



QUAID-E-AWAM UNIVERSITY OF ENGG: SCIENCE & TECHNOLOGY, NAWABSHAH

CONFIDENTIAL REPORT FORM FOR EMPLOYEES IN GRADE 2 TO 4

DEPARTMENT / SECTION _____

ANNUAL CONFIDENTIAL REPORT FOR THE PERIOD
01.01.2018 TO 31.12.2018

1.	NAME (IN BLOCK LETTERS)
2.	DESIGNATION
3.	DEPARTMENT / SECTION
4.	DATE OF BIRTH
5.	TOTAL SERVICE <i>Years Months Days</i>
6.	DATE OF APPOINTMENT
7.	REMARKS REGARDING	
A).	UNDERSTANDING OF DUTIES	-----
B).	DEVOTATION TO DUTY AND OBEDIENCE	-----
C).	NEATNESS AND TIDINESS	-----
D).	PUNCTUALITY	-----
E).	HONESTY	-----
F).	GENERAL BEHAVIOUR	-----
G).	GENERAL HEALTH	-----
H).	GENERAL REMARKS	-----

*Signature of the Head of
Department / Section*

➤ *Remarks of the next competent authority, in support of the above information.*

*Signature of the Head of
Department / Section*

➤ *Office Stamp and date of receipt in register.*