

**University of Azad Jammu and Kashmir, Muzaffarabad**  
**ANNUAL CONFIDENTIAL REPORT (ACR)**  
**OF**  
**SUPERINTENDENTS/ACCOUNTANTS/SUPERVISORS ETC**

Name of College/Institute/Dept/Office: \_\_\_\_\_

Report for the period from: \_\_\_\_\_ to \_\_\_\_\_

**PART-I**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Designation: \_\_\_\_\_ BPS \_\_\_\_\_ Basic Pay \_\_\_\_\_

Date of entry in to University service: \_\_\_\_\_ Qualification: \_\_\_\_\_

Training course, attended, if any, \_\_\_\_\_

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

**PART-II**

| Sr. No | (A) Performance  | A1 | A | B | C | D | Remarks |
|--------|--|----|---|---|---|---|---------|
| 01     | Regularity and punctuality in attendance and place of duty.  |    |   |   |   |   |         |
| 02     | Knowledge of procedure and regulations about his profession. |    |   |   |   |   |         |
| 03     | Capacity for prompt disposal of work.                        |    |   |   |   |   |         |
| 04     | Submission of cases in proper order                          |    |   |   |   |   |         |
| 05     | Ability to handle (i) difficult cases<br>(ii) simple cases   |    |   |   |   |   |         |
| 06     | Maintaining discipline in the section                        |    |   |   |   |   |         |
| 07     | Standard of work (i) Quality<br>(ii) Out Put                 |    |   |   |   |   |         |

**Superintendence of Work (B)**

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 08 | Capacity to train/help and advise less experienced staff |  |  |  |  |  |  |
| 09 | Allocation of work so that no man is unduly burdened     |  |  |  |  |  |  |
| 10 | Maintenance of record (including recording and indexing) |  |  |  |  |  |  |
| 11 | Maintenance of tidiness premises.                        |  |  |  |  |  |  |

**Personal Traits (C)**

|    |  |  |  |  |  |  |  |
|----|--|--|--|--|--|--|--|
| 12 | Intelligence                                       |  |  |  |  |  |  |
| 13 | Perseverance and devotion to duty                  |  |  |  |  |  |  |
| 14 | Co-operation and tact                              |  |  |  |  |  |  |
| 15 | Amenability to discipline                          |  |  |  |  |  |  |
| 16 | Integrity  |  |  |  |  |  |  |
| 17 | Trustworthiness in confidential and secret matters |  |  |  |  |  |  |

**Note:** The rating should be recorded by initialing the appropriate box.

'A1' Very Good 'A' Good 'B' Average 'C' Below Average 'D' Poor.

**PART-III**

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

| GRADING                       | Reporting Officer | Countersigning Officer (one) | Countersigning Officer (Second) |
|-------------------------------|-------------------|------------------------------|---------------------------------|
| i) Very Good (A1)             |                   |                              |                                 |
| ii) Good (A)                  |                   |                              |                                 |
| iii) Average (B)              |                   |                              |                                 |
| iv) Below Average (C)         |                   |                              |                                 |
| v) Poor (D)                   |                   |                              |                                 |
| <b>FITNESS FOR PROMOTION</b>  |                   |                              |                                 |
| Fit for Promotion in his turn |                   |                              |                                 |
| Not Fit for Promotion         |                   |                              |                                 |
| Unlikely to Progress Further  |                   |                              |                                 |

**PART-IV**

**GENERAL REMARKS OF THE REPORTING OFFICER**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

**PART-V**

**REMARKS OF THE COUNTERSIGNING OFFICER (One)**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

**PART-VI**

**REMARKS OF THE SECOND COUNTERSIGNING OFFICER**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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