

GOVERNMENT MEDICAL COLLEGE, CHANDIGARH

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

(ESTABLISHMENT BRANCH-III)


21 MAY 2020

Endst. No. GMCH-E-III/EA-3/2020/ 20828

Dated, Chandigarh the,

A copy of letter No. IH(5)-2020/4931 dated 13.05.2020 received from the Secretary Establishment, Chandigarh Administration Sectt., is forwarded to the System Analyst, IT Centre, GMCH-32, Chandigarh with request to the e-mail / e-circular to all HODs / Branch Incharges of GMCH for information and to comply the same, please.

Encl. As above.


Superintendent (Estt.-III),
GMCH-32, Chandigarh.

DP/GMCH-32

No. IH(5)-2020/
Chandigarh Administration
Department of Personnel
(Establishment Branch)

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ORDER

In order to achieve social distancing as a preventive measure to contain the spread of COVID-19, the following has been decided :-

1. The officials of reception will receive the Dak of all the Departments situated in the U.T. Secretariat building at backside entry of the building premises.
2. No Dak messenger will be allowed to enter in the U.T. Secretariat building for delivery of Dak.
3. The official of reception will send the Dak to Private Secretary/ Personal Assistant of the concerned Administrative Secretary.
4. The Private Secretary/ Personal Assistant of the concerned Administrative Secretary will further send the same to the concerned Department/ Branch/ Section of U.T. Secretariat building.
5. All the Departments of Chandigarh Administration situated outside the U.T. Secretariat building should make arrangements of receiving of Dak at single entry point in their respective office.


Dr. Harish Nayar, IAS
Secretary Establishment
Chandigarh Administration Sectt.

Endst. No. IH(5)-2020/ 4931

Dated: 13/5/2020

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

1. All Heads of Departments/ Boards/ Corporations, Chandigarh Administration;
2. All Private Secretaries/ Personal Assistants of Administrative Secretaries;
3. All Departments/ Branches/ Sections located in U.T. Secretariat building;
4. Receptionist, U.T. Secretariat;
5. Gate Keepers, U.T. Secretariat.


Superintendent Establishment
for Secretary Establishment
Chandigarh Administration Sectt.