

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

Subject: Regarding implementation of e-Office software.

As per the directions of Chandigarh Administration, e-office software has been implemented in GMCH. Recently we have come to know that few officials are not using this software properly and are not handing-over pending receipts/files to the official who is posted at their seat on transfer basis. It has also been observed that at present two numbers, manual as well as through e-office module, are being allocated to official letters and files which creates problems while searching files. .

All the HOD's/Branch in-charges are requested to instruct the staff working under their control to use the above said software regularly and handover pending receipts/files to the official who is posted at their seat on transfer basis before relieving the department and allocate e-office software generated number to letters/files at the time of their movement.



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

Endst.No.GMCH-IT-19/1231-1251

Dated: 20-11-2019

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 JDA for kind information of Joint Director (Admn.) please.
21. PA to MS for kind information of Medical Superintendent please.



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