

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

SURVEYOR / SUB-ENGINEER (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. Nature of work on which employed _____
9. **PROFICIENCY in :-**
 - a) Efficiency _____
 - b) Sense of responsibility _____
 - c) Skill _____
 - d) Presentation _____
10. **OBSERVATIONS on :-**
 - a) Intelligence _____
 - b) Aptitude to work _____
 - c) Behavior and conduct _____
 - d) Amenability to discipline _____
 - e) Punctuality _____
11. Is he doing his present job satisfactorily or not?
12. Do you consider him fit for promotion?
13. General Remarks _____

Name _____

Designation _____

Date _____

COUNTERSIGNED

