

PUBLIC WORKS DEPARTMENT (BUILDINGS AND ROADS BRANCH)
HARYANA CHANDIGARH.

FORM OF ANNUAL CONFIDENTIAL REPORT OF DRIVERS

APPLICABLE FOR DRIVERS OF STAFF CARS/JEEP AND OTHER OFFICIAL VEHICLES

Department _____

Office of the _____

Period of report _____

Engineer-in-chief
P.R. PWD B&R Branch
CHANDIGARH;

Part-I

1. Name of the employee _____

2. Father's Name _____

3. Date of continuous appointment on the post of Driver _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part-II

Important Notes:

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting/authorities should read carefully the informations given at page-2 of the form.
2. Unless otherwise specified to be contrary the Reporting Authority should make use of the grading i.e. Outstanding, Very Good, Good, Average, Below Average in the Box-blocks provided against each column.

1. State of health _____

2. Punctuality and devotion to duty _____

3. Ability to got along with
and behaviour with

(i) Superior officers _____

(ii) Colleagues _____

4. Whether the employees stay
at his headquarters after closing
the office and during the
holidays (Reply in 'Yes' or 'No'). _____

5. Technical knowledge about the
Vehicles which he drivers

6. Acquaintance with traffic rules and other road signs _____
7. Does he maintain the log book according to Govt. instructions? (Reply in Yes or no) _____

If no, give brief description

8. Assessment of Integrity:
Has anything come to your notice which reflect adversely on the official's integrity.
Reply in 'Yes' or 'No', if Yes, please give details _____
9. Any other comments _____
10. Overall grading based on the assessment made from S.No.2 to 10 _____

Signature of the Reporting Authority:

Name in block letters

Designation _____

Date _____

REMARKS OF THE REVIEWING AUTHORITY

Signature of the Reviewing Authority:

Name in block letters

Designation _____

Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority: