

**GOVERNMENT OF PAKISTAN
COMMUNICATION DIVISION
NATIONAL HIGHWAY AUTHORITY
Admn Wing (Confidential Section)**

Draughtsman / Tracer (Regular)

ANNUAL
SPECIAL

CONFIDENTIAL REPORT FOR PERIOD, From: _____ To: _____

1.	Name _____ Father's Name _____ Qualification _____
2.	Class _____
3.	Scale of pay and present pay _____
4.	Date of increment _____
5.	Date of appointment with total service _____
6.	Age _____
7.	Branches in which employed during the year with period _____
8.	PROFICIENCY IN :--
	a) Ability to prepare drawings from rough sketches _____
	b) Ability to appreciate constructional details _____
	c) Draughtsmanship _____
	d) Speed of work _____
	e) Neatness _____
9.	OBSERVATIONS ON :--
	a) Intelligence _____
	b) Energy in applying himself to work _____
	c) Behavior and assistance rendered to other staff _____
	d) Amenability to discipline _____
	e) Skill in drafting _____
10.	Is he doing his present job satisfactorily or not?
11.	Do you consider him fit for promotion?
12.	General Remarks _____
	Name _____
	Designation _____
	Date _____
<u>COUNTERSIGNED</u>	

