

**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 .....