

CONFIDENTIAL REPORT OF DRIVER FOR THE YEAR/PERIOD ENDING
OFFICE OF THE

PART-1

1. Name in full
2. Date of Birth
3. Scale of Pay
4. Present Pay
5. Date of continued appointment
to the present post
6. Education & Technical qualification if any

PART-11

1. Intelligence
2. Energy & reliability
3. Punctual attendance
4. Behaviour:
Does he show courtesy and good manners towards all persons/ public travelling in his vehicle?
5. Amenability to discipline
6. Does he keep the vehicle clean and tidy?
7. Technical knowledge and ability
8. Is he economical in the use of petrol/ diesel/ lubricating oil etc.?
9. Is he punctual in depositing Govt.revenue?
10. Is he capable of attending to petty repairs to the vehicle in his charge?
11. Does he take timely action for getting

proper entries made in the log book?

12. Number of accidents, if any in the year with details of major or minor accidents

13. Adherence to the traffic regulations & civil lines

Signature of the Initiating Officer

Name in the block letters

Designation

Remarks of the next superior officer or Head of the Department.

Signature

Name in the block letters

Designation