

# CONFIDENTIAL REPORT OF THE JUDICIAL OFFICER

Report for the year ...../Period from ..... to.....  
(Period during which worked under Reporting Officer)

## PART - I

### PERSONAL DATA AND SELF ASSESSMENT

(Strike out column whichever is not applicable in your case)

1. Name of Officer:  
with father's/ husband name
2. Post held during period under assessment
3. Present posting (since when)
4. (A) Whether in charge of any other court during the year. If yes, please mention name of court & period  
  
(B) Whether you were in charge of any administrative branch. If yes please specify.
5. Whether you have inspected the said administrative branch. If yes, give details, and whether any deficiency was found, and remedial measures taken, and outcome thereof.
6. Date of:  
(a) Last promotion  
(b) Grant of Scale with kind
7. (A) Period of leave (other than C.L.) on account of with kind of leave:  
(a) Medical Grounds  
(b) Personal reasons  
(c) Others (Specify type of leave availed and date of sanction of leave.)  
  
(B) Details of LTC & HTC availed during the assessment period.
8. Details of Training, if any received during the period under assessment :
9. Educational qualification, if any, gained during period under assessment :

- 10. Publication work, if any :
- 11. Whether delivered lectures in SJA training programme, if yes give details:-
- 12. Number of :
  - (a) Total working days
  - (b) Actual working days of the officer
  - (c) Actual Judicial Working (sitting in the Court)
- 13. Pendency of Cases :

	At commence- ment of the Assessment period	At end of the assessment period
	CIV. CR.	CIV. CR.

- (a) Main Cases
- (b) Miscellaneous Cases
- (c) Civil Appeals against decree
- (d) Civil Misc. Appeals
- (e) Criminal Revisions
- (f) Criminal Appeals

(PLEASE ENCLOSE STATEMENT SHOWING TOTAL PENDING CASES YEARWISE AND CATEGORY WISE)

- 14. Total number of cases disposed of after full trial:
 

	Civil	Criminal
(a) Main Cases		
(b) Miscellaneous Cases		
(c) Civil Appeals against decree		
(d) Civil Misc. Appeals		
(e) Criminal Revisions		
(f) Criminal Appeals		

(PLEASE ENCLOSE STATEMENT SHOWING TOTAL DISPOSED OF CASES YEARWISE AND CATEGORY WISE AND ALSO ENCLOSE A STATEMENT OF MAIN CASES SHOWING THE DATE ON WHICH EVIDENCE OF PLAINTIFF/ PROSECUTION COMMENCED AND THE DATE ON WHICH JUDGMENT WAS DELIVERED AS ALSO TOTAL NUMBER OF WITNESSES EXAMINED IN EACH OF SUCH CASE. IN CRIMINAL CASES ALSO INDICATE THE OFFENCE FOR WHICH TRIAL WAS HELD)

15. Total number of cases disposed of otherwise than by full trial:

Civil	Criminal
Transfer otherwise	Transfer otherwise

- (a) Main Cases
- (b) Miscellaneous Cases
- (c) Civil Appeals against decree
- (d) Civil Misc. Appeals
- (e) Criminal Revisions
- (f) Criminal Appeals

(PLEASE ENCLOSE STATEMENT SHOWING TOTAL DISPOSED OF CASES YEARWISE AND CATEGORY WISE AND ALSO ENCLOSE A STATEMENT OF MAIN CASES SHOWING THE DATE OF INSTITUTION, DISPOSAL, DATE ON WHICH EVIDENCE OF PLAINTIFF /PROSECUTION COMMENCED AND THE DATE ON WHICH JUDGMENT WAS DELIVERED AS ALSO TOTAL NUMBER OF WITNESSES EXAMINED IN EACH OF SUCH CASE. IN CRIMINAL CASES ALSO INDICATE THE OFFENCE FOR WHICH TRIAL WAS HELD)

16 (A) Disposal of cases by Alternative Dispute Resolution.

(B) Disposal of cases through Lok Adalat

17. (A) Total No. of witnesses examined : Civil Criminal  
(Give breakup about formal & material)

18. Percentage of disposal as per norms : Civil Criminal Total

19. If the target has not been achieved, reasons thereof.

20. Indicate, if any, important & complicated case(s) decided by you during the Assessment period. Also state law point involved in it and your finding in very brief.

21. Whether you have been awarded any penalty or communicated adverse remarks or other special communications regarding your work, conduct, behaviour, disposal or performance. If yes, please give details.

22. Whether you have inspected the office once in a year as required under the Rules. If yes, give details, and whether any deficiency was found, and remedial measures taken, and outcome thereof.

23 (A) Whether your reader has inspected the office in a year as required under the Rules, if not, what action has been taken by you against him. If yes, give details, and whether any

deficiency was found, and remedial measures taken, and outcome thereof.

23. (B) Frequency of your checking Peshi Diary & Cross tally it with daily cause list. If not checked why? . If yes, give details, and whether any deficiency was found, and remedial measures taken, and outcome thereof.
24. Please indicate if your Court and Office were inspected by the CJM / DJ and. If yes, give details, and whether any deficiency was found, and remedial measures taken, and outcome thereof.
25. Please indicate if your Court and Office were inspected by the Hon'ble Inspecting Judge and. If yes, give details, and whether any deficiency was found, and remedial measures taken by you, and outcome thereof.
26. Are you punctual in attending Court & Office ?
27. If you are Nazarat Officer Incharge please indicate the percentage of personal service of process by the Process Server. if it is low, what steps you have taken to increase such personal service. Do you periodically verify the cash in hand with the Nazir and, if so indicate the cash in hand with the Nazir on the date of writing this report.
28. Please state whether records are sent to the Records Room timely as required under rules indicating the last date on which such records were sent.
29. If you are in-charge of Copying Department, please indicate
  - (a) whether periodically you check the relevant Register and last date of such verification. Please indicate whether copies are made ready serially according to the date of application for such copy.
  - (b) If not what remedial measures were taken by you & outcome thereof
30. (A) If you are in-charge of Record Section please indicate whether records are destroyed timely as required by the Civil Rules and Orders giving the last date when such records were destroyed at the time of writing of this report.  
  
(B) What effective steps are taken to ensure

That record is not weeded out in cases where appeals have been filed/pending in any of the appellate court.

31. Any other remarkable official work entrusted to and discharged by you.
32. Any other additional source of income.
33. Brief note regarding self assessment.
34. State if any thing else having positive or negative bearing upon your performance existed/ occurred during period under assessment.

**SIGNATURE OF REPORTEE OFFICER**

**FOR USE IN THE HIGH COURT**

(A) QUARTER WORKED DONE	WORK DAYS	INSTITUTION	DISPOSAL
I.			%
II.			%
III.			%
IV.			%

(B) JUDGEMENTS NOTICED BY      STANDARD    BELOW STANDARD    NO REMARKS

1. HIGH COURT
2. ADDL./DISTRICT JUDGE

(C) JUDGEMENTS NOTICED BY      STANDARD    TO BE ABOVE STANDARD

1. HIGH COURT
2. ADDL./DISTRICT JUDGE

(D) JUDGEMENTS NOTICED BY      STANDARD    TO BE "NO REMARKS"

1. HIGH COURT
2. ADDL./DISTRICT JUDGE

(C) Final grading during last two years.

**PART - II**  
**FOR THE REPORTING OFFICER**

Name of Reportee Officer.....  
Designation.....  
Period for which worked  
under Reporting Officer.....

1. Integrity of the Officer

(If there is any doubt or suspicion it should be specifically mentioned and a separate secret note should be recorded and filled up. A copy of the note should be sent together with the Confidential Report to the next superior Authority. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgement or that he has heard nothing against the Officer, as the case may be.)

2. If he is fair and impartial in dealing with the public and Bar.

3. If he is cool-minded and does not show temper in Court.

4. Behaviour with-  
(a) Colleagues and superiors  
(b) members of staff  
(c) members of Bar

5. His private character, if such as to lower him in the estimation of the public and adversely affect the discharge of his official duties.

6. (a) Whether found leaving H.Q. during week ends and holidays without permission? If yes, give instance/s

(b) if no, on how many occasions, and how, did you try to ascertain the availability of the officer on H.Q. on holidays and week ends.

7. Control over the files in the matter of

i- Proper fixation of cause list.

ii- Avoidance of unnecessary adjournments.

iii- Time normally taken in framing of issues/framing of charges after pleadings are complete or stage arrives in criminal cases

iv- Whether he himself

a. Frames issues;

b. Prepares substance of accusation/charge

c. Statements to be recorded u/s 313 Cr.p.c.

v- Disposal of old cases.

- vi- Progress and disposal of execution cases.
- vii- Whether interim orders, injunctions granted, refused or retained for sufficient reasons ?
- viii- Are cases remanded on substantial grounds ?
- ix- Performance with regard to decision of motor accident claims related to death/injury.

8. Whether judgements on facts and law are, on the whole, sound, well reasoned and expressed in good language?

9. Whether the disposal of work is adequate?

(A) State within how many days after concluding arguments the officer normally delivers the judgment/orders. (Get reasons, instances where judgments/orders are not delivered with promptitude and within prescribed time.)

10. Control over the office and administrative capacity and tact.

11. Capacity to control the proceedings in court with firmness and follow the procedure prescribed by law.

12. (a). Whether you have inspected the court and office of Reportee Officer during period under assessment? (give details about date of inspection). If not give reasons as to why did you not inspect.

(b) If yes, give details, and whether any deficiency was found, and remedial measures taken, and outcome thereof.

13. Whether you agree with the assessment made by Reportee Officer? If not, please specify reasons therefor.

14. Performance in implementation of Legal Aid Programme.

15. Performance in implementation of Alternative Dispute Resolution.

16. State of health.

17. Whether amenable to the advice of the District Judge and other superior officers ?

18. General assessment

Please give an overall assessment of the officer with reference to his work, ability, reputation, character and other qualities, if any, not covered by the above entries.

19. Grading

Outstanding / Very Good / Good / Average / Below Average

**"INTEGRITY CERTIFICATE**

Nothing has come to my knowledge which casts any reflection on the integrity of Shri ..... His general reputation for honesty is good and I certify his integrity.

District & Sessions Judge"

REPORTING OFFICER

NAME.....

DESIGNATION.....

**REMARKS OF THE HON'BLE INSPECTING JUDGE**

1. Whether the Court of Reportee Officer was inspected during assessment year or not? If yes,
  - A. Impression during inspection
  - B. Area in which he was counselled during inspection
  - C. Is he an efficient Judicial Officer
  - D. Overall reputation gathered by you during inspection, if held.
2. Report about integrity of Officer.
3. Additional remarks, if any
4. Grading  
Outstanding / Very Good / Good / Average / Below Average

HON'BLE MR. JUSTICE.....

**REMARKS BY HON'BLE THE ADMINISTRATIVE JUDGE**

**REMARKS BY HON'BLE THE CHIEF JUSTICE**