

C I R C U L A R

Sub.: Missing Service Book of Mr. Anil Kumar Moudgil, Private Secretary, GMCH, Chandigarh.

It is brought to the notice of all concerned that the Service Book of Mr. Anil Kumar Moudgil, Private Secretary, was transferred from the office of Mental Health Institute to the Establishment-II branch of GMCH on 28.05.2025.

However, it has come to our notice that the Service Book is missing from the Establishment-II branch since last month. Despite of best efforts to trace the same, it has not been traced out, so far. It is presumed that the Service Book might have been tied inadvertently with some other file and taken out of this branch.

Accordingly, all branches/offices are, therefore, requested to kindly check their records and files thoroughly. If the Service Book is found, it is requested to return the same immediately to the Establishment-II branch.

Cooperation in this matter will be highly appreciated.

Dated, Chandigarh the,
06th June, 2025

PROF. A K ATTRI
Director Principal

Endst. No. GMCH/E-II/2K25/27245-63

Dated : 05 AUG 2025

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

- 1: Addl. Director, GMCH, Chandigarh.
- 2: Medical Superintendent, GMCH, Chandigarh.
- 3: Professor Incharge Academics, GMCH, Chandigarh.
- 4: All HODs, GMCH, Chandigarh.
- 5: Addl. Director, MHI, Chandigarh.
- 6: Deputy Controller (F&A), GMCH, Chandigarh.
- 7: System Analyst, GMCH, Chandigarh.
- 8: PS/Director-Principal, GMCH, Chandigarh.
- 9: Registrar (Academics), GMCH, Chandigarh.
- 10: Librarian, GMCH, Chandigarh.
- 11: Nursing Superintendent, GMCH, Chandigarh.
- 12: All Office Superintendents, GMCH, Chandigarh.
- 13: Chief Dietician, GMCH, Chandigarh.
- 14: Law Officer, GMCH, Chandigarh.
- 15: Store Officer, GMCH, Chandigarh.
- 16: Dispensary Superintendent, GMCH, Chandigarh.
- 17: Principal, College of Nursing, Chandigarh.
- 18: Incharge Communication, GMCH, Chandigarh.
- 19: Incharge Control Room, GMCH, Chandigarh.

[Signature] 5/8/25
Superintendent Gr. I,
Establishment-II,
Govt. Medical College & Hospital
Chandigarh.