

GOVERNMENT OF INDIA
MINISTRY OF ROAD TRANSPORT & HIGHWAYS

CONFIDENTIAL REPORT FOR STAFF CAR DRIVER
Report of the year/period ending

1. Name of the Officer
2. Date of Birth
3. Scale of pay
4. Present pay
5. Total Service
6. Date of continuous appointment.
7. Educational and Technical Qualifications
8. Observations On-
 - i) Intelligence
 - ii) Energy and reliability
 - iii) Punctual attendance
 - iv) Behaviour does he show proper courtesy and good manners towards all persons using the Staff car
 - v) Amenability to discipline
 - vi) Technical knowledge and ability
 - vii) Does he keep the Car clean & tidy?

- viii) Is he capable of attending to petty repairs to the car?
 - 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
 - xi) Adherence to the Traffic regulations and civil laws.
 - xii) Number of Accidents, if any.
 - a) Minor
 - b) Major
9. Has he been responsible for any outstanding work during the period under review meriting special commendations.
10. Has he been reprimanded for indifferent work for other causes if so brief, particulars may be given
11. Assessment of integrity (If anything adverse has come to your notice please specify it also).
12. Remarks of the Controlling Officer.
13. Whether the officer belongs to Scheduled Castes or Scheduled Tribes

Place
Date :

Signature of the Reporting Officer
Name in Block Letters :
Designation :
(During the period of report)