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GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)
(ESTABLISHMENT BRANCH-IV)

Endst. No. GMCH/EIV/EA3/2019/


209 29

6 JUN 2019

Dated, Chandigarh the,

A copy of letter No. SK/CT/HS/2019/8309 dated 22.05.2019 received from the Secretary Establishment, Chandigarh Administration Secretariat is forwarded to the System Analyst, IT Centre, GMCH with a request to e-circulate / email the same to all the HODs/Branch Incharges of GMCH Chandigarh for information and necessary action at their end.

Encl: As above.


Superintendent (Estt.-IV)

4/6/19

No. SK/CT/HS/2019/ 8309
CHANDIGARH ADMINISTRATION
HOME DEPARTMENT

Chandigarh dated the 22/5/19

13665
24 MAY 2019

To
MCH-32

1. All the Head of Departments/ Offices /
Branches / Boards/Corporations
Chandigarh Administration

2. All the PS/ PAs
Chandigarh Administration Secretariat

Subject:- Regarding online booking of Conference Hall/ Committee Room in U.T.,
Secretariat, Sector 9, Chandigarh.

Reference on the subject cited above.

It is to inform you that Chandigarh Administration Secretariat has
introduced the online system for the booking of the Conference Hall / Committee
Room of U.T., Secretariat.

You are requested to intimate the Care Taker, Chandigarh
Administration Secretariat through the office letter for booking the Conference Hall /
Committee Room of U.T., Secretariat regarding the meetings on the following format.

| Name of the Hall/ Room | Date | Timing | | Purpose | On behalf of Department | Chaired by | Name of the contact person | Mobile Number of the Contact Person |
|---------------------------------|------|--------|----|---------|----------------------------|---------------|-------------------------------------|--|
| | | From | To | | | | | |

Note: For any query may contact to Sh. Nitin Kumar Sahu, SK/CT, Chandigarh
Administration on his mobile No. 8146814700.

Raj Kumar
Section Officer,
For Secretary Establishment
Chandigarh Administration Secretariat
Dated

Endst. No. SK/CT/HS/2019/

A copy is forwarded to the PA/ Secretary Establishment, Chandigarh
Administration for information and necessary action.

Sh
Section Officer,
For Secretary Establishment
Chandigarh Administration Secretariat

Typed
N-2

OS(HA II)

Subject matter pertains to
G.H. II Branch.
Kajni
29/5/19
SAT
29-5-19