

# GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 Ph. No. 0172-2665253-60, Fax No. 0172-2609360

## (ESTABLISHMENT BRANCH-IV)

### CIRCULAR

In continuation to earlier order no. GMCH/EIV/EA2/(501-A)/2019/ 3915-39 dated 28.01.2019, all HoDs /Branch Incharges are requested to submit the attendance report in respect of all category of staff viz. Safaikaramcharis, Ward Attendants, Paramedical Staff, Security Staff & Technical and other Staff etc. engaged through outsource by 12.00 Noon on the first working date of the every month in under all circumstances.

The compliance of this order must be strictly adhere to in letter and spirit.

Dated: 25.10.2018

Prof. B.S Chavan,  
Director Principal  
Govt. Medical College,  
Chandigarh.

Endst. No. : GMCH/E-IV/EA2(501-A)/2019/

12252-76  
Dated: 29 MAR 2019

A copy is forwarded to the following for information and necessary action:-

1. The Joint Director(Admn.), GMCH, Chandigarh.
2. The Medical Superintendent, GMCH, Chandigarh.
3. The Joint Medical Superintendent, GMCH, Chandigarh.
4. All HODs, GMCH, Chandigarh.
5. The Vice Principal, College of Nursing, GMCH, Chandigarh
6. The DC (F&A), AC(F&A) I & II, SO (Accounts) & (Audit), GMCH, Chandigarh.
- ✓ 7. The System Analyst, I.T. Centre, GMCH, Chandigarh with a request to e-circulate/e-mail to the same to all the HoD's/Branch Incharges of GMCH-32, Chandigarh
8. The Registrar Academics, GMCH, Chandigarh.
9. The Superintendent Health, Department of Medical Education & Research, UT Secretariat, Sector 9, Chandigarh.
10. The Chief Dietician, GMCH, Chandigarh.
11. The Librarian, GMCH, Chandigarh
12. The Nursing Superintendent, GMCH, Chandigarh.
13. The Dispensary Superintendent, GMCH, Chandigarh.
14. The Superintendent Health, Deptt. of Medical Education & Research, UT, Secretariat, Sector -9, Chandigarh.
15. The All Office Superintendents, GMCH, Chandigarh.
16. The Stores Officer, GMCH, Chandigarh.
17. The Chief Warden (Hostels), GMCH, Chandigarh.
18. The Legal Cell and RTI Cell, GMCH, Chandigarh.
19. The DPE, GMCH, Chandigarh.
20. The Incharge-MRD/Pharmacy, GMCH, Chandigarh.
21. The Incharge Communications, GMCH, Chandigarh
22. The Incharge Control Room, GMCH, Chandigarh
23. PS/ DP for the kind information of DP.
24. PA/ JDA for the kind information of JDA.
25. PA/ MS for the kind information of MS.
26. Master file.

for

29/3/19  
Superintendent(E-IV),  
Director Principal,  
GMCH, Chandigarh