

भारतीय सांस्कृतिक सम्बंध परिषद्
INDIAN COUNCIL FOR CULTURAL RELATIONS

Confidential Report on Drivers and Despatch Riders

For the Period / year

1. Name :
2. Post held :
3. Date of birth :
4. Educational and Technical Qualifications :
5. (a) Section to which / Officer to whom attached :
(b) Date of joining present post :
6. **OBSERVATION ON :**
 - i) Punctuality :
 - ii) Amenability to discipline :
 - iii) Energy and reliability :
 - iv) Intelligence :
 - v) General behaviour and devotion to duty :
 - vi) Technical knowledge and ability to carry out minor repairs :
 - vii) Knowledge of National and International traffic rules and regulations :
 - viii) General up keep of the car :
 - ix) Honesty and Integrity :
7. Has he been responsible for any outstanding work during the period under review meriting special recommendation ? if so, what ?
8. Has he been reprimanded for indifferent work or for any other cause ? if so, brief particulars may be given
9. General remarks of the controlling Officer

Station

Date

Signature of Reporting Officer

Name

Designation

Date

Signature

Name

Designation