

No. 22/5/246-IH(4)-2025/ 9536
Chandigarh Administration
Department of Personnel

Chandigarh, dated the 14/7/25

To

- 1) All the Administrative Secretaries
Chandigarh Administration
- 2) All the HoDs/Boards/Corporation
Chandigarh Administration

**Subject: Meeting of Hon'ble Administrator, Union Territory,
Chandigarh with General Public- regarding.**

Sir/Madam

Please refer to this office letter No. 22/5/246-IH(4)-2025/9141,
dated 07.07.2025 regarding promoting public hearing (copy enclosed).

2. Hon'ble Administrator, U.T. Chandigarh has decided that:-
 - i) he will sit in the UT Secretariat on every Wednesday to meet the General Public from 10.00 AM to 12.30 PM;
 - ii) Before that he will have a meeting with the senior officers (as called) of the Administration, every Wednesday, from 09.30 to 10.00 AM regarding the references received from the General Public during the previous hearings.
3. The Chief Secretary, Union Territory, Chandigarh has directed that concerned Secretaries/other officers as called for the meeting, should be present from 09.30 to 10.00 AM.

Yours faithfully

AKM
14/07/25

Additional Secretary Personnel
Chandigarh Administration

Endst. No. 22/5/246-IH(4)-2025/ 9537 **Dated: 14/7/25**

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh for uploading the instructions on the official website of Chandigarh Administration.

AKM
14/07/25

Additional Secretary Personnel
Chandigarh Administration

Endst. No. 22/5/246-IH(4)-2025/9538 **Dated: 14/7/25**

A copy is forwarded to the following for information:-

1. Principal Secretary to the Governor Punjab and Administrator, Union Territory, Chandigarh;
2. Special Secretary to Administrator, Union Territory, Chandigarh;
3. OSD to the Governor Punjab and Administrator, Union Territory, Chandigarh;
4. PA to Chief Secretary, Union Territory, Chandigarh.

AKM
14/07/25
Additional Secretary Personnel
Chandigarh Administration

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.

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


Additional Secretary Personnel
Chandigarh Administration

Endst. No. 22/5/246-IH(4)-2025/ 9142

Dated: 7/7/25

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

1. All the Administrative Secretaries, Chandigarh Administration;
2. All HoDs/Boards/Corporation, Chandigarh Administration;
3. Director Information Technology, Union Territory, Chandigarh. He is requested to upload the above said instructions on the official website of Chandigarh Administration.

AKM
07/07/25

Additional Secretary Personnel
Chandigarh Administration

Endst. No. 22/5/246-IH(4)-2025/9143

Dated: 7/7/25

A copy is forwarded to the following for information:-

1. Principal Secretary to the Governor Punjab and Administrator, Union Territory, Chandigarh;
2. Special Secretary to Administrator, Union Territory, Chandigarh;
3. OSD to the Governor Punjab and Administrator, Union Territory, Chandigarh;
4. PA to Chief Secretary, Union Territory, Chandigarh.

AKM
07/07/25

Additional Secretary Personnel
Chandigarh Administration

Endst. No. 22/5/265-IH(4)-2025/ 9144

Dated: 7/7/25

A copy is forwarded to the Director Public Relations, Union Territory, Chandigarh for wider publicity of the above said instructions.

AKM
07/07/25

Additional Secretary Personnel
Chandigarh Administration

Despatcher *08-7-25*
Chandigarh Administrative
S.T. Secretariat Sector 9-
Chandigarh

DIT
14/08/24

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

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 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.

Pooni Kumari
Superintendent Personnel
Chandigarh Administration Sectt.