

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

Subject: Regarding implementation of e-Office software.

As per the directions of Chandigarh Administration, e-office software has been implemented in GMCH. Recently, it has come to notice that some of the officials are not using the software properly and not handing-over pending receipts/files in case of transfer from the seat. It has also been observed that while putting up the file on e-office, more than two numbers are assigned to the index file of the same subject, which creates problems while searching the file. Hence, all the dealing hand should take care and open single file with one index number so that duplicacy of files can be avoided and work should run smoothly

All the HOD's/Branch in-charges are requested to instruct the staff working under their control to use the above said software regularly and handover pending receipts/files while transfer from one seat to another. It has been decided that Incharge Computer Cell will provide scanner to the branches where these are required and physical movement of file will be closed likely by 15-06-2021. All GMCH officials should check their letters/Dak through e-office portal.

Jashinder Kaur 07/06/21
Director Principal
Govt. Medical College & Hospital,
Chandigarh
Dated: 07-06-2021

Endst.No.GMCH-IT-21/304-325

A copy is circulated to the following for compliance please:

1. All HOD's Govt. Medical College & Hospital, Chandigarh
2. The HOD/MRD & Pharmacy, Govt. Medical College & Hospital, Chandigarh
3. The Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
4. The Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
5. The Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
6. The Registrar, Govt. Medical College & Hospital, Chandigarh
7. All Office Superintendents, GMCH & MHI.
8. The Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
9. The Stores Officers(I & II), Govt. Medical College & Hospital, Chandigarh
10. The Librarian, Govt. Medical College & Hospital, Chandigarh
11. The Law Officer, Govt. Medical College & Hospital, Chandigarh
12. In charge, RHTC Palsora, Govt. Medical College & Hospital, Chandigarh
13. Incharge Communication, Govt. Medical College & Hospital, Chandigarh
14. Law Officer, Govt. Medical College & Hospital, Chandigarh
15. Genetic Lab, Govt. Medical College & Hospital, Chandigarh
16. RTI Cell, Govt. Medical College & Hospital, Chandigarh
17. College of Nursing, Govt. Medical College & Hospital, Chandigarh
18. Control Room, Govt. Medical College & Hospital, Chandigarh
19. PS to DP for kind information of Director Principal please.
20. PA to JDA for kind information of Joint Director (Admn.) please.
21. PA to MS for kind information of Medical Superintendent please.

Jashinder Kaur 07/06/21
Director Principal
Govt. Medical College & Hospital,
Chandigarh