

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