



PUNJAB HEALTH SYSTEMS CORPORATION

Block -E, 2nd Floor, Punjab School Education Board Building
Phase-VIII, Near Post Office, SAS Nagar (Mohali), PUNJAB

Phone : 0172-2232245, 2232247,

Visit us at : phsc.punjab.gov.in : E-mail: agendaphsc@gmail.com

Dated 24.04.24

No.PHSC/ Agenda/2024/ 08

To

All PHSC Officers,
Mohali.

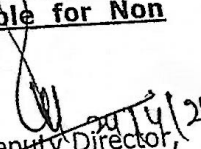
Subject: Deputy Medical Commissioner Monthly Review meetings.

All PHSC officers to note that in future DMC Meeting Agenda/Minutes must be submitted to email id agendaphsc@gmail.com under intimation to Managing Director PHSC as per details given below:-

1. Agenda based upon Reports of the concerned month duly approved by Director PHSC.
2. PDF of the Agenda approved by Director PHSC.
3. PPT as per template provided by Director/IT cell.
4. Minutes of the meetings must be submitted within 2 days after DMC Meeting.

PLEASE NOTE:-

As per directions of Director PHSC, all officers to Note that in future NO REMINDER will be given by Agenda Branch to any branch. Officer/Official will be held responsible for Non Submission of Agenda as per Timeline and strict action will be taken accordingly.


Deputy Director,
For Director PHSC,
PHSC, Mohali.

Cc to:

- The PA to Chairman PHSC, for kind information, please.
- The PA to Vice-Chairman PHSC, for kind information, please.
- The Secretary to Managing Director PHSC, for kind information, please.
- The PA to Director PHSC, for kind information, please.
- All PHSC Officers, for kind information and further necessary action, please.