HIGH COURT OF DELHI: NEW DELHI

5438-5448

No. DHC/Gaz/G-11/2016

From:

The Registrar General,
Delhi High Court,
New Delhi.

To

1. The District & Sessions Judge(HQs), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge, East District, Karkardooma Courts, Delhi.
3. The District & Sessions Judge, North-West District, Rohini Courts, Delhi
4. The District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi
5. The District & Sessions Judge, South District, Saket Courts, New Delhi.
6. The District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
7. The District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The District & Sessions Judge (Officiating), North District, Rohini Courts, Delhi.
9. The District & Sessions Judge (Officiating), North East District, Karkardooma Courts, New Delhi.
10. The District & Sessions Judge, South-East District, Saket Courts, Delhi.
11. The District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.

Sub : Furnishing of quarterly disposal statements and claim of units as per the unit criteria.

New Delhi, dated, the 24th December, 2016

Madam/Sir,

Please refer to revised unit criteria laid down by this Court for assessment of work done by the officers of Delhi Judicial Service circulated vide this court's letter No. 2192-2200/DHC/Gaz./G-10/Unit Criteria/2009 dated 18.12.2009 and to letter No. 32-41/DHC/Gaz/X-X/Unit Criteira/2013 dated 04.01.2013 whereby the judicial officers were directed to submit their quarterly disposal statement in the prescribed proformae (as forwarded vide this Courts' letter no 826-834/DHC/Gaz/G-X/Unit Criteria/2010 dated 23.3.2010) and revised format annexed with the said letter as Annexure 'A' in the soft form through email.

The following discrepancies are often found in the quarterly disposal statements submitted by the officers of Delhi Judicial Service:-

1. Some of the judicial officers are sending the quarterly statistical information/ statements in different formats instead of sending the same in the revised format annexed with this court's letter dated 4.1.2013.

2. Some of the judicial officers claim more than two units for each day for the work of Link MM whereas as per the unit criteria (S.No.10 of Table B), a judicial officer can claim only 2 units for each day even if he is Link MM to more than one Court.

3. As per the unit criteria (S.No.11 of Table B), only one unit each for deciding 10 bail applications and applications under Section 14 of the SARFAESI Act can be claimed whereas in case a judicial officer decides between 11 and 19 application, he/she also claims point units. For example, for deciding 16 applications, 1.6 units are claimed whereas in such a case only 1 unit can be claimed.

4. As per the unit criteria (S.No.26 of Table B), only 2 units can be claimed for deciding a case or appeal returned as settled through Lok Adalat or Mediation or Plea Bargaining (other than those cases carrying one unit or less). However, some of the judicial officers claim 2 units even in respect of those cases or appeals which carry one unit or less.

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5. Some of the Judicial Officers claim different units under the same head. For example, in Annexure 'A' (copy enclosed) to this Court's letter dated 4.1.2013, the figure shown again the column "Total units claimed for misc. work" (mark 'X') is sometimes different from the units claimed against the column "Units claimed for misc. work" (mark 'Y').

I am therefore to request you to kindly ask to the officers of Delhi Judicial Services working under your control to furnish the quarterly disposal statements in the prescribed proformae as forwarded vide this Court's letter no 826-834/DHC/Gaz/G-X/Unit Criteria/2010 dated 23.3.2010 and the revised format annexed with this Courts' letter No. 32-41/DHC/Gaz/X-X/Unit Criteira/2013 dated 04.01.2013 (copies enclosed) and furnish correct figures in the statements, keeping in view the aforesaid points.

Yours faithfully,

22.12.16

(Girish Kathpalia)
Registrar General

Encl: As stated.

Ld. ADJ (Jndl)

District & Sessions Judge (N/W)
Rohini Courts, Delhi
02/1/17

HIGH COURT OF DELHI : NEW DELHI

No. 32-41 /DHC/Gaz/G-X/UnitCriteria/2013

From

The Registrar General,
Delhi High Court,
New Delhi.

To

1. The District & Sessions Judge,
   Tis Hazari Courts, Delhi.
2. The District Judge & Addl. Sessions Judge I/C,
   East District, Karkardooma Courts, Delhi
3. The District Judge & Addl. Sessions Judge I/C
   New Delhi District, Patiala House Court, New Delhi.
4. The District Judge & Addl. Sessions Judge I/C,
   South West District, Dwarka, New Delhi.
5. The District Judge & Addl. Sessions Judge I/C
   North District,Tis Hazari, Delhi.
6. The District Judge & Addl. Sessions Judge I/C,
   North West & Outer District, Rohini, Delhi.
7. The District Judge & Addl. Sessions Judge I/C
   West District, Tis Hazari, Delhi.
8. The District Judge & Addl. Sessions Judge I/C
   South & South East District, Saket Court Complex New Delhi
9. The District Judge & Addl. Sessions Judge I/C
   North East District, Karkardooma, Delhi.
10. The Principal Judge,
    Family Courts, Dwarka Court Complex, New Delhi.

New Delhi, dated the 4/1/, 2013.

Sub : **Quarterly statements of work done by the judicial officers in soft form (duly scanned) through e-mail in place of hard copies.**

Madam/Sir,

As directed by the Hon'ble Judges of the Criteria Committee, I am to request you that duly legible scanned copies of the quarterly statistical information/statements of the work done by the judicial officers in the prescribed proformae (as forwarded vide this Court's letter No. 826-834/DHC/Gaz/G-X/ UnitCriteria/2010 dated 23.3.2010) including the quarterly statistical information as per the revised format annexed hereto as Annexure 'A' for the first quarter of 2013 and onwards may please be sent in soft form only through e-mail in place of hard copies, as at present, at the official e-mail address of the Administrative Officer (Gazette-II) at aojgazette2.dhc@nic.in with a copy of the same at the official e-mail address of the Assistant Registrar(Gazette) at argazette.dhc@nic.in .

Yours faithfully,

(O.P. Narang)
Deputy Registrar (Gazette)
for Registrar General

Annexure A

QUARTERLY STATISTICAL INFORMATION FOR THE QUARTER : _____ IN RESPECT OF COURT OF OFFICERS OF DELHI HIGHER JUDICIAL SERVICE & DELHI JUDICIAL SERVICE.

NAME & DESIGNATION OF THE OFFICER : _____ DISTRICT : _____

	January/April/ July/October	February/May/ August/November	March/ June/ September/December	Total
Total working days				
No. of days of Leave availed				
No. of days on which Courses attended, etc.				
No. of days on which duty performed as Mediator/Plea Bargaining Judge				
Actual working days				

Units Claimed	January/April/ July/ October	February/May/ August/November	March/ June/ September/December	Total
For Misc. work				
On the basis of disposal				
Total Units claimed				

→ Mark 'Y'

Units claimed for misc. work(quarterly),

Category by name	No.(s)	Units Claimed
Inspection of Court(s)		
Departmental Enquiry : Fact Finding		
Departmental Enquiry : Regular		
Bail Application Decided		
Application u/s 14 of SARFASI Act		
Misc. work (only for A/C/MM)		
Petty cases decided through summary procedure		
Transfer Applications U/s 408 Cr.PC/24 CPC		
Injunction Applications decided		
Order on charge		
Work of Link MM (only for A/C/MM)		
Other Misc. work		
Total units claimed for misc. work		

Mark 'X' →

Reduced norms on account of administrative work? If yes, please specify the administrative work mentioned in Notes d(i) to d(iv) of the Criteria circulated vide letter dated 23.3.2010 :

Special reasons for the inability to give disposal as per norms, if any :

Statistical Data(Quarterly)			Total
Category of cases (mention the relevant category)			
No. of pending cases at the beginning of the quarter			
No. of New cases filed during the quarter			
No. of cases received on transfer during the quarter			
No. of cases transferred out/committed during the quarter			
No. of cases disposed of	Contested	January/April/ July/ October	
		February/May/ August/ November	
		March/ June/ September/ December	
		Total	
	Uncontested	January/April/ July/ October	
		February/May/ August/ November	
		March/ June/ September/ December	
		Total	
	Total of Contested & Uncontested cases disposed of		

Signature of Judicial Office

DELHI HIGH COURT : NEW DELHI

No. 826-834/DHC/Gaz/G-X/UnitCriteria/2010

From

The Registrar General,
Delhi High Court,
New Delhi.

To

1. The District Judge I & Sessions Judge,
   Tis Hazari, Delhi.
2. The District Judge VI-cum-ASJ I/C(East),
   Karkardooma, Delhi
3. The District Judge IX-cum-ASJ I/C(South-West & Airports),
   Dwarka, New Delhi.
4. The District Judge V-cum-ASJ I/C(South),
   Patiala House Court, New Delhi.
5. The District Judge VIII-cum-ASJ I/C(North West & Outer),
   Rohini, Delhi.
6. The District Judge III-cum-ASJ I/C(West),
   Tis Hazari, Delhi.
7. The District Judge IV-cum-ASJ I/C (New Delhi),
   Patiala House Court, New Delhi.
8. The District Judge VII-cum-ASJ I/C(North East),
   Karkardooma, Delhi
9. The District Judge II-cum-ASJ I/C(North),
   Tis Hazari, Delhi.

New Delhi, dated the 23rd March, 2010.

Sub : **Proformae for furnishing of information/disposal by the officers of Delhi Higher Judicial Service and Delhi Judicial Service.**

Sir/Madam,

I am directed to forward herewith proformae as per Annexure 'P-1', 'P-2', 'P-3' and 'P-4' for furnishing of information/disposal by the officers of Delhi Higher Judicial Service and Delhi Judicial Service and to say that the same may be circulated to all Judicial Officers under your control for furnishing of information/disposal by them henceforth.

I am further directed to say that the Judicial Officers will submit the statistics regarding pendency/disposal on monthly basis to the concerned District Judge who shall have the same compiled and keep updated for submission to the High Court.

I am also directed to say that the statement of work done for assessment of the units shall be submitted on quarterly basis. The officers of Delhi Judicial Service will submit the said information through their respective inspecting Additional District Judges(officers of Delhi Higher Judicial Service) to the concerned District Judge. The officers of Delhi Higher Judicial Service will send statements regarding their own courts directly to the concerned District Judge. The District Judges will make over the statements for purposes of assessment of work done/calculation of units of officers of Delhi Higher Judicial Service and Delhi Judicial Service to the High Court on quarterly basis by 10th of next month positively. The first such statements for the quarter January to March, 2010 may please be furnished by 12th of April, 2010 positively.

Yours faithfully,

Section III (Others)

Statistical Status																								
Pending cases at the beginning of the month																								
New cases filed																								
Number of cases received on transfer																								
Number of cases transferred out/committed																								
Number of cases disposed of	Contested																							
	Uncontested																							
Pending cases at the end of the month																								

*Leave spaces blank which are not applicable

Grand Total = Section I

Annexure P-1

Monthly Statistical Information of the Cases in the Courts Presided Over by the Officers of Delhi Higher Judicial Service

For the month of _____

Name of the Officer :

Court_____, District_____, Jurisdiction _____

Part A

Section I (Criminal Jurisdiction)

Statistical Status		Culpable Homicide	Arms Act	304B IPC	364A IPC	TADA/POTA	MCOCA	Section 376 IPC	NDPS	EC Act	PC Act	Official Secrets Act	CBI	SC/ST Act	Other Sessions cases	Appeals/ Revisions	Total
Pending cases at the beginning of the month																	
New cases filed																	
Number of cases received on transfer																	
Number of cases transferred out/committed																	
Number of cases disposed of	Contested																
	Uncontested																
Pending cases at the end of the month																	

*Leave spaces blank which are not applicable

Section II (Civil Jurisdiction)

Statistical Status		Regular Civil Suits	Applications under Arbitration & Conciliation Act	Divorce petition by mutual consent	Press Act	Guardianship Act	Mental Health Act	Trust Act	Wakf Act	Companies Act	Improvement Trust cases	Matrimonial cases including HMA or other personal laws except petition for divorce by mutual consent	Appeals under DRC Act	Public Premises (Eviction of Unauthorized Occupants) Act	Regular Civil appeals	House Tax appeals pertaining to MCD and NDMC	Other labour applications including applications under Minimum Wages Act/Payment of Wages Act, etc.	Cases under other Statutes	Land acquisition (including reference u/s 18 and Section 31(2) of the Land Acquisition Act	Civil Appeals u/s 16 of the Delhi Municipal Act	Election Petitions	Pro
Pending cases at the beginning of the month																						
New cases filed																						
Number of cases received on transfer																						
Number of cases transferred out/committed																						
Number of cases disposed of	Contested																					
	Uncontested																					
Pending cases at the end of the month																						

Part C			
Section I		Section II	
Statistics relating to cases more than 5 years old		Information as to the units earned in the quarter	
Total number of cases pending as on first day of the month		Units earned in the first month of the quarter (i.e. Jan/April/July/Oct., 20_____)	
Number of cases received on transfer/matured as old cases		Units earned in the second month of the quarter ((i.e. Jan/April/July/Oct., 20_____)	
Number of cases disposed of		Units earned in the third month of the quarter (i.e. Jan/April/July/Oct., 20_____)	
Total number of cases pending as on last day of the month		Total	
Any Other information:		Instructions:- - In the first month of the quarter only units of the said month are required to be given - In the second month of the quarter units of the first month and second month are required to be given -In the third month of the quarter units of the first, second and third month are required to be given	

Part B

Section I		Section II	
Statistics of bail matters		Statistics of Execution cases	
Total number of cases pending as on first day of the month		Total number of cases pending as on first day of the month	
Number of fresh cases filed/received on transfer		Number of fresh cases filed/received on transfer	
Number of cases disposed of		Number of cases disposed of	
Total number of cases pending as on last day of the month		Total number of cases pending as on last day of the month	
Any Other information:		Any Other information:	

*Leave spaces blank which are not applicable

Section II (Civil Jurisdiction)

Statistical Status		Civil Suits	Evicton Petitions under Delhi Rent Control Act	Applicatons u/s 27 and Section 44/45 of Delhi Rent Control Act	Appeals against miscellaneous orders	Appeals against final orders/decree	Appeals under ESIC Act	Small cause suits	Petitions for insolvency	Petitions for guardianship	Others	Total
Pending cases at the beginning of the month												
New cases filed												
New cases received on transfer												
Number of cases transferred out/committed												
Number of cases disposed of	Contested											
	Uncontested											
Pending cases at the end of the month												

*Leave spaces blank which are not applicable

Section III (Cases not covered by Section I and II)

Statistical Status												
Pending cases at the beginning of the month												
New cases filed												
New cases received on transfer												
Number of cases transferred out/committed												
Number of cases disposed of	Contested											
	Uncontested											
Pending cases at the end of the month												

Grand Total = Section I + II + III =

*Leave spaces blank which are not applicable

Annexure P-2

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Monthly Statistical Information of the Cases in the Courts Presided Over by the Officers of Delhi Judicial Service Including Special Magistrates

Name of the Officer :

For the month of _____, 20_____

Court_____, District_____, Jurisdiction _____

Part A

Section I (Criminal Jurisdiction)

Statistical Status		Regular Criminal Cases under IPC other than Complaint Cases	NDPS Act	Domestic Violence Act	Section 125 Cr.P.C.	Execution u/s 125 Cr.P.C.	Arms Act	Complaint Cases	DDA	MCD	NDMC	Other State Cases	138 NI Act					Total
Pending cases at the beginning of the month																		
New cases filed																		
Number of cases received on transfer																		
Number of cases transferred out/committed																		
Number of cases disposed of	Contested																	
	Uncontested																	
Pending cases at the end of the month																		
1 PS																		
2 PS																		
3 PS																		
4 PS																		
5																		
Total																		

*Leave spaces blank which are not applicable

Part C			
Section I		Section II	
Statistics relating to cases more than 5 years old		Information as to the units earned in the quarter	
Total number of cases pending as on first day of the month		Units earned in the first month of the quarter (i.e. Jan/April/July/Oct., 20_____)	
Number of cases received on transfer/matured as old cases		Units earned in the second month of the quarter (i.e. Jan/April/July/Oct., 20_____)	
Number of cases disposed of		Units earned in the third month of the quarter (i.e. Jan/April/July/Oct., 20_____)	
Total number of cases pending as on last day of the month		Total	
Any Other information:		Instructions:- - In the first month of the quarter only units of the said month are required to be given - In the second month of the quarter units of the first month and second month are required to be given -In the third month of the quarter units of the first, second and third month are required to be given	

*Leave spaces blank which are not applicable

Part B

Section I		Section II	
Statistics of Petty Cases (Cases under Delhi Police Act, Shops and Establishment Act, Prosecution under Labour Act, Municipal Act, SPCA Act, Motor Vehicles Act) summarily decided		**Statistics of Execution cases**	
Total number of cases pending as on first day of the month		Total number of cases pending as on first day of the month	
Number of fresh cases filed/received on transfer		Number of fresh cases filed/received on transfer	
Number of cases disposed of		Number of cases disposed of	
Total number of cases pending as on last day of the month		Total number of cases pending as on last day of the month	
Any Other information:		Any Other information:	

*Leave spaces blank which are not applicable

Annexure P-4

QUARTERLY STATEMENT OF THE UNITS CLAIMED
For
Officers of Delhi Judicial Service/Delhi Higher Judicial Service

Name of the Officer :

Designation of the Officer :

Posting :

Quarter No. : FIRST/SECOND/THIRD/FOURTH OF 20___

A. **Instructions for filling up the form** :

1. Fill in the columns, cases in chronological order of their disposal. For example, case disposed of on the 7th January,2010 would be shown prior to a case disposed of on the 8th January,2010.

2. For category of cases refer to the Circular dated _____. The category of case shall be mentioned by the number of the table first followed by the Item No. For example, if the case is mentioned in the Table No. A and it fits into the category mentioned at serial No.5, then in this column, the category would be mentioned as A-5. Similarly, if the case falls in two categories, the conjoint effect may be shown thus (D-1+ D-15).

3. It would not be necessary to give detailed reasons for claiming incentives over and above the regular limits. For example, where an incentive has been claimed for the reason that it was a civil suit more than 10 years old, then it would be sufficient to say "civil suit 10 years old".

B. **Number of working days on which performed duty as mediator or plea bargain judge in the quarter** :

C. **Actual working days in the quarter** :

D. **Reduced norms claimed on account of administrative work? If yes, give details** :

E. **Grand total of units claimed in the quarter (Section I+II):**

F. **Special reasons for the inability to give disposal as per norms, if any** :

Section I-Units claimed for miscellaneous work

S.No.	Category by name	No.(s)	Units claimed
1.	Inspection of Court(s)		
2.	Departmental Inquiry-Fact Finding		
3.	Departmental Inquiry-Regular		
4.	Bail Applications decided		
5.	Application under Section 14 of SARFASI Act		
6.	Miscellaneous work (only for A/C/MM)	-	
7.	Petty cases decided through summary procedure		
8.	Work of Link MM (only for A/C/MM)		
9.	Transfer applications u/s 408 Cr.PC/24 CPC		
10.	Injunction applications contested		
	TOTAL units claimed on account of misc. work		

Annexure 'P-3'

Quarterly Statement of 20 Oldest Cases being Monitored by the Court

Name of the Officer :

Designation of the Officer :

Place of Posting :

Quarter Number :

S.No.	Registration No. of the Case	Title of the case	Category of case	Date of Institution (Original)	Date on which the case was received	Next date of hearing (if any)	Date of disposal (if any)	Reasons (in case, the case could not be disposed of despite being on board for two consecutive quarters)	Units claimed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

Instructions:-

(1) On the first day of the quarter, Presiding Officer of the Court will have 20 oldest cases on his or her board for being monitored in that quarter. It will be a running list. Whenever a case from the list is decided, another case will be added to make it a list of 20 oldest cases.

(2) Presiding Officer shall ensure that once an old case is being taken on board, it does not remain on board for more than 2 quarters. In case, the case remain on board for more than two quarters, he or she would state the reasons why it could not be disposed of during that period.

Date:

Signature of the Officer

S. No.	Case No.	Title of the case	Category of case disposed of	Reasons for claiming incentive	Units
TOTAL units claimed on the basis of disposal					Units

Date:

Signature of the Officer
Name of the Officer

Section II-Units claimed on the basis of disposal

S. No.	Case No.	Title of the case	Category of case disposed of	Reasons for claiming incentive	Units

Contd...