

**PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED**

**ANNUAL CONFIDENTIAL REPORT (ACR)**

For the Year: \_\_\_\_\_

(HR PERSONNEL)

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

**Part I – Personal Data**

**To be completed by Employee**

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

**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						
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)**

	<u>A-1</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
16. Standard of Knowledge of HR Rules / Regulations						
17. Standard of maintenance of office record						
18. Standard of Secretarial skills (file preparation, noting, drafting)						
19. Standard of Knowledge of law and its implementation as required in office						
20. Follow up of cases / files, till disposal						
21. Standard of Vetting of charge sheet/show cause notices and legal advice on service / legal matter						

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)**

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

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

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**