

DRAUGHTSMAN/TRACER
For the Contract Employees

PERFORMANCE REPORT FOR PERIOD FROM _____ 20 to _____ 20

1. Name _____ Father's Name _____ Qualification _____
2. Class _____
3. Scale of pay and present pay. _____
4. Date of increment _____
5. Total Service _____
6. Age _____
7. Branches in which employed during the year with period. _____
8. Quality of work:-
 - (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 retention?
12. General Remarks _____

Name _____

Designation _____

Date _____

