



**CHANDIGARH
HOUSING BOARD**

A CHANDIGARH ADMINISTRATION UNDERTAKING

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

No.PA/CEO/CHB/2021/ 160

Dated : 11 - 11 - 2021

ORDER

E-Office module developed by the NIC has already been implemented successfully within CHB, except, Diary and dispatch of internal Dak/ Letters / reminders / Paper under consideration. Apart from complying with the SOPs issued vide Order dated 25/06/2020 & 28/07/2020, the officers of all the Wings/Branches, to ensure that, all the Diary and dispatch of internal Dak/ Letters / reminders / Paper under consideration/ meeting notices etc., be routed through e-Office system.


(Yashpal Garg, IAS)

Chief Executive Officer

To

1. Chief Engineer, CHB
2. Secretary, CHB
3. Chief Accounts Officer, CHB
4. Administrative Officer, CHB
5. Senior Law Officer, CHB
6. Computer Incharge, CHB

Copy to :-

1. PS to Chairman, CHB for kind information of the Worthy Chairman, CHB.

C/CHB/3357
Dated 13/11/21

13/11