

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
**INFORMATION TECHNOLOGY CENTRE**

**CIRCULAR**

**Subject: Circulation of Guidelines for e-Office Application Usage**

The e-Office application software has been successfully implemented at GMCH. To ensure smooth and efficient usage of the system, a set of guidelines and a flow chart have been prepared. These are enclosed herewith for your reference.

All Heads of Departments (HODs) and Branch Incharges are kindly requested to circulate these guidelines to all officials working under their control and ensure strict compliance.

Dated :02/09/2025



Prof . Gurvinder Pal Thami  
Director Principal,  
Govt. Medical College & Hospital,  
Chandigarh

Endst. No. GMCH/IT/2025/368

Dated: 02/09/2025

A copy is circulated to the following for information please:

1. The Director Principal, Govt. Medical College & Hospital, Chandigarh
2. The Medical Superintendent, Govt. Medical College & Hospital, Chandigarh
3. The Additional Director (Admn.), Govt. Medical College & Hospital , Chandigarh
4. All HOD's Govt. Medical College & Hospital, Chandigarh
5. Joint 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. Genetic Lab, Govt. Medical College & Hospital , Chandigarh



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