

**GOVERNMENT OF INDIA  
CENTRAL ELECTRICITY AUTHORITY**

***Form of Annual Performance Assessment Report of Drivers/  
Despatch Riders***

**Report for the Year / Period Ending.....**

**PART – 1 PERSONAL DATA**

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

- |  |   |  |
|--|---|--|
| <b>1. Name in full</b>   | : | <input style="width: 100%; height: 20px;" type="text"/>                                    |
| <b>3. Date of Birth</b>  | : | <input style="width: 100%; height: 20px;" type="text"/>                                    |
| <b>4. Designation</b>  | : | <input style="width: 100%; height: 20px;" type="text"/>                                    |
| <b>5. Date of appointment</b>  | : | <input style="width: 100%; height: 20px;" type="text"/>                                    |
| <b>6. Office to which attached :<br/>during the period of report</b> | : | <input style="width: 100%; height: 20px;" type="text"/>                                    |
| <b>7. Educational and Technical<br/>Qualifications</b>               | : | <input style="width: 100%; height: 20px;" type="text"/>                                    |
| <b>8. Period of absence from<br/>Duty on leave</b>                   |   | <div style="border: 1px solid black; width: 100%; height: 100%; min-height: 150px;"></div> |

### ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

(This assessment should rate on a scale of 1-10 in whole numbers, with 1 referring to the lowest grade and 10 to the best grade).

		Reporting Officer	Controlling Officer *	Initial of Controlling Officer
1.	Expertise			
2.	Quality of performance			
3.	Upkeep of Records/ Log book etc.			
4.	Reliability			
5.	Regularity and Punctuality			
6.	Behavior and amenability to discipline			
7.	Relations with superiors and fellow employees			
	<b>Overall grading</b>			

*\* (In case you do not agree with any of the numerical assessments please record your assessment in the column provided for you and initial your entries.)*

2. Has he been reprimanded for indifferent work or for other causes during the period under report. If so, please give particulars:

3. Pen Picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities.

4. Overall Grading (on a scale of 1-10):

**Signature of the Reporting Officer**

Place:  
Date :

Name in Block letters \_\_\_\_\_

Designation: \_\_\_\_\_

**Remarks of the Controlling Officer**

**Signature of the Controlling Officer**

Name in Block letters \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_