

**FORMAT OF ANNUAL PERFORMANCE ASSESSMENT REPORT (APAR) FOR TRAINING/STUDY LEAVE**

Annual Performance Assessment Report from \_\_\_\_\_ to \_\_\_\_\_

**A. Basic Information:**

1. Name of the Official	
2. Service/Department	
3. Date of Birth	
4. Date of entry into Government Service	
5. Grade/Post (During the period of report)	
6. Date of appointment to the present post	

**B. Training Details:**

1. Course	
2. Institution	
3. Duration	

Enclose copies of Degree/Certificate/Diploma/Evaluation obtained during the training if any.

**C. Self Assessment:**

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**Date:**

**Signature of the officer reported upon**

**D. Assessment by the Reporting Authority**

Please comments on the overall qualities of the officer:

Performance in the training:

**Date:**

**Signature of the Reporting Authority  
(with seal)**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_  
**(During the period of report)**

**E. Assessment by the Reviewing Authority**

Do you agree with the remarks of the reporting authority?

Yes	No
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In case of difference of opinion, details and reasons for the same may be given.

**Date:**

**Signature of Reviewing Authority  
(with seal)**