

**PERFORMANCE REPORT OF GROUP 'D' OFFICIALS****SECTION-I  
PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from \_\_\_\_\_ to \_\_\_\_\_

1)	Name of Official (in capital letters)	
2)	Date of birth	
3)	Date of appointment	
4)	Place of posting	
5)	Period of absence from duty on leave, training, etc during the reporting period	
6)	Educational qualification	
7)	Whether the Official belongs to ST/SC/OBC/General?	

**SECTION-II  
REMARKS OF THE CONTROLLING OFFICER**

1)	State of health	
2)	Regularity and punctuality in attendance	
3)	Amenability to discipline	
4)	General intelligence and dedication to work	
5)	Relations with fellow employees	
6)	Has the Official been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars	
7)	Integrity	
8)	Overall Grading: (Outstanding/Very Good/Good/ Average/Below Average)	

Date : \_\_\_\_\_

Signature of Controlling Officer : \_\_\_\_\_

Name (in block letters) : \_\_\_\_\_

Designation : \_\_\_\_\_