**PERFORMANCE EVALUATION REPORT FORM**

 **FOR**

 **STAFF CAR DRIVERS/DESPATCH RIDERS**

GOVERNMENT OF PAKISTAN

**MINISTRY OF OVERSEAS PAKISTANIS & HRD**

Name of Ministry /Division /Department /Office

**ANNUAL REPORT FOR THE PERIOD FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SPECIAL**

**PART-I**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_ BPS \_\_\_\_\_\_\_**

**Present Pay \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of License Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Vehicle driven \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Educational Qualification \_\_\_\_\_\_\_\_\_\_\_\_\_**

**P A R T – I I**

**Initial the appropriate column.**

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| **STANDARD OF PERFORMANCE/PERSONAL TRAITS.** | **YES** | **NO** |
| 1. Whether he is conversant with the rules for the use of staff cars and observers them rigidly?
 |  |  |
| 1. Whether he possesses adequate knowledge of the mechanism of cars and their engines and is competent to do minor running repairs and replacement of spares?
 |  |  |
| 1. Whether he has been careful in observing the ordinary courtesies and rules of traffic?
 |  |  |
| 1. Whether he has been involved in any road accident or traffic offence and whether there has been any adverse entry in his Driving License during the period under review?
 |  |  |
| 1. Whether he is co-operative and tactful?
 |  |  |
| 1. Whether he is polite and courteous?
 |  |  |
| 1. Whether he puts up clean appearance and bearing?
 |  |  |
| 1. Is he amenable to discipline?
 |  |  |
| 1. 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 Car/M./Cycle 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, hoes 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 Despatch Riders only

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| General Remarks of the Reporting Officer:Signature …….………………………….Name and Designation………….……….Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp |

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| Remarks of the Countersigning Officer:Signature …… …………………………..Name and Designation…………..……….Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp |