

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

CIRCULAR

Subject: Digitization of Physical Files for Implementation of e-Office – Submission of Information

As part of the Chandigarh Administration's ongoing initiative to implement an end-to-end e-Office solution, the Department of Information Technology is undertaking the digitization of physical records and files across all departments and branches of the Union Territory.

To effectively define the scope of the digitization work, revised information related to the existing physical records and files is required from all departments in the prescribed format (attached herewith).

All the branches/store are hereby directed to submit the duly filled-in revised format by **16.10.2025** without fail.

For any clarifications or assistance regarding the format or submission, departments may contact the Information Technology Centre, GMCH-32, Chandigarh.

This matter is **urgent**, and compliance within the stipulated timeline is mandatory.



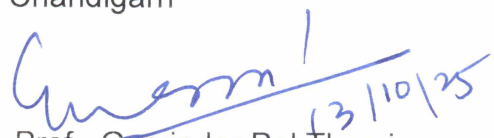
Prof. Gurvinder Pal Thami
Director Principal,
Govt. Medical College & Hospital,
Chandigarh

Endst. No. GMCH/IT/2025

Dated: 13/10/2025

A copy is circulated to the following for information please:

1. PS to DP for kind information of Director Principal please.
2. PA to ADA for kind information of Additional Director (Admn.) please.
3. PA to MS for kind information of Medical Superintendent please.
4. Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
5. Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
6. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
7. Assistant Registrar, Govt. Medical College & Hospital, Chandigarh
8. HOD, MRD, Govt. Medical College & Hospital, Chandigarh
9. All Office Superintendents, Govt. Medical College & Hospital, Chandigarh
10. Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
11. HOD, Pharmacy, Govt. Medical College & Hospital, Chandigarh
12. Stores officers(I & II), Govt. Medical College & Hospital, Chandigarh
13. Librarian, Govt. Medical College & Hospital, Chandigarh
14. Law Officer, Govt. Medical College & Hospital, Chandigarh



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

Information required from department for Digitization of Files/Records

Department Name

Sr.	Information required	Tentative Quantity
1	Tentative no of files - Active/Currently in Use	
	Tentative no of pages:	
	A0 size	
	A1 size	
	A2 size	
	A3 size	
	A4 size	
	Legal	
	Any other Size (Kindly specify):	
	Pages for Color Scanning, if any	
2	Tentative no of filles - Closed/recorded	
	Tentative no of pages:	
	A0 size	
	A1 size	
	A2 size	
	A3 size	
	A4 size	
	Legal	
	Any other Size (Kindly specify):	
	Pages for Color Scanning, if any	
3	Maximum Age of Pages	(In Years)