|  |  |
| --- | --- |
| **FOR NON-SCIENTISTS** | Restricted |

**PAKISTAN AGRICULTURAL RESEARCH COUNCIL**

Personal Code\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| ANNUAL  SPECIAL | REPORT FOR THE PERIOD FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Division/Directorate/Centre/Instt/Programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**(PART – I)**

PERSONAL DATA

(To be completed by the Reportee)

1. Name (in block letters)
2. Date of Birth
3. Designation
4. Present pay, scale with date
5. Date of joining PARC
6. Highest academic qualifications (university/year)
7. Field of specialization
8. Post/posts held during the period under report

9. Training received/visits abroad (during report period):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of courses/ meetings attended, etc** | **Sponsored by** | **Period** | | **Location** |
| **From** | **To** |
|  |  |  |  |  |

NAME (Signature of Reportee)

DESIGNATION Date

Name & Designation of

Reporting Officer

**(PART – II)**

PERSONAL QUALITIES/ATTITUDES

**Name of the Reportee**

(IN CAPITAL LETTERS)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | A+ | A | B | C | D | Marks awarded |  |
| **(4)** | **(3.5)** | **(3)** | **(2.5)** | **(1)** |
|  | Intelligence, Confidence and Will Power. | Exceptionally bright excellent comprehension, confident |  |  |  |  |  |  | Dull, slow, uncertain and hesitant |
|  | Understanding/Tolerance and Emotional Stability | Considerate, cooperative, mature, balance |  |  |  |  |  |  | Lacks ability to appreciate other’s point of view; unsympathetic, unstable, immature |
|  | Knowledge of Islam/ religion and Attitude towards Islamic/ religious Ideology | Well read, deeply motivated, enlightened |  |  |  |  |  |  | Narrow and superficial, indifferent and intolerant |
|  | Integrity | Irreproachable, honest and straightforward |  |  |  |  |  |  | Unscrupulous, devious and sycophant |
|  | Acceptance of responsibility and Reliability Under Pressure | Always prepared to take on responsibility even in difficult cases and exceptionally reliable at all times |  |  |  |  |  |  | Reluctant to take on responsibility, will avoid in whenever possible and easily frustrated even under normal pressure |
|  | Foresight | Anticipates problems and plans ahead |  |  |  |  |  |  | Handles problems only after they arise |
|  | Initiative and Drive | Bold and enterprising, dynamic |  |  |  |  |  |  | Timid and diffident |
|  | Judgment | Makes consistently sound proposals/decisions |  |  |  |  |  |  | Lacks balance and consistency, immature |
|  | Perseverance and devotion to Duty | Resolute; carries a task through to the end |  |  |  |  |  |  | Negligent and disinterested |
|  | Relations with Superiors, Colleagues and Subordinates | Cooperative, well linked, trusted, works well in a team |  |  |  |  |  |  | Un-cooperative, does not inspire confidence, difficult colleague, brusque and intolerant |
| Total marks (Part-II): 40 | | | | | | | | | |

**(PART – III)**

(PROFICIENCY IN JOB)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | A+ | A | B | C | D | Marks awarded |  |
| **(10)** | **(8)** | **(7)** | **(5)** | **(1)** |
|  | Ability to communicate:   * 1. Written   2. Oral | Always Precise, clear and well set out |  |  |  |  |  |  | Clumsy and vague |
| Puts across convincingly and concisely |  |  |  |  |  |  | Ineffective |
|  | Professional knowledge, technical competence | Has a thorough grasp of the knowledge relevant to his job |  |  |  |  |  |  | Does not know enough about the present job |
|  | Analytical ability and creativeness | Picks out the essentials without wasting time on irrelevant details |  |  |  |  |  |  | Seldom sees below the surface of a problem |
|  | Ability to plan, organize and supervise work | Organizes and uses staff and other resources effectively |  |  |  |  |  |  | Lacks control, vacillating |
|  | Response under stress, mental or physical | Very logical and decisive |  |  |  |  |  |  | Indecisive, vacillating |
|  | Out-put relative to goals/assignments:   * 1. Quantity   2. Quality | Always up to-date accumulates on arrears |  |  |  |  |  |  | Always behind schedule, very slow disposal |
| Always produces work of exceptionally high quality |  |  |  |  |  |  | Generally produces work of poor quality |
| Total Marks (Part – III): 60 | | | | | | | | | |
| Grand Total: 100 | | | | | | | | | |

PART – IV

(a) GENERAL

i. Standard of living; whether lives within known means of income. Yes No

ii. Punctuality Yes No

iii. Touring; whether adequate and systematic Yes No

(b). \*Pen-picture: Please comment on any particularly strong or weak points without repeating earlier parts of the report.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Adverse remarks may be underlined in RED INK

(c) Counseling: Was the officer advised to improve (vide instruction No. 4) during the period under report? If so what aspects and with what results?

**(PART – V)**

Overall Assessment (initial the appropriate box):

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | | **Reporting**  **Officer** | **Countersigning**  **Officer\*** |
| Outstanding A+  A+ | Above 90% |  |  |
| Very good (A)  (A) | 81-90% |  |  |
| Good (B)  (B) | 70-80% |  |  |
| Average (C) | 51-69% |  |  |
| Below Average (D)  (D) | Below 50% |  |  |
| Fitness for promotion | Accelerated |  |  |
| On his/her turn |  |  |
| Not yet fit |  |  |
| Fit for retention beyond 25 years of service | |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Name of the Reporting Officer

Designation Date

**(PART – VI)**

1. REMARKS OF THE COUNTERSIGNING OFFICER

Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the Reporting Officer, please give reasons thereof. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion would you be prepared to accept him/her in the higher grades. If not, please give your reasons.

Name: Signature

(CAPITAL LETTER)

Designation Date

1. REMARKS OF THE SECOND COUNTERSIGNING OFFICER

Name: Signature

(CAPITAL LETTER)

Designation Date

**(PART – VII)**

1. Adverse remarks, if any, communicated vide   
   Date
2. Decision on representation, if any