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No. 22/5/246-IH(4)-2024/3639  
Chandigarh Administration  
Department of Personnel

Chandigarh, dated the 14/3/2024

To

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

DIT  
18/03/24

**Subject: Meeting with General Public/Visitors - reg.**

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SA (II)

Sir/Madam,

I am directed to address you on the subject noted above and to state that it has been observed by the Competent Authority that officers are often busy or out of office for meetings during office hours. Consequently general public is unable to meet the officers for their grievances.

2. Accordingly, it has been decided by the Competent Authority 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.

3. This supersedes all previous instructions in this regard.

Yours faithfully

*Jaspreet Kaur*  
Superintendent Personnel  
for Administrator  
Union Territory, Chandigarh

Endst. No. 22/5/246-IH(4)-2024/3640

Dated: 14/3/2024

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.

*Jaspreet Kaur*  
Superintendent Personnel  
for Administrator  
Union Territory, Chandigarh

Endst. No. 22/5/246-IH(4)-2024/3641

Dated: 14/3/2024

A copy is forwarded to the:-

- 1. Additional Chief Secretary to the Governor Punjab and Administrator, U.T., Chandigarh;
- 2. ADC to the Governor Punjab and Administrator, U.T., Chandigarh;
- 3. PA to the Adviser to the Administrator, U.T., Chandigarh;

*Jaspreet Kaur*  
Superintendent Personnel  
for Administrator  
Union Territory, Chandigarh