



Atal Medical & Research University, H.P. (A State Govt. University)

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CONFIDENTIAL REPORT IN RESPECT OF CAR DRIVER/BUS DRIVER/ MECHANIC/ ETC.

(Column 1 to 6 to be filled from the individual concerned)

Reporting Year:

1.	Name of Official	:	
2.	Date of Birth	:	
3.	Date of continuous appointment to the present grade vis. (Daily wage basis /regular)	:	
4.	Mode of Appointment	:	
5.	Name of the officer/office with whom attached: during the year.	:	
6.	Education and Technical Qualification	:	

(To be filled by the Reporting Officer)

7. Observations:

i	Intelligence :	:	
ii	Energy and reliability :	:	
iii	Punctual attendance :	:	
iv	Behaviour:	:	
v	Amenability to discipline :	:	
vi	Technical Knowledge :	:	
vii	Does he keeps the vehicle clear and tidy :	:	
viii	Is he capable of attending to petty repairs to the vehicle :	:	
ix	Is he economical in the 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 and civil laws :	:	
xii	Number of accidents, if any in the year under report : a) Minor : b) Major:	:	

8. Has he been responsible for any Outstanding work during the period Under review meriting special recommendation ? If so, what:

9. Has he been reprimanded for indifferent work for other causes, if so, give brief :

10. Assessment of Integrity :

(If anything adverse has come to your notice, please specify it also).

**11. Remarks of the Controlling Officer
& categorization :**

Date:

Signature of the Reporting Officer

Name in Block letter: _____

Designation: _____

CATEGORISATION : _____

(Poor/Good/Very Good/Outstanding)

Remarks of the Reviewing Officer, If Any :-

**Signature of the Reviewing Officer
With Designation and Stamp**

REMARKS OF THE ACCEPTING OFFICER :

Over all Grading “ _____ ”

(Poor/Good/Very Good/Outstanding)

Signature of the Accepting Authority

Name.....

Designation with stamp