

**CONFIDENTIAL REPORT OF STAFF CAR/TRACTOR DRIVER/DRIVERS FOR  
THE YEAR ENDING \_\_\_\_\_**

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 Grade:
7. Educational & Technical qualification:
8. **OBSERVATIONS:**
  - i) Intelligence:
  - ii) Energy & reliability:
  - iii) Punctual of attendance:
  - iv) Behavior: Does he how proper curtsey, good manner toward all persons:
  - v) Amenability to discipline:
  - vi) Technical knowledge & ability:
  - vii) Does he keep the car clean and tidy:
  - viii) Is he capable of attending to party, Repair to the Car/Tractor/Machine:
  - ix) Is he economical in th 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 civil laws:
  - xii) Number of accidents, if any, in year:
    - a) Minor
    - b) Major.
9. Has he been responsible for any outstanding work or other cause, if so, brief particulars..
10. Has he recommended for indifferent work during the period under review meeting special commendation, brief particulars may be given.
11. Assessment of integrity:  
( If anything adverse has come to your notice ,please specify it also)

Remarks of the Controlling Officer.

Signature of Reporting Officer.