

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH  
(Hospital Building), Sector 32-B, Chandigarh-160030 (Ph:0172-2665253-59, Fax: 0172-2608488)  
(ESTABLISHMENT BRANCH-IV)

Endst. No. GMCH/EIV/EA3/2019/ 1059-60

Dated, Chandigarh the,

A copy of Ref. No. 293/IT/2019/2838 dated 30.12.2019 titled "Regarding online filing of Annual Property Return (APR) by the Group A,B, & C officers/ officials of Chandigarh Administration received from the Department of Information Technology, Chandigarh Administration is forwarded to the following for information and necessary action at their own level.

1. All the Office Superintendents (E-I, II, III) and OS (HA-I & 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.

Encls: As above.

Superintendent (Estb.-IV)

**DEPARTMENT OF INFORMATION TECHNOLOGY,  
CHANDIGARH ADMINISTRATION**

5<sup>th</sup> Floor, Additional Deluxe Building, Sector 9-D, Chandigarh - 160009  
Phone: 0172-2740641, Fax: 0172-2740005

Ref: 293/IT/2019/ 2838

31 DEC 2019  
251873

Dated: 30/12/2019

To,

All Heads of Department/Corporations/Boards,  
Chandigarh Administration.

Subject: Regarding online filing of Annual Property Return (APR) by the Group A, B  
& C officers/officials of Chandigarh Administration.

This is with reference to the letter no. 28/5/94-IH (7)-2017/28783, dated 18.12.2017 issued by Personnel Department, Chandigarh Administration regarding subject noted above.

In this regard, it is inform you that the Annual Property Return (APR) for the Calendar year 2018 had been submitted by the officers/officials (Group A, B and C) of this administration through e-HRMS Manav Sampada Portal, which was successfully completed.

Now, the e-HRMS portal has configured for providing Annual Property Return (APR) for the Calendar year 2019, which shall be opened from 01.01.2020 to 31.01.2020. It is therefore requested that you may issue necessary directions to all employees regarding timelines for filing of APR of 2019 year and also to direct their employees for compliance please. Also, all employees may be informed about their respective 'Receiving Authority' for filing of APR. It may be noted that filing of property return is a mandatory requirement for filling of APARs/ACRs.

This is for your kind information & necessary action please.

Director Information Technology  
Chandigarh Administration

Indst. No. 293/IT/2019/2839-41

Dated: 30/12/2019

A copy is forwarded to the following officers for kind information please.

1. PS to Secretary Information Technology.
2. PA to Secretary Personnel.
3. SIO, NIC Chandigarh.

Director Information Technology  
Chandigarh Administration

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