

**PAKISTAN AGRICULTURAL STORAGE & SERVICES CORPORATION LIMITED**

**ANNUAL CONFIDENTIAL REPORT (ACR)**

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

(Works 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 / 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. Standard of planning , designing and execution of Engineering Project						
17. Standard of administrative & Financial Control within his area of operation						
18. Skills of public dealings						
19. Dealing with contractors & verification of contractor bills						
20. Standard of Documents preparation & settlement of audit objections						
21. Standard of knowledge of Rules & Regulation & their execution						

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