

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)

	<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. <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**

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

<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						
5.	Job performance (<i>quality and speed of work</i>)						
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: _____

					<u>A-1</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	<i>Stock Handling</i>	<i>Average Last 5 Years(M/Tons)</i>	<i>Current Crop (M/Tons)</i>	<i>%age of the Project/Zone</i>						
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**

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 & Accounts Audit Rules & 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**

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)

	<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 / 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)

	<u>A-1</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
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**

ANNUAL CONFIDENTIAL REPORT (ACR) (Old)

For the Year : **20**_____

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

<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>

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.)				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

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

Grade Overall _____ Signature: _____
Station _____ Name _____
Dated _____ Designation _____

The reporting officer will special interview any officer receiving unsatisfactory grade and inform him of the reasons (separately for each section) why he has felt obliged to give his grading. The officer will be shown his report and will be asked to sign here:-

Date _____ Signature: _____
Name _____
Designation _____

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

Grade Overall _____ Signature: _____
Station _____ Name _____
Dated _____ Designation _____

Possible Grades

- Outstanding
- Good
- Average
- Unsatisfactory

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2013**

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

PT.No.	1578	Name	Maj (Retd) Naveed Afzal Kamal	Designation	PM
Date of Joining	08.12.2011	Date of Present Appointment			
Present Place of Posting		Since		Qualification	B.A

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) <ul style="list-style-type: none"> ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.) 				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2013**

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

PT.No.	1578	Name	Maj (Retd) Naveed Afzal Kamal	Designation	PM
Date of Joining	08.12.2011	Date of Present Appointment			
Present Place of Posting		Since		Qualification	B.A

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) <ul style="list-style-type: none"> ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.) 				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2016**

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

PT.No.	1579	Name	Maj (Retd) Khurran Butt	Designation	PM
Date of Joining	08.12.2011	Date of Present Appointment			
Present Place of Posting		Since		Qualification	B.A

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) <ul style="list-style-type: none"> ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.) 				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2015**

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

PT.No.	1578	Name	Maj (Retd) Naveed Afzal Kamal	Designation	PM
Date of Joining	08.12.2011	Date of Present Appointment			
Present Place of Posting		Since		Qualification	B.A

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) <ul style="list-style-type: none"> ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.) 				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **20**

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

<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>

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) <ul style="list-style-type: none"> ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.) 				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **20**

Period of Report From _____ to _____

Part I – Personal Data

To be completed by Reporting Officer (RO)

<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>

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton) <ul style="list-style-type: none"> ➤ Stocks (M/Ton) ➤ Bardana (Bags) ➤ Tarpaulins (No.) 				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

2016: A-I = Outstanding (10) A = Very Good (8) B = Good (7) C = Average (5) D = Below Average(1) E = Poor(0)

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2015**

Period of Report From 01.01.2015 to 31.12.2015

Part I – Personal Data

To be completed by Reporting Officer (RO)

PT.No.	1579	Name	Maj (Retd) Khurram Butt	Designation	PM
Date of Joining	08.12.2011	Date of Present Appointment	08.12.2011		
Present Place of Posting	HR Wing/ OIC(Security)	Since 2015	Qualification	BA	

Part – II Personal Qualities/General Attitude

To be completed by Initiating Officer (IO)

	A-1	A	B	C
a. General Intelligence and common sense				
b. Manners, tact and courtesy				
c. Initiative, zeal and energy, diligence in promoting Corporation interest				
d. Technical ability				
e. Job performance (quality and speed of work)				
f. Ability to acquire business				
g. Organizing ability				
h. Confidence and power of decision				
j. Conduct toward customers/public				
k. Cooperation with colleagues and others				
l. Control on staff				
m. General conduct and sense of discipline				
n. Power of leadership				
o. Personality				
p. Integrity				

The above sections should be marked as follows:-

A-I = Outstanding A = Good B = Average C = Unsatisfactory

Part – III Demonstrated Performance Field Staff Only

To be completed by Initiating Officer (IO)

Stock Handling	Average Last 5 Years (M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone	Remarks
Target (M/Ton)				
Procured (M/Ton)				
Sweep (M/Ton)				
Shortage (M/Ton)				
➤ Stocks (M/Ton)				
➤ Bardana (Bags)				
➤ Tarpaulins (No.)				
Incidentals (Rs. Per M/Ton)				
Transportation (Rs. Per M/Ton)				Based on total volume handled

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2016**

(HR PERSONNEL)

Period of Report From 01.01.2016 to 31.12.2016

Part I – Personal Data

To be completed by Employee

PT.No. 1579	Name Maj (Retd) Khurram Butt	Designation PM
Date of Joining 08.12.2011	Date of Present Appointment 08.12.2011	
Present Place of Posting ZH.Khanewal	Since 2016	Qualification BA
Job Description As Zonal Head Khanewal	Achievement during the year (Period of Report)	
		<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>						

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2016** (HR PERSONNEL)

Period of Report From 01.01.2016 to 31.12.2016

Part I – Personal Data

To be completed by Employee

PT.No. 1223	Name Mr.Nayab Shaukat	Designation DGM
Date of Joining 04.04.2012	Date of Present Appointment 19.01.2016	
Present Place of Posting DGM(Comm)	Since 2016	Qualification MBBS, MBA(Mkt)
Job Description As DGM(Comm)	Achievement during the year (Period of Report)	
		<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>						

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2016**

(HR PERSONNEL)

Period of Report From 01.01.2016 to 31.12.2016

Part I – Personal Data

To be completed by Employee

PT.No. 1578	Maj (Retd) Naveed Afzal Kamal	Designation PM
Date of Joining 08.12.2011	Date of Present Appointment 19.01.2016	
Present Place of Posting OIC(Security)	Since 2016	Qualification MBBS, MBA(Mkt)
Job Description As DGM(Comm)	Achievement during the year (Period of Report)	
		<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>						

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year : **2018** (FIELD PERSONNEL)

Period of Report From **01.01.2018** to **31.12.2018**

Part I – Personal Data

To be completed by Employee

PT.No. 1578	Name Maj (R) Raja Naveed Afzal Kamal	Designation PM / OIC(Security)
Date of Joining 08.12.2011	Date of Present Appointment 08.12.2011	
Present Place of Posting Security Cell	Since 19.01.2016	Qualification B.A
Job Description	Achievement during the year (Period of Report)	
	<ul style="list-style-type: none"> ▪ Indexing, Scanning & Weeding out of old record ▪ Purchase & distribution of stationary items ▪ Ensured security of PASSCO Plaza ▪ Improvement control of canteen affairs 	

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.	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
	Stock Handling	Average Last 5 Years(M/Tons)	Current Crop (M/Tons)	%age of the Project/Zone						
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>									

