

PERFORMANCE REPORT OF OFFICIALS ON STUDY LEAVE/TRAINING

Performance Report for the period from _____ to _____

A. PERSONAL DATA

1)	Name of Official	
2)	Present post held	
3)	Date of appointment to the present post	
4)	Date of birth	
5)	Study Leave/Leave Details /Training	
	a) Course	
	b) Institution	
	c) Duration	
6)	Period of sanctioned leave	
7)	Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)	

B. SELF ASSESSMENT

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Date:

Signature of the Officer _____

C. ASSESSMENT OF THE HEAD OF INSTITUTION/COURSE COORDINATOR

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Date:

Signature of the Head/Course Coordinator _____

N.B: To be submitted to Cadre Controlling Authority