

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : 20

(HR 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>
		<i>Signature of Employee</i>

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						
5.	Job performance (<i>quality and speed of work</i>)						
6.	Settlement of internal queries / audit objections						
7.	Organizing ability						
8.	Confidence and power of decision						
9.	Computer Handling						
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 Knowledge of HR Rules / Regulations</i>						
17.	<i>Standard of maintenance of office record</i>						
18.	<i>Standard of Secretarial skills (file preparation, noting, drafting)</i>						
19.	<i>Standard of Knowledge of law and its implementation as required in office</i>						
20.	<i>Follow up of cases / files, till disposal</i>						
21.	<i>Standard of Vetting of charge sheet/show cause notices and legal advice on service / legal matter</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