

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
INFORMATION TECHNOLOGY CENTRE

Circular

Subject: Regarding uploading of scanned signatures and disclosing accepted APAR on e-HRMS Portal.

As per the list available on APAR portal, It has come to notice that most of the officials of GMCH have still not accepted/represented if required their APAR on e-HRMS Portal.

Further in order to streamline the process, new features have been added on the eHRMS portal including provision to (i) accept and APAR by the employee, (ii) provision to represent (previous manual process to be followed) and (iii) closing of APAR cycle by the APAR admin.

All the GMCH officials are requested to follow the following guidelines issued by Chandigarh Administration regarding APAR:-

- a) All the employees are requested to upload scanned signatures on e-HRMS Portal at earliest.
- b) Further, all accepted APAR may also be disclosed by the APAR-Admin for all the individual employees.
- c) All employees should also be directed to "accept (or "represent" as per rules) their APARs to enable closure of cycle in time.
- d) All APAR admin are requested to close the Appraisal cycle for employees who have accepted their APARs.

We have already issued circular in this regard twice but till date some of the officials still have not accepted their APAR forms. All the HODs are requested to bring the content of this circular in the notice of all concerned working under their kind control to ensure that any employees who have not accepted/represented of their APAR on e-HRMS Portal must complete the APAR on e-HRMS portal within one week from the date of issue of this circular

Endst.No.GMCH-IT-18/ 1889-1912

Dated: 06.12.2018

A copy is circulated to the following for information please:

1. PS to DP for kind information of Director Principal please.
2. PA to ADA for kind information of Joint Director (Admn.) please.
3. PA to MS for kind information of Medical Superintendent please.
4. All HOD's Govt. Medical College & Hospital, Chandigarh
5. Joint Medical Superintendent, Govt. Medical College & Hospital, Chandigarh
6. Deputy Controller (F&A), Govt. Medical College & Hospital, Chandigarh
7. Assistant Controller (F&A) I & II, Govt. Medical College & Hospital, Chandigarh
8. Section Officer-I & II, Govt. Medical College & Hospital, Chandigarh
9. Assistant Registrar, Govt. Medical College & Hospital, Chandigarh
10. HOD, MRD, Govt. Medical College & Hospital, Chandigarh
11. All Office Superintendents, Govt. Medical College & Hospital, Chandigarh
12. Nursing Superintendent, Govt. Medical College & Hospital, Chandigarh
13. HOD, Pharmacy, Govt. Medical College & Hospital, Chandigarh
14. Stores Officers(I & II), Govt. Medical College & Hospital, Chandigarh
15. Librarian, Govt. Medical College & Hospital, Chandigarh
16. Law Officer, Govt. Medical College & Hospital, Chandigarh
17. In charge, RHTC Palsora, Govt. Medical College & Hospital, Chandigarh
18. Incharge Communication, Govt. Medical College & Hospital, Chandigarh
19. Librarian, Govt. Medical College & Hospital, Chandigarh
20. Law Officer, Govt. Medical College & Hospital, Chandigarh
21. Genetic Lab, Govt. Medical College & Hospital, Chandigarh
22. RTI Cell, Govt. Medical College & Hospital, Chandigarh
23. College of Nursing, Govt. Medical College & Hospital, Chandigarh
24. Control Room, Govt. Medical College & Hospital, Chandigarh


HOD (IT Centre), 6/12/18
Govt. Medical College & Hospital,
Chandigarh