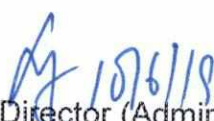


GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

Subject: Regarding implementation of e-Office software.

As per the directions of Chandigarh Administration, GMCH is going to implement e-office software in GMCH w.e.f. 12.06.2019 onwards. The movement of the letters would be done electronically and the movement of files would be done physically through e-Office portal.

All the HOD's/Branch incharges are requested to instruct the staff working under their control to use the above said software regularly so that the movement of the files/letters can be monitored easily.

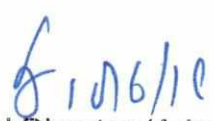

Additional Director (Admin.)
Govt. Medical College & Hospital,
Chandigarh

Endst.No.GMCH-IT-19/728-748

Dated: 10-06-2019

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.


Additional Director (Admin.)
Govt. Medical College & Hospital,
Chandigarh