



NATIONAL SEMI ARID RESOURCES RESEARCH
INSTITUTE (NaSARRI) - SERERE
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PERFORMANCE PLAN 2023/2024

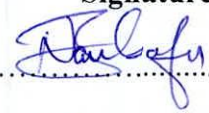

NAMES:	NAMBAFU JULIAN
PERSONAL FILE NUMBER:	EMP02029
POSITION:	ASSISTANT INVENTORY MANAGEMENT OFFICER
DIRECTORATE:	NaSARRI
UNIT:	FINANCE & ACCOUNTS
APPRAISER	MR. ROBERT EKWANG
DESIGNATION OF APPRAISER:	SENIOR ACCOUNTANT
PERIOD OF APPRAISAL:	JULY 2023 - JUNE 2024
DATES OF APPRAISAL:	JANUARY 2024 and JULY 2024

In memo kind
file.
appropriately

**Part B(1): Performance Planning
Key Outputs, Performance Indicators & Performance Targets**

Outputs	Performance Indicators	Agreed Performance Targets
1. Incoming supplies received and verified by Internal Audit	<ol style="list-style-type: none"> 1. Number of copies of GRNs in place signed by both the internal auditor and user. 2. Updated stock cards with the received items. 	<ol style="list-style-type: none"> 1. Goods received in good condition with verification done by the internal auditor and user. 2. Accuracy in recording Goods Received Notes i.e. the quantities, price and amounts before issuance. 3. Post the delivered items on stock cards by the date of delivery.
2. Incoming supplies checked against order	<ol style="list-style-type: none"> 1. Register/record to match LPOs to deliveries. 2. Copies of Delivery Notes and Invoices on file. 	<ol style="list-style-type: none"> 1. Reference to the Local Purchase Order as the basis of verification of the items received in the store. 2. Filing of delivery notes and invoices.
3. Supplies/stock properly and safely stored.	<ol style="list-style-type: none"> 1. Evidence of Categorized Stores. 2. Copies of Job completion certificates filed. 3. Secured storage rooms for assets and items. 4. List of assets procured and engraved. 5. Number of stores ledgers updated. 	<ol style="list-style-type: none"> 1. Ensure that the stores are categorized and items are separated e.g. stationery, chemicals, and farm implements to avoid contamination and spoilage. 2. General cleaning of the stores at least bi-annually. 3. Ensure that all the stores storage rooms have intact doors and padlocks to ensure safety. 4. Ensure that all assets received within the financial year are engraved before they are issued out of the store. 5. Reconcile stores ledgers with actual stock balances monthly.
4. Supplies issued against proper documentation.	<ol style="list-style-type: none"> 1. Evidence of Stores requisition forms and stock cards. 2. Assets Loan book in place. 3. Copies of Material Transfer of file. 	<ol style="list-style-type: none"> 1. Ensure that items are issued out of the store after requisitions have been fully approved. 2. Ensure the assets loan book is fully signed and approved for assets going out of the store and are to be returned. 3. Ensure that a material transfer note is signed for items being moved from one location/custody to another within and outside the institute e.g. when assets are disposed of.
5. Periodic stock	1. Updated Stores	1. An updated Asset register at the end of the

counts in line with the set standards, taken.	inventory/ Assets register. 2. Number of quarterly reports submitted.	financial year. 2. At least 4 quarterly reports submitted to NARO secretariat for consolidation and action at the end of every quarter.
6. Procurement Unit liaised with on replenishment and acquisition of materials with respect to lead times.	1. Number of Stock replenishment reports/ lists shared.	1 Share monthly reports by the 7 th day of the following month reflecting the stock balances of inventory in the stores.
7. Management advised on unserviceable, obsolete and unwanted materials in stores with the view of disposing off the same.	1. Stores Board of Survey report prepared and submitted. 2. Number of reports on Assets that are due for disposal on the standard forms. 3. Record of Parts returned to the stores.	1. Prepare Stores Board of Survey report for submission by the 7 th Day of July 2023. 2. Prepare at least 1 Report on those items that are obsolete and require disposal on the standard procurement disposal form 28. 3. Maintain a ledger of damaged/replaced/obsolete items returned to stores by users.
8. Stock balances records maintained.	1. Stock cards updated.	1. Reconciliation of balances of consumables on the stores requisition forms with stock cards, as and when items are procured an issued out of the store.
9. Perform any other duties as assigned by Supervisor or Director.	1. Duties executed.	1. Any duties assigned are well done.

Name	Signature	Date
Signed by; Appraisee: NAMBAFU JULIAN		4/7/2023
Signed by; Appraiser: Mr. ROBERT EKWANG		4/07/2023

Director's
comment

The agreed upon performance targets
can be achieved within the stated
time period. Please work as
a team for success.

D. M. A. Ugen

AS

07.11.2023

Approved by Director General / Representative

Names

Signature

Date

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