

Confidential Report of Staff Driver for the year
ending _____

Department: _____

1. Name in full. _____

2. Scale of pay. _____

3. Date of Birth. _____

4. Present pay. _____

5. Total service _____

6. Date of continuous appointment
to the present post. _____

7. Educational and Technical
qualification. _____

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 vehicles.

v. Amenability to discipline. _____

vi. Technical knowledge and ability _____

vii. Is he capable of attending to petty
repairs to the vehicles _____

viii. Does he keep the vehicle 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. _____

xi. Adherence to the traffic regulation
and civil laws. _____

xii. No. of accidents, if any in the year _____

a. Minor _____ (b) Major _____

9. Was he been responsible for any outstanding work
during the period under review meriting special
commendations? If so, what? _____

10. Was he 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.

Integrity certificate.

Nothing has come to my knowledge which casts any reflection
on the integrity of _____. His general reputation for
honesty is good.

Date: _____

Remarks by the Deputy Commissioner.

Signature of the Reporting
Officer.

Deputy Commissioner,