|  |  |
| --- | --- |
| **Head Security Guard, Security Guard (SPS-01)** | Restricted |

**PAKISTAN AGRICULTURAL RESEARCH COUNCIL**

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

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

**(PART–I)**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pay: \_\_\_\_\_\_\_\_\_\_\_

Date of Entry into Govt. Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Appointment to the Present Grade \_\_\_\_\_\_\_\_\_\_\_\_ Qualification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Courses, Attended, if any:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of duties on which employed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(PART–II)**

(Initial the appropriate box below)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **Performance** | **A+**  **(10)** | **A**  **(8)** | **B**  **(7)** | **C**  **(6)** | **D**  **(4)** | **Total** |
| 1 | Intelligence |  |  |  |  |  |  |
| 2 | Perseverance and devotion to duty |  |  |  |  |  |  |
| 3 | Acceptance of responsibility & reliability under pressure |  |  |  |  |  |  |
| 4 | Amenability to discipline |  |  |  |  |  |  |
| 5 | Punctuality |  |  |  |  |  |  |
| 6 | Processional Knowledge |  |  |  |  |  |  |
| 7 | ***Standard of Work*** | | | | | | |
|  | Quality |  |  |  |  |  |  |
| Out put |  |  |  |  |  |  |
| 8 | Integrity /Trust Worthiness |  |  |  |  |  |  |
| 9 | Relation with superior colleagues and other staff |  |  |  |  |  |  |
| 10 | Duty/performance |  |  |  |  |  |  |
| **Total** | |  |  |  |  |  |  |

**(PART–III)**

**GENERAL ASSESSMENT**

(Appraise in the present grade by initialing the appropriate column below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Outstanding**  **(Above 90)** | **Very Good**  **(81 to 90)** | **Good**  **(70 to 80)** | **Average**  **(51 to 69)** | **Below Average**  **(Below 50)** |
| A+ | A | B | C | D |
|  |  |  |  |  |

**(PART–IV)**

**SUITABILITY FOR PROMOTION/RETENTION**

(Initial the appropriate box below)

|  |  |  |
| --- | --- | --- |
| **A** | Fit for promotion |  |
| **B** | Not yet fit for promotion |  |
| **C** | Unfit for further promotion |  |
| **D** | Fitness for retention after 25 years service |  |

**PEN-PICTURE**

|  |  |  |
| --- | --- | --- |
| Dated: | Official Stamp of  Reporting Officer | Signature, Name and Designation |

**(PART–V)**

REMARKS OF THE COUNTERSIGNING OFFICER

|  |  |  |
| --- | --- | --- |
| Dated: | Official Stamp of Countersigning Officer | Signature, Name and Designation |