GCPP.—160/79-10,000 Cps. (2095)—16-12-2013.

GOVERNMENT OF PUDUCHERRY

**ANNUAL PERFORMANCE ASSESSMENT REPORT OF**

**UPPER/ LOWER DIVISION CLERK**

Department / Office of - **Dept. of Personnel and Administrative Reforms**

**(Personnel Wing), Chief Secretariat, Puducherry**

*(On service placement from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)*

Report for the year / Period from – **01.04.2017 to 31.03.2018**

**PART-1 A**

**PERSONAL DATA**

(To be filled by the Department / Office)

1. Name of Officer **: X. XXXXX**
2. Date of Birth (in DD MM YYYY) **: 11.11.1111**

DOB in Words **:** **xxxxxx**

1. Designation / Post held **: Upper Division Clerk**
2. Whether the Official belongs to SC / ST? **: XX**
3. Date of continuous appointment to the present grade **:** Date**: 11.11.1111**  Grade**:** **Group-C**
4. Whether Permanent/Temporary I Ad hoc I Regular? **: Ad-hoc**
5. Sections in which served during the year/ period

under report and the period of service in each **:** **Xxxxxxx**

1. Period of absence from duty (on training/leave etc.)

during the period. (If he/she has undergone training,

specify) **: XXX**

**PART-1 B**

1. Name and designation of the Reporting Officer **:** **X.xxxxxxx, Superintendent**
2. Name and designation of the Reviewing Officer **:** **xxxxxxxxx,**

**2**

**PART-2**

**SELF APPRAISAL**

*(To be filled-in by the Officer reported upon)*

[Please read the instructions carefully before filling the entries]

1. Brief description of duties**:**

Xxxxxxxxxx xxxxxxxx

1. Brief resume of the work done by you during the period from **01.04.2017** to **31.03.2018**

*(The resume to be furnished should be limited to 100 words)*

xxxxxxxxxx

Place : Puducherry

Date :

Signature of Officer reported upon