

NOTICE

The Chandigarh Administration has directed to implement e-service book. To implement the e-service book, meetings were called in the past with Superintendents and Accounts Functionaries and the following decision was taken:

Branch should start sending the files in batch of 10 Nos. to designated officer i.e. (AC-I, AC-II, SO/Accounts & Audit) for attestation.

It has been observed that the Superintendent has not transferred the service book to the Accounts Functionaries resulting into pendency in completion of e-service book as the same is not shown on the portal.

The following schedule is required to be ensured by the Superintendents in transferring the service book:

1. AC (F&A)-I : All service books with Superintendent (E-I & E-II)
2. AC (F&A)-II : All service books with Superintendent (E-III & HA-II)
3. SO (Accounts) : Sr.No. 1 to 350 of service books with Superintendent (HA-I)
4. SO (Audit) : Sr.No. 350 onwards service books with Superintendent (HA-I)

All the Superintendents are directed to transfer the service book in writing through D.C.(F&A). The compliance report on weekly basis to be submitted in the office of Joint Director (Admn.) by Superintendent and Accounts Functionaries.

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

Endst. No.GMCH/JDA/2021/290-301

Dated : 07-06-2021

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

1. D.C.(F&A), GMCH, Chandigarh.
2. PS/DP for the information of Worthy Director Principal, Please.
3. Assistant Controller (F&A -I & II)
4. System Analyst, GMCH, Chandigarh to e-circulate the same.
5. Section officer (Accounts & Audit.)
6. Office Superintendent (E-I, E-II, E-III, HA-I, HA-II)

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