



No. O&M/Genl/2010-11/6

Dated at Ch the December 3, 2010

To

1. All head of SSAs/Units.
2. C E (Civil)/CE(Elect)/Chief Architect.
3. Principal, RTTC, Rajpura.
4. GM(NWP-CM)/GM(NWO-CM)/GM(NC), Chandigarh

Sub: Regarding expeditious disposal of staff cases.

Worthy Chief GMT, Punjab Circle has desired that all the staff cases should be processed expeditiously at all levels. Concerned unit heads may ensure that no file is unnecessarily kept pending at any level and no case is allowed to be delayed beyond 3 days from the date, it is initially put up by the concerned section.

This may kindly be treated as MOST URGENT and important and may be strictly complied at all levels within your unit.

This issue with the approval of competent authority.


Asstt.GM (Admn)

Copy to :-

1. All GM's in Circle Office Chandigarh.
2. DGM (Vig.) Circle office Chandigarh.