

**GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
(Hospital Building), Sector 32-A, Chandigarh – 160047 ☐ 0172 – 2665545-49  
**HOSPITAL ADMINISTRATION -I**

**CIRCULAR**

It is brought to the notice that the Chandigarh Administration has adopted online procedure for writing/filing of Annual Performance Appraisal Report of Group "A", "B" and "C" officers/officials working under Chandigarh Administration from 2017-2018. Hence, the APAR for the year 2017-2018 be processed only online on website of **www.ehrms.nic.in**

The Annual Performance Appraisal form in respect of Nursing Staff of this Institute has been generated / initialized and available online on website of **www.ehrms.nic.in** as per following schedule:-

<u>Schedule for</u>	<u>Closing date</u>
Self Appraisal by the individual Officer /Officials	: 15.07.2018
Reporting Officer	: 30.07.2018
Reviewing Officer	: 15.08.2018
Accepting Officer	: 30.09.2018

All concerned Officers / officials are requested to fill/Report/Review and Accept the A.P.A.R online before the closing dates mentioned above. After the closing date the APAR link will not open.

The following steps to be followed while filling the A.P.A.R:-

**SELF APPRAISAL** - open [www.ehrms.nic.in](http://www.ehrms.nic.in) →→ select Chandigarh →→ login →→ General →→ upload APAR detail →→ submit your self appraisal →→ fill columns of self appraisal →→ save as draft →→ generate OTP for final submission →→ enter OTP →→ click submit.

**REPORTING OFFICER**----- open [www.ehrms.nic.in](http://www.ehrms.nic.in) →→ select Chandigarh →→ login →→ General →→ upload APAR detail →→ pending APAR Reporting →→ fill columns of Reporting →→ save as draft →→ generate OTP for final submission →→ enter OTP →→ click submit.

**REVIEWING OFFICER** ----- open [www.ehrms.nic.in](http://www.ehrms.nic.in) →→ select Chandigarh →→ login →→ General →→ upload APAR detail →→ pending APAR Reviewing →→ fill columns of Reviewing →→ save as draft →→ generate OTP for final submission →→ enter OTP →→ click submit.

**ACCEPTING OFFICER** ----- open [www.ehrms.nic.in](http://www.ehrms.nic.in) →→ select Chandigarh →→ login →→ General →→ upload APAR detail →→ pending APAR Accepting →→ fill columns of Accepting →→ save as draft →→ generate OTP for final submission →→ enter OTP →→ click submit.

Endst : GMCH/HA-I/EA-3/2018/ 23130-35

Medical Superintendent

Dated, Chandigarh the,

28 JUN 2018

A copy is forwarded to the following for information and necessary action with a request to circulate the above to Officers/officials working under your control for necessary compliance:-

1. The Medical Superintendent, MHI, Chandigarh.
2. The HOD- Community Medicine, GMCH, Chandigarh
3. The Incharge- RHTC/UHTC.
4. The Nursing Superintendent, GMCH, Chandigarh with a request to circulate the above to all the Nursing Staff of GMCH.
5. The System Analyst, GMCH with a request to e-circulate/uploading the same.
6. PS to DP & PA to ADA/MS for kind information of Director Principal, Additional Director (Admn.)/ Medical Superintendent, GMCH, Chandigarh.

Medical Superintendent