

**DELHI JAL BOARD: GOVT. OF NCT OF DELHI**

**ANNUAL PERFORMANCE ASSESSMENT REPORT**

**FOR DRIVERS (LMV / HMV)**

Name of Official.....

Report for the year / period.....

Department / Directorate of \_\_\_\_\_

**FORM**

**Annual Performance Assessment Report of DRIVER (LMV / HMV)**

Report for the year / period ending: .....

**PERSONAL DATA**

**PART-I A**

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

- 1 Name of Officer.....
- 2 Father's Name.....
- 3 Date of Birth.....
- 4 Unique ID (Employee ID).....
- 5 Designation of post held.....
- 6 Date of continuous appointment in the present grade.....Date.....Grade.....
- 7 Name of the officer with designation with whom attached during the period under report
- 8 Period of absence from duty on leave, training etc.

**PART-I B**

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

**PART-2 - (ASSESSMENT BY THE REPORTING OFFICER)**

Numerical 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 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			

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

	Reporting Authority	Revised Grade 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			

**(C) Assessment of functional competency ( Weightage to this Section would be 30%)**

		Grades by Reporting Authority	Revised Grades by Reviewing Authority (if does not agree with column no.3)	Initial of Reviewing Authority
1	2	3	4	5
1	Energy and reliability			
2	Behaviour – showing proper courtesy and good manners towards all persons using staff car			
3	Technical knowledge and ability			
4	Capability to keep the vehicle clean and tidy			
5	Capability in attending to petty repairs of the vehicles			
6	Timely action for making proper entries in the log book			
7	Economy in the use of petrol lubricating oil etc.			
	<b>Overall Grading on 'Functional Competency'(Total 1 to 7/7)</b>			

**GENERAL**

**PART-3**

1. Relations with the public (Wherever applicable)

2. State of health

3. Integrity

4. Number of accidents, if any

<b>Major</b>	<b>Minor</b>

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

6. Overall numerical grading on the basis of weightage given in Section A, B, and C in Part 2 of the Report

**Signature of the Reporting Officer**

Name in Block Letters.....

Designation:.....

Place:  
Date..

**PART-4 - 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 Part-4? 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, B and C in Part-3 of the Report:

**Signature of the Reviewing Officer:**

Name in Block Letters:.....

Designation:.....

Place:.....

Date.....

**DELHI JAL BOARD**

**CERTIFICATE FOR DISCLOSURE OF  
PERFORMANCE ASSESSMENT REPORT**

1. Name and designation of the officer Reported upon:
  
2. Year/Period of Assessment:
  
3. Date of Disclosure of APAR to the Officer reported upon:
  
4. Whether representation received from the officer reported upon: 

<b>YES</b>	<b>NO</b>
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5. If yes, date of disclosure to the officer reported upon after consideration of his/her representation

Signature of the officer reported upon.....

Signature of the forwarding authority with stamp.....

Date:.....