**SPS/PS/APS/STENOTYPISTS**

### PAKISTAN AGRICULTURAL RESEARCH COUNCIL

**Personal Code No**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNUAL REPORT FOR THE PERIOD FROM to

SPECIAL Name of: **Division/Directorate/Project Research Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# 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, if any

#### PART-II

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **PERFORMANCE** | **A-I** | **A** | **B** | **C** | **D** | **Remarks** |
|  | Standard of Shorthand/Typing* + 1. Speed
		2. Accuracy
 |  |  |  |  |  |  |
|  | Attending Telephones;* + 1. Etiquette
		2. Checking unnecessary intrusion
		3. Economy
 |  |  |  |  |  |  |
|  | Maintenance of officers engagement diary and conducting of visitors |  |  |  |  |  |  |
|  | Movement of files and record of suspense cases |  |  |  |  |  |  |
|  | Dress and cleanliness |  |  |  |  |  |  |
|  | Other duties; e.g., tour arrangements, provision of amenities, etc |  |  |  |  |  |  |
|  | Regularity and punctuality in attendance |  |  |  |  |  |  |
| **B.** | **PERSONAL TRAITS** |
|  | Intelligence |  |  |  |  |  |  |
|  | Perseverance and devotion to duty |  |  |  |  |  |  |
|  | Co-Operation and tact |  |  |  |  |  |  |
|  | Amenability to discipline |  |  |  |  |  |  |
|  | Integrity |  |  |  |  |  |  |
|  | Trust worthiness in confidential and secret matters | Yes |  | No |  |

Note: - The rating should be recorded by initialing the appropriate column of box:

 “AI” Very Good “A” Good “B” Average “C” Below Average “D” Poor

PART - III

GENERAL ASSESSMENT OF ANY PARTICULAR QUALITIES

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Very Good | Good | Average | Below Average | Poor | Special aptitude, if any |
|  |  |  |  |  |  |

##### PART – IV

**SUITABILITY FOR PROMOTION**

(Initial the appropriate box below)

|  |  |  |
| --- | --- | --- |
|  | Recommended for accelerated promotion |  |
|  | Fit for promotion |  |
|  | Recently promoted/appointed, consideration for promotion premature |  |
|  | Not yet fit for promotion |  |
|  | Unfit for further promotion |  |
|  | Fitness for retention after 25 years service  |  |  |

**PEN-PICTURE**

Dated:

 Official Stamp Signature, Name and Designation

 Of Reporting Officer

A. INSTRUCTIONS FOR MINISTRIES, DEPART.MENTS, ETC,

1. The reports will be initialed by the Branch/Section Officer incharge and will be countersigned by the next higher officer, both being concerned with the work of the person reported upon.
2. When an adverse remark is made in the confidential report of the official reported upon, a copy of the whole report should be furnished to him at the earliest opportunity, and in any case within one month from the date the report is countersigned, with a memorandum, a ropy of which should be signed and returned by him in acknow­ledgement of the report and be in turn placed in the character roll for record. A serious view should be taken of any failure on the part of the officials concerned to furnish a copy of the report containing adverse remarks to the person reported upon.
3. The officials making representations against adverse remarks recorded in their confidential reports should not make any personal remark or remarks against the integrity of the reporting officers. Violation of this rule will be considered a misconduct and will also render the representation liable to be summarily rejected. When a report is built upon or the individual opinions of the reporting and countersigning officer, it is only the opinion as accepted by the latter which should be communicated. Remarks in cases where the reporting/countersigning officer, suspends judgment, should not be communicated. Any remarks to the effect that the person reported upon has or has not taken steps to remedy the defects pointed out to him in a previous year should also be communicated.
4. The adverse remarks should be communicated by the senior officer in charge of establishment mt1tters in the Ministry/Division/Department/Office concerned.
5. Annual Confidential Reports containing adverse remarks should not be taken into consideration until they have been communicated following rule A·2 above and a decision taken on the representation, if any, of the person reported upon.

B. INSTRUCTIONS FOR THE OFFICERS RESPONSIBLE FOR THE CUSTODY OF CHARACT ERS ROLLS

1. Arrange for the completion of the routine part of the form and send it to the reporting officer concerned.
2. On receipt of the completed form from the reporting officer submit it along with relevant character roll, to the countersigning officer concerned.
3. Go through each report carefully in order to see if there are any adverse remarks underlined in red ink. If so, arrange to have them communicated to the person concerned immediately with the direction that his represen­tation, if any should be submitted with in a fortnight of the receipt of th01e remarks by him.
4. Arrange to obtain a decision on the representation, if any, and communicate it to the official concerned within one month. Place a copy of the decision in the dossier.
5. Keep the duplicate as well as the original copies of the confidential reports in your office.
6. If an official has been rec0iving adverse remarks for two successive years from the same reporting officer, take up the question of placing him under another reporting officer.

C. INSTRUCTIONS FOR THE REPORTING OFFICERS

1. While reporting OD your subordinates:-
	1. Be as objective as possible.
	2. Be as circumspect as possible.
	3. Be clear and direct, not ambiguous or evasive in your remarks
	4. Avoid exaggeration and gross understatement.
2. State whet her any of the defects reported have already been brought to the notice of the person concerned and also whether he has or has not taken steps to remedy them.
3. Fill this form in duplicate and affix your signature in both, at the end of the 'general remarks.'
4. After making relevant entries, send the form to the officer responsible for custody of the character roll in your office.

D. INSTRUCTIONS FOR THE COUNTERSIGNING OFFICERS

1. Weigh the remarks of the reporting officer against (a) your personal knowledge, if any, of the person reported upon; (b) the previous reports in his character roll and then give your own remarks at the end of the report.
2. If you consider that a particular remarks of the reporting officer is wrong and should be expunged, score it out in red ink, initial the scoring and add any other remarks which you may consider appropriate. If you do not wholly agree with a remark give your own remark either against the relevant entry or at the end of the report.
3. See whether any adverse remarks were communicated to the person concerned in a previous year and if so, whether or not he has taken steps to remedy the defects pointed out to him. Comment on this aspect unless the reporting officer has already done so.
4. After countersigning the form, return it to the officer responsible for the custody of the character roll.

**CERTIFICATE**

(By the Reportee)

Certified that I,  **\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Name of Officer) (Personnel Number (if allotted)

have on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submitted my Performance Evaluation Report

(SPS) (Date)

for the period from \_\_\_to\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_**

to \_\_\_\_\_\_\_\_\_\_\_\_

 (Name/Designation of Reporting Officer)

My countersigning officer is \_ **\_\_\_\_**\_\_\_\_

 (Name/Designation of Countersigning Officer)

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This certificate is required to be dispatched by the officer being reported upon to the Officer In-charge entrusted with the maintenance of his/her C.R. dossier on the same date the PER is forwarded to his/her reporting officer.

**CERTIFICATE**

**By the Establishment**

F.N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

This is to certify that PER of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, SPS\_\_\_\_\_\_, for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ initiated and countersigned by the officers both being concerned with the work of the person reported upon during the said period.

Name/Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asstt.Director (ACR), PARC

**CERTIFICATE**

F.N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

This is to certify that PERs of all officers/staff of Division/Directorate/Centre//Institute have been completed and sent to the Directorate of Establishment within due date and no PER is pending.

Name & Signature Head of Division/Directorate/Centre/Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director (Establishment), PARC**