

UNIVERSITY OF THE PUNJAB

BRANCH.....

Annual Confidential Report of Technical Staff
For the year ending 31, December,

1. Name (in full) with Designation	
2. Father's Name	
3. Date of Birth	
4. Date of appointment	
5. Capacity in which appointed	
6. Present pay and Grade	
7. Total Service	
8. Branch / Department where worked during the year	
9. <u>OBSERVATION NO.</u> (i) Technical Skill (ii) Intelligence (iii) Knowledge of Procedure and rules (iv) Attendance (v) Efficiency (vi) Relation on with other Staff members (vii) Integrity	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
10. Is he fit for confirmation?	
11. Is he fit for promotion to next higher post (If any)?	
12. Does he deserve his next increment?	
13. General Remarks	
	NAME AND DESIGNATION OF REPORT OFFICER
14. General Remarks by the Heads of Department	
	SIGNATURE AND STAMP OF HEADS OF THE DEPARTMENT