

REMINDER

URGENT



Government of India
Dr. Ram Manohar Lohia Hospital, New Delhi
Ministry of Health and Family Welfare



F.No. Misc/2016-17-RMLH(APAR)/ 12

Dated: 17 /03/2017

Sub: Online recording of APARs through SPARROW for CHS and Dental doctors for the year 2016-17 onwards.

It has been observed that the information as required vide this office circular No: Misc/2016-17-RMLH(APAR)/10 dated 09/03/2017 regarding online recording of APARs through SPARROW (Smart Performance Appraisal Report Recording Online Window) for the year 2016-17 onwards has not been received till date from some of the HODs (list enclosed). Keeping in view the immense importance of this document in the career development of an official, these HODs are once again requested to ensure that the requisite information is furnished to undersigned **latest by 20/3/2017** and the same may also be mailed to ddarmlh2@gmail.com so that the same could be forwarded to the Ministry without any further delay.

(Shambhu Kumar)
Deputy Director (Admn.)

Copy to:

1. As per list enclosed

Copy to:

S.No.	Department	Signature & Name of the receiver
1.	Addl. M.S. (PK)	
2.	Addl. M.S. (AKG)	
3.	Addl. M.S. (PKD)	
4.	Addl. M.S. (VK)	
5.	HOD(Medicine)	
6.	HOD (Ortho)	
7.	HOD (Surgery)	
8.	HOD (Skin)	
9.	HOD (Eye)	
10.	HOD (Cardiology)	
11.	HOD (Paediatrics)	
12.	HOD (Neurology)	
13.	HOD (Radiology)	
14.	HOD (Burn & Plastic)	

15.	HOD (Nephrology)	
16.	HOD (Endocrinology)	
17.	HOD (Neurosurgery)	
18.	HOD (Forensic Medicine)	
19.	Officer I/c (Nursing Home)	
20.	PS to Medical Superintendent	
21.	Sr. AO (PGIMER)	
22.	Officer I/c (NIC) with the request to upload the same on hospital website	