



**PART B: To be filled by Ministry/Department concerned**

1. Statement of sick leave and unauthorized absences taken by applicant

Year	No. of days of sick leave	No. of days of unauthorized absences
2015		
2016		
2017		
2018 (to date)		

2. Report on applicant:

- (i) Work: .....
- (ii) Conduct: .....
- (iii) Attendance: .....

3. Does the applicant reckon experience in the duties of Driver? Yes/No.

If yes, please give details with dates, e.g. period performed, etc.

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4. Does the applicant have a basic knowledge of mechanics and simple vehicle maintenance? (please submit documentary evidence, if any)

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5. Has applicant been subject to disciplinary action during the last five years? Yes/No.

If yes, please give details.

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6. I certify that the particulars under Sections A and B have been verified and found correct, except:

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<p>Stamp of Ministry/Department</p>
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Signature: .....

Name: .....  
(in full and block letters)

Post Held: .....

Phone No: .....

Date: .....