

**FORM OF CONFIDENTIAL REPORT ON STAFF CAR DRIVER**

DEPARTMENT/OFFICE: MANIPUR SECRETARIAT

For the period/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 :
7. Observation:-
  - (i) Intelligence :-
  - (ii) Energy and reliability :-
  - (iii) Punctual attendance :-
  - (iv) Behavior – does he show proper courtesy and good manners towards all persons using the staff care:-
  
  - (v) Amenability to discipline :-
  - (vi) Technical knowledge and ability :-
  - (vii) Does he keep the car clean and dirty? :-
  - (viii) Is he capable of attending to petty repairs to the Car? :-
  - (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 Traffic Regulations and Civil Laws :-
  - (xii) Number of accidents, if any, in the year.....
    - (a) Minor:
    - (b) Major:
10. Has been reprimanded for indifferent work for other causes?  
If so, brief particulars may be given:
11. Assessment of Integrity:-  
(If anything advance has come to your notice, please specify it also)
12. Remarks of the Controlling Officer:
13. Grading

(OUTSTANDING, GOOD, FAIR, POOR)

Signature of the Reporting Officer

Name in Block letters

Designation

Date

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FORM

CONFIDENTIAL REPORT ON STATE CAR DRIVER FOR THE YEAR PERIOD  
ENDING.....

Part III

To be filled up in respect of the Drivers employed on Driving of Staff Cars serviced at the Civil Aviation Department work-shop or any Government work-shop:

1. Name in full:-
2. Remarks of the Electrical & Mechanical Officer/In-charge Government workshop in regard to the maintenance and general upkeep of vehicle.

Signature of the Reviewing/  
Accepting Officer

Name in Block letters

Designation

Date: