

GOVERNMENT MEDICAL COLLEGE HOSPITAL, CHANDIGARH
Information Technology Centre

Subject: Regarding training schedule of e-Office

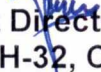
As we all are aware that the e-office module has been implemented in Government Medical College & Hospital. Moreover, Chandigarh Administration is also pressing hard for complete implementation of the said module. All HODs/Branch In-charges are therefore, requested to depute the concerned Officer(s)/official(s) to take proper e-office training at Information Technology Centre, Block B, GMCH, Chandigarh. The training schedule for various departments/branches is as under:

Sr. No	Department	Date	Time
1.	Academic Branch & Account Branch	01-06-2020	02-03 PM
2.	New Pension Cell, Communication Cell	02-06-2020	02-03 PM
3.	Audit Cell	02-06-2020	03-04 PM
4.	Central Stores	03-06-2020	02-03 PM
5.	Communication & Control	04-06-2020	02-03 PM
6.	Establishment-I	05-06-2020	02-03 PM
7.	Establishment-II, Estt. IV	05-06-2020	03-04 PM
8.	Establishment-III & Estate Branch	08-06-2020	02-03 PM
9.	HA-I & HA-II, CON	08-06-2020	03-04 PM
10.	Legal Cell & RTI	09-06-2020	02-03 PM
11.	Library, MRD & Nursing	09-06-2020	03-04 PM
12.	Procurement-I, Pharmacy	10-06-2020	02-03 PM
13.	Procurement Branch-II	10-06-2020	03-04 PM
14.	Anesthesiology & Anatomy	11-06-2020	02-03 PM
15.	Biochemistry & Community Medicine	11-06-2020	03-04 PM
16.	Dentistry, Dermatology & Dietetics	12-06-2020	02-03 PM
17.	ENT & Forensic Medicine	12-06-2020	03-04 PM
18.	Gen. Medicine & Cardiology	15-06-2020	02-03 PM
19.	Gen. Surgery , Neurosurgery & Urology	15-06-2020	03-04 PM
20.	Genetic Centre, Microbiology & Obstt. & Gynae	16-06-2020	02-03 PM
21.	Ophthalmology & Orthopedics	16-06-2020	03-04 PM
22.	Paediatrics & Pathology	17-06-2020	02-03 PM
23.	Pharmacology & Physiology	17-06-2020	03-04 PM
24.	Psychiatry & Pulmonary Medicine	18-06-2020	02-03 PM
25.	Radiodiagnosis & Radiotherapy	18-06-2020	03-04 PM
26.	Trans. Medicine & Misc department	19-06-2020	02-03 PM
27.	DP office/JDA Office & MS Office	22-06-2020	02-03 PM


Joint Director (Admn.)
GMCH-32, Chandigarh

A copy of the above is forwarded to the following for information and necessary action please.

1. PS/PSMER for information of Worthy PSMER please.
2. The Professor In-charge (Academic), GMCH- 32, Chandigarh.
3. The Medical Superintendent, GMCH- 32, Chandigarh.
4. All HOD's, GMCH- 32, Chandigarh
5. D.C.(F&A), GMCH- 32, Chandigarh.
6. Registrar (Academic), GMCH- 32, Chandigarh.
7. PS/DP for information of Worth D.P.
8. Assistant Controller (F&A)-I&II, GMCH- 32, Chandigarh.
9. Principal, College of Nursing, GMCH- 32, Chandigarh.
10. Section Officer, GMCH. (Audit & Accounts)
11. All the Superintendent, (E-I, E-II, E-III, E-IV, HA-I, HA-II, PB-I, PB-II, EB, MRD, GMCH- 32, Chandigarh.
12. Section Officer, Accounts & Audit, GMCH- 32, Chandigarh.
13. Nursing Superintendent, GMCH- 32, Chandigarh.
14. Chief Dietician, GMCH- 32, Chandigarh.
15. In-charge Pharmacy, GMCH- 32, Chandigarh.
16. Store Officer, GMCH- 32, Chandigarh.
17. Law Officer, GMCH- 32, Chandigarh.
18. Librarian, GMCH- 32, Chandigarh.
19. RTI Cell, GMCH- 32, Chandigarh.
20. In-charge Communication, GMCH- 32, Chandigarh.


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