

**HIMACHAL PRADESH DEPARTMENT OF TRANSPORT
PARIVAHAN BHAWAN, SHIMLA-171004**

Annual Confidential Report on the work of Senior Motor Vehicle Inspector/ Motor Vehicle Inspector of the Transport Department, HP:-

Report for the period/year ending from _____ to _____

PART-I (PERSONAL DATA)

1. Name of the Officer :-
2. Date of Birth :-
3. Category :-
4. Designation :-
5. Period spent in the post:- Years &Months.
6. Upto date academic/general qualifications :-
7. Upto date Technical qualifications :-
8. Whether Departmental Examination Passed:-

PART-II (SELF APPRAISAL)

8. Brief resume of the work, done by the officer reported upon during the period under report, bringing out special achievement of his work (to be filled in by the officer reported upon)

Signature

NAME & DESIGNATION OF OFFICER: -

PART-III (ASSESSMENT BY REPORTING OFFICER)

9. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for dis-agreeing with it and the extent of you disagreement.

10. State of Health

***Note: The assessment under columns 11 to 13 below should not be indicated by tick marking but should be expressed clearly in suitable words.**

11. Departmental efficiency

- a) How has he managed the work during the year in regard to :-
 - i. Speed
 - ii. Quality
 - iii. Economy

- b) Are projects and reports received from him carefully and lucidly prepared

12. GENERAL ASSESSMENT

- a) Has he been regular and punctual?
- b) Is he good tempered?
- c) Does he possess organizing ability?
- d) Is he observant?
- e) Is he energetic and of active habits?
- f) Does he have initiative and drive?
- g) Is he resourceful?
- h) Was his behavior towards seniors good?
- i) Was his behavior towards juniors good?
- j) Was his behavior towards general public good?

Name & Designation of Officer

13. Knowledge

- a) Is he imaginative?
- b) Has he a good knowledge of MV Acts & Rules?
- c) Does he have technical knowledge about new vehicles?
- d) Does he possess sound knowledge on Road Safety?
- e) Does he have a sound knowledge of materials?

14. OTHER OBSERVATIONS

This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the reporting officer considers specially worth mentioning may also be indicated here).

15. INTEGRITY

(Instructions contained in Minister of Home Affairs O.M. No: 51/4/Estt(A) dated 21.6.65 should be kept in mind)

Signature of Reporting Officer.

Name in Block letters :-

Designation :-

Date :-

NAME OF OFFICER :-

PART-IV – REMARKS OF REVIEWING OFFICER

16. Do you agree with the remarks of the reporting officer in Part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the officer over and above the remarks of the Reporting Officer please mention them. You also sum up your view here.

17. Overall assessment of performance and qualities.

Signature of Reviewing Officer.

Name in Block letters:-

Designation :-

Date:-

18. PART-V COUNTERSIGNATURES BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Name in Block letters _____

Designation _____

Date _____