

PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED

ANNUAL CONFIDENTIAL REPORT (ACR)

For the Year: _____

(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
<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.	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.	<u>Shortage (M/Ton)</u> ➤ 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 _____

Signature: _____

Station _____

Name _____

Dated _____

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 _____

Signature: _____

Station _____

Name _____

Dated _____

Designation _____

Possible Grades

- **Outstanding**
- **Very Good**
- **Good**
- **Average**
- **Below Average**
- **Poor**