

Form – V

**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)**