

No.A.28019/1/2010-P&AR(GSW)
GOVERNMENT OF MIZORAM
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(GENERAL SERVICE WING)

OFFICE MEMORANDUM

Dated Aizawl, the 29th May, 2013.

Subject: Procedure for maintenance of Annual Performance Report (APR) in respect of Drivers.

In supersession of this Department's O.M. No. A. 28019/1/10 - DP&AR(GSW) Dt. 17.5.13, the Governor of Mizoram is pleased to order that the Annual Performance Report of all Drivers of Govt. of Mizoram will be Reported, Reviewed and Accepted by the respective authorities as shown below:-

Sl.No.	Categories of Driver	Writing/recording of Performance	Authorities to write/ record in the APRs of Driver
1.	Driver attached to Governor/Chief Minister/ Speaker/ Ministers/ Dy. Speaker/ Parliamentary Secretary and their Private Secretaries	Reporting	Private Secretaries to concerned high Dignitaries
		Reviewing	Officer incharge of the Deptt. by whom the vehicle and its Driver has been deployed to concerned high Dignitaries.
		Accepting	Concerned Dignitary
2.	Drivers attached to Chief Secretary/ Commissioner/ Secretary/ Addl. Secretary and Heads of Deptt. and Driver of Pool Vehicle	Reporting	Vehicle Supervisor in the Deptt./ Secretariat
		Reviewing	Officer incharge of vehicle repair and maintenance in the Deptt./Secretariat.
		Accepting	Officer to whom the Driver is attached and in the case of pool vehicles Sr. Officer incharge of vehicles.
3.	Drivers in the District Division/Sub-Division Officer	Reporting	Officer incharge of the Vehicle
		Reviewing	Next immediate higher officer incharge of vehicle in the Deptt.
		Accepting	Director/Head of Deptt. of the Deptt.

Prescribed form for writing of Performance Report is enclosed.

Sd/-K.LALRINZUALI
Joint Secretary to the Govt. of Mizoram
Deptt. of Personnel & Adve. Reforms

Contd. 2/-

Memo NO.A.28019/1/2010-P& AR (GSW)
Copy to:-

: Dated Aizawl, the 29th May, 2013.

1. Secretary to the Governor, Mizoram
2. Secretary to Chief Minister, Mizoram
3. P.S to all Ministers/Speaker/M.O.S/Dy.Speaker, Mizoram
4. P.S to all Parliamentary Secretaries, Govt. of Mizoram
5. P.P.S to Chief Secretary, Govt. of Mizoram
6. P.S to all Commissioner & Secretaries.
7. Secretary, MPSC, Aizawl.
8. All Administrative Department, Mizoram.
9. All Heads of Department, Mizoram.
10. Joint Resident Commissioner, Delhi, Kolkata.
11. Dy. Resident Commissioner, Silchar, Guwahati, Shillong, Mumbai, Bangalore.
12. Guard File.

(Signature)
29/5/13

(K.LALRINZUALI)

Joint Secretary to the Government of Mizoram
Deptt. of Personnel & Adve. Reforms

(Signature)
29/5

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**FORM OF ANNUAL PERFORMANCE REPORT IN RESPECT OF DRIVER
(APPLICABLE FOR ALL DEPARTMENT/OFFICES)**

Report for the year/Period ending.....

PART –I (PERSONAL DATA)

1. Name of Driver :
2. Date of Birth :
3. Name of Deptt/Office :
4. Date of first appointment :
5. Whether permanent or temporary:
6. Educational Qualification :
7. Whether belongs to SC/ST :
8. Driving License No. with validity :
9. Period of absent from duty on leave,
Training etc. during the year :

PART –II (ASSESSMENT BY THE REPORTING OFFICER)

1. Length of service under the
Reporting Officer :
2. State of Health :
3. Nature of turn out of duty
4. Integrity :
5. General maintenance of vehicle :
6. Whether he has met any accident
During the period under report
State extent of damage to vehicle/
whether the driver has been
incapacitated as a Driver :

7. Fitness for grade promotion
- (1) Fit
 - (2) not yet fit
 - (3) unfit

Signature of the Reporting Officer
Name in block letter

Designation

Place :

Date :

Remarks of Reviewing Officer :

Place :

Date :

Signature and Designation of the
Reviewing Officer

Remarks of Accepting Authority :

Place :

Date :

Signature and Designation of the
Accepting Officer