

**PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED**

**ANNUAL CONFIDENTIAL REPORT (ACR)**

For the Year : 20

(F&A 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)*

	<u>A-1</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
1. General Intelligence and common sense						
2. Manners, tact and courtesy						
3. Initiative, zeal and energy, diligence in promoting Corporation interest						
4. Technical ability <i>(on that specific seat as assigned)</i>						
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. Settlement of internal queries / audit objections						
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)*

	<u>A-1</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
16. <i>Standard of Knowledge of Finance &amp; Accounts Audit Rules &amp; Procedures</i>						
17. <i>Standard of maintenance /preparation of Accounts</i>						
18. <i>Control on expenses within Cell / Wing / Project / Zone</i>						
19. <i>Standard of pre-auditing / disposal of bills / cases</i>						
20. <i>Timely submission of incidentals / reports / statements / budgets</i>						
21. <i>Standard of enforcement of service increments, TA/DA and recoveries from employee</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