



JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Form – CR 13

Annual Performance Assessment Report for Drivers

Annual Performance Assessment Report from _____ to _____

SECTION – I **Basic Information**

(To be filled in by the concerned section of the Administrative Department/HOD/Head of Office)

1. Name of the Employee	
2. Department/Office	
3. Date of Birth	
4. Date of entry into Government Service	
5. Grade/Post (During the period of report)	
6. Name & designation of the Officer to whom /Office to which attached during the period under report.	

7. Reporting, Reviewing authorities:

8.

Name and Designation of the Reporting Authority	
Name and Designation of the Reviewing Authority	

9. Period of absence from duty:

	From	To	Type	Remarks
On Leave				
Training				
Others				

10. Awards/Honours:

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**Signature on behalf of
Administrative Head of Department/Head of
Department/Head of Office**

SECTION - II (Assessment by Reporting Authority)

1. State of Health

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2. Integrity

(In general the remarks against the integrity column shall be made by the Reporting Authority in one of the following three options: (a) Beyond doubt. (b) Since the integrity of the employee is doubtful, a secret note is attached. (c) Not watched the employee's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the employee)

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3. Number of accidents, if any

Major	Minor

4. Has the employee ever been reprimanded for indifferent work or for other causes during the period under report? If yes, brief particulars may be given

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5. Pen picture of the employee. Please comment on the overall qualities and competence of the employee.

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6. Assessment

(This assessment should rate the employee vis-à-vis his/her peers and not the general population. The reporting officer will assess the employee by assigning grades on a scale of 1 to 10, with 1 referring to the lowest grade and 10 to the best grade)

Sl. No.	Description	Grades
1	Regularity and punctuality in attendance	
2	Amenability to discipline	
3	General Intelligence	
4	Dedication/devotion to duty and sense of responsibility	
5.	Energy and reliability	
6.	Ability to drive the vehicle entrusted to him (fault such as rashness in driving, nervousness, lack of attention/concentration)	
7.	Care of the vehicle (capability to keep the vehicle clean and tidy and in attending to petty repairs of the vehicle)	
8.	Observance of traffic rules and regulations	
9.	Proper watch on the requirement of fuels, repairs etc	
10	Inter-personal relations and behaviour (showing proper courtesy and good manners towards all persons using the vehicle)	
	Total (a)	

7. Overall Grade (on a scale of 1-10)

Total (a) ----- 10	
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Date:

**Signature of the Reporting Authority
(with seal)**

Name : _____

Designation : _____
(During the period of report)

SECTION – III (Assessment by the Reviewing Authority)

1. Do you agree with the remarks of the reporting authority?

Yes	No
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2. In case of difference of opinion, details and reasons for the same may be given.

3. Overall grade on a scale of 1 to 10:

Date:

**Signature of Reviewing Authority
(with seal)**