



**CHANDIGARH
HOUSING BOARD**

A CHANDIGARH ADMINISTRATIVE UNDERTAKING

8, Jan Marg, Sector 9-D, Chandigarh
0172-4601612-4601602

NO. PA/CEO/2019-

Dated: 01.08.2019

NOTE

It has been observed that while communicating with other offices and sending correspondences to allottees/applicants, the officers are not indicating their name below their signatures. It becomes difficult to identify the officer especially when more than one officer is having the same designation. Many times the allottees/applicants are unable to identify the officer to whom they should contact. In Central Government, it is a standard practice to mention name, designation and telephone number below the signatures.

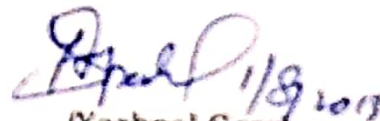
Similarly many officers/officials do not mention their name below signatures on the noting sheet of the files. Further some officers/official put their initials on the files and it becomes difficult to identify the officer/officer at later stage.

In view of above, henceforth all the officers are advised:

- a) To mention their name, designation and telephone number below their signatures while communicating with other offices/ applicants/ allottees. For an example, in my case, the mention below the signatures can be as under:

Yashpal Garg, IAS
Chief Executive Officer, CHB
Tel No. 4601602

- b) To mention their name below their signatures on the noting sheets of files. They may use rubber stamps indicating their name for this purpose.


(Yashpal Garg)
CEO, CHB

To,

1. Secretary, CHB
2. Chief Engineer, CHB
3. Chief Account Officer, CHB
4. Enforcement Officer, CHB
5. Administrative Officer, CHB
6. Senior Law Officer, CHB
7. All Account Officers, CHB
8. Computer Incharge, CHB to upload on website
9. PA to CEO to ensure mention of particulars as per above while drafting letters or sending/returning files