

**MOST URGENT**  
**REMINDER**

**GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**

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

**(ESTABLISHMENT BRANCH-III)**

To

1. All Head of Departments, GMCH-32, Chandigarh.
2. The HOD/MRD, GMCH-32, Chandigarh.
3. The Deputy Controller (F&A), GMCH-32, Chandigarh.
4. The Registrar (Academic), GMCH-32, Chandigarh.
5. The Senior Resident (HA), GMCH-32, Chandigarh.
6. The Office Superintendents (Estt. I, II, III, HA-I & II, PB-II & Estate), GMCH-32, Chandigarh.
7. The Chief Dietician, GMCH-32, Chandigarh (for the m/o April, 2020).
8. The Nursing Superintendent, GMCH-32, Chandigarh.
9. The Store Officer, GMCH-32, Chandigarh.

No. GMCH-E-III-EA-3(131)-2020/

Dated, Chandigarh the,

Subject: Submission of Monthly Achievements.

Reference to the subject cited above.

It is intimated that vide this office letter No. 41125-26 dated 17.10.2019, you were requested to furnish the Monthly Achievement Reports alongwith soft copy by **1<sup>st</sup> of every month, positively**, pertaining to your departments / branches. All the projects launched, inauguration made, projects completed, change / review in policies should also be included in the report.

It is also intimated that the Monthly Achievements for the month of Feb, March & April, 2020 have not been received till date. You, are, therefore, once again requested to furnish the same **within 02 days positively** for compilation and onward submission to the Adviser to the Administrator, UT, Chandigarh.

This may kindly be treated as **MOST URGENT**.

for Superintendent (Estt.-III)  
Joint Director (Admn.)

Endst. No. GMCH-EIII-EA3(131)-2020/

20540

Dated, Chandigarh the,

19/5/20

A copy of the same is also forwarded to the System Analyst, IT Centre, GMCH-32, Chandigarh with request to e-mail / e-circulate to all HODs / Branch Incharges of GMCH.

for Superintendent (Estt.-III)  
Joint Director (Admn.)

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