

club

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

OFFICERS OF THE DRIVER (LMV / HMV)

Name of the Officer _____

Report for the year / period _____

e/245

Department / Directorate of _____

FORM

Annual Performance Assessment Report of DRIVER (LMV / HMV)

Report for the year / period

PERSONAL DATA

PART-1A

(To be filled by the Administrative Section concerned of the Department / Office)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)/...../.....
3. Designation of Post held.....
4. Date of continuous appointment to the present grade Date.....Grade.....
5. Name of the Officer with designation
with whom attached during the period under report
6. Period of absence from duty on leave, training, etc.

PART-1 B

1. Name and designation of the Reporting Officer :.....
2. Name and designation of the Reviewing Officer :.....

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PART-3 (ASSESSMENT BY THE REPORTING OFFICER)

Numeric grading is to be awarded for each of the attributes by reporting authority which should be on a scale of 1-10 where 1 refers to the lowest grade and 10 to the highest.
(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this section would be 40%)

	Numerical Grading by Reporting Authority	Revised Grade by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Ability to Drive the vehicle entrusted to him (Faults such as rashness in driving, nervousness, lack of attention/concentration)			
ii) Eye-sight and presence of mind			
iii) Care of the vehicle			
iv) Proper watch on the requirement of fuels, repairs, etc.			
v) Observance of traffic rules and regulations			
vi) Regular and clean use of uniform, if any			
vii) Knowledge of different places of Daman/Diu			
Overall Grading on 'Work Output' (i to vii) /7			

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(B) Assessment of personal attributes (weightage to this section would be 30%)

	Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.2)	Initial of Reviewing Authority
i) Attitude to work			
ii) Intelligence, keenness			
iii) Maintenance of discipline			
iv) Sense of responsibility			
v) Communication skills			
vi) Ability to work in team			
vii) Regularity and Punctuality in attendance			
Overall Grading on 'Personal Attributes' (i to vii) /7			

The overall grading will be assessed on addition of the mean value of each group of indicators in proportion to weightage assigned.

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PART-5 REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part4? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref. Part-3(A)(iv) and Part-4(5)). [In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.]

3. in case of disagreement please specify the reasons. Is there anything you wish to modify or add?

4. The attitude of the Reporting Officer in assessing the performance of SC / ST official.

5. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the official including area of strengths and lesser strength and his attitude towards weaker sections.

6. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

Signature of the Reviewing Officer

Place:.....

Name in Block Letters:.....

Date:.....

Designation:.....
(During the period of Report)