

**MINISTRY OF STATISTICS & PROGRAMME
IMPLEMENTATION**



**FORM OF ANNUAL PERFORMANCE APPRAISAL REPORT (APAR) OF
STAFF CAR DRIVERS**

Report for the period : _____

1.	Name in full:	:	
2.	Scale of pay	:	
3.	Date of Birth:	:	
4.	Total Service:	:	
5.	Unit to which attached:	:	
6.	Educational & Technical Qualifications:	:	
7.	Observation on :		
	i) Intelligence	:	
	ii) Energy and reliability	:	
	iii) Punctuality in attendance	:	
	iv) Behaviour	:	
	v) Amenable to discipline	:	
	vi) Technical knowledge and Ability	:	
8.	Has he been responsible for any outstanding Work during the period under review meeting Special commendation? If so, what?	:	
9.	Has he been reprimanded for indifferent work of for any other Causes? If so, brief particulars may be given	:	
10.	Remarks of the controlling Officer	:	

Signature of the Reporting Officer :

Designation :

Date .