



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, MUST
ANNUAL CONFIDENTIAL REPORT
(DRIVERS)

Name of Office / Dept./College/Institute: _____

Report for the period from _____ to _____

PART-I

Name: _____ Date of Birth _____

BPS: _____ Present Pay: _____ Type of license held _____

Type of vehicle driven: _____

PART-II

(Initial the appropriate column)

Sr.#	STANDARD OF PERFORMANCE/PERSONAL TRAILS	YES	NO
1.	Whether he is conversant with the rules for the driving and observes them rigidly.		
2.	Whether he possesses adequate knowledge of the mechanism of vehicles and their engines, and is competent to do minor running repairs and replacement of spares.		
3.	Whether he has been careful in observing the ordinary courtesies and rules of traffic		
4.	Whether he has been involved in any road accident of traffic offence and whether there has been any adverse entry in his Driving License during the period under review.		
5.	Whether he is co-operative and tactful		
6.	Whether he is polite and courteous		
7.	Whether he puts up clean appearance and bearing		
8.	Is he amenable to discipline		
9.	Is he regular and punctual in attending office and appointed place of duty		
10.	Whether he takes due care of the documents of the vehicle issued to him		
11.	Whether he keeps the vehicle in neat and tidy condition and keeps watch of the timely servicing/change of oil/parts according to the service manual.		
*12	While driving motor cycle/Scooter, does he make use of crash helmet; sun glasses.		
*13	Does he take proper care of the mail/packages/documents on his charge and takes signature of the recipient at the time of handing them over?		

* For dispatch riders only.

PART-III

(Appraise in the present grade by initiating appropriate columns below)

GRADING	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
i) Very good (A1)		
ii) Good (A)		
iii) Average (B)		
iv) Below Average (C)		
v) Poor (D)		
FITNESS FOR PROMOTION		
Fit for promotion in his turn		
Not fit for promotion		
Unlikely to Progress Further		

(P.T.O)

PART-IV
GENERAL REMARKS OF THE REPORTING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____

PART-V
REMARKS OF THE COUNTERSIGNING OFFICER (one)

Date: _____

Signature _____

Name: _____

Designation: _____

PART-Vi
REMARKS OF THE SECOND COUNTERSIGNING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____