

**No. 22/5/246-IH(4)-2025/ 9141**  
**Chandigarh Administration**  
**Department of Personnel**

Chandigarh, dated the 7/7/25

To

- 1) The Commissioner  
Municipal Corporation, Chandigarh
- 2) The Deputy Commissioner  
Union Territory, Chandigarh
- 3) The Senior Superintendent of Police  
Union Territory, Chandigarh

**Subject: Promoting public hearing- regarding.**

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Sir/Madam

Please refer to this office letter No. 22/5/246-IH(4)-2024/11575, dated 12.08.2024 regarding meeting with General Public/Visitors (copy enclosed).

2. Hon'ble Administrator had visited various offices & reviewed the practice. In pursuance of the same, I am directed to convey the following:-

- (i) As a step in this direction, the Commissioner, Municipal Corporation, Deputy Commissioner and Senior Superintendent of Police, Chandigarh shall hold public hearings thrice a week i.e. on Mondays, Wednesdays and Fridays from 11.00 AM to 12.00 Noon, so that a larger number of citizens can get their issues resolved in a time bound manner.
- (ii) The Deputy Commissioner and Senior Superintendent of Police shall hold a joint public hearing every Friday from 11.00 AM to 12.00 Noon at the Deputy Commissioner's Office, Sector-17, Chandigarh.
- (iii) No official meetings shall be scheduled during the public hearing hours. If required, such meetings may be held either before or after the designated public hearing time.

3. The Chief Secretary, Union Territory, Chandigarh has directed that the instructions of Hon'ble Administrator should be strictly complied.

Yours faithfully

*AKM*  
*07/07/25*

Additional Secretary Personnel  
Chandigarh Administration

(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.**

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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

*Pasir Kumari*  
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.

*Pasir Kumari*  
Superintendent Personnel  
Chandigarh Administration Sectt.