers/officials working under your control for strict compliance.

Yours faithfully,

Smile Bawa
Superintendent Personnel
Chandigarh Administration.

Endst. No.28/4/94-IH(7)-2013/

18428

Dated:

9/10/13

A copy is forwarded to all the Administrative Branches of the Chandigarh Administration Secretariat for information.

Smile Bawa
Superintendent Personnel
Chandigarh Administration.

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph: 0172-2665253-59, Fax: 0172-2609360)

(ESTABLISHMENT BRANCH-IV)

38680-1

21 OCT 2013

Endst. No. GMCH-E-IV-EA-1(24/3)-2013/

Dated, Chandigarh the,

A copy is forwarded to the Computer Programmer, GMCH, Chandigarh to **Circulate and e-mail** the same to the followings for information & necessary action :

1. The Medical Superintendent, GMCH, Chandigarh.
2. All HOD's, GMCH-32, Chandigarh.
3. The HOD/MRD & IT Centre, GMCH-32, Chandigarh.
4. Incharge, Dept. of Pharmacy, GMCH-32, Chandigarh.
5. The Deputy Controller (F&A), GMCH-32, Chandigarh.
6. The Assistant Registrar (Academic), GMC, Chandigarh.
7. The Assistant Controller (F&A)-I & II, GMCH-32, Chandigarh.
8. The Section Officer (Accounts) & Section Officer (Audit), GMCH, CHD.
9. The S.O.-II, GMCH-32, Chandigarh.
10. The Nursing Superintendent, GMCH-32, Chandigarh.
11. The Chief Dietician, GMCH, Chandigarh.
12. All Office Superintendents, GMCH-32, Chandigarh.
13. The Law Officer/Legal Cell & RTI Cell, GMCH, Chandigarh.
14. The Acting Librarian, GMCH, Chandigarh.
15. The Computer Programmer, GMCH, Chandigarh.
16. In charge Communications, GMCH, Chandigarh.
17. PA to DP/ADA/MS for kind information of the DP/ADA/MS.

Superintendent (Est.-IV)

21/10/13