

**PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED**

**ANNUAL CONFIDENTIAL REPORT (ACR)**

For the Year : 20

(FIELD PERSONNEL)

Period of Report From \_\_\_\_\_ to \_\_\_\_\_

**Part I - Personal Data**

*To be completed by Employee*

|                          |  |               |
|--------------------------|--|---------------|
| PT.No:                   | Name   | Designation   |
| Date of Joining:         | Date of Present Appointment                    |               |
| Present Place of Posting | Since  | Qualification |
| Job Description          | Achievement during the year (Period of Report) |               |

**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 (quality and speed of work)                              |     |   |   |   |   |   |
| 6. Ability to acquire commodity & its preservation/despaches                |     |   |   |   |   |   |
| 7. Organizing ability   |     |   |   |   |   |   |
| 8. Confidence and power of decision   |     |   |   |   |   |   |
| 9. Conduct toward public during procurement                                 |     |   |   |   |   |   |
| 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)*

*Target:*

|     |                                      |                                      |                              | A-1                             | A | B | C | D | E |
|-----|--------------------------------------|--------------------------------------|------------------------------|---------------------------------|---|---|---|---|---|
|     | <b>Stock Handling</b>                | <b>Average Last 5 Years (M/Tons)</b> | <b>Current Crop (M/Tons)</b> | <b>%age of the Project/Zone</b> |   |   |   |   |   |
| 16. | Maintenance of Zone/Project/Centre   |                                      |                              |                                 |   |   |   |   |   |
| 17. | Procured (M/Ton)                     |                                      |                              |                                 |   |   |   |   |   |
| 18. | Sweep (M/Ton)                        |                                      |                              |                                 |   |   |   |   |   |
| 19. | Shortage (M/Ton)                     |                                      |                              |                                 |   |   |   |   |   |
|     | ➤ Stocks (M/Ton)                     |                                      |                              |                                 |   |   |   |   |   |
|     | ➤ Bardana (Bags)                     |                                      |                              |                                 |   |   |   |   |   |
|     | ➤ Tarpaulins (No.)                   |                                      |                              |                                 |   |   |   |   |   |
| 20. | Incidentals (Rs. Per M/Ton)          |                                      |                              |                                 |   |   |   |   |   |
| 21. | Transportation (Rs. Per M/Ton)       |                                      |                              |                                 |   |   |   |   |   |
|     | <i>Based on total volume handled</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