

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)

(ESTABLISHMENT BRANCH-IV)


20 JUL 2017

Endst. No.: GMCH/EIV/EA3/2017/ 28613-14

Dated, Chandigarh the,

A copy of letter No. 293/IT/2017/1597 dated 05.07.17 received from the Department of Information Technology, UT, Chandigarh, is forwarded to the followings with the request to supply the requisite information WITHIN 02 DAYS POSTIVELY, so that the compiled information may be supplied to the quarter concerned accordingly:.

1. The Office Superintendent (Estt. I, II, III, HA-I & HA-II), GMCH, Chandigarh.
2. The System Analyst, IT Centre, GMCH. He is also requested to e-circulate/email the same to all the HODs/Branch Incharges of GMCH Chandigarh.

  
Superintendent (Estt.-IV)

For Additional Director (Admn.) 

# DEPARTMENT OF INFORMATION TECHNOLOGY

5<sup>th</sup> Floor, Additional Deluxe Building, Sector 9-D

CHANDIGARH -160009

Phone: 0172-2740641 Fax: 0172-2740005

No. 293/IT/2017/1597

Dated: 05/7/2017

To

✓ All Administrative Secretaries/Heads of Department/  
Boards/Corporation  
Chandigarh Administration

Subject: Online Annual Performance Appraisal Report (APAR) for employees of  
Chandigarh Administration  
Ref: Personnel Department letter no. 28/14/94-IH(7)-2017/7086 dated 02.05.2017

Sir/Madam.

A sensitization and training programme of all HODs and Nodal Officer on the subject was held on 20<sup>th</sup> June, 2017 at U.T. Guest House. The portal is being managed by NIC. As discussed during the training programme, in order to create the account of each department, details of Nodal Officer and Admin are required.

You are therefore, requested to furnish the details of Nodal Officer and Admin of your department in the following format. Also please send hierarchy of designation of your department from the lowest level to the highest level (say Secretary) involved in APARs.

Sr. No.	Name of the department	Name of the Nodal Officer and Admin	Designation	Mobile No. of both	e-mail ID of both

Director Information Technology,  
Chandigarh Administration

Endst. No. 293/IT/2017/1598-1600

Dated: 05/7/2017

A copy is forwarded to the following:-

- PS/AA for kind information of the officer
- PA/Secretary Personnel for kind information of the officer
- PA/Secretary Information Technology for the information of officer

Director Information Technology,  
Chandigarh Administration