

# GOVT. MEDICAL COLLEGE HOSPITAL, CHANDIGARH

## CIRCULAR

Subject ; Regarding implementation of e-office software.

e-Office module is required to be implemented as per the direction of Chandigarh Administration. In this regard, various training has been given by the IT Centre to all the staff but the officials have failed to implement the software. The process of training to the staff is again started and IT Cell is providing the training as per schedule prepared by them. Hence, it has been decided that from 01.07.2020 onwards movement of files/dak will be done electronically as well as movement of files. The movement file in respect of leave will be effectively done w.e.f 05.06.2020. No file of leave will be submitted or accepted physically.

All the HODs/Branch in-charges are requested to instruct the staff working under their control to start working on the said module/software regularly and also direct them to attend the training programme at IT Centre as per schedule. Henceforth, handing/taking over files/receipts to the officials/officers will be done electronically and deal the file with the software generated unique File Number.

  
Joint Director (Admn.),  
Govt. Medical College Hospital,  
Chandigarh.

Endst. No.GMCH/IT.I/2020/ 22181-200

Dated - 4 JUN 2020

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

1. The Professor In-charge (Academic), GMCH.
2. The Medical Superintendent, GMCH.
3. All HODs, GMCH.
4. Dy. Medical Superintendent I, II.
5. Dy. Controller (F&A), GMCH. *SYSTEM ANALYST, GMCH for e-circulate*
6. Registrar (Academic)
7. Ps/DP for the information of Worthy D.P.
8. Assistant Controller (F&A) -I & II, GMCH.
9. All the Superintendents (E-I, E-II, E-III, E-IV, EB, PB-I, PB-II, HA-I, HA-II)
10. Section Officer, Accounts & Audit, GMCH.
11. Nursing Superintendent, GMCH.
12. Chief Dietician, GMCH.
13. Incharge Pharmacy, GMCH.
14. Stores Officer, GMCH.
15. Law Officer, GMCH.
16. Librarian, GMCH.
17. RTI Cell, GMCH.
18. Incharge Communication, GMCH.
19. Incharge Control Room, GMCH.

  
Joint Director (Admn.)  
Govt. Medical College Hospital,  
Chandigarh.