

No. 28/14/94-IH(7)-2021/6979
Chandigarh Administration
Department of Personnel

996
19 MAY 2021

Chandigarh, dated the 11/5/2021

To

DP/GMCH - 32

All the Administrative Secretaries/
Head of Departments/Offices/Institutions/
Boards/Corporations
Chandigarh Administration

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Subject:- Revised timelines for writing of Annual Performance Appraisal Report (APAR/ACR) online (through e-HRMS Manav Sampada Portal) of Group A, B and C officers/officials of Chandigarh Administration for the year 2020-2021 due to spread of COVID-19

Sir/Madam

I am directed to address you on the subject noted above and to state that due to situation arising out of spread of COVID-19 pandemic, it has been decided to revise the timelines for writing of Annual Performance Appraisal Report (APAR/ACR) online (through e-HRMS Manav Sampada Portal) of Group A, B and C officers/officials of Chandigarh Administration for the year 2020-2021, as one time measure. Accordingly, the revised timelines in respect of APAR/ACR for the year 2020-2021 shall be as under:-

11/3

1. The Cadre Controlling Authority/Nodal Officer APAR will generate the APAR form online for the Reporting Officer by **1st June, 2021** and the concerned officer/official after filing the Information from his/her end online, in the APAR form, will submit online to the Reporting Officer by **30th June, 2021**.
2. The APARs shall be written online by the Reporting Authority and the same would be submitted online by the Reporting Authority to the next higher authority by **31st July, 2021**.
3. The Reviewing Authority shall record its remarks online by **31st August 2021** and should submit it online to the next higher authority (Accepting Authority), if any, within the prescribed period i.e. **31st August, 2021**.
4. The Accepting Authority shall record, its remarks online by **30th September, 2021** and send it online to the Cadre Controlling Authority/Nodal Officer APAR within the prescribed time schedule i.e. **30th September, 2021**.

Yours faithfully

Raul
Superintendent Personnel
for Adviser to the Administrator
Union Territory, Chandigarh

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 Ph. No. 0172-2665253-60, Fax No. 0172-2609360


(ESTABLISHMENT BRANCH-I)

Endst. No. GMCH/1EA1/7(55)/2K21/

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Dated:-

A copy of letter No.28/14/94-IH(7)-2021/6979 dated 11.05.2021 received from the office of Advisor to the Administration, UT, Chandigarh, is forwarded the System Analyst, IT Centre, GMCH-32, Chandigarh with a request to E-circulate the said letter to all the HOD's, GMCH-32, Chandigarh on their respective E-mail IDs. Further All the HOD's are requested to bring the contents of letter dated 11.05.2021 to the faculty working under their kind control.

 21/6/2021
Superintendent (Estt.-I)
GMCH-32, Chandigarh.