

Himachal Pradesh State Civil Supplies Corporation Limited,
(A State Government Undertaking)

FORM OF ANNUAL CONFIDENTIAL REPORT IN RESPECT OF DRIVER
(Year _____)

1	Name	
2	Date of Birth	
3	Scale of Pay	
4	Present Pay	
5	Place of posting during the year under report	
6	Educational & Technical qualifications, if any.	
7	OBSERVATIONS	
	1. Energy and reliability	
	2. Punctual in attendance	
8	BEHAVIOUR	
(a)	Does he shows proper curtsey and good manners towards all persons/ public travelling in his vehicle	
9	Amenability to discipline	
10	Does he keep the vehicle clean & tidy	
11	Technical knowledge and ability	
12	Is he economical in the use of Petrol/ Diesel, lubricants etc.	
13	Is he punctual in depositing Government revenue	
14	Does he take timely action for getting proper entries made in the log book	
15	Number of accident, if any, in the year with detail of major or minor accident	
	1. Minor	
	2. Major	
16	Adherence to the traffic regulations and civil rules:	

Signature of Reporting Officer
Name in Block Letters _____
Designation _____

REMARKS OF THE REVIEWING OFFICER

21	Length of Service under the reviewing Officer:	
22	Do you agree with the remarks of the reporting officer. If not, indicate the extent of dis-agreement. If you wish to add any thing specific with regard to the work and conduct of the official over and above the remarks of the reporting officer please mention them. you may also sum up your views here:	

Signature of the Reviewing Officer
Name in Block Letters _____
Designation: _____

Countersigned by the next higher officer with remarks, if any.

Signature of the Countersigning Officer
Name in Block Letters _____
Designation: _____

