



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, (MUST)
ANNUAL CONFIDENTIAL REPORT
(TECHNICAL STAFF)

Name of Office/Dept./College/Institute: _____

Report for the period from _____ to _____

PART-I

Name: _____ Date of Birth _____

Designation: _____ BPS _____ Basic Pay _____

Date of entry into University Service _____ Qualification _____

Training course attended, if any, _____

Nature of Duty on which employed _____

PART-II

Sr.#	(A) Performance	A1	A	B	C	D	Remarks
1.	Regularity and punctuality in attendance and place of duty						
2.	Knowledge of procedure and regulations about his profession						
3.	Capacity for prompt disposal of work						
4.	Knowledge of practical work and cataloging						
5.	Does he take proper care of the items/instruments in his charge						
6.	Skill in trade/profession						
7.	Standard of work performed during the year						
8.	Relation with other staff members						
9.	Perseverance and devotion to duty						
10.	Co-operation and tact						
11.	Amenability to discipline						
12.	Integrity						
13.	Trustworthiness in confidential and secret matters						

Note: The rating should be recorded by initiating the appropriate box.

“A1” Very Good “A” Good “B” Average “C” Below average “D” Poor.

PART-III

(Appraise in the present grade by initiating appropriate columns below)

GRADING	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
i) Very good (A1)		
ii) Good (A)		
iii) Average (B)		
iv) Below Average (C)		
v) Poor (D)		
FITNESS FOR PROMOTION		
Fit for promotion in his turn		
Not fit for promotion		
Unlikely to Progress Further		

PART-IV
GENERAL REMARKS OF THE REPORTING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____

PART-V
REMARKS OF THE COUNTERSIGNING OFFICER

Date: _____

Signature _____

Name: _____

Designation: _____