

MINISTRY OF DEFENCE
Office of the JS (E/CAO)

RENDITION OF ANNUAL PERFORMANCE APPRAISAL REPORT
(APAR) AND ASSESSMENT REPORT OF MULTI TASKING
STAFF/MULTI TASKING STAFF (RECEPTION) OF AFHQ AND INTER-
SERVICE ORGANISATIONS

Reference instructions on rendition of APARs forwarded vide Note No.A/48052/AI/2016-17/CAO/APAR Cell dated 02 Jun 17.

2. Consequent upon implementation of 6th CPC, all erstwhile Group 'D' posts of Gestetner Operator (Junior), Senior Peon, Peon, Daftry, Laboratory Attendant, Packer, Fatiguelman/Labourer, Senior Safaiwala, Safaiwala, Mali, Chowkidar, Film Checker-cum-Packer and Boom Man have been merged and re-designated as Multi Tasking Staff (MTS), Group 'C' vide SRO No.53 dated 11 Nov 2010. Similarly, the post of Security Escort Grade I and Security Escort Grade II were merged and re-designated as Multi Tasking Staff (Reception), Group 'C' post.
3. As per DOP&T instructions, there is a provision of assessing the performance of all the employees in Group 'C' and above posts. APAR of a Govt. Servant is an essential document for providing the basic and vital inputs for assessing his suitability for various administrative matters like promotion, MACP, review of service under FR 56 (j) etc.
4. Accordingly, Competent Authority has decided to introduce the provision of APARs and Assessment Reports in respect of MTS and MTS (Reception) from the financial year 2018-19.
5. The Coord Sections are requested to circulate the contents of these instructions to all the existing officials in the grades of MTS and MTS (Reception) working in Branches and Estts. under their command and control.

6. Detailed instructions regarding the above shall be issued in the Annual Instructions on rendition of APARs for the financial year 2018-19.

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All Coord Sections of Branches of Army HQ and ISOs

PPS to JS (E/CAO) PS to Director (HR) PA to Director (E&A)

All Dy CAOs All Admn. Sections of CAO Office CAO/P-2(B)

Notice Board CAO/EDP Cell (for uploading in website)

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