

F.No. A-28016/1/2019-Admn.I (LA)

Government of India  
Ministry of Law and Justice  
Department of Legal Affairs

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Shastri Bhawan, New Delhi.  
Dated the 22<sup>nd</sup> February, 2021.

## C I R C U L A R

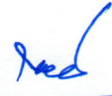
### Subject - Online recording of APAR of CSS/CSSS/CSCS officers/officials for the year 2020-21- reg.

In accordance with Department of Personnel and Training's O.M. no. 22-15/2018-CS. I (APAR) dated 1<sup>st</sup> June, 2018 all Ministries/Departments are required to record APAR online on SPARROW in all the cadres of CSS/CSSS/CSCS from the FY 2018-19.

2. Accordingly, all the Officers/officials of CSS/CSSS/CSCS in the Department of Legal Affairs are requested to furnish the information in the prescribed proforma within 10 days from date of the issue of this circular to Admn.I (LA) Section.

3. However, those officers/officials who have already been registered in SPARROW or submit their details in previous year to this Section, are not required to submit their details. But, they have to submit details of their reporting / reviewing officer only.

4. Further, the officers/officials who have been transferred from other Ministries/Departments to this Department, are requested to transfer their SPARROW account to **Department of Legal Affairs**.

  
/ 22/2/21

(Raghunathan T.V.)

Under Secretary to the Govt. of India.  
Tele- 23388763.

Encl: As above (Proforma of SPARROW).

Copy to: -

1. All Sections of Department of Legal Affairs.
2. Branch Secretariats Chennai/Mumbai/Bangalore/Kolkata may kindly send the details through e-mail on **admin1-la@nic.in**
3. CAS/Litigation (HC)/Litigation (LC).
4. E-office portal.

