**CONFIDENTIAL REPORT FORM**

**FOR BASIC SCALE-15 AND ABOVE**

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) LIMITED**

**ANNUAL REPORT FOR THE PERIOD FROM \_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_**

**SPECIAL**

**PART-I**

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Designation |  |
| 3. | Academic Qualification |  |
| 4. | Date of Birth |  |
| 5. | Domicile |  |
| 6. | Date of entry into Service |  |
| 7. | Date of appointment to present post |  |
| 8. | Special Training, if any |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **POST HELD DURING THE PERIOD** | | | |
| **POST** | **PERIOD** | | **PAY AND SCALE** |
| **FROM** | **TO** |
|  |  |  |  |

2

**PART - II**

The rating should be recorded by initialing the appropriate column or box. The rating denoted by the alphabets is as follows:-

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **PERFORMANCE** | **AI** | **A** | **B** | **C** | **D** | **REMARKS** |
| 1 | Intelligence and mental alertness. |  |  |  |  |  |  |
| 2 | Judgment and sense of proportion. |  |  |  |  |  |  |
| 3 | Initiative and drive |  |  |  |  |  |  |
| 4 | Power of expression:  (a) Written \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (b) Spoken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 5 | Ability to Plan, organize and supervise work / stores |  |  |  |  |  |  |
| 6 | Quality and output of work |  |  |  |  |  |  |
| 7 | Perseverance and devotion to duty |  |  |  |  |  |  |
| 8 | Capacity to guide and train subordinates |  |  |  |  |  |  |
| 9 | Integrity:   1. Intellectual 2. Moral |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10 | Sense of responsibility:   1. General 2. In financial matters |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 11 | Co-operation and tact |  |  |  |  |  |  |
| 12 | Loyalty |  |  |  |  |  |  |
| 13 | Degree of control |  |  |  |  |  |  |
| 14 | Sales management / performance |  |  |  |  |  |  |
| 15 | Office / Stores management |  |  |  |  |  |  |
| 16 | Punctuality in submitting Reports and Returns |  |  |  |  |  |  |
| 17 | Attendance |  |  |  |  |  |  |
| 18 | Originality and skill in promoting Sales |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |

3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23 | Interest in social welfare | Takes interest in social  welfare activities   |  | | --- | |  | | Is inclined to treat this aspect of his duty as routine function   |  | | --- | |  | | |
| 24 | Interest in economic development | Is interested in planning and execution of development schemes   |  | | --- | |  | | Is inclined to treat this aspect of his duty as routine   |  | | --- | |  | | |
| 25 | Behavior with public | Is modest and helpful   |  | | --- | |  | | Is inclined to be arrogant   |  | | --- | |  | | |
| 26 | Standard of living | Lives within known means of income   |  | | --- | |  | | Reported to be living beyond known means or income   |  | | --- | |  | | |
| 27 | Observance of security measures. | Takes reasonably good care   |  | | --- | |  | | Inclined to be negligent   |  | | --- | |  | | |
| 28 | Punctuality | Punctual   |  | | --- | |  | | Unpunctual   |  | | --- | |  | | |
| 29 | Touring | Adequate and systematic   |  | | --- | |  | | Inadequate or unsystematic   |  | | --- | |  | | |
| 30 | Disciplinary cases in his area of responsibility | Total number of cases   |  | | --- | |  | | Cases settled   |  | | --- | |  | | Cases Pending   |  | | --- | |  | |

4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 31. | Embezzlement/ Pilferage cases in his area of responsibility |  |  |  |  |
|  |  | a. | Total number of cases   |  | | --- | |  | | Cases settled   |  | | --- | |  | | Cases pending   |  | | --- | |  | |
|  |  | b. | Total amount involved   |  | | --- | |  | | Recovered   |  | | --- | |  | | Pending recovery   |  | | --- | |  | |
| 32. | Cost of damaged stock in his area of responsibility Rs. | | | | |
| 33. | Operational results  a. Sales | | Target   |  | | --- | |  | | Actual   |  | | --- | |  | | % of target achieved   |  | | --- | |  | |
|  | b. Overhead expenditure  as % of sales | | Budgeted (Rs.)   |  | | --- | |  | | Actual (Rs.)   |  | | --- | |  | | % variance (Rs.)   |  | | --- | |  | |
|  | c. Gross Profit as % of  sales | | Budgeted (Rs.)   |  | | --- | |  | | Actual (Rs.)   |  | | --- | |  | | % variance (Rs.)   |  | | --- | |  | |
|  | d. Net Profit as % of sales | | Budgeted (Rs.)   |  | | --- | |  | | Actual (Rs.)   |  | | --- | |  | | % variance (Rs.)   |  | | --- | |  | |
|  | \* = Applicable to Regional Managers only | | | | |

PART –III

FITNESS FOR PROMOTION

(Initial the appropriate box below)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Recommended for accelerated promotion |  | | |
|  |  |  |  |
| 2. | Fit for Promotion |  | | |
|  |  |  |  |
| 3. | Recently promoted, assessment for further promotion premature |  | | |
|  |  |  |  |
| 4. | Not yet fit for promotion, but likely to become fit in due course of time |  | | |
|  |  |  |  |
| 5. | Unfit for further promotion, has reached his ceiling |  | | |
|  |  | Fit | Unfit |
| 6. | Fitness for retention after 25 years service |  |  | |
|  |  | Yes | No |
| 7. | Recommendation for annual increment |  |  | |

**GENERAL ASSESSMENT**

Appraise in the present grade by initialing the appropriate column below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Very Good | Good | Average | Below Average | Poor | Special aptitude or interest, if any | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  |
| **PEN PICTURE** | | | | | | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **PART – IV**  **REMARKS BY THE SUPERIOR REPORTING OFFICER** | | | | | | |
|  |  |  |  |  |  |
| I consider that the assessment made by the Reporting Officer is very good / reasonably good / strict / lenient/biased. I have the following remarks to add: | | | | | | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **PART – V**  **REMARKS BY THE NEXT SUPERIOR REPORTING OFFICER** | | | | | | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |