

From:

Registrar General
High Court of Uttarakhand
Nainital

To,

1. All the District Judges, Subordinate to High Court of Uttarakhand.
2. Principal Judge/ Judges, Family Courts, Subordinate to High Court of Uttarakhand.
3. Principal Secretary, Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.
4. Principal Secretary, Law-cum-L.R., Government of Uttarakhand, Dehradun.
5. Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Haridwar Road, Dehradun.
6. Chairman, State Transport Appellate Tribunal, House of Doctor Poonam Gambhir, Vaidik Kaya Ayurvedic Centre, 1st Floor, House No.85/1, Laxmi Road, (Near Favvara Chauk), Dehradun.
7. Director, Uttarakhand Judicial and Legal Academy, Bhowali, District Nainital.
8. Legal Advisor to Hon'ble the Governor, Rajbhawan, Dehradun.
9. Secretary, Lokayukt, 3/3, Industrial Area, Patel Nagar, Dehradun.
10. Registrar, State Consumer Disputes Redressal Commission, House No. 23/16, Circular Road, Dalanwala, Dehradun, 248001.
11. Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.
12. Presiding Officer, Labour Courts, Dehradun, Haridwar and Kashipur, District Udham Singh Nagar.
13. Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, District Nainital.
14. Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani, District Nainital.
15. Registrar, Public Service Tribunal, Uttarakhand, Dehradun.
16. Secretary-cum-Registrar, State Level Police Complaint Authority, Dehradun.
17. Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and Udham Singh Nagar.
18. Legal Advisor to Uttarakhand Public Service Commission, Haridwar.
19. Deputy Director (Law), Competition Commission of India, 9th Floor, Office Block-1, Kidwai Nagar (East), New Delhi-110023.

C.L. No. 08/UHC/Admin.A/2021

Dated: August 02nd, 2021

Subject: Quantum of Work for the Judicial Officers working in the State of Uttarakhand

Sir,

In supersession of all the earlier Circular Letters on the subject noted above, I have been directed to circulate the new method for calculating the Quantum of Work for all

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the Judicial Officers working in the State of Uttarakhand, which is annexed as "Annexure A to H alongwith Appendix" to this Circular Letter. These annexures shall form part of this Circular Letter. This new Unit System will come into force w.e.f. 02.08.2021 onwards.

Yours sincerely

Encl: As above

Sd/-

(Dhananjay Chaturvedi)

No. 3713 /UHC/Admin.A/2021

Dated: August 02nd, 2021

Copy forwarded for information and necessary action to:

1. P.P.S. to Hon'ble the Chief Justice with request to place this Circular Letter before His Lordship for kind perusal.
2. PS(s)/PA(s) to Hon'ble Judge(s) with the request to place the same before His Lordship for kind perusal.
3. P.S. to Registrar General.
4. All the Registrars of the Court.
5. Joint Registrars of the Court.
6. All the Deputy Registrar/ Assistant Registrars of the Court.
7. Librarian of the Court.
8. Assistant Registrar (IT), High Court of Uttarakhand, Nainital, to upload the Circular Letter on official website.
9. Guard File.

Registrar General

Annexure-A

District and Sessions Judge (s) / Designated Court (Courts with special powers) and Additional District and Sessions Judge (s) (Criminal Work)			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1.	Trials Under Section 302,304, 304-B, 395, 396 397, and 399/402 IPC and trial in which there is also a charge under sections 147 IPC or 148 IPC or both or trial under NDPS Act.	10 Units per contested case.	
2.	Trials Under Section 306, 307, 366, 376 IPC and trial under POCSO Act.	10 Units per contested case.	
3.	Section 75 IPC Cases where trials would otherwise be triable by a Magistrate.	4 Units per case.	
4.	Other Sessions Trials /Special Trials.	8 Units per contested case.	-
5.	Criminal Appeal decided on merits	4 Units per appeal.	-
6.	Jail Appeal	4 Units per appeal.	-
7.	Criminal Revision decided on merits	1.5 Units per revision	-
8.	Bail Matters (non bailable cases).	0.25 Units per application	-
9.	Transfer Application u/s 408 Cr.P.C.	1 Unit for 5 contested applications.	-
10	For each additional accused more than 3 accused and for each additional set of 5 witnesses beyond 25 witnesses in a decided case.	0.5 Additional Unit	-
11	CBI/Prevention of Corruption Act Cases (including Vigilance Court): <ul style="list-style-type: none"> • Trap Cases • Disproportionate asset (Sec 13(1) (e) Prevention of Corruption Act • Other cases 	50 Units per case	1 Unit per witness.
12.	Criminal appeal remanded back	1 Unit per case upto 5 decided cases per month.	No unit if more than 5 cases remanded in a month.
13.	Reference Under Section 122 Cr.P.C.	1 Unit per case	-
14.	Disposal of Applications u/s 156 (3), 227, 311, 319, 321 Cr.P.C.	1 Unit per application	-
15.	Cases where accused pleads guilty	0.5 unit per case.	
16.	Cases which are compounded under Section 320 CrPC with evidence.	2 unit per case.	
17.	Statement u/s 313 Cr.P.C.	0.5 Unit upto every set of 3 accused	No units if all witnesses of facts are hostile
18.	Framing of charges	0.5 Unit per case	-
19.	Reference made to High Court	1 unit per case.	
20.	Police custody remand.	0.5 unit per application.	

Annexure-B			
District Judge (s) and Additional District Judge (s) (Civil Work)			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1.	Regular Civil Suit	9 Units per contested case.	-
2.	Suit for Partition and Rendition of Accounts on merit: - <ul style="list-style-type: none"> At the time of passing preliminary decree At the time of passing final decree Suit decided under Order XII Rule 6 CPC <ul style="list-style-type: none"> Where decree is partially passed Where final decree is passed without a partial decree 	7 Units 4 Units 2 Units 3 Units	
3.	Objection u/s 34 of the Arbitration & Conciliation Act on merit	6 Units	
4	Press Act Cases, Petition u/s 9 of Arbitration & Conciliation Act (Contested)	2 Units	
5.	Cases of a summary nature: - <ul style="list-style-type: none"> Where case is decided after granting leave to defend Where decree is passed by refusing leave to defend 	2 Units	
6.	Reference made to the High Court under C.P.C.	1 Unit	-
7.	Contested cases under Guardianship Act, Mental Health Care Act, 2017, Trust Act, Wakf Act, Companies Act and Improvement Trust cases, Insolvency cases and cases of Trade Mark. <ul style="list-style-type: none"> Contested Probate case Application for Revocation u/s 263 of Indian Succession Act Letters of Administration 	6 Units	
8.	Execution case where decree is satisfied	3 Units per case	
9.	Civil Appeal contested or against final order/decreed including Appeal under Rent Control Act	6 Units per appeal	
10.	Miscellaneous Civil Appeal on merit	2 Units per appeal	
11.	Appeal under Public Premises Act on merit.	2 Units per appeal	
12.	Case withdrawn or compromised	2 Units per case	
13.	Case remanded to Lower Court	2 Units per case	-
14.	Transfer Application u/s 24 CPC	1 Unit for 3 contested applications	-
15.	Land Acquisition Case	6 Units per contested case.	-
16.	Motor Accident Claim Cases	4 Units per contested case.	-
17.	Motor Accident Claim cases decided by compromise after recording some evidence	2 Units per case	
18.	Civil Revision, Revision u/s 25 SCC Act	3 Units per case	-
19.	Civil review	0.5 unit per case	
20.	Revision Dismissed at the admission stage after hearing counsel	1 Unit per case	-

21.	Regular Civil cases decided Ex-parte	1 Unit per case	-
22.	Regular Civil Appeal decided Ex-parte	1 Unit per case	-
23.	Misc. Civil Appeal decided Ex-parte	1 Unit per case	-
24.	Motor Accident Claim decided Ex-parte	1 Unit per case	-
25.	Land Acquisition Cases decided Ex-parte	1 Unit per case	-
26.	Miscellaneous Civil Cases (Contested)	1 Unit per case	-
27.	Other Civil Cases decided after full trial <ul style="list-style-type: none"> O.S. cognizable by the District Judge not falling in the above category at Sl. No. 1 and Zila Parishad or Municipal Board/ Municipal Corporation Election Petition Election Petition relating to Kshetra Samitis, Town Area and Notified Areas. 	10 Units per case 8 Units per case	-
28.	SCC Execution cases	3 Units per case	
29.	Disposal of Application for appointment of receiver, application to sue or present an appeal as indigent person, application of substitution of legal representative of deceased person, plaint rejected under order VII Rule 11 of C.P.C.(on application of defendant), arrest and attachment before judgment, amendment applications, injunction application, commissioner's report under order 26 C.P.C. . and any other misc. application, if contested.	3 Units per application	
30.	Petition u/s 20 & 21 of the U.P. Rent Control Act	6 Units per case on merit.	
31.	Cases u/s 23 of S.C.C. Act	3 units per case on merit.	
32.	Objections u/s 47 C.P.C.	4 units per case	
33.	Objection under order 21 Rule 58, Order 21 Rule 90, Order 21 Rule 97, Order 21 Rule 99	9 units per case	
34.	Framing of Issues in Suit	0.5 Unit per case	Not applicable for additional issues
35.	Disposal of preliminary issue.	3 unit for each contested preliminary issue.	
36.	Eviction Suit under provincial small causes courts act on merit.	8 Units per case.	
37.	Other SCC Suits after full trial	8 Units per case	
38.	Mediation or plea Bargaining (other than those cases carrying one unit or less)	Referral Judge will be credited with 1 unit per case.	
39.	Application under Order 41 Rule 27 CPC.	2 units per application (contested).	
40.	Application under Order 39 Rule 2A CPC, Setting aside ex parte decree or restoration of suit / appeal.	3 units per case on merit.	

Annexure-C

Commercial Court			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1.	Original Suit.	9 units per contested case.	
2.	Arbitration case under Section 9, 34 of the Arbitration Act.	9 units per contested case.	
3.	Regular Misc.	3 units per contested case.	
4	Execution	5 units per case.	
5	Arbitration Appeal under Section 37 (2) of the Act.	5 units per appeal.	
6.	Disposal of misc. application, if contested.	2 units per application.	

Annexure-D

Civil Judge (Senior Division/Junior Division) (Civil Work)			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1.	Contested Civil Suits	9 Units per contested case	-
2.	Eviction Suits Under Provincial Small Causes Courts Act after full trial.	8 Units per case	
3.	Other SCC Suits after full trial	8 Units per case	
4.	Execution case where decree is satisfied	3 Units per case	
5.	Cases in which leave to defend is refused including (Rent Control Act) and decree passed	3 Units per case	-
6.	Application u/s 27 & 30 of the Rent Control Act.	1 Unit per 10 cases	-
7.	Application u/s 28 UP Rent Control Act	1 Unit per case on merit.	-
8.	Application under Order 39 Rule 2A CPC, Setting aside ex parte decree or restoration of suit	3 Units per contested application	
9.	Regular Suits withdrawn/ Compromised.	1 Units per case	
10.	Judgments on admission under order 12 Rule 6 C.P.C.	2 Units per case	
11.	Disposal of application for appointment of receiver, to sue as indigent person, application for substitution of legal representative of deceased person, plaint rejected under order VII Rule 11 of CPC (on application of defendant), attachment before judgment, amendment applications, Injunction application, commissioner's report under order 26 C.P.C. and any other misc. application, if contested.	3 Units per application	
12.	Succession Act: Contested case	4 Units	
	Uncontested case	2 Units	
	Revocation of succession certificate	3 Units	
13.	Cases or appeal settled through Lok Adalat	2 Units per case	
14.	Mediation or Plea Bargaining (other than those cases carrying one unit or less)	Referral Judge will be credited with 1 unit per case.	
15.	Disposal of an uncontested case on account of Ex-parte or compounding	1 Unit per case	
16.	SCC Execution cases	3 Units per case	
17.	Application under Order 21 Rule 97 & 99 and Order 21 Rule 58 CPC.	9 Units per case	
18.	Objections u/s 47 C.P.C.	4 units per case	
19.	Petition u/s 20 & 21 of U.P. Rent Control Act	6 Units per case on merit.	
20.	Cases u/s 23 of S.C.C. Act	3 Units per case on merit.	

21.	Nagar Nigam Appeals	2 Units per case	
22.	Framing of issues in suit	0.5 Unit per suit	Not applicable for additional issues
23.	Disposal of Preliminary issue.	3 Unit for each contested preliminary issue.	

Annexure-E

CJM/ACJM/JM (Criminal Work)			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1.	Warrant cases IPC (contested)	6 Units per contested case	-
2.	Cases u/s 363, 377, 408, 409, 466, 467, 468, 471, 477 IPC (contested).	7 Units per case	
3.	Cases under Section 138 of NI Act, E.C. Act/Food Safety and Standard Act 2006 (contested)	4 Units per case	
4.	Prevention of Food Adulteration Act (contested)	6 Units per case	
5.	Disposal of Applications u/s 156 (3), 311, 319 Cr.P.C.	1 Unit per contested application.	
6.	Warrant cases of other Local and Special Acts (contested)	5 Units per case.	
7.	CBI/Special Cell/Crime Branch/ Cyber Crime Case	10 Units per case.	
8.	Petty case (Under police Act/Shop/Estb. Act/Municipal Act, SPCA Act, Motor Vehicle Act etc.) decided through summary procedure on plea of guilty.	6 Units per 100 challan. If Officer is not having summary powers then 6 unit per 50 challan.	
9.	Juvenile Justice Board: - A. Inquiry involving offences triable by Court of Session (on merit). B. Other Inquiry (on merit). C. Inquiry including orders on age determination or preliminary assessment into heinous offences.	8 Units per case 5 Units 3 Units per inquiry.	
10.	Misc. work including application for disposal of case property, statements u/s 164 Cr.P.C., misc. case under Section 446	0.5 Units per application.	-
11.	Bail matters and applications u/s 14 of the SARFAESI Act. (non bailable matters).	0.25 Units for per application	-
12.	For each additional accused more than 03 accused and for each additional set of 05 witnesses beyond 25 witnesses in a decided case	0.5 Additional Unit	-
13.	Cases in which accused is either discharged u/s 249 of Cr.P.C. or convicted u/s 241 or 246 (3) Cr.P.C.	1 Unit for every 10 cases	-
14.	Cases in which the accused is discharged u/s 239 or 245 Cr.P.C.	1 Unit for every 5 cases	-
15.	Cases in which the accused is discharged u/s 249 Cr.P.C. without any evidence having been recorded	1 Unit for every 10 cases	-
16.	Cases which are compounded u/s 320 Cr.P.C.	2 Units per case.	-
17.	Cases u/s 299 Cr.P.C.	1 Unit per case	-
18.	Cases in which the accused is convicted u/s 252 Cr.P.C.	1.5 Units per case	-
19.	Cases in which the accused is acquitted	2 Units per case	

	u/s 256,257,258 Cr.P.C. after some evidence has been recorded		
20.	Cases in which the accused is acquitted u/s 256,257,258 Cr.P.C. without any evidence having been recorded	1 Unit per case	-
21.	Cases dismissed u/s 203 Cr.P.C.	1 Unit per case	-
22.	Final Reports with Protest Petitions	2 Unit per case	-
23.	Final Report without Protest petition	1 Unit of 3 cases	
24.	Cases where the accused pleads guilty at the commencement of the trial	0.5 Unit per case	-
25.	Committal of cases to the Court of Sessions, transfer of case, by JJ Board, after inquiry, under Section 18 (2) of the Juvenile Justice (Care and Protection of Children) Act.	2 Units for every 5 cases	-
26.	Disposal of cases by Railway Magistrate on the basis of confessional statement	0.2 Unit per case	-
27.	Railway Magistrate for Mobile Court	4 Units for each mobile court	-
28.	Disposal of Applications u/s 156(3), 311, 319 Cr.P.C.	1 Unit per application on merit.	-
29.	Statement u/s 313 Cr.P.C.	0.5 Unit at every set of 3 accused per case.	No unit will be claimed if all witnesses of fact are hostile
30.	Framing of Charges	0.5 Unit for each case.	-
31.	Summon Trial on merit.	3 Unit per trial.	-
32.	Police custody remand.	0.5 unit per application.	-
33.	Statement recorded under Section 202 (2) CrPC, if offence complained of, is triable exclusively by court of Session.	3 units per case	

Annexure-F

Units for Family Courts and where family courts are not established for the court dealing with family matters.			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1.	Interim order (maintenance / custody/ guardianship / visitation / any interim application etc.)	3 units per contested application 1 unit per ex parte application.	-
2.	Restitution of conjugal rights / judicial separation / suit for injunction simplicitor / permanent alimony or for alteration of such order / declaration of void or voidable marriage/ any other suit of declaratory nature.	8 units per contested case. 1 unit per ex parte case.	
3	Dissolution of marriage by mutual consent	4 unit per case	
4	Divorce petition.	10 unit per contested case. 1 unit per ex parte case.	
5	Other suits relating to family matters.	8 units per contested case. 1 unit per ex parte case.	
6	Misc. cases other than above	2 unit	
7	Adoption proceedings under JJ Act, 2015.	8 units per contested case.	
8	Application u/s 125 Cr.P.C. (per contested case)	6 units per application. 2 units per ex parte application.	
9	Application for interim maintenance under Special Acts, separate proceedings for permanent alimony under Special Acts, application u/s 125 (3), 126, 127, 128 Cr.P.C., application for setting aside ex parte order.	2 units per contested application.	
10	Execution cases	3 units per case.	

Annexure G

Administrative/Misc. Work by Judicial Officers			
Sl. No.	Details/Nature of cases		Remarks/ Reasons
		Units	
1	District Judges / CJMs	5 Units per month, if cases are more than 300. 3 units per month, if cases are less than 300.	For misc. judicial work.
2.	Annual inspection by District Judge/ ADJs and CJM / ACJMs of Courts and all departments at Headquarter and outlying courts.	4.5 units per inspection.	
	Inspection of own office by District Judge once in a year.	5 units	
3	Half yearly inspection of Office by Judicial Officer of one's own office and department in-charge. Inspection of other offices i.e. Jail Authorities, Juvenile Homes	5 Units per half yearly 4 units per inspection	
4.	Administrative work by District Judge.	5 Units per month.	-
5.	Work done by District Judge as Chairman of DLSA.	5 Units per month.	
6.	Work done by other Judicial Officers regarding legal aid / attending legal aid camp.	5 units per camp.	
7.	Officers in-charge (Nazarat / Stationery / Copying / Library / Amin / Administrative/ Accounts (Headquarter and outlying)	5 Units per month for Officer l/c of a department	
8	Departmental Enquiry: - A. Fact finding	3 Units for each preliminary enquiry	2 Units per month will be deducted, in case of PE pending for more than 4 months.
	B. Regular DE	8 Units for each Departmental enquiry	4 Units per month will be deducted, in case DE pending for more than 1 year.
9	Principal Judge / Judge, Family Court.	5 Units per month	(for doing administrative work)
10	Custodial Death Enquiries	4 Units per inquiry.	-
11	Recording of Evidence	1 Unit per witness.	-
12.	Work of Link Officer	1 Unit for each day for Misc. work as a Link Officer.	He/ she will also claim same unit for disposal of every such application, as a Link Officer, as if he has decided in his own court.
13.	Member/Secretary of District Legal Service Authority	10 Units per month.	As presently the Secretaries, District Legal Services Authorities are not assigned judicial work. Therefore, they are not required to give any quota. Hence, there is not necessity of granting any additional unit to such

			Secretaries. However, in case the Secretaries, District Legal Services Authorities, who are also assigned Judicial work they will be entitled to 10 Units per quarter.
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Annexure-H

General Guidelines

- 1. Judicial officers are expected to inspect their offices once in a half year. A District Judge is expected to inspect each subordinate court & departments and his own court's office once in a year. The total time spent in inspection will be noted in the remark column of the statement.
- 2. The merit of an officer will be judged by the quality of his work. The officers, therefore, in no circumstances will escape from quality for sake of quantity.
- 3. The statement of out-turn of work will bear the name and designation of the official who prepares the same and also the official who checks the same
- 4. It will be the personal responsibility of the presiding officer concerned to see that the statement, so submitted is absolutely correct.
- 5. The District Judge should ensure that the statements are properly and correctly prepared. Severe action should be taken against officials preparing wrong statements.
- 6. District Judges should expedite disposal of miscellaneous appeals, revisions and other cases in which proceeding before the lower courts have been stayed.
- 7. Every Judicial in each assessment year need to decide cases in following pattern:

S. No.	Nature of Cases	If number of cases in the beginning of the year i.e. 1 st day of April each year.	Then Officer is required to dispose number of cases per annum.
1.	Civil or Criminal Case	More than 50	20
2.	-do-	41-50	16
3.	-do-	31-40	14
4.	-do-	21-30	12
5.	-do-	Less than 20	10

For this assessment year 01st April will be read 01st August, 2021.

Note: Every Judicial Officer in each assessment year need to decide cases (on merit) in every pending category of matters like Sessions Trial, Special Sessions Trial, Civil Revision, Civil Appeal, Original Suit, Warrant Trial, Summon Trial, Complaint Case etc. according to the pendency in their respective court according to the pattern given in the above table.

If any officer fails to dispose of according to above pattern then irrespective of units achieved at the end of the assessment year his / her performance will be recorded as 'Poor'.

If officer's qualitative / quantitative performance is found to be 'Poor' **consecutively for two years**, then he / she shall be subjected to appropriate action, **as per Rules**. It will also be a measure factor to be taken into consideration while reviewing the continued utility in service of the incumbent, after attaining the age of 50 years and also at the time of consideration of the claim of an officer for grant of ACP, selection grade and super time scale etc.

At the end of the assessment year, officer is expected that he /she must have achieved 60% of the disposal from contested cases out of the total units given.

Officer is required to attach five judgments with self assessment which shall not include judgment of compromise, hostile or misc. cases.

- 8. Presiding Officers should expedite disposal of applications for the ad interim injunction, attachment and appointment of receiver.
- 9. Presiding Officers should expedite civil miscellaneous cases of the nature of section 47 CPC order 21 Rule 58 CPC, Order 21 Rules 97 and 100 CPC, Order 21 Rules 89 & 90 CPC etc., so as to expedite disposal of old executions cases.

10. Presiding Officers should expedite disposal of old cases, Presiding Officer should not give long dates when adjourning old cases. Short dates after a week or two should be normally given. A list of 50 oldest cases may be prepared at the beginning of every quarterly and the cases may be disposed of on priority basis.
11. District Judges will check the statements submitted by the Officers at regular basis to ensure that Presiding Officers are disposing of a fair number of old cases and are not only giving preference to new cases. A specific mention should be made in the Confidential Remarks regarding this. Presiding Officers found habitually not paying due attention to disposal of old cases may not be considered fit for promotion or confirmation.
12. The officers with stenographer will have to give minimum 1200 units per year and the officers without stenographer will have to give minimum 1000 units per year:
 - i. If the pendency of the cases (including all categories) in the court of District Judge / Addl. District Judge at any point of time during the year had been 300 or more.
 - ii. If the pendency of the cases (including all categories) in the court of Commercial Court / Family Court, Civil Judge (Sr. Div.) and Civil Judge (Jr. Div.) at any point of time during the year had been 500 or more.
 - iii. If the pendency of the cases (including all categories) in the court of CJM / ACJM / JM and Civil Judge (Sr. Div.) / Civil Judge (Jr. Div.), who are doing civil and criminal both type of work, at any point of time during the year had been 1000 or more.

But;

- i. If the pendency of the cases (including all categories) in the court of District Judge / Addl. District Judge at any point of time during the year had never been 300 or more.
- ii. If the pendency of the cases (including all categories) in the court of Commercial Court / Family Court, Civil Judge (Sr. Div.) and Civil Judge (Jr. Div.) at any point of time during the year had never been 500 or more.
- iii. If the pendency of the cases (including all categories) in the court of CJM / ACJM / JM and Civil Judge (Sr. Div.) / Civil Judge (Jr. Div.), who are doing civil and criminal both type of work, at any point of time during the year had never been 1000 or more.

Then proportional out turn in view of the lesser pendency of maximum case during the year will be treated as 1200 units in the assessment year.

For example maximum pendency of assessment year is 200 cases in a year any time then required units per month will be in case of District Judge. $200/300 \times 100 = 66.67$ Units per months = 800.04 Units per annum.

13. Computation of out-turn of the officer shall exclude leaves, holidays (not including Second Saturday and Sundays), and training period at the rate of 3.28 units per day.
14. The number of working days in a month is assumed to be 25 days (5 days deducted in a month is in lieu of Sundays and Second Saturday). In case of decrease in the number of working days in a month on account of vacations, court holidays or absence of judicial officer on account of leave or any official reasons/ training, the target of units would be decreased proportionately. Hence, the officer is required to give 100 units in month considering 25 working days.
15. The District & Sessions Judge shall take care that the administrative and judicial work are evenly distributed amongst all judicial officers under their respective control. The District & Sessions Judge shall ensure that cases of all categories are evenly distributed among all Judicial Officers and regarding this, he shall keep reviewing every quarter and shall send quarterly report about the even distribution of cases of all categories and disposal of such cases.

16. Special incentive will be given to the Judicial Officer, if he disposes old cases:

- 20% of unit prescribed for that category of case, if it is more than 5 years old and above.
- 40% of unit prescribed for that category of case, if it is more than 10 years old and above.
- 60% of unit prescribed for that category of case, if it is more than 15 years old and above.

The proforma is annexed as appendix.

17. For newly recruited Civil Judge and ADJ (Direct HJS):

- i. During first induction course : No units.
- ii. After first induction course for first two months : No units.
- iii. For next two months : Minimum 25% of prescribed units.
- iv. For next two months : Minimum 50% of prescribed units.

Thereafter, the Judicial Officer shall give 100% of the prescribed unit. However, Judicial Officer should make sincere and consistent efforts to dispose more number of cases and to reach minimum prescribed quota.

18. Appreciation of the Units with regard to work done criteria in ACR will be done as follows:

- | | | |
|--|---|------------|
| Where the outturn of the work is more than 1600 Units | : | Excellent. |
| Where the outturn of the work is between 1400 - 1600 Units | : | Very Good. |
| Where the outturn of the work is between 1200 -1400 | : | Good. |
| Where the outturn of the work is below 1200 Units | : | Poor |

