

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH  
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)  
(ESTABLISHMENT BRANCH-IV)

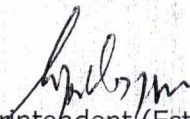
Endst. No.: GMCH/EIV/EA3/2018/

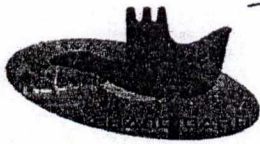
10 DEC 2018  
Dated, Chandigarh the,

51016-17

A copy of letter No. 293/IT/2018/2702 dated 03.12.2018 titled "Regarding deactivation/deleting of retired employee and resigned employee on E-hrms Manav Sampda portal", received from Department of Information and Technology, Chandigarh Administration is forwarded to the followings for information and with request to furnish the requisite information pertaining to their respective branches **immediately**, directly to the System Analyst at their own level, please.

1. The Office Superintendent (Estt. I, II, III, HA-I, HA-II), GMCH, Chandigarh.
2. ✓ The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

  
Superintendent (Estt.-IV)



ISO 9001:2015 Certified

3424  
06/12/2018  
**DEPARTMENT OF INFORMATION TECHNOLOGY,  
CHANDIGARH ADMINISTRATION**

5<sup>th</sup> Floor, Additional Deluxe Building, Sector 9-D, Chandigarh -160009  
Phone: 0172-2740641, Fax: 0172-2740005

Ref: 293/IT/2018/2702

Dated: 03/12/2018

To,	16.	Director Principal, GMCH-32, Chandigarh	2702-03, dated 03.12.2018
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All Heads of Department/Corporations/Boards,  
Chandigarh Administration.

**Subject: Regarding deactivation/deleting of retired employee and resigned employee on E-hrms Manav Sampada portal.**

In this regard, it is intimated that this department is in receipt of letters from various departments regarding the subject cited above. The matter has been discussed with E-hrms team. It has been suggested that in such cases that same is to be effected through online service book module which is currently being adopted.

Accordingly, you may undertake requisite changes as and when online service book is initiated in your office.

It is for your kind information and necessary action please.

**Director Information Technology  
Chandigarh Administration**

Endst. No. 293/IT/2018/2703

Dated: 03/12/2018.

A copy is forwarded to the following officers for kind information please.

1. PS to Secretary Information Technology.
2. PS to Secretary Personnel.
3. PS to Special Secretary Information Technology.
4. PS to Special Secretary Personnel.

**Director Information Technology  
Chandigarh Administration**

Immediate  
OS(EIV)  
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PA/JDA/.....  
Dated 5/12/18