

**GOVERNMENT MUSEUM & ART GALLERY, CHANDIGARH**

**OFFICE ORDER**

In order to setup an Enquiry Desk at International Dolls Museum, Sector 23, Chandigarh, it is hereby ordered that Ms. Mehak Sambyal, Information Assistant (through outsourcing) will attend the telephonic calls/queries from the visitors/callers and provide necessary updated information in respect of different wings i.e. Art Gallery, Natural History Museum, National Gallery of Portraits and International Dolls Museum and other information in respect of this institution. Ms. Mehak Sambyal, Information Assistant (through outsourcing) will also ensure to be updated in terms of the necessary information by keeping herself in touch unremittingly with Section Incharges of this institution. In absence of Ms. Mehak Sambyal, Information Assistant (through outsourcing), Ms. Richa Sharma, Receptionist (through outsourcing) will look after the work of attending the telephonic calls/queries from the visitors/callers and provide necessary updated information as mentioned above.

Compliance of above orders must be ensured without any fail in public interest.

**Dated: 13.09.2021**

**SORABH KUMAR ARORA, PCS  
Director,  
Govt. Museum & Art Gallery,  
Chandigarh**

**No. \_\_\_\_\_/E-165**

**Dated:**

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

1. Ms. Seema Gera, Deputy Curator
2. Sh. Devinder Kumar Ghavri, Chemist
3. Ms. Sushma Rani, Sr. Scale Stenographer
4. Ms. Sangeeta Sharma, Librarian
5. Ms. Megha Kulkarni, Curatorial Assistant
6. Sh. Ravinder Kumar Suri, Caretaker with the directions to repair landline number i.e. 0172-2707555 installed at International Dolls Museum Sector23, Chandigarh and to ensure uninterrupted functioning of the same.
7. Sh. Sunil Kumar, Projectionist, Website-Coordinator to update the requisite information regarding Enquiry Desk on the website of this institution.
8. Ms. Mehak Sambyal, Information Assistant (Through Outsourcing)
9. Ms. Richa Sharma, Receptionist (Through Outsourcing)

**Superintendent  
for Director,  
Govt. Museum & Art Gallery,  
Chandigarh**