

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH**  
**INFORMATION TECHNOLOGY CENTRE**

**CIRCULAR**

**Subject: Regarding online filling of annual Performance Appraisal Report (APAR) and Annual Property Return (APR).**

As per the directions issued by Chandigarh Administration the Annual Performance Appraisal Report (APAR) and Annual Property Return (APR) of employee of Chandigarh Administration would be filled online through APAR web portal. The demographic Detail along with passport size photograph and signature of all the GMCH officials have been entered in the above said software. Each employee should fill both the particulars at their own level on the portal i.e. e-HRMS in a time bound manner. Failure to fill the information on portal (APAR & APR) online tantamount to 'not filling of form' and will be viewed seriously and attract action against the individual.

All the HODs/ Branch In-charges are requested to note down and circulate to officials working under their control for necessary compliance.

  
Joint Director (Admn.)  
Govt. Medical College & Hospital,  
Chandigarh

Endst.No.GMCH-IT-20/116-139

Dated: 4/2/2020

A copy is circulated to the following for information please:

1. PS to DP for kind information of Director Principal please.
2. PA to JDA for kind information of Additional 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. In-charge 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

  
Joint Director (admn.)  
Govt. Medical College & Hospital,  
Chandigarh