

(3)

No. 22/5/246-IH(4)-2024/ 11575
Chandigarh Administration
Department of Personnel

DIT
14/08/24

Chandigarh, dated the 12-8-24

To

All the Administrative Secretaries/HoDs/
Offices/Boards/Corporations
Chandigarh Administration

Subject: Meeting with General Public/Visitors - reg.

Sir/Madam,

Please refer to this Department's letter No. 22/5/246-IH(4)-2024/3639, dated 14.03.2024 wherein it was informed that the Competent Authority has decided that no meetings should be scheduled on Wednesday and officers should remain available in their respective offices to meet general public/visitors on Wednesdays unless there is exigency of circumstances.

2. In this regard, it has been decided by the Competent Authority that on every Wednesday, the officers should remain available in their respective offices from 10.00 AM to 1.00 PM to meet general public/visitors.

Yours faithfully

Pooni Kaur
Superintendent Personnel
Chandigarh Administration Sectt.

Endst. No. 22/5/246-IH(4)-2024/ 11576

Dated: 12-8-24

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

1. Director Information Technology, U.T. Chandigarh. It is requested to upload the same on the official website of Chandigarh Administration;
2. Director Public Relations, U.T. Chandigarh.

Pooni Kaur
Superintendent Personnel
Chandigarh Administration Sectt.