

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL**

**ORDER**

The following transfer & posting in respect of the official appointed under Common Cadre is hereby ordered in the Chandigarh Administration and the official will stand relieved from the respective Department with immediate effect:-

Sr. No.	Name & Designation	From & Since when	To	Remarks
1	Ms. Saraswati, Steno-Typist	Engineering (29.09.2016)	GMCH	Against vacant post

2. The concerned Head of Department is requested to send the Service Book and other relevant documents of the concerned official to the transferred Department, immediately.

Chandigarh, dated  
the 14<sup>th</sup> August, 2024

Akhil Kumar, DANICS  
Additional Secretary Personnel  
Chandigarh Administration

Endst. No. 34/129/19-1H(11)-2024/ 11682

Dated: 14-8-24

A copy is forwarded to the following for information:-

- Additional Chief Secretary to the Governor of Punjab;
- Private Secretary to the Adviser to the Administrator, Union Territory, Chandigarh.

*Jaonir Kermani*  
Superintendent Personnel - II  
for Additional Secretary Personnel  
Chandigarh Administration

Endst. No. 34/129/19-1H(11)-2024/ 11683  
**E-mail**

Dated: 14-8-24

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

- Director Principal, GMCH, Sector - 32, Chandigarh w.r.t. his letter No. GMCH-Estt-III(1)2024/29246 dated 26.07.2024.
- Chief Engineer, Union Territory, Chandigarh. It is requested to ensure that the Service Book, **complete in all respect**, alongwith Last Pay Certificate (LPC) in respect of official mentioned above be forwarded to her new place of posting **within a week positively** without fail.
- Director Information Technology, Union Territory, Chandigarh with the request to upload the same on the official website of Chandigarh Administration.
- Concerned official, for strict compliance and report immediately.

*Jaonir Kermani*  
Superintendent Personnel - II  
for Additional Secretary Personnel  
Chandigarh Administration