

University of Azad Jammu and Kashmir, Muzaffarabad

ANNUAL CONFIDENTIAL REPORT (ACR)

OF

ADMINISTRATIVE STAFF (BPS-17 & Above)

Name of the Institution/Department/Branch: _____

For the Period: From: _____ to _____

PART-I

1.	Name (in block Letters): _____																										
2.	Date of Birth: _____ Date of Entry in Service _____																										
3.	Grade with present Pay: _____																										
4.	Post held during the period: _____																										
5.	Academic Qualifications: _____																										
6.	Knowledge of Languages (Please Indicate Proficiency in speaking(S), Reading (R) and writing (W) _____																										
7.	Hobbies: _____																										
8.	Training Received: _____																										
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Name of course attended</th> <th colspan="2" style="width: 40%;">Dates</th> <th rowspan="2" style="width: 30%;">Name of Institution and country</th> </tr> <tr> <th style="width: 15%;">From</th> <th style="width: 15%;">To</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>		Name of course attended	Dates		Name of Institution and country	From	To																				
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	From	To																									
9.	Job Description (Set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period). _____ _____ _____ _____ _____																										

10. Period Served

(a) In present post -----(b) Under reporting officer-----

11. Date of last annual medical checkup -----

The rating in Part II, III & IV should be recorded by initialing the appropriate box. The ratings denoted by alphabets is as follows:

'AI' Very Good. 'A' Good. 'B' Average, 'C' Below Average. 'D' poor.

For uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item. Please see para 7 of instruction.

PART-II

PERSONAL QUALITIES

		AI	A	B	C	D		
1. Intelligence	Exceptionally bright Excellent comprehension						Dull	Slow
2. Confidence and will Power	Exceptionally confident and resolute						Uncertain	Hesitant
3. Emotional stability	Mature Balanced						Unstable;	Immature
4. Adaptability	Alert & Highly responsible						Rigid,	Inflexible
5. Understanding & Tolerance	Considerate & Cooperative						Lacks ability to appreciate other's Point of view un Sympathetic	
6. Appearance & Bearing	Creates excellent impression.						Clumsy,	Unimpressive
7. OVERALL GRADING IN PART-II								

PART-III

ATTITUDES

1. *Knowledge of Islam	Well read						Narrow and	Superficial
2. *Attitude towards Islamic Ideology	Deeply motivated Enlightened						Indifferent,	Intolerant
3. Integrity (a) General	Impeachable						Unscrupulous	
(b) Intellectual	Honest & Straight Forward						Devious	Sycophant
4. Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases						Reluctant to take on responsibility will avoid it whenever possible.	
5. Ability to produce constructive ideas	Full of ideas Always comes up with ingenious solution to problems fertile.						Dull has to be told what to think.	

*In case non-Muslims the entries will refer to their own religion.

		AI	A	B	C	D	
6. Foresight	Anticipates problems and plans ahead						Handles problems only after they arise.
7. Initiative & Drive	Bold and enterprising dynamic						Timid and diffident.
8. Reliability under pressure	Imperturbable and exceptionally reliable at all times.						Confused and easily flustered even under normal pressures
9. Judgment	Makes consistently sound proposals/decisions.						Lacks balance and consistency immature.
10. Financial Responsibility	Exercises due care discipline						Irresponsible.
11. Perseverance and devotion to duty	Resolute carries a task through to the end						Negligent and disinterested
12. Relations with (a) Superiors (b) Colleagues (c) Subordinates	Cooperative well liked and trusted						Un-cooperative; does not inspire confidence
	Works well in a team						Difficult colleague
	Courteous and effective inspires confidence						Brusque & intolerant does not earn respect.
13. Behavior with public	Courteous and helpful						Haughty Unsympathetic and ill behaved.
14. OVERALL GRADING IN PART-III							

PART-IV

PROFICIENCY IN JOB							
1. Power of expression (a) Written (b) Oral	Always precise, clear and well set out						Clumsy & vague
	Puts across convincingly & concisely						Ineffective
2. Knowledge of work	Has a thorough grasp of the knowledge relevant to his job						Does not know enough about the present job.
3. Analytical ability	Picks out these entails without wasting time on irrelevant details.						Seldom sees below the surface of a problem.
4. Supervision & Guidance	Organizes & uses staff and other Resources effectively						Lacks control Ineffective.
5. Ability to take Decision	Very logical and decisive						Indecisive; vacillating.
6. Work (a) Output (b) Quality	Always up-to-date, accumulates no arrears						Always behind schedule very slow disposal
	Always produces work of exceptionally high quality						Generally produces work of poor quality
7. OVERALL GRADING IN PART-IV							

- (a) Penicture Please comment on any particularly strong or weak points without repeating earlier parts of the report. Also indicate the future posting considered most suitable for the officer.
- (b) Counselling: Was the officer advised to improve vide instruction No. 4 during the period under report? If so, on what aspects and with what results?
- (c) Assessment of performance please comment on how effective the officer has been in performing the duties mentioned at S.No. 9 in Part I. Also comment on the officer's contribution to the overall performance of your office/organization especially in the light of any numerical measure e.g. examination results for teaching staff or other applicable index such as profitability, project implementation, tax collection etc. In other cases give your assessment of relative proportion, of (i) routine cases (ii) complicated cases/situations (iii) policy cases/crisis situations dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area.

PART-VI

Comparing him with other officers of the same level and keeping in view the overall gradings in Parts II, III and IV, give your general assessment of the officer by initialing the appropriate box below.

(a) OVERALL GRADING

	By Reporting Officer	By Countersigning Officer
(i) Equaled by very few officers (Very Good)		
(ii) Better than the majority of Officers (Good)		
(iii) Equal the majority of Officers (Average)		
(iv) Meets bare minimum standards (Below Average)		
(v) Unsatisfactory (Poor)		

(c) FITNESS FOR PROMOTION

	By Reporting Officer	By Countersigning Officer
(i) Fit for accelerated promotion		
(ii) Fit for Promotion in his turn		
(iii) Not yet fit for promotion		
(iv) Unlikely to progress further		

Name of the Reporting Officer _____ Signature _____
(Capital Letters)

Designation _____ Date _____

PART-VII

(a) 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 therefor. 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 his in the higher grade. If no, please give your reasons.

Name of the Reporting Officer _____ Signature _____
(Capital Letters)

Designation _____ Date _____

(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name of the Reporting Officer _____ Signature _____
(Capital Letters)

Designation _____ Date _____

PART-VIII

2. Adverse remarks, if any _____

Date _____

3. Decision on representation if any _____

INSTRUCTIONS
FOR
Filling Up the Form of Annual Confidential Report (ACR)

1. (i) ACR is the most important record for the assessment of an Officer. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officer.
 - (ii) The Reporting and Countersigning Officer should be:
 - (a) as objective as possible; and
 - (b) clear and direct, not ambiguous or evasive in their remarks.
 - (iii) The over-riding importance of Part-IV should be clearly understood in the overall grading.
 - (iv) Over-rating should be eschewed by all Reporting/Countersigning Officers.
 - (v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
2. The forms are to be filled in duplicate Part I will be filled by the officer being –reported upon and should be type written. Part-II to VI will be filled by the Reporting Officer and Part VII by the Countersigning Officer. Both the Reporting Officer and Countersigning Officer should give their assessment of the Officer reported upon in respective boxes in Part V: The Regional Centre/Division/Section concerned will fill Part VIII, if any adverse remarks are recorded in the report.
3. Assessment in the ACR should be confined to the work done by the officer reported upon during the period covered by the report.
4. Reporting Officer is expected to counsel the officer being reported upon about his/her weak points and advise him/her how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
5. The ACR form should be filled in a neat and tidy manner-cuttings/erasures should be avoided and must be initialed, where made.
6. The ratings in Part II, III, IV & VI should be recorded by initialing the appropriate box.
7. For uniform interpretation of qualities etc, listed in Part II,III& IV, the two extreme shades are mentioned against each item. For example and exceptionally bright' office with excellent comprehension, will be rated 'A' Is 'Intelligence' (box I of Part II) A dull and slow officer will merit a 'B' rating A,B & C rating will denote shades between the above two extremes.
8. The rating should be clear and given in one of the boxes provided for the purpose in Parts II,III,IV & VI, Do not grade an officer between two shades i.c. Between "Very Good, and ,Good, or ,Good, and ,Average, or , Average, and Below Average".
9. The Countersigning officer should weigh the remarks of the Reporting Officer against his Personal knowledge of the officer being reported upon, compare him with other officer of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part VI and remarks in Part III (a) In certain categories of cases remarks of a Second Countersigning Officer may also require to be recorded. The administrations will identity such cases from time to time and also designate and officer as the Second Countersigning Officer for each category the Second Countersigning Officer will record his remarks in Part VII (b).
10. If Countersigning Officer differs with the grading or remarks given (in parts other that Part VI) by the Reporting Officer, he should score it out and give his own grading in red ink in Part VI he is required to give his own assessment in addition to that of the Reporting Officer.
11. The Countersigning Officer should underline, IN RED INK remarks which in his/her opinion are adverse and should be communicated to the officer reported upon.