

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

**ID No. CONF-PER-20**

**Lab Tech (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. **QUALITY OF WORK :-**
  - a) Ability in material testing \_\_\_\_\_
  - b) Speed of work \_\_\_\_\_
  - c) Accuracy \_\_\_\_\_
9. **OBSERVATIONSON :-**
  - a) Intelligence \_\_\_\_\_
  - b) Sense of responsibility \_\_\_\_\_
  - c) Skill \_\_\_\_\_
  - d) Amenability to discipline \_\_\_\_\_
  - e) Punctuality \_\_\_\_\_
10. Is he doing his present job satisfactorily or not?
11. General Remarks \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**COUNTERSIGNED**

## **CERTIFICATE**

Certified that I \_\_\_\_\_  
**(Name of Official)** **Personnel Number (if allotted)**

\_\_\_\_\_ have on \_\_\_\_\_ submitted my  
**(Group/Service)** **(BPS)** **(Date)**

Performance Evaluation Report for the period \_\_\_\_\_

to \_\_\_\_\_  
**(Name/Designation of Reporting Officer)**

My countersigning officer is \_\_\_\_\_  
**(Name/Designation of Countersigning Officer)**

Signature \_\_\_\_\_

Designation / Department \_\_\_\_\_

\_\_\_\_\_

**Note:-This certificate is required to be dispatched by the officer being reported upon to the Officer In-charge entrusted with the maintenance of his/her C.R dossier on the same date the PER is forwarded to his/her reporting officer.**