

**DAKSHIN HARYANA BIJLI VITRAN NIGAM LTD.**

Annual Qualification Report of Drivers only)

Name in full and Designation \_\_\_\_\_

Father's Name \_\_\_\_\_

Grade &amp; Pay \_\_\_\_\_ Date of Birth \_\_\_\_\_

Educational Qualifications \_\_\_\_\_

Professional Qualifications \_\_\_\_\_

Office to which attached \_\_\_\_\_

**Length of Service**

(i) Date of joining the service: \_\_\_\_\_

(ii) Date of joining the present post \_\_\_\_\_

Name &amp; Designation of the Reporting Officer \_\_\_\_\_

Period of Report \_\_\_\_\_

	Head of Office	Next Authority
1. Type of vehicle on which employed.		
2. Punctuality in attendance		
3. Trust worthiness		
4. Habits		
5. Performance of duties : a) Proficiency in driving ? b) Turn out ?		
6. Has any accident (Fatal or Non-Fatal) occurred during the period under report and how for he was responsible for the same ?		
7. Is he careful in up keep and maintenance of vehicle.		
8. Is he thoroughly hones ? Give detailed reasons for your answer if in the negative ?		
9. Whether his work was outstanding/very good/good/average/below average ?		
10. Whether in case of adverse report, a communication has been made to him ? Is so, quote reference to the No. & Date of the letter with which made.		
11. Whether the official has submitted the property statement for the year under report ?		
12. Attitude of the official towards other castes & communities.		

Signature & Designation  
of Reporting OfficerSignature & Designation  
of Next Authority

P.T.O.

Remarks by the Next Authority

Signature & Designation

### INSTRUCTIONS for appraisal

1. The grade 'Outstanding' should be sparingly given and only in exceptional cases & it will be seldom applicable to a young official still in process of development.
2. While assessing performance under item-5(a) the following factors may be kept in view:
  - i) Is he a safe driver?
  - ii) Control of vehicle driving.
  - iii) whether the driver observes traffic signals.
  - iv) Whether the driver observes speed limits.
  - v) Whether familiar with motor traffic rules.
  - vi) Is he reliable?
  - vii) Is he obedient?
  - viii) Is he obedient?
3. Similarly for item No. 7 following factors be considered:
  - i) Has he enough knowledge of the engine/machinery?
  - ii) Whether he gets the vehicle serviced at proper interval?
  - iii) whether he keeps vehicle neat and clean?
  - iv) Is he particular about tyre pressure, oil level, water level etc.?
  - v) In cases of break down of the vehicle, is the driver helpful?