

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : 20 (WORKS PERSONNEL)

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Employee

<u>PT.No.</u>	<u>Name</u>	<u>Designation</u>
<u>Date of Joining</u>	<u>Date of Present Appointment</u>	
<u>Present Place of Posting</u>	<u>Since</u>	<u>Qualification</u>
<u>Job Description</u>	<u>Achievement during the year (Period of Report)</u>	

Part – II Personal Qualities / General Attitude

To be completed by Initiating Officer (IO)

		A-1	A	B	C	D	E
1.	General Intelligence and common sense						
2.	Manners, tact and courtesy						
3.	Initiative, zeal and energy, diligence in promoting Corporation interest						
4.	Technical ability / computer handling						
5.	Job performance (<i>quality and speed of work</i>)						
6.	Ability to acquire business						
7.	Organizing ability						
8.	Confidence and power of decision						
9.	Conduct toward public						
10.	Cooperation with colleagues and others						
11.	Control on staff						
12.	General conduct and sense of discipline						
13.	Power of leadership						
14.	Personality						
15.	Integrity						

Part – III - Demonstrated Performance

To be completed by Initiating Officer (IO)

		A-1	A	B	C	D	E
16.	<i>Standard of planning , designing and execution of Engineering Project</i>						
17.	<i>Standard of administrative & Financial Control within his area of operation</i>						
18.	<i>Skills of public dealings</i>						
19.	<i>Dealing with contractors & verification of contractor bills</i>						
20.	<i>Standard of Documents preparation & settlement of audit objections</i>						
21.	<i>Standard of knowledge of Rules & Regulation & their execution</i>						

The above sections should be marked as follows:-

A-I = Outstanding (10) A = Very Good (8) B = Good (7) C = Average (5) D = Below Average(1) E = Poor(0)

> Outstanding	90% & above	189 – 210
> Very Good	75% to 89%	158 – 188
> Good	60% to 74%	126 -157
> Average	45% to 59%	94-125
> Below Average	33% to 44%	69-93
> Poor	Below 33%	68 & below

a.	Marks Obtained (Part-II & III)	=	
b.	(-) 1 mark each for D & E (Part-II & III)	=	
	Net Marks =		

Signature of IO

Part – IV - Pen Picture
To be completed by Initiating Officer (IO)

Grade Overall _____
 Station _____
 Dated _____

Signature: _____
 Name _____
 Designation _____

Note: HR Wing shall inform an employee graded Below Average / Poor for representation (if any) to be made within 10 days.

Part – V - Remarks of SRO
To be completed by Senior Reporting Officer (SRO)

Grade Overall _____
 Station _____
 Dated _____

Signature: _____
 Name _____
 Designation _____

Possible Grades

- > Outstanding
- > Very Good
- > Good
- > Average
- > Below Average
- > Poor