


**OFFICE OF THE SECRETARY, HOSPITALITY DEPARTMENT,
CHANDIGARH ADMINISTRATION**

The undersigned alongwith Director, Hospitality visited the UT Guest House-II, today (03.09.2021) and the following was observed/decided:-

1. The condemn/damaged items lying all over at the corridors and halls at the ground floor need to be listed out and a process for its condemnation/repair to be carried without further delay. Because of these items a highly precious spaces lying unutilized and we are losing a good amount of revenue every day.
2. Face Recognition Attendance System to be installed both at UT Guest House-I and UT Guest House-II. All the staff needs to mark their attendance through the System. The Attendance Statement to posted on the group on fortnightly basis.
3. The manual system of maintaining the stock inventory in the kitchen and in the house keeping need to be immediately replaced with the computerised system. For this purpose required number of computers and software to be purchased immediately.
4. The digital payment facility through Credit Card/Debit Card also need to be provided at the UT Guest House-II on the line of UT Guest House-I.
5. The present system of distributing revenue in the share of 80-20, while the expenditure in the ratio of 50-50 between Society and Hospitality Department need to be examined. Ideally the ratio of sharing of expenditure and revenue should have been same.

The undersigned will again visit the UT Guest House-II in next week to see the progress on above issues and other general observations conveyed during the inspection. The Director Hospitality need to ensure immediate compliance of the observations/decisions.


(Yashpal Garg, IAS) 3/9/2021
Secretary Hospitality,
Chandigarh Administration,

Director Hospitality, Chd.Admn.

No.PA/CEO/Hospitality/2021/219

Dated, the 03.09.2021