

HOSPITAL ADMINISTRATION BRANCH-I

To

All the Head of Departments/Offices,
Chandigarh Administration.

No. GMCH-HA-I/-EA1(314)/2021/
Dated, Chandigarh the

10868-91
11 6 JUN 2021

Subject: Regarding "NO DUE CERTIFICATE" in respect of Ms. Darshna Devi, Nursing Officer, S.No. 314, E.Code 1821, Deptt. of Nursing, GMCH-32, Chandigarh.

Ms. Darshna Devi, Nursing Officer, S.No. 314, E.Code 1821, Deptt. of Nursing, GMCH-32, Chandigarh is going to be retire on attaining the age of superannuation w.e.f. 31.10.2021. It is, therefore, requested that necessary "no dues certificate" in favour of the official may be sent to this office within 15 days from the date of issue of this communications positively, otherwise it would be presumed that nothing is outstanding against the said official and further action will be taken accordingly.

Office Superintendent (HA-I)
for Medical Superintendent

Endst.No. GMCH-HA-I/EA1(314)/2021/

Dated, Chandigarh the

A copy is forwarded to the following of this office for information & necessary action please:-

1. The Joint Director, GRIID.
2. The Joint Director, MHI
3. The Vice Principal, College of Nursing.
4. All HODs.
5. The Head, Medical Record Department.
6. The Deputy Medical Superintendent-I
7. The Deputy Medical Superintendent-II
8. The Registrar (Academic)
9. The Assistant Controller (F&A) -I & II.
10. All Office Superintendents.
11. The Nursing Superintendent.
12. The Incharge Pharmacy,
13. The Store Officer, Grade-II, Central Store.
14. The Chief Dietician, Deptt. of Dietetics.
15. The Chief Warden (Hostels)
16. The Librarian, Central Library.
17. The Law Officer, Legal Cell.
18. The RTI Cell.
19. The System Analyst, IT Centre with the request to email at HODs/Branch Incharge of GMCH-32, Chandigarh.
20. The Supervisor, Deptt. of Communication Cell.
21. Ms. Darshna Devi, Nursing Officer, S.No. 314, E.Code 1821, Deptt. of Nursing, GMCH-32, Chandigarh. She is directed to submit all the pension related documents alongwith No Dues Certificate to HA-I Branch within a week.
22. PS/DP for kind information of Director Principal.
23. PA/MS for kind information of Medical Superintendent.
24. PA/JDA for kind information of Joint Director (Admn.)

Mr. Babbar

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Office Superintendent (HA-I)
for Medical Superintendent