



Annual Performance Appraisal Report for Staff Car Drivers

For the Year/Period Ending

1. Name in Full : _____
2. ID No: _____
3. Date of Birth: _____
4. Date of continuous appointment to the present post: _____
5. Whether permanent/ temporary _____
6. Educational & Technical Qualification _____
7. **Observations on the following:**
 - (i) Intelligence
 - (ii) Energy and reliability
 - (iii) Punctuality in attendance
 - (iv) *Behaviour*: Does he show proper courtesy and good manners towards all persons using staff car:
 - (v) Amenability to discipline
 - (vi) Technical knowledge and ability
 - (vii) Does he keep the vehicle clean and tidy?

- (viii) Is he capable of attending to petty repairs of the vehicles?
- (ix) Does he take timely action for getting proper entries made in the log book?
- (x) Is he economical in the use of petrol, lubricating oil, etc.?
- (xi) Adherence to traffic regulations and every law
- (xii) Number of accidents if any in the year:
 - (a) Major:
 - (b) Minor:
- 8. Has he been responsible for any outstanding work during the period under review meriting special commendations? If so what?
- 9. Has he ever been reprimanded for indifferent work or for other causes? If so, brief particulars may be given.
- 10. Assessment of integrity (If anything adverse has come to your notice please specify it also)
- 11. General remarks:

Signature of the Reporting Officer:

Name in Block Letters:

Designation:

Date:

Remarks of the Reviewing Officer

Signature of the Reviewing Officer:

Name in Block Letters:

Designation:

Date: