

CONFIDENTIAL REPORT OF STAFF CAR DRIVER FOR THE YEAR/PERIOD

OFFICE OF D.C. HANDLOOMS. MINISTRY OF TEXTILES, NEW DELHI.

1. Name in full :
2. Date of Birth :
3. Scale of pay :
4. Present pay :
5. Total Service :
6. Date of continuous appointment to the present job. :
7. Educational and Technical Qualification :
8. Observation on:
 - (I) Intelligence :
 - (II) Energy and reliability :
 - (III) Punctual attendance :
 - (IV) Behavior-does he show proper Courtesy and good manners towards all persons using the Staff car? :
 - (V) Amenability to discipline :
 - (V) Technical knowledge and ability :
 - (Vi) Technical knowledge and ability. :
 - (Vii) Is he capable of attending to petty repairs to the Car? :
 - (Viii) Does he keep the car clean and tidy. :
 - (IX) Is he economical in the use of Petrol, lubricating oil, etc :
 - (X) Does he take timely action :

for getting proper entries
made in the Log Book?

(X) Adherence to the Traffic Regulations and Civil Laws :

(Xi) Number of accidents, if any in the year. :

(a) :

(b) :

9. Has he been responsible for any Outstanding work during the period Under review meriting special Commendation? If so, :

10. Assessment of integrity. (if anything adverse has come to Your notice, also please specify it also?) :

11. Remarks of the controlling Officers :

Signature of the Reporting officer
With Designation.

12. Grading i.e. poor/Fair/
Good/Very Good/
Outstanding

Signature of the next supervisor
Officers & Designation