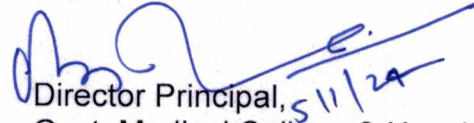


GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

CIRCULAR

Subject: Regarding aadhaar based biometrics attendance portal.

As you are aware that aadhaar based biometrics attendance machines have been installed at multiple locations of GMCH for marking the attendance of Faculty/Doctors. As per the instructions of NMC the leave record and tours related information of Faculty/Doctors needs to be uploaded regularly on the said portal. In order to do so all the HOD's are requested to send the information regarding the sanctioned leave or approved tours regularly to IT Centre as per the performa attached for updation of information on aadhar based attendance portal. The information regarding the leave/tours should be submitted in advance so that the same can be updated on the AEBAS portal.



Director Principal, 5/11/24
Govt. Medical College & Hospital,
Chandigarh

Endst.No. GMCH/IT/24/003

Dated: 08/01/2024

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

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


Director Principal, 5/11/24
Govt. Medical College & Hospital,
Chandigarh

Leave information:

Employee Name	
Designation	
Department	
NMC Attendance ID	
Leave Type	CL/EL/RH/HPL/CCL etc.
Leave Category	Full day / Half Day
Leave duration	From _____ to _____
Reason	

Tour related information:

Employee Name	
Designation	
Department	
NMC Attendance ID	
Tour Category	Full day / Half Day
Tour duration	From _____ to _____
Reason	