From,

Registrar General
High Court of Uttarakhand
Nainital

To,

1. *All the District Judges, Uttarakhand Judiciary.*
2. *Principal Judge/ Judges, Family Courts, Uttarakhand Judiciary.*
3. *Legal Advisor to Hon'ble the Governor, Lok Bhawan, Dehradun.*
4. *Principal Secretary, Law-cum-L.R., Government of Uttarakhand, Dehradun.*
5. *Principal Secretary, Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.*
6. *Director, Uttarakhand Judicial and Legal Academy, Bhowali, District Nainital.*
7. *Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.*
8. *Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Haridwar Road, Dehradun.*
9. *Chairman, State Transport Appellate Tribunal, House of Dr. Poonam Gambhir, Vaidik Kaya Ayurvedic Centre, Ist Floor, H.N.85/1, Laxmi Road, (Near Favvara Chauk), Dehradun.*
10. *Secretary, Lokayukt, 3/3, Industrial Area, Patel Nagar, Dehradun.*
11. *Registrar, State Consumer Disputes Redressal Commission, H.N. 23/16, Circular Road, Dalanwala, Dehradun.*
12. *Presiding Officer, Labour Courts, Dehradun, Haridwar and Kashipur (U.S.Nagar).*
13. *Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani (Nainital).*
14. *Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani (Nainital).*
15. *Registrar, Public Service Tribunal, Uttarakhand, Dehradun.*
16. *Secretary-cum-Registrar, State Level Police Complaint Authority, Dehradun.*
17. *Chairman, Permanent Lok Adalat, Almora, Dehradun, Haridwar, Nainital, Pauri Garhwal, Tehri Garhwal and Udham Singh Nagar.*
18. *Legal Advisor to Uttarakhand Public Service Commission, Haridwar.*

C.L. No. 27/UHC/Admin.A/2026 Dated: November 02 ,2026

Subject: Uttarakhand Judicial Service (Recording of Annual Confidential Reports and Assessment of Work Done) Guidelines, 2026.

Sir/Madam,

With regard to the subject cited above, I am directed to inform that to inject greater uniformity, objectivity and also some measure of transparency in Annual Confidential Reports, Hon'ble Court is pleased to approve the following

Guideline for recording of Annual Confidential Reports (ACRs) and assessment of work done of the Judicial Officers of the Uttarakhand Judiciary.

You are therefore, requested to circulate the aforesaid Guidelines issued by the Hon'ble Court amongst all the Judicial Officers under your supervision for necessary compliance.

Yours sincerely,

(Kaushal Kishore Shukla)
Registrar General

No. 6938/UHC/ Admin.A/ XI-a-2-2026 Dated: November 02 , 2026

Copy forwarded for information to:-

1. P.P.S. to Hon'ble the Acting Chief Justice with request to place it before His Lordship for kind perusal.
2. P.S./P.A. to Hon'ble Judge(s) with the request to place it before His Lordship for kind perusal.
3. Chief Secretary, Government of Uttarakhand, Dehradun.
4. All the Registrars/C.P.C./Secretary, H.C.L.S.C. of the Court.
5. Joint Registrars of the Court.
6. Deputy Registrar (I.T.) of the Court with request to upload the Circular Letter on the official website of the High Court of Uttarakhand.
7. Assistant Registrar (Vigilance) / Section Officer (Admin. A) of the Court.
8. Guard File.

Registrar General

UTTARAKHAND JUDICIAL SERVICES (RECORDING OF ANNUAL CONFIDENTIAL REPORTS AND ASSESSMENT OF WORK DONE) GUIDELINES, 2026

1. These Guidelines shall be called Uttarakhand Judicial Services (Recording of Annual Confidential Reports and Assessment of Work Done) Guidelines, 2026.

a) They shall come into force with immediate effect. Self assessment, recording of Annual Confidential Reports and method for determining the quantum of work done by members of the services for the assessment year 2026-2027 and onwards shall be governed by these Guidelines.

b) They shall apply for writing and maintenance of the Annual Confidential Reports of all the members of the services in whether posted in regular stream or on deputation in any Government Department *etc.*

2. **Definitions:-**In these Guidelines, unless the context otherwise requires:-

a) **'Administrative Judge'** means the Judge of the High Court nominated by the Chief Justice to supervise the work and conduct of members of the services posted in regular stream or on deputation in any Government department, Commission, Tribunal etc.

b) **'Annexure'** means annexure to these Guidelines.

c) **'Assessment Year'** means the period of 12 months commencing on and from 1st day of April of a calendar year and ending on 31st day of March of the next calendar year.

d) **'Chief Justice'** means the Chief Justice of the High Court and it includes the Acting Chief Justice.

e) **'Confidential Report'** means the Annual Confidential Report.

f) **'Deputation'** means posting of member of the services in any Central Government/State Government department, Registry of Supreme Court or High Court, Uttarakhand Judicial & Legal Academy, Uttarakhand State Legal Services Authority, any other Body, Commission, Tribunal *etc.*

g) **'Entry'** means the overall assessment of a member of the services in his Annual Confidential Report and one amongst the 'Outstanding', 'Very Good', 'Good' and 'Poor' grades.

h) **'High Court'** means the High Court of Uttarakhand and in rules 7, 8, 9 and 11 means its Full Court.

i) **'Judge'** means the Judge of High Court of Uttarakhand.

j) **'Member of the Services'** means member of Uttarakhand Higher Judicial Service or Uttarakhand Judicial Service.

k) **'Quantum of work'** means work done by member of the services, as assessed as per the instructions given in Schedule-II.

l) **'Registrar General'** means the Registrar General of the High Court.

m) **'Registrar'** means the Registrar of the High Court.

n) **'Reporting Authority'** means the Reporting Authority as shown in the Schedule-I, who has supervised for at least three months performance, character, conduct and qualities of member of the services.

o) **'Reviewing and Accepting Authority'** means Authority as shown in the Schedule-I as Reviewing and Accepting Authority.

p) **'Schedule'** means Schedule appended to these Guidelines.

q) **'Services'** means Uttarakhand Higher Judicial Service and Uttarakhand Judicial Service.

r) **'State'** means the State of Uttarakhand.

3. Maintenance and Custody of Annual Confidential Reports:-

(a) Annual Confidential Reports shall be maintained in respect of every member of the services by the Vigilance Section of the High Court. Registrar (Vigilance) shall be the custodian of the Annual Confidential Reports of all the members of the Services.

(b) It shall be duty of the Registrar (Vigilance) to ensure that the Annual Confidential Reports of the members of the services of the State are prepared, recorded and forwarded to him within the time as prescribed in these Guidelines. It shall also be his duty to keep the Annual Confidential Reports in safe custody.

(c) If Registrar (Vigilance), in execution of these directions, faces any difficulty, he may bring the same to the notice of the Chief Justice for his directions.

4. Preparation and Writing of Annual Confidential Reports:-

a) The Annual Confidential Reports of members of the services shall be

prepared and written by the Authorities, as prescribed in Schedule-I. They shall be in the proforma prescribed as under:-

Sl. No.	**Members of the Services**	**Proforma**
1	Members of the services, posted in the districts, who have done judicial work.	Annexure-1
2	Secretaries to the District Legal Services Authorities.	Annexure-2
3	Trainee members of the services.	Annexure-3
4	Registrars including the Registrar General and O.S.D. of Uttarakhand Higher Judicial Service cadre posted in High Court.	Annexure-4
5	Judicial Officers/O.S.D. of the Uttarakhand Judicial Service cadre posted in High Court.	Annexure-5
6	Secretary to High Court Legal Services Committee.	Annexure-6
7	Member Secretary to Uttarakhand Legal Services Authority and Chairman, Permanent Lok Adalats.	Annexure-7
8	Officer on Special Duty/Deputy Secretary to Uttarakhand Legal Services Authority.	Annexure-8

b) Members of the services, who have done judicial work during any period of the assessment year, shall submit their self assessment in the prescribed proforma *(Part-I of Annexure-I)* to the concerned Reporting Authority**.** The quantum of work done for self assessment shall be determined as per the general instructions prescribed in *Schedule-II*.

c) The Reporting Authority after assessing the performance, character, conduct and qualities of member of the services shall write Annual Confidential Report for each assessment year in *Part-II of Annexure-1* and for same, instructions in *Schedule-II and Schedule-III* shall be followed. Provided that if in an assessment year, there are two or more Reporting Authorities, the Reporting Authority, last in the assessment year, who has observed the performance, character, conduct and qualities of member of the services for at least 03 months, shall write the Annual Confidential Report.

d) Secretary, District Legal Services Authority will submit his Self Assessment in prescribed proforma *(Part-I of Annexure-2)* to the Reporting Authority *i.e.* Chairman, District Legal Services Authority, who shall assess the performance and record his assessment in the

prescribed proforma *(Part-II of Annexure-2)*.

e) For the trainee members of the services; Director, Uttarakhand Judicial & Legal Academy (UJALA) shall submit a performance report for the period of Foundation Training. The performance report shall be written in the prescribed profroma *(Annexure-3)* for submission to the Judge-in-Charge, Education (UJALA) for review and acceptance. The performance report, as accepted by the Judge-in-Charge, Education (UJALA) shall have effect of an Annual Confidential Report, and accordingly, same would be considered for successful completion of training and probation, as well as for promotion, grant of A.C.P. and other service benefits.

f) Annual Confidential Report of a member of the services, worked or working in Registry of the Supreme Court, when recorded by Chief Justice of India, shall be final and not liable for review under these Guidelines. Similarly, the Annual Confidential Report of a member of the services worked or working as Legal Advisor to the Governor of the State, when recorded by the Governor, shall be final and not liable for review under these Guidelines.

g) Member of the services on deputation, and not falling in any of the Annexure above, shall fill the relevant columns of proforma of the Annual Confidential Report prescribed by the Department, where he is deputed and shall submit the same to the Reporting Authority of the Department, who after recording his remarks shall forward it to the Registrar (Vigilance) of the High Court for placing the same before Reviewing and Accepting Authority, as mentioned in *Schedule-I*.

h) Reporting Authority, in case of his transfer, shall make every endeavor to write the Annual Confidential Report of member of services before relinquishment of charge of his office and where due to paucity of time or for like reasons, the Annual Confidential Report is not so written, he may write the Annual Confidential Report within a month from date of assuming charge of the new office.

i) If the transferred Reporting Authority does not write Annual Confidential Report within a month as above, the successor Reporting Authority shall record the Annual Confidential Report. If the successor Reporting Authority has not seen the work for at least three months, he will forward the Self Assessment to Reviewing & Accepting Authority. The Reviewing & Accepting Authority, in such case, will write and finalize the Annual Confidential Report.

j) The Reporting Authority, Reviewing & Accepting Authority, as the case may be, shall not write the Annual Confidential Report after the

retirement.

k) If the Reporting Authority retires/superannuates/dies without recording Annual Confidential Report, the successor Reporting Authority shall record the Annual Confidential Report. If the successor Reporting Authority has not seen the work for at least three months, he will forward the Self Assessment to Reviewing & Accepting Authority. The Reviewing & Accepting Authority, in such case, will write and finalize the Annual Confidential Report.

l) A member of the services shall be graded 'Outstanding' with reasons. If he is graded 'Poor', grounds for giving such a grading shall be clearly brought out.

m) Integrity is essential part of the Annual Confidential Report, and it shall be clearly mentioned by the Reporting Authority.

n) If there is doubtful integrity in the opinion of Reporting Authority, he shall before recording such remarks, take steps to ascertain personally whether there is any reason to doubt or suspect integrity of the concerned member of the services.

o) Where the Reporting Officer is not in a position to certify integrity of member of the services and he has reasons to doubt the integrity, he shall leave the relevant column blank and along with the Annual Confidential Report, shall submit a report in confidential cover to the High Court with relevant material indicating the doubt.

p) In aforesaid situation, High Court through its Registrar (Vigilance) will take appropriate measures to find out correctness of the doubtful integrity, and the status of integrity so ascertained, shall be placed before the Reviewing & Accepting Authority.

q) Where Annual Confidential Report of a member of the services has not been written and completed for any assessment year, entry in Annual Confidential Report of the last preceding year or the next succeeding year, whichever is higher, shall be considered for the said assessment year.

5. Time Schedule for Preparation/Recording of Annual Confidential Reports:-

a) Every member of the services shall submit Self Assessment of an assessment year to the Reporting Authority in prescribed format by 15th day of April of the next assessment year.

b) The Reporting Authority shall complete the process at his end by 15th day of May of the next assessment year.

c) The Annual Confidential Reports, prepared/recorded by Reporting Authority, shall be made available to the Reviewing & Accepting Authority by 31st day of May of the next assessment year. The Reviewing & Accepting Authority shall record his assessment and finalize the entry, as early as possible and preferably before 31st day of August.

d) If the Reporting Authority records any adverse entry *i.e.* 'Poor' in Annual Confidential Report of any member of the services, while forwarding Annual Confidential Report to the Reviewing & Accepting Authority, he shall communicate a copy of the entry and grounds thereof to the member of the services.

e) In aforesaid situation, the Reviewing & Accepting Authority may invite comments of the member of the services on the adverse entry, as recorded by the Reporting Authority, and such member may submit his comments, within the time, as given by the Reviewing & Accepting Authority.

f) Thereafter, Annual Confidential Report containing the adverse entry, as recorded and forwarded by the Reporting Authority, and the comments, if any, received from member of the services, shall be placed together before the Reviewing & Accepting Authority. The Reviewing & Accepting Authority, in such case, and after considering comments of the member of the services, shall complete the Annual Confidential Report with such entry, he deems fit and appropriate.

g) The Reviewing & Accepting Authority will make every endeavor to complete the Annual Confidential Report before 31st day of October, if not completed within time period mentioned in clause (c) above, including in the situation, under aforesaid clause (d) to clause (f).

h) If Annual Confidential Report of an assessment year is not finalized till 31st day of October of the next assessment year, entry recorded by the Reporting Authority shall be final except in case of adverse entry, which shall be subject to decision on the representation, as mentioned above.

6. **Communication of the Annual Confidential Reports:-** The Registrar (Vigilance), shall within 45 days from completion of the Annual Confidential Report under the foregoing rule, communicate the entry recorded therein to the concerned member of the services, and if it is an adverse entry by the Reviewing & Accepting Authority, also the grounds thereof.

7. **Representation:-** Any member of the services, within 45 days from the date of the receipt of the entry, communicated to him under aforesaid rule 6,

may represent to the High Court against the said entry recorded in his Annual Confidential Report.

Provided that the High Court may entertain the representation within two months of the expiry of the said period of 45 days, if it is satisfied that there was sufficient cause with the member for not submitting the representation in time.

8. **Consideration and Disposal of Representation:-** The High Court will consider the representation of the member of the services and shall pass the order within two months from the date of receipt of the same. Thereupon, High Court may either reject the representation, or by expunging the existing entry, may upgrade it.

9. Upon decision of High Court under aforesaid rule 8, Registrar (Vigilance) shall communicate the same to the concerned member of the service within 15 days of the decision.

10. **General:-** For effective implementation of these Guidelines, Chief Justice may issue such orders from time to time, as are deemed fit and appropriate, and are not inconsistent with these Guidelines.

11. **Interpretation:-** If any question arises as to interpretation of these Guidelines, the decision of the Chief Justice shall be final.

12. **Power to relax:-** Where the High Court is satisfied that operation of any particular provision of these Guidelines may cause undue hardship to any particular case or class of cases, it may dispense with or relax such provision to such extent, as may be deemed necessary.

13. **Repeal/Rescind and Saving:-** All existing Rules, Guidelines, Circulars, Instructions, Resolutions, Directions and Notifications *etc.*, which extend to the subjects and now covered under these Guidelines, shall cease to apply to the members of the services from date of enforcement of these Guidelines.

*** *** ***

(ANNEXURE-1)

PART-I

Self Assessment Form
For the Assessment Year 20……- 20……

(to be filled up by the Judicial Officer reported upon)

Sl.No.	Particulars	Details
1.	Name of the Judicial Officer	
2.	Designation	
3.	Place of Posting	
4.	Any other charge held by you	
5.	Leaves availed	
6.	Training attended	
7.	Fill the following for each category of cases separately (a)- Original Suit Pendency on 1st April: Additions during the year Disposal (after contested) Disposal (otherwise) Pending on next 31st March (b)- …….. (c)- …….. and so on…	Year wise Break-up 20…. 20…. 20….
8.	In how many cases have you framed issues?	
9.	In how many cases have you framed charges?	
10.	Disposal of Under Trial Cases	
11.	Number of cases in which judgment was not delivered within 30 days of conclusion of arguments	
12.	**(For Officers deciding Civil Appeals)** Percentage of Appeals remanded by the Officer	
13.	Inspections made – Dates:	
14.	Remarks, if any, received during the year from the High Court/Appellate Courts *(Whether commendatory or critical should be included)*	
15.	Stenographer attached with the Judicial Officer (Yes/No)	
16.	Has average pendency of cases in the Court is more than the standard Pendency i.e. (300/500/1000)? (Yes/No) *Also mention maximum pendency and average pendency during Assessment Year. In case of transfer, mention maximum pendency and average pendency of each Court.*	

17.	If Yes, Required Units to be given in the Assessment Year *(1000 Units when no Stenographer attached / 1200 Units when Stenographer attached)*		….. Units
	If No, Proportionate Required Units to be given in the Assessment Year		….. Units
18.	Units to be deducted *(Due to Leaves, Holidays, Court Holidays, Training, etc., as per General Instructions of Schedule-II)*		….. Units
19.	Corresponding Units required by the officer for computation of out-turn *(Point 17 – Point 18)*		….. Units
20.	Total Units achieved by the Judicial Officer	Civil Work	… Units
		Criminal Work	… Units
		Administrative/ Misc. Work	… Units
			….. Units
21.	Has the Judicial Officer achieved Required Units/ Proportionate Required Units? (Yes/No)		
22.	Units achieved through Contested Work		…….. Units
23.	Percentage of Contested Work out of Total Judicial Work		……. %
24.	Units achieved through Disposal of Old Cases *(including Special Incentive)*		……. Units
25.	Percentage of Disposal of Old Cases		…… %
26.	Has the Officer enclosed the proforma with respect to Pendency & Disposal of Main Cases annexed to the General Instructions of Schedule-II? (Yes/No)		
27.	Has the Officer enclosed the Chart of Year-wise Disposal of Old Cases with Specific Note of Units Claimed?		
28.	Has the Officer attached Five Contested Judgments? (Yes/No)		
29.	Marks w.r.t. Achievement of Target calculated as per Schedule-III		
30.	Marks w.r.t. Disposal of Contested Cases calculated as per Schedule-III		
31.	Marks w.r.t. Disposal of Old Cases calculated as per Schedule-III		

Date: **Signature of Judicial Officer:**

Place: **Name in Block Letters:**

Post held :

PART-II

Annual Confidential Report
For the Assessment Year 20…-20….

(to be filled up by the Reporting Authority)

Name of the Judicial Officer :

Length of service :

Post(s) held during the year :

Category-A **General**		**Maximum Marks**	**Marks Awarded**
a)	Punctuality in attending and leaving Court	05	
b)	Court and Case Management	10	
c)	General conduct and behaviour	10	
d)	Capacity to motivate, to obtain willing support by own conduct and inspire confidence in the Subordinate Staffs	05	
e)	Performance in administrative work or other such work, assigned to the Officer	10	
Total		**40**	

Category-B **Judgment**		**Maximum Marks**	**Marks Awarded**
a)	Regularity/Promptness in Delivering Judgments	05	
b)	Language	10	
c)	Brevity	10	
d)	Appreciation of Evidence	05	
e)	Reasoning on factual aspect	05	
	Reasoning on legal aspect	05	
Total		**40**	

Category-C **Target Achieved**		**Maximum Marks**	**Marks Awarded**
a)	Achievement of Target *(as per Schedule II)*	70	
	(i)- Special Incentive with respect to Achievement of Target	20	
b)	Incentive for Disposal of Contested Cases	20	
c)	Incentive for Disposal of Old Cases	20	
Total		**130**	

Category-D **Incentive for Special Achievement**		**Maximum Marks**	**Marks Awarded**
a)	Contribution in pendency reduction, including disposal of oldest matters, involving complicated factual/legal issues	05	
b)	Contribution in Lok Adalats, Mediations and Legal Aid/ Awareness programmes	05	
Total		**10**	
Total Marks obtained (out of 220) ***(Marks of Category A+B+C+D)***			
To be written in own words: **Grading** ***(Outstanding/Very Good/Good/Poor)***			
Integrity ***(Beyond Doubt/ Nothing Adverse/Doubtful/ Known case of lack of Integrity-mention in brief)***			
Any other Special Remarks ***(Please give an overall assessment of the Officer with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties etc.)***			

Date: **Signature:**

Place: **Name in Block Letters:**

Post held :

PART-III

TO BE FILLED UP BY THE REVIEWING & ACCEPTING AUTHORITY

1. Are you satisfied that Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant materials?

2. Whether you agree with the assessment of the Officer as given by the Reporting Authority? (Reasons must be specified in case of disagreement)

3. Remarks with specific comments about the Special Remarks (if any) and Grading given by the Reporting Authority.

Date: **Signature:**

Place: **Name in Block Letters:**

Post held :

(Reviewing & Accepting Authority)

(ANNEXURE-2)

PART-I

Self Assessment of the Secretary, District Legal Services Authority, (Name of the District)

Report for the Assessment Year 20….-20….
(w.e.f ……. to …….)

(to be filled up by the Officer himself)

PERSONAL DATA

1. Name of the Officer :
2. Present Post/ Designation :
3. Date of Last Promotion :
4. Present Station (Since when) :
5. Period of leave on account of-

   Medical ground :

   Personal reason :

   Other reasons :
6. Number of working days :

   Official working days –

   Work done on holidays, Sundays, Second Saturday etc. –
7. Are you punctual in attending your Office?
8. Whether you have published any Study material, Pamphlets, Booklets, Posters etc. for Legal Awareness? If yes, please give detail.
9. Whether you have got prepared any Audio, Visual C.D./ D.V.D. etc. for Legal Awareness? If yes, please give detail.
10. Please assess your performance in spreading Legal Awareness through print and electronic media.
11. Please specify how many Legal Awareness Camps were organized by you personally? How many Legal Awareness Camps were organized by Legal Awareness Teams during this period?
12. Whether you have inspected the Observation & Reformatory Homes, Special Homes, Children Homes, Jail etc. as per direction of S.L.S.A. Uttarakhand? If yes, please give detail.
13. How many applicants were provided Free Legal Aid u/s 12 of the Legal Services Authority Act, 1987? Please give detail.

14. What steps have been taken by you to ensure Free Legal Aid to Inmates of Jail?
15. What steps have been taken by you to ensure justice to Juveniles in Conflict with Law and Children in Need of Care & Protection?
16. Please indicate if your Office was inspected by Chairman, D.L.S.A./ Member Secretary, S.L.S.A. Uttarakhand/ Hon'ble Executive Chairman, S.L.S.A. Uttarakhand and if so, briefly state the defects found and remedial measures taken.
17. Please specify whether you implemented the action plan of S.L.S.A. Uttarakhand effectively?
18. How did you monitor the working of Para Legal Volunteers? Please specify how many Para Legal Volunteers were working in your DLSA during this period? Whether any nomination/selection and training programme was conducted during this period?
19. How did you monitor the working of Panel Advocates? Please specify how many Panel Advocates were working in D.L.S.A.? Whether any nomination/selection and training programme was conducted during this period?
20. Effective Implementation of different Schemes of NALSA. Please give detail of steps taken by you for effective implementations of NALSA Schemes.
21. Please specify how many Mega Legal Awareness and Public Welfare Camps were organized by you during this period? Please specify number of beneficiaries category-wise.
22. Please give detail of cases referred and cases disposed of through these Lok Adalats during this period.
23. Please specify how many Pre-litigation cases were disposed of during this period?
24. Please specify how many applications were disposed of & amount awarded under the Victim Compensation Scheme during this period?
25. Effective Implementation of Mediation Activities. Please give detail of mediation activities including the number of cases referred and disposed of through mediation, training programmes etc.
26. Any Other Important Information.

PART-II

(TO BE FILLED BY THE REPORTING AUTHORITY)

Name of the Officer : **……**

Designation : **……**

Year of the Report : **……**

1. Integrity of the Officer
2. If he is fair and impartial in dealing with litigants, applicants, advocates and public at large.
3. If he is cool minded and does not show temper in office.
4. His private character, if such as to lower him in the estimation of the public and adversely affected the discharge of his officials duties.
5. Capacity to handle different activities of S.L.S.A./NALSA systematically.
6. Control over the office and administrative capacity and tact.
7. Capacity to control the legal services activities of D.L.S.A., with firmness and follow the procedure prescribed by law.
8. General Remarks on the basis of Self Assessment submitted by the Secretary D.L.S.A.:-

(i) OUTSTANDING (II) VERY GOOD (III) GOOD (IV) POOR

INTEGRITY CERTIFICATE

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

District & Sessions Judge
(Name of the District)
Chairman, District Legal Services Authority

PART-III

TO BE FILLED UP BY THE REVIEWING & ACCEPTING AUTHORITY

1. Are you satisfied that Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant materials?

2. Whether you agree with the assessment of the Officer as given by the Reporting Authority? (Reasons must be specified in case of disagreement)

3. Remarks with specific comments about the Special Remarks (if any) and Grading given by the Reporting Authority.

Date: **Signature:**

Place: **Name in Block Letters:**

Post held :

(Reviewing & Accepting Authority)

(ANNEXURE-3)

Performance Reports

For the period …….

(for Trainee Judicial Officers)
(to be filled by the Director, Judicial Academy)

Name of the Judicial Officer :
Post held during the year :
Training Period in Academy :
Training Period on Dias :

1.	***Remarks by the Director, Uttarakhand Judicial & Legal Academy regarding:***		
	1. Discipline	**05**	
	2. Punctuality	**05**	
	3. Behaviour & Relation with Brother Judicial Officers	**05**	
	4. Character & Conduct (Private & Social)	**05**	
	5. Class Room Participation	**20**	
	6. Sports & Cultural Participation	**05**	
	7. Mess Etiquette	**05**	
	8. Usage of Library	**05**	
	9. Assignment/Book Review/Court Diary	**20**	
	Total Marks	**75**	
2.	***Overall assessment of the Merit of the Officer*** *(Outstanding, Very Good, Good, Poor)*		
3.	***Other remarks, if any.***		

Date:

Director
Uttarakhand Judicial And Legal Academy
Bhowali, Nainital

Calculation of Grading

Outstanding	:	Marks above 60.
Very Good	:	Marks between 45-60.
Good	:	Marks between 30-44.
Poor	:	Marks below 30.

Grade as approved by Hon'ble the Judge In-charge Education

Judge In-charge Education

(ANNEXURE-4)

HIGH COURT OF UTTARAKHAND, NAINITAL

Annual Confidential Reports
For the Assessment Year 20….-20….
(Period w.e.f……. to …….)

(if Judicial Officers posted in Registry are H.J.S. Officer)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :

   (Beyond Doubt/Nothing Adverse/Doubtful/
   Known case of lack of Integrity-mention in brief)

6. Over All Assessment :

   (Poor/Good/Very Good/Outstanding)

7. Special Remarks, if Any :

Date:

(CHIEF JUSTICE)

(ANNEXURE-5)

HIGH COURT OF UTTARAKHAND, NAINITAL

Annual Confidential Reports
For the Assessment Year 20….-20….
(Period w.e.f……. to …….)

(if O.S.D./C.P.C. is Civil Judge Sr.Div./Jr.Div. Cadre Officer)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :

   (Beyond Doubt/Nothing Adverse/Doubtful/
   Known case of lack of Integrity-mention in brief)

6. Over All Assessment :
   (Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(Registrar General)

Remarks /Countersignature By Hon'ble the Chief Justice

(CHIEF JUSTICE)

(ANNEXURE-6)

HIGH COURT OF UTTARAKHAND, NAINITAL

Annual Confidential Reports
For the Assessment Year 20….-20….
(Period w.e.f……. to ……..)

(for Secretary, High Court Legal Services Committee)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :

   (Beyond Doubt/Nothing Adverse/Doubtful/
   Known case of lack of Integrity-mention in brief)

6. Over All Assessment :

   (Poor/Good/Very Good/Outstanding)

7. Special Remarks, if Any :

Date:

(Chairman, H.C.L.S.C.)

Remarks /Countersignature by Hon'ble the Chief Justice

(CHIEF JUSTICE)

(ANNEXURE-7)

STATE LEGAL SERVICES AUTHORITY, UTTARAKHAND

Annual Confidential Reports
For the Assessment Year 20….-20….
(Period w.e.f……. to …….)

(for Member Secretary, S.L.S.A./Chairman, P.L.A.)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :

   (Beyond Doubt/Nothing Adverse/Doubtful/
   Known case of lack of Integrity-mention in brief)

6. Over All Assessment :
   (Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(EXECUTIVE CHAIRMAN)

Remarks /Countersignature by Hon'ble the Chief Justice

(CHIEF JUSTICE)

(ANNEXURE-8)

STATE LEGAL SERVICES AUTHORITY, UTTARAKHAND

Annual Confidential Reports
For the Assessment Year 20….-20….
(Period w.e.f……. to …….)

(for O.S.D./Deputy Secretary, S.L.S.A.)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :

   (Beyond Doubt/Nothing Adverse/Doubtful/
   Known case of lack of Integrity-mention in brief)

6. Over All Assessment :
   (Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any

Date: **(Member Secretary)**

Remarks /Countersignature by Hon'ble the Executive Chairman

(EXECUTIVE CHAIRMAN)

SCHEDULE-I

Sr. No.	Judicial Officer	Reporting Authority	Reviewing & Accepting Authority
1.	Registrar General Registrar (Vigilance) Registrar (Judicial) Registrar (Inspection) Registrar (Protocol) Registrar C.P.C./O.S.D. *(in case of H.J.S. Officers)*	Chief Justice	
2.	C.P.C./O.S.D. *(in case of Sr.Div. and Jr.Div. Rank Officer)*	Registrar General	Chief Justice
3.	District & Sessions Judges	Administrative Judge	Chief Justice
4.	Principal Judge, Family Court	Administrative Judge	Chief Justice
5.	Additional Principal Judge, Family Court	Principal Judge Family Court	Administrative Judge
6.	Judge, Family Court *(where Principal Judge, Family Court post is not available)*	Administrative Judge	Chief Justice
7.	Additional District Judges, Presiding Officer, Commercial Court	District Judge	Administrative Judge
8.	Civil Judge (Sr. Div.) and Civil Judge (Jr. Div.) rank officers including J.J.B. Courts	District Judge	Administrative Judge
9.	Director, Uttarakhand Judicial & Legal Academy (UJALA)	Judge, I/c Education	Chief Justice
10.	Additional Director, UJALA	Director UJALA	Judge I/c Education
11.	Joint Director, UJALA, Assistant Director, UJALA	Director UJALA	Judge I/c Education, UJALA
12.	Member Secretary, State Legal Service Authority	Executive Chairman, UKSLSA	Chief Justice
13.	O.S.D./ Deputy Secretary, State Legal Service Authority	Member Secretary, UKSLSA	Executive Chairman, UKSLSA

Sr. No.	**Judicial Officer**	**Reporting Authority**	**Reviewing & Accepting Authority**
14.	Secretary, High Court Legal Service Committee (HCLSC)	Chairman, HCLSC	Chief Justice
15.	Chairman, Permanent Lok Adalat	Executive Chairman, UKSLSA	Chief Justice
16.	Secretary, District Legal Service Authority	Chairman, District Legal Service Authority	Executive Chairman
17.	Principal Secretary (Law)-cum-L.R., Govt. of Uttarakhand	Chief Secretary	Chief Justice
18.	Additional Secretary (Law)-cum- Additional L.R., Govt. of Uttarakhand.	Principal Secretary (Law)-cum-L.R.	Chief Justice
19.	Joint Secretary (Law)-cum-Joint L.R., Govt. of Uttarakhand	Principal Secretary (Law)-cum-L.R.	Chief Justice
20.	Principal Secretary, Legislative & Parliamentary Affairs, Govt. of Uttarakhand	Chief Secretary	Chief Justice
21.	Additional Secretary Legislative & Parliamentary Affairs, Govt. of Uttarakhand	Principal Secretary, Legislative & Parliamentary Affairs	Chief Justice
22.	Joint Secretary Legislative & Parliamentary Affairs, Govt. of Uttarakhand	Principal Secretary, Legislative & Parliamentary Affairs	Chief Justice
23.	Legal Advisor to Governor of Uttarakhand	Governor of Uttarakhand	
24.	Secretary to Lokayukta, Uttarakhand	Lokayukta	Chief Justice
25.	Legal Advisor to Uttarakhand Public Service Commission	Chairman of the Commission	Chief Justice
26.	Presiding Officer, Uttarakhand Food Safety Appellate Tribunal	Chief Secretary	Chief Justice
27.	Registrar, State Consumer Dispute Redressal Commission, Uttarakhand	Chairman of the Commission	Chief Justice
28.	Chairman, Uttarakhand Commercial Tax Tribunal	Chief Secretary	Chief Justice
29.	Chairman, State Transport Tribunal, Uttarakhand	Chief Secretary	Chief Justice

Sr. No.	**Judicial Officer**	**Reporting Authority**	**Reviewing & Accepting Authority**
30.	Secretary-cum-Registrar State Level Police Complaint Authority, Uttarakhand	Chairman of the Authority	Chief Justice
31.	Presiding Officer, Labour Court of the State	Chief Secretary	Chief Justice
32.	Chairman, Co-operative Tribunal, Uttarakhand	Chief Secretary	Chief Justice
33.	Registrar/Joint Registrar (J&A) Uttarakhand Public Service Tribunal	Chairman of the Tribunal	Chief Justice
34.	Judicial Officer posted on deputation in Supreme Court of India.	As per the rule applicable in Supreme Court of India	
35.	Judicial Officer posted in any Commission/ Tribunal / Authority etc. (outside the State)	Authority concerned	Chief Justice

SCHEDULE-II (PART-A)

FOR

District and Sessions Judge (s)/Designated Courts (Courts with Special Powers) and Additional District and Sessions Judge(s)

(Criminal Work)

Sl. No.	Details/Nature of cases	Units per case	Remarks/ Reasons
1.	Trials u/s 302,304, 304-B, 395, 396 397, and 399/402 IPC and Trial in which there is also a charge u/s 147 IPC or 148 IPC or both or trial under NDPS Act.	10 Units	
2.	Trials u/s 306, 307, 366, 376 IPC and trial under POCSO Act	10 Units	
3.	Section 75 IPC Cases where trials would otherwise be triable by a Magistrate.	04 Units	
4.	CBI/Prevention of Corruption Act Cases (including Vigilance Court): • Trap Cases • Disproportionate asset (Sec13(1) (e) Prevention of Corruption Act • Other cases	50 Units	
5.	Other Sessions Trials / Special Trials.	08 Units	
6.	Aforesaid units are for trial upto 3 accused persons. If there are more than 3 accused persons, for each additional accused.	0.50 Unit	
7.	Aforesaid units are for trial upto 10 witnesses. If there are more than 10 witnesses, for each additional witness	0.25 Unit	
8.	Criminal Appeal / Jail Appeal	Same Units, as are prescribed for the case giving rise to the Criminal Appeal/Jail Appeal	
9.	Criminal Appeal / Jail Appeal, if remanded to Trial Court	0.20 Unit and no units after five appeals remanded in a month	
10.	Criminal Revision	03 Units	
11.	Criminal Revision dismissed on admission	01 Unit	

12.	Bail Applications (Non-bailable cases).	0.50 Unit	
13.	Transfer Application u/s 408 Cr.P.C.	0.20 Unit	
14.	Reference u/s 122 Cr.P.C.	01 Unit	
15.	Referral for mediation, Lok Adalat (if referred to another Court/Bench and case is settled in Lok Adalat) or for mutually satisfactory disposition under the Plea Bargaining	01 Unit	
16.	Settlement/disposal of case through Mediation.	04 Unit	
17.	Settlement/disposal of case in Lok Adalat or through Plea Bargaining	03 Unit	
18	Settlement/disposal of case by Compounding	02 Unit	
19.	Disposal of case where accused pleads guilty	01 Unit	
20.	Misc. Criminal Cases	01 Unit	
21.	Framing of charges	01Unit	
22.	Statements u/s 313 Cr.P.C.	0.20 Unit for every accused	
23.	Reference made to High Court	01 Unit	
24.	Disposal of Applications u/s 156 (3), 227, 311, 319, 321 Cr.P.C.	01 Unit	
25.	Misc. work including application for disposal of case property, Misc. case u/s 446 Cr.P.C. etc or any other Misc. application.	01 Unit	
26.	Recording of Evidence	01 Unit for completion of evidence of the witness. However, if the deposition is in more than five pages, 0.20 Unit for every page of deposition after the fifth page.	

Note:

1. Special Court and Session Court, when doing Magisterial work under a Special Act may claim same Units for the work, not mentioned in this Schedule, but is mentioned in *Schedule-II (Part- E)* i.e. Schedule of Units for criminal work of C.J.M./A.C.J.M./J.M.

2. Units are for the contested case, decided in full trial/adjudication. Therefore, Units for cases disposed of as withdrawn, or on the basis of compromise/compounding etc. in Lok Adalat or Plea Bargaining are mentioned separately.

SCHEDULE-II (PART-B)

FOR

District and Sessions Judge (s) and Additional District Judge (s)

(Civil Work)

Sl. No.	Details/Nature of cases	Units per case	Remarks/ Reasons
1.	**Civil Suit (Contested Case)** • Suit relating to Accounts • Suit relating to cancellation of decrees and instruments like sale deed, gift deed, will etc. • Suit relating to immovable property including suit for title, ejectment, partition and for specific performance of contract • Suit relating to Trusts and Trust Property • Suit for declaration affecting immovable property • Injunctions suit affecting immovable property • Zila Parishad, Municipal Board, Municipal Corporation, Election Petition	10 Units	
	• Suit relating to Contracts • Suit relating to Movable Property • Suit relating to Torts • Suit relating to Declarations • Money Suit • Injunctions suit not affecting immovable property • Other suits • Election Petition relating to Kshetra Samitis, Town Area and Notified Areas.	08 units	

2.	Suit decided under Order XII Rule 6 C.P.C.		
	Where decree is partially passed	02 Units	
	Where final decree is passed without a partial decree	03 Units	
3.	Summary suits, where case is decided after granting leave to defend	04 Units	
	Summary suits, where case is decided without leave to defend	02 Units	
4.	SCC Suit	08 Units	
5.	Contested Probate case	10 Units	
6.	Cases under Guardianship Act, Mental Health Care Act, 2017, Trust Act, Waqf Act, Companies Act and Improvement Trust cases, Insolvency cases and cases of Trade Mark (if contested).	06 Units	
7.	Application for Revocation u/s 263 of Indian Succession Act	06 Units	
8.	Letters of Administration	06 Units	
9.	Application u/s 34 of the Arbitration & Conciliation Act	09 Units	
10.	Press Act Cases, Petition u/s 9 of Arbitration & Conciliation Act (Contested)	04 Units	
11.	Land Acquisition Case	10 Units	
12.	Motor Accident Compensation Claim	04 Units per contested case	
13.	Petition under Rent Control Act/Tenancy Act	06 Units	
14.	Civil Appeal including Appeal under Rent Control Act/ Uttarakhand Tenancy Act	Same Units, as are prescribed for the case giving rise to the Appeal	
15.	Miscellaneous Civil Appeal	04 Units	
16.	Appeal under Public Premises Act	03 Units	
17.	Case remanded to trial Court	0.20 Unit and no units after five cases remanded in a month	
18.	Civil Revision, Revision u/s 25 SCC Act	03 Units	
19.	Revision Dismissed at the admission stage after hearing counsel	01 Unit	

20.	Civil Review	One third of the Units prescribed for the case	
21.	Reference made to the High Court under C.P.C.	01 Unit	
22.	Execution case where decree is satisfied	05 Units	
23.	Objections u/s 47 C.P.C.	04 Units	
24.	Objection under Order 21 Rule 58, Order 21 Rule 90, Order 21 Rule 97, Order 21 Rule 99	09 Units	
25.	SCC Execution cases	03 Units	
26.	Miscellaneous Civil Cases (Contested)	01 Unit	
27.	Transfer Application u/s 24 CPC	1/3 Unit	
28.	Return of plaint u/s 23 of the S.C.C. Act to the regular Court	03 Units	
29.	Cases decided *ex-parte* or uncontested	One third of the Units prescribed for the concerned case	
30.	Case decided on compromise	02 Units	
31.	Withdrawal of case with leave to file fresh case	02 Units	
32.	Disposal of application • For appointment of receiver, • to sue or present an appeal as indigent person, • For substitution of legal representative of deceased person, • under order VII Rule 11 of C.P.C., • For arrest and attachment before judgment, • Amendment, Commission • or any other misc. application, if contested.	03 Units	
33.	Disposal of application for injunctions	04 Units 1 Unit (if application is decided *ex-parte* including *ad interim* injunctions)	
34.	Application under Order 41 Rule 27 C.P.C.	02 Units	
35.	Application under Order 39 Rule 2A C.P.C.	03 Units	
36.	Setting aside *ex-parte* decree or Restoration of Suit /Appeal.	03 Units	

37.	Framing of Issues in Suit	01 Unit	
38.	Disposal of preliminary issue	03 Units	
39.	Recording of Evidence	01 Unit for completion of evidence of the witness. However, if the deposition is in more than five pages, 0.20 Unit for every page of deposition after the fifth page.	
40.	Referral for Mediation or Lok Adalat (if referred to another Court/Bench and case is settled in Lok Adalat)	01 Units	
41.	Disposal/Settlement of case through mediation	04 Units	
42.	Disposal/Settlement of case through Lok Adalat	03 Unit	

Note:

Units are for the contested case, decided in full trial/adjudication. Therefore, Units for cases disposed of as withdrawn, or on the basis of compromise, in Lok Adalat or decided *ex-parte* are mentioned separately.

SCHEDULE-II (PART-C)

FOR

Commercial Court

Sl. No.	Details/Nature of cases	Units per case	Remarks/ Reasons
1.	Original Suit	10 Units	
2.	Petition u/s 34 of the Arbitration Act	09 Units	
3.	Regular Misc.	03 Units	
4.	Execution	05 Units	
5.	Arbitration Appeal u/s 37(2) of the Act.	05 Units	
6.	Recording of Evidence	01 Unit for completion of evidence of the witness. However, if the deposition is in more than five pages, 0.20 Unit for every page of deposition after the fifth page.	

Note:

Presiding Officers of the Commercial Courts may claim same Units for the Work not mentioned in this Schedule, but are mentioned in *Schedule-II (Part–B) i.e.* Schedule of Units for Civil Work of District Judges and Additional District Judges like the Units for disposal of cases through Lok Adalat, Mediation, Compromise, Withdrawal, *ex-parte* judgments and Units for recording of evidence, disposal of various applications *etc.*

SCHEDULE-II (PART-D)

FOR

Judge (Senior Division/Junior Division)

(Civil Work)

Sl. No.	Details/Nature of cases	Units per case	Remarks/ Reasons
1.	**Civil Suit (Contested Case)** • Suit relating to Accounts • Suit relating to cancellation of decrees and instruments like sale deed, gift deed, will etc. • Suit relating to immovable property including suit for title, ejectment, partition and for specific performance of contract • Suit relating to Trusts and Trust Property • Suit for declaration affecting immovable property • Injunctions suit affecting immovable property	10 Units	
	• Suit relating to Contracts • Suit relating to Movable Property • Suit relating to Torts • Suit relating to Declarations • Money Suit • Injunctions suit not affecting immovable property • Other suits	08 Units	
2.	Suit decided under Order XII Rule 6 C.P.C.		
	Where decree is partially passed	02 Units	
	Where final decree is passed without a partial decree	03 Units	
3.	Summary suits, where case is decided after granting leave to defend	04 Units	
	Summary suits, where case is decided without leave to defend	02 Units	
4.	SCC Suit	08 Units	
5.	Case under Succession Act	04 Units	

6.	Revocation of succession Certificate	03 Units	
7.	Cases in which leave to defend is refused including Rent Control Act and decree passed	03 Units	
8.	Nagar Nigam Appeals	02 Units	
9.	Application u/s 27 & 30 of the Rent Control Act.	01 Unit per 10 cases	
10.	Application u/s 28 U.P. Rent Control Act	01 Unit per case on merit.	
11.	Petition u/s 20 & 21 of U.P. Rent Control Act or under Uttarakhand Tenancy Act	06 Units	
12.	Execution case where decree is satisfied	05 Units	
13.	Objections u/s 47 C.P.C.	04 Units	
14.	Application under Order 21 Rule 97 & 99 and Order 21 Rule 58 CPC.	09 Units	
15.	SCC Execution	03 Units	
16.	Return of plaint u/s 23 of the S.C.C. Act to the regular Court	03 Units	
17.	Cases decided *ex-parte* or uncontested	One third of the Units prescribed for the concerned case	
18.	Case decided on compromise	02 Units	
19.	Withdrawal of case with leave to file fresh case	02 Units	
20.	Disposal of application • For appointment of receiver, • to sue or present an appeal as indigent person, • for substitution of legal representative of deceased person, • under order VII Rule 11 of C.P.C., • for arrest and attachment before judgment, • amendment, commission • or any other misc. application, if contested.	03 Units	
21.	Disposal of application for injunctions	04 Units and 01 Unit (if application is decided *ex-parte* including *ad interim* injunctions)	
22.	Application under Order 39 Rule 2A C.P.C.	03 Units	
23.	Setting aside *ex-parte* decree or Restoration of Suit /Appeal.	03 Units	

24.	Framing of Issues in Suit	01 Unit	
25.	Disposal of preliminary issue	03 Units	
26.	Recording of Evidence	1 Unit for completion of evidence of the witness. However, if the deposition is in more than five pages, 0.20 Unit for every page of deposition after the fifth page.	
27.	Referral for Mediation or Lok Adalat (if referred to another Court/Bench and case is settled in Lok Adalat)	01 Unit	
28.	Disposal/Settlement of case through mediation	04 Units	
29.	Disposal/Settlement in Lok Adalat	03 Units	

Note:

Units are for the contested case, decided in full trial/adjudication. The Units for cases disposed of as withdrawn, or on compromise, in Lok Adalat or decided *ex-parte* are mentioned separately.

SCHEDULE-II (PART-E)

FOR

Chief Judicial Magistrate/Additional Chief Judicial Magistrate/ Judicial Magistrate

(Criminal Work)

Sl. No.	Details/Nature of cases	Units per case	Remarks/ Reasons
1.	Warrant cases IPC	06 Units	
2.	Cases u/s 363, 377, 408, 409, 466, 467, 468, 471, 477 IPC	08 Units	
3.	Cases u/s 138 of NI Act, E.C. Act/Food Safety and Standard Act 2006	05 Units	
4.	Prevention of Food Adulteration Act	06 Units	
5.	Warrant cases of Local and Special Acts	05 Units	
6.	CBI/Special Cell/Crime Branch/ Cyber Crime Case	10 Units	
7.	Summon cases	04 Units	
8.	Aforesaid units are for trial upto 3 accused persons. If there are more than 3 accused persons, for each additional accused.	0.5 Unit	
9.	Aforesaid units are for trial upto 10 witnesses. If there are more than 10 witnesses, for each additional witness	0.25 Unit	
10.	Petty case (Under Police Act/ Shop/ Estb. Act/Municipal Act, S.P.C.A. Act, Motor Vehicle Act etc.) decided through summary procedure on plea of guilty (including disposal in Lok Adalat)	01 Unit per 10 Challans. If Officer is not having summary powers, then 01 Unit per 5 Challans.	
11.	M.V. Act Challan by Virtual Court (accused pleaded guilty or not) (including disposal in Lok Adalat)	01 Unit per 20 Challans. If Officer is not having summary powers, then 01 Units per 10 Challans	

12.	Juvenile Justice Board: -		
	Inquiry involving offences triable by Court of Sessions	08 Units	
	Other Inquiry	05 Units	
	Inquiry including orders on age determination or preliminary assessment into heinous offences	03 Units	
13.	Committal of cases to the Court of Sessions, transfer of case by J.J. Board, after inquiry, u/s 18 (2) of the Juvenile Justice (Care & Protection of Children) Act.	02 Units for every 5 cases	
14.	Disposal of cases by Railway Magistrate on the basis of confessional statement	0.50 Unit	
15.	Railway Magistrate for Mobile Court	06 Units for each mobile court	
16.	Cases under Domestic Violence Act-		
	Final Disposal	04 Units	
	Interim Application disposal on merit	02 Units	
17.	Cases dismissed u/s 203 Cr.P.C.	01 Unit	
18.	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.	0.50 Unit	
19.	Cases in which the accused is discharged u/s 239 or 245 Cr.P.C.	01 Unit	
20.	Cases in which the accused is discharged u/s 249 Cr.P.C. without any Evidence having been recorded	0.50 Unit	
21.	Cases in which the accused is convicted u/s 252 Cr.P.C.	1.5 Units	
22.	Cases in which the accused is acquitted u/s 256,257,258 Cr.P.C. after some Evidence has been recorded	02 Units	
23.	Cases in which the accused is acquitted u/s 256,257,258 Cr.P.C. without any Evidence having been recorded	01 Units	
24.	Cases u/s 299 Cr.P.C.	01 Unit	
25.	Final Reports with Protest Petitions	02 Unit	
26.	Final Reports without Protest Petitions	0.50 Unit	
27.	Bail application and applications u/s 14 of the SARFAESI Act. (Non Bailable matters)	0.25 Units	
28.	Disposal of applications for declaration of accused as Juvenile	01 Unit	

29.	Referral for mediation, Lok Adalat *(if referred to another Court/Bench and case is settled in Lok Adalat)* or for mutually satisfactory disposition under the Plea Bargaining	01 Unit	
30.	Settlement/disposal of case through mediation	04 Units	
31.	Settlement/disposal of case in Lok Adalat or through Plea Bargaining	03 Units	
32.	Settlement/disposal of case by Compounding	02 Units	
33.	Disposal of case where accused pleads guilty	01 Units	
34.	Misc. Criminal Cases	0.50 Unit	
35.	Cognizance order	0.50 Unit	
36.	Summoning Order	01 Unit	
37.	Recording of statement u/s 251 of accused.	0.50 Unit	
38.	Framing of charges	01 Unit	
39.	Statements u/s 313 Cr.P.C.	0.20 Unit for every accused	
40.	Disposal of Applications u/s 156 (3), 216, 311,319, 321 Cr.P.C.	01 Unit	
41.	Police custody remand.	01 Unit	
42.	Misc. work including application for disposal of case property, Misc. Case u/s 446 Cr.P.C. or any other Misc. Case or application under Special Act.	0.50 Units	
43.	Recording of Evidence	01 Unit for completion of evidence of the witness. However, if the deposition is in more than five pages, 0.20 Unit for every page of deposition after the fifth page.	

Note:

1. Units are for the contested case, decided in full trial/adjudication. Therefore, Units for cases disposed of as withdrawn, or on the basis of compromise/ compounding *etc.* in Lok Adalat or Plea Bargaining are mentioned separately.

2. The units prescribed in aforesaid Sl. No. 29 to 32 do not include cases under M.V. Act, Police Act and other minor Acts, already mentioned at Sl. No. 10.

SCHEDULE-II (PART-F)

FOR

Family Courts and where Family Courts are not established, Courts dealing with family matters.

Sl. No.	Details/Nature of cases	Units per case	Remarks/ Reasons
1.	Divorce petition	10 Units	
2.	Suit for Dissolution of marriage by Mutual Consent	04 Units	
3.	Suit for • Restitution of Conjugal rights • Judicial separation • Injunctions simplicitor • Permanent alimony or for alteration of such order • Declaration of void or voidable marriage • Any other suit of declaratory nature • Other suits relating to family matters	08 Units	
4.	Application for interim order (Maintenance, Custody, Guardianship, Visitation, any other Interim relief)	03 Units	
5.	Misc. cases other than above	02 Units	
6.	Application u/s 125 Cr.P.C	06 Units	
7.	Application for interim maintenance under Special Acts, proceedings for permanent alimony under Special Acts, Application u/s 125(3), 127, 128, application for setting aside ex-parte order	03 Units	
8.	Adoption proceedings under J.J. Act, 2015	08 Units	
9.	Execution cases	05 Units	
10.	Cases decided *ex-parte* or uncontested	One third of the Units prescribed for the concerned case	

11.	Setting aside *ex-parte* decree or restoration of suit	03 Units	
12.	Case decided on compromise	02 Units	
13.	Withdrawal of case with leave to file fresh case	02 Units	
14.	Framing of Issues in Suit	01 Unit	
15.	Disposal of preliminary issue	03 Units	
16.	Recording of Evidence	1 Unit for completion of evidence of the witness. However, if the deposition is in more than five pages, 0.20 Unit for every page of deposition after the fifth page.	
17.	Referral for Mediation or Lok Adalat (if referred to another Court/Bench and case is settled in Lok Adalat)	01 Unit	
18.	Disposal/Settlement of case through mediation	04 Units	
19.	Disposal/Settlement of case through Lok Adalat	03 Units	

Note:

1. Units are for the contested case, decided in full trial/adjudication. Therefore, Units for cases disposed of as withdrawn, or on the basis of compromise, in Lok Adalat or decided *ex-parte* are mentioned separately.

2. The Units for the work, not mentioned in this Schedule, may be claimed as per the Units, prescribed for Court of District Judge or Magistrate Court, as the case may be.

SCHEDULE-II (PART-G)

FOR

Administrative/Miscellaneous Work by Judicial Officers

Sl. No.	Details/Nature of cases	Units	Remarks/ Reasons
1.	District Judges / C.J.M.s	05 Units per month	For misc. Judicial work.
2.	Annual inspection of other Courts/departments at Headquarters and outlying places by District Judge, Principal Judge Family Court, A.D.J., C.J.M. or any officer authorized for the inspection.	05 Units per inspection	
	Inspection of own office by District Judge once in a year.	05 Units	
3.	Half yearly inspection by Judicial Officer of his own office or portfolio department	05 Units per half yearly	
	Inspection of other offices i.e. Jail Authorities, Juvenile Homes	04 Units per inspection	
4.	Administrative Work by District Judge	05 Units per month.	
5.	Work done by District Judge as Chairman of D.L.S.A.	05 Units per month.	
6.	Work done by other Judicial Officers in legal aid or attending legal aid camp.	05 Units per camp.	
7.	Officers in-charge (Nazarat/Stationery/Copying/Library/ Amin/Administrative/Accounts (Headquarter and outlying)	05 Units per month	
8.	Departmental Enquiry: -		
	Fact finding	3 Units for each preliminary enquiry	1.5 Units if preliminary inquiry is not completed within for months
	Regular DE	8 Units for each Departmental enquiry	4 Units if DE is not completed within a year.
9.	Principal Judge/ Additional Principal Judge / Judge, Family Court.	05 Units per month.	For doing Administrative Work

10.	Custodial Death Enquiries	08 Units per inquiry.	
11.	Work as Link Officer	01 Unit for each day for Misc. work as a Link Officer.	He/she will also claim same Unit for every such work as if it belongs to his/her own Court
12.	Secretary of District Legal Service Authority (if having charge in addition to a Court)	10 Units per month.	Secretaries to D.L.S.A.s having no charge of a Court will not claim these Units, as no outcome of the work (Units) are prescribed for such Secretaries.
13.	R.T.I. Appeals	02 Units	
14.	Translation work	0.20 Unit for every page	

SCHEDULE-II (PART-H)

GENERAL INSTRUCTIONS

1. Judicial officers are expected to inspect their offices once in a half year. A District Judge is expected to inspect each Courts & 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 statement and the official who checks it.

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 trial courts have been stayed.

7. 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 ad interim injunction, attachment and appointment of receiver.

9. Presiding Officers should expedite civil miscellaneous cases of the nature of section 47 C.P.C., Order XXI Rule 58 C.P.C., Order XXI Rules 97 and 100 C.P.C., Order XXI Rules 89 & 90 C.P.C. etc., so as to expedite disposal of old execution 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 quarter 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 Report 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.

- If the average pendency of the cases (including all categories) in the court of District Judge / Additional District Judge during the year had been 300 or more.

- If the average pendency of the cases (including all categories) in the court of Commercial Court / Family Court, Civil Judge (Sr. Div.) and Civil Judge (Jr. Div.) during the year had been 500 or more.

- If the average pendency of the cases (including all categories) in the court of C.J.M. / A.C.J.M. / J.M. and Civil Judge (Sr. Div.) / Civil Judge (Jr. Div.) (doing civil and criminal both type of work) during the year had been 1000 or more

But;

- If the average pendency of the cases (including all categories) in the court of District Judge / Additional District Judge during the year remains below 300.

- If the average pendency of the cases (including all categories) in the court of Commercial Court / Family Court, Civil Judge (Sr. Div.) and Civil Judge (Jr. Div.) during the year remains below 500.

- If the average pendency of the cases (including all categories) in the court of C.J.M. /A.C.J.M./J.M. and Civil Judge (Sr. Div.) / Civil Judge (Jr. Div.) (doing civil and criminal both type of work) during the year remains below 1000.

Then, the proportionate out turn, in view of the lower average pendency of cases during the year, shall be treated as 1,200 units for the assessment year.

Note-

Average pendency will be calculated by adding closing balance of pendency of each month of the year divided by 12.

Example: Average pendency of assessment year is 200 cases.
Then required Units per month will be in case of District Judge,
200/300 X 100 =66.67 Units per months = 800.04 Units per annum.

13. Computation of out-turn of the officer, having pendency more than the prescribed limit as mentioned in Point 12, shall exclude leaves, holidays

(not including Second Saturday and Sundays), and training period at the rate of 3.28 Units per day.

Computation of out-turn of the officer, having lesser pendency than the prescribed limit as mentioned in Point 12, shall exclude his Units for leaves, holidays (not including Second Saturday and Sundays), and training period etc. at the rate of "K" Units per day.

where "K" = Proportionate Required Units ÷ 365

Example- Average pendency of assessment year is 200 cases in a year, in the court of District & Sessions Judge and the officer has availed 50 leave, holidays etc. Hence, Proportionate Required Units = 200/300*100*12 = 800 Units and K= 800/365= 2.19

Therefore, Units to be deducted due to leaves, holidays, Training etc.

50 days * 2.19 = 109.5 Units

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 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 to these general instructions.

17. For newly recruited Civil Judge and A.D.J. (Direct H.J.S.):

- During first induction course : No Units.

- After first induction course

For first two months	:	No Units.
For next two months	:	Min. 25% of prescribed Units.
For next two months	:	Min. 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. Any reference in the Schedule-II to the provisions of Code of Criminal Procedure, 1973 and Indian Penal Code shall be construed as reference to the corresponding provisions of the Bharatiya Nagarik Suraksha Sanhita 2023 and Bharatiya Nyaya Sanhita 2023.

PROFORMA

(To be filled by Judicial officer)

1	Name of the Judicial Officer									
2.	Designation									
3.		Pendency of Main Cases				Disposal of Main Cases				
		Total Pendency	More than 05 years old cases	More than 10 years old cases	More than 15 year old cases	Total Disposal	Disposal of more than 05 years old case	Disposal of more than 10 years old case	Disposal of more than 15 years old case	Percentage disposal
	Sessions Trial / Spl. Sessions Trial									
	Civil Appeal									
	Civil Revision									
	Misc. Civil Appeal									
	Criminal Appeal									
	Warrant Trial (IPC & other Acts)									
	Summon Trial (IPC & other Acts)									
	Section 138 NI Act									
	Original Suit									
	Execution									

SCHEDULE-III

CALCULATION

Calculation of Grading

Outstanding	:	Marks 160 and above
Very Good	:	Marks between 140-159.
Good	:	Marks between 120-139
Poor	:	Marks below 120.

An Officer should not be graded Outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out.

The Reporting Authority shall examine at least 05 (five) judgments delivered by the Officer during the relevant period and assess the Officer as per the given rating. The copies of said 05 (five) judgments shall be forwarded alongwith the filled up Annual Confidential Remarks Form to Hon'ble Court.

For Category C-

a)- Marks shall be awarded by the Reporting Authority when–

Pendency of the cases (including all categories) in the Court of Judicial Officer concerned at any point of the time during the Assessment Year had been equal or more than required pendency as per prescribed in para no. 12 of the General Instructions of Schedule-II.	***Marks=70*** *(When Judicial Officer achieves the Required Units)*
	Marks= (Units achieved÷Required Units) X 70 *(When Judicial Officer does not achieve the Required Units)*
Pendency of the cases (including all categories) in the Court of Judicial Officer concerned at any point of the time during the Assessment Year had not been more than required pendency as per prescribed in para no. 12 of the General Instructions of Schedule-II.	***Marks=70*** *(When Judicial Officer achieves the Proportionate Required Units)*
	Marks=(Units achieved÷Required Proportionate Units) X 70 *(When Judicial Officer does not achieve the Required Units)*

(i)- Special Incentive with respect to Achievement of Target when–

	Special Incentive
Disposal above 2 times of the norms	**20 Marks**
Disposal above 1.5 times upto 2 times of the norms	**15 Marks**
Disposal above 1.25 times upto 1.5 times of the norms	**10 Marks**
Disposal above 1.0 time upto 1.25 times of the norms	**5 Marks**

Example-

Let Required Units = 1200 Units

And Achieved Units = 2300 Units *(which is 1.9 times of required Units)*

So, Special Incentive with respect to Achievement of Target is 15 Marks.

Further, in order to ensure compliance with the mandate of the Hon'ble Supreme Court in Periyammal (Dead through Lrs.) V. Rajamani and Another etc., 2025 INSC 329, and to incentivize the disposal of targeted cases (both Civil and Criminal of ApaR-DJ) including all execution petitions, incentive of 5 Marks shall be considered for disposal of targeted cases.

b)- Marks shall be awarded by the Reporting Authority when–

Incentive for Disposal of Contested Cases- **%= (A÷B) X 100** *A= Units achieved through Disposal of Contested Case* *B= Units achieved through only Judicial Work i.e. excluding Administrative/ Misc. Work*	***Marks=20***	*When % is between 76-100%*
	Marks=15	*When % is between 51-75%*
	Marks=10	*When % is between 25-50%*
	Marks =05	*When % is below 25%*

c)- Marks shall be awarded by the Reporting Authority when–

Incentive for Disposal of Old Cases- **%= (A÷B) X 100** *A= Units achieved through Disposal of old cases.* *B= Units achieved through only Judicial Work i.e. excluding Administrative/ Misc. Work*	***Marks=20***	*When % is between 76-100%*
	Marks=15	*When % is between 51-75%*
	Marks=10	*When % is between 25-50%*
	Marks =05	*When % is below 25%*

Note:- However, where in a Court there is no case pending for more than 5 years, the assessment shall be done by similar method in the light of oldest cases pending in that Court.

Example- If there is no case pending for more than 5 years in a Court.

Let Total Pendency as on 01.04.2024 in-

Court 1 : 2020- 20 Cases, 2021- 150 Cases, 2022- 300 Cases, 2023- 500 Cases

Court 2: 2021- 35 Cases, 2022- 400 Cases, 2023- 600 Cases

Court 3: 2022- 80 Cases, 2023- 500 Cases

So, the oldest case in Court 1,2 and 3 shall be of year 2020,2021 and 2022 respectively.

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