

ANNUAL PERFORMANCE ASSESSMENT REPORT

FOR

DRIVERS LMV/HMV

Name of the Officer-----

Report for the year/period-----

Department/Directorate of -----

my

FORM

Annual Performance Assessment Report of DRIVER (LMV/HMV)

PERSONAL DATA

PART - I A

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

1. Name of the incumbent -----
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 - I B

1. Name & Designation of the Reporting Officer-----
2. Name and Designation of the Reviewing Officer.....

Signature of Officer of APAR Branch/Section

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Place-----

Signature of the Official reported upon

Date-----

PART-III (ASSESSMENT BY THE REPORTING OFFICER)

Numerical grading 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 lower grade and 10 to the highest grade.

(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.
1) Ability to drive the vehicle entrusted to him (fault such as rashness in driving, nervousness, lack of attention/concentration)			
ii) Eye-sight and presence of mind			
iii) Care and knowledge of the Vehicle			

iv) Proper watch on the requirement of fuels, repairs etc.			
v) Observance of traffic rules and regulation			
vi) Regular and clean use of uniform, if any			
vii) Knowledge of places and routes of Arunachal, Meghalaya and Assam.			
Overall Grading on Work Output(1 to vii above)			

(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 above)			

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

(5) Overall numerical grading on the basis of weightage given in section A, B, and C in Part-III of the Report.

Signature of the Reporting Officer

Place.....

Name in Block letters.....

Date.....

Designation (seal)

Part - IV

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-II and Part-III? (Ref: Part II & Part III). Do you agree with the assessment of Reporting Officer in respect of extraordinary achievements /significant failures of the officer reported upon? (Ref; Part-II (A) (iv) and Part-III (5). (In case you do not agree with any of the numerical assessments of attributes, please record your assessment on the column provided for you in that section and Initial your entries).

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

(C) Relation with the public (wherever applicable)

(Please comment on the officer's accessibility to the public and responsiveness to their needs)

(1) Training (Please give recommendations for training with a view to future improvement in the effectiveness and capabilities of the official)

(2) State of Health

(3) Integrity (Please comment on the integrity of the officer)

(4) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the official including the area of strengths and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

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

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-III of the Report.

Signature of the Reviewing Officer

Place.....

Date.....

Name in Block letters.....

Designation.....

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

(Seal)