**CONFIDENTIAL**

**GOVERNMENT OF PAKISTAN**

**PAKISTAN METEOROLOGICAL DEPARTMENT**

**ANNUAL CONFIDENTIAL REPORT FORM DRIVERS / DISPATCH RIDER**

**Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**SPECIAL**

**PART-I**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| Father's Name |  | Domicile (Province) |  |
| Designation |  | Grade **BS-**  | Basic Pay **Rs.** |
| Date of Entry in to Govt. Service |  | Date of appointment to the present Grade |  |
| Qualifications |  | Place of Posting |  |
| Type of License held |  | Type of Vehicle Driven |  |

**P A R T – I I**

**Initial the appropriate column.**

|  |  |  |
| --- | --- | --- |
| **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?
 |  |  |
| 1. Whether he takes due care of the documents of the vehicle issued to him?
 |  |  |
| 1. Whether he keeps the Car/M./Cycle in neat and tidy condition and keeps watch od the timely servicing/change of oil/parts according to the service manual?
 |  |  |
| 1. \*While driving motor cycle/scooter, hoes he make use of crash helmet, sun glasses?
 |  |  |
| 1. \*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?
 |  |  |

\*Only for Dispatch Rider

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

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