

No. 60011/220/2024-Admin.I (LA) (i)  
Government of India  
Ministry of Law & Justice  
Department of Legal Affairs  
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Shastri Bhawan, New Delhi  
Dated the 14<sup>th</sup> November, 2024

**OFFICE MEMORANDUM**

**Subject: Online APAR for Multi-Tasking Staff (MTS) on Sparrow portal.- reg.**

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The undersigned is directed to circulate DoP&T's Circular No. 10/1/2023-CS.II(B) dated 12.11.2024 (copy enclosed) on the subject cited above for information and necessary action. It is also stated that information in the attached format is required from all MTSs for creation of their SPARROW account for recording of their APARs. All MTS are requested to provide the requisite information in the given format (copy enclosed) latest by 19.11.2024.

Encl. as above

V. Singh  
14/11/24  
(V.S. Chauhan)

Under Secretary to the Govt. of India  
Tel. 2338 3634

To,

All MTSs, Department of Legal Affairs.

Copy forwarded with the request to circulate this OM to all regular MTSs and also to ensure that the requisite information is received in Admin. I Section by 19.11.2020:

1. The Under Secretary (Admin. II), Department of Legal Affairs
2. The In-charge, CAS, New Delhi
3. The In-charge, Branch Secretariats, Kolkata/Mumbai/Chennai/Bengaluru;
4. The In-charge, Litigation Section (HC);
5. The In-charge, Litigation Section (LC);
6. e-Office Notice Board

No. 10/1/2023-CS.II(B)

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

3rd Floor, Lok Nayak Bhawan

Khan Market, New Delhi

Dated: 12.11.2024

Circular

**Subject:** Online APAR for Multi Tasking Staff (MTS) on Sparrow portal.

As per instructions given in Department of Personnel & Training's OM No. 51/5/72-Estt.(A) dated 20.05.1972, Annual Performance Appraisal Report (APAR) is also mandatory for Government servants belonging to Group 'C'. Further, as per recommendations of the 6<sup>th</sup> Pay Commission, the Department of Personnel & Training vide OM No AB-14017/6/2009-Estt (RR) dated 30.04.2010 has classified MTS as a Group 'C' post.

2. Since the cadre of MTS is purely decentralized, there is a need for a uniform format of APAR for fair assessment while considering them for their subsequent promotion. Accordingly, with the approval of competent authority, the format for Annual Performance Appraisal Report (APAR) for Multi Tasking Staff (MTS) who forms the feeder cadre of Junior Secretariat Assistant(JSA) of Central Secretariat Clerical Service(CSCS) has been made available on <https://sparrow-cscs.eoffice.gov.in>.

3. All cadre units are therefore advised to issue necessary instructions to implement online APARs through SPARROW from the period 2023-2024 & onwards for all MTSs under their administrative control whose next channel of promotion is JSA Grade of CSCS. It may please be ensured that the action may be taken on priority, latest by 20.11.2024, under intimation to this Department.

(Kumar Rajiv Ranjan)

Under Secretary to the Govt. of India

Tele-24623157

To

DS/Dir(Admn/Estt) of all CSCS cadre units through E-hrms.

