# FORM OF ANNUAL CONFIDENTIAL REPORT OF MEMBERS OF H.P. JUDICIAL SERVICE (For Senior Civil Judges)

| Name of Officer          |  |
|--------------------------|--|
| Name of Officer          |  |
| J.O. Code                |  |
| Designation              |  |
| Place of present posting |  |
| From                     |  |
| То                       |  |

#### HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

| -    |  | • |    | •    |
|------|--|---|----|------|
| From | 11 12 12 14 15 15 15 15 15 15 15 15 15 15 15 15 15 |   | 10 | 2.00 |

#### PART-I

## (To be filled in by the Officer reported upon) PERSONAL DATA

| 1. | Name of the Officer   |  |
|----|---|--|
| 2. | J.O. Code   |  |
| 3. | Date of Birth   |  |
| 4. | Date of continuous appointment to present grade.                                |  |
| 5. | Present posting and date from which posted.                                     | A Company of the comp |
| 6. | Special features of duties, if any (like<br>CBI, Special Designated Court etc.) | A Para La Capación de Maria de |
| 7. | Date of completion of:  |  |
|    | (a) 50 years of age   |  |
|    | (b) 55 years of age   |  |
|    | (c) 58 years of age   |  |

#### PART-II

#### SELF ASSESSMENT

Α.

| Steps taken to dispose of old commencement |                      | Instituted during the                 | Disposed year by th | Pending at the end of |                   |
|--|----------------------|---------------------------------------|---------------------|-----------------------|-------------------|
| matters                                    | of Reporting<br>Year | year/became<br>old during<br>the year | Contested           | Un-contested          | Reporting<br>year |
| More than 5 years old.                     |                      |                                       |                     |                       |                   |
| More than 10, years old.                   |                      |                                       |                     |                       |                   |
| More than 20 years old.                    |                      |                                       |                     |                       |                   |
| More than 30 years old.                    | *                    |                                       | 1                   |                       |                   |

В.

| Steps taken to dispose of cases             | Pending at the commencement of Reporting Year | during the | Pending at the end of Reporting year |
|---|---|------------|--------------------------------------|
| of persons more<br>than 65 years of<br>age. |   |            |                                      |

C.

| 1                               | commencement<br>of Reporting<br>Year | during the year | year by the      | Officer      | end of<br>Reporting<br>year |
|---------------------------------|--------------------------------------|-----------------|------------------|--------------|-----------------------------|
|                                 |                                      |                 | Contested        | Un-contested |                             |
| Civil Suits                     |                                      |                 |                  |              |                             |
| Rent Act                        |                                      |                 |                  |              |                             |
| Police Challans                 |                                      |                 |                  |              |                             |
| NI Act                          |                                      |                 |                  |              |                             |
| Under Trial cases               |                                      |                 |                  |              |                             |
| Complaints under any Act        |                                      |                 |                  |              |                             |
| DV Act cases                    |                                      |                 | an an Sia Araga. | 4.5.4.1      |                             |
| Juvenile cases                  |                                      |                 |                  | •            |                             |
| ND & PS Act                     |                                      |                 | :                |              |                             |
| Employees Comp.<br>Act          |                                      |                 |                  |              |                             |
| MV Act challans                 |                                      |                 |                  |              |                             |
| Civil/Cri Misc.<br>Applications |                                      | ,               |                  |              |                             |

Cases disposed of by way of conciliation/ Mediation/ Lok Adalat (ADR) etc. during the Reporting year

| 1. Brief Description of duties and a   | achievements with reference to A to C abo  | <u>ove</u> .     |   |
|--|--|------------------|---|
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N.B.—Attach separate sheet(s) of paper for D, if required. If an Officer fails to furnish correct information, the same will be taken seriously.

Date:

Signature

#### PART-III

#### GENERAL

#### (To be filled by the Registry of the High Court)

| · · · · · · |   |  |
|-------------|---|--|
|             | Whether under probation/ extended                 |  |
| 1.          | period of probation?                              |  |
|             |   |  |
|             |   |  |
|             | a) Whether punctual in attendance.                |  |
|             | ,   |  |
| 2.          | b) Whether on leave during the                    | A  |
|             | reporting period – duration and                   |  |
|             | nature of his leave account                       |  |
|             | (excepting casual leave).                         |  |
| ~           | a) Whether the officer was warned/                |  |
|             | visited with penalty during the                   |  |
|             | period under review? If so, give                  |  |
|             | particulars.                                      |  |
|             |   |  |
| 3.          | b) Whether placed under                           |  |
|             | suspension/ facing any inquiry during the period? |  |
|             | during the period.                                |  |
|             | c) Details of the complaints, if any,             |  |
| dej.c.      | pending in Vigilance Cell of the                  | CONTINUED CASE THE STATE OF ST |
|             | High Court.                                       |  |
|             | Whether underwent training in                     |  |
| 4.          | Judicial Academies and other                      |  |
| 7.          | institutions.                                     |  |
|             |   |  |
|             | Whether ACP/ Selection Grade/                     |  |
|             | Super Time Scale granted to the                   |  |
| 5.          | Officer? Yes/No                                   |  |
| 3.          |   |  |
|             | a) If yes, date of grant,                         |  |
|             |   |  |

Signature

Registrar (Vigilance)

Date

#### PART-IV

| ASSESSMENT OF DISPOSAL OF CASES ON REGULAR AND  | OLD | CASES |
|---|-----|-------|
| SIDE ON QUARTERLY BASIS FOR THE ASSESSMENT YEAR |     | . :   |
| IN RESPECT OF SHRI/ MS                          |     |       |

#### A. REGULAR SIDE

#### **Guide for awarding marks**

| Remarks     |    | Marks | to be aw | arded |
|-------------|----|-------|----------|-------|
| Outstanding |    |       | 25       |       |
| Very Good   |    |       | 20       |       |
| Good        |    |       | 15       |       |
| Adequate    | 7. |       | 10       |       |
| Inadequate  |    |       | 5        |       |

| Quarter ending | Assessment            | Marks |  |
|----------------|-----------------------|-------|--|
| June,          |                       |       |  |
| September,     |                       |       |  |
| December,      |                       |       |  |
| March,         |                       |       |  |
|                | Total Marks earned.   |       |  |
|                | Average Marks earned. |       |  |

#### B. OLD CASES SIDE Guide for awarding marks

| Remarks      | Marks |
|--------------|-------|
| Excellent    | 25    |
| Commendable  | 20    |
| Satisfactory | 15    |
| Fair         | 10 %  |
| Deficient    | 5     |

| Quarter ending | Assessment | Marks |  |  |
|----------------|------------|-------|--|--|
| June,          |            |       |  |  |
| September,     |            |       |  |  |
| December,      |            |       |  |  |

| March,                       |                       |                       |
|------------------------------|-----------------------|-----------------------|
|                              | Total Marks earned.   | (Service) and Service |
| and the second of the second | Average Marks earned. |                       |

#### C. RESULTANT GRADING OF FOUR QUARTERS

| Total Marks earn                | A. Regular Side ed: + B. Old Cases Side |         |     |
|---------------------------------|---|---------|-----|
| Resultant Gradi                 | ng:                                     | Grading | # E |
| Above 40 marks                  | : Outstanding                           |         | . : |
| Above 30 marks upto<br>40 marks | : Very Good                             |         |     |
| Above 20 marks upto 30 marks    | : Good                                  |         |     |
| Above 15 marks upto 20 marks    | : Average                               |         |     |
| Above 10 marks upto 15 marks    | : Below Average                         |         | . : |
| Upto 10 marks                   | : Poor                                  |         |     |

## D. ABILITY OF THE OFFICER TO INSPIRE AND MOTIVATE THE PARTIES UNDER THE ADR MECHANISM.

Certified that the figures & information given above are correct, as per record maintained by the Registry.

Registrar (Vigilance)

#### PART-V

### REMARKS OF THE REPORTING AUTHORITY / ADMINISTRATIVE JUDGE

|       |  | (1)                 | (2)   |
|-------|--|---------------------|---|
|       |  | Reporting Authority | Comments, if any, of the Administrative Judge |
| 1.    | Comments on Part-II filled in by the Officer reported upon.  |                     |   |
| 2.    | Grading on surprise inspection.  |                     |   |
| 3.    | Judicial ability of the Office   | <b>c</b>            |   |
| (a)   | Judgements:  |                     |   |
| (1)   | Knowledge and application of law, including case law, (Assessment to be based on review of at least ten judgments).  [Attach the list of Judgments examined] | -AV.                |   |
| (ii)  | Reasoning, clarity and precision.  |                     |   |
| (iii) | Language & lucidity.   |                     |   |
| (iv)  | Capacity to marshal and appreciate evidence.   |                     |   |
| (v)   | Quality of Judgement.  |                     |   |

| 7    |   |  |
|------|---|--|
| 1312 | Disposal of cases.                                |  |
| (b)  | (Refer to Clause C, Resultant Grading of Four     |  |
|      | Quarters, in <b>Part-IV</b> )                     |  |
| -    |   |  |
|      | Control over court                                | and the second second second second  |
| (c)  | proceedings and discipline in court.              |  |
|      |   |  |
| 4.   | Behaviour:  |  |
|      |   |  |
| (a)  | With colleagues and superiors.                    |  |
|      |   |  |
|      |   |  |
| (b)  | With members of the staff.                        |  |
|      |   |  |
|      |   |  |
| (c)  | With members of the Bar.                          |  |
|      |   |  |
|      |   |  |
| (d)  | With litigants, public, Officers and employees of |  |
|      | the other departments.                            |  |
|      |   |  |
|      | Whether the officer is                            |  |
| (e)  | punctual and wears proper Robes.                  |  |
|      |   |  |
| 5.   | Reputation ;                                      |  |
|      |   |  |
|      | Integrity   |  |
| (2)  |   |  |
| (a)  | a) Nothing Adverse                                | The second secon |
|      | b) Doubtful                                       |  |
|      |   |  |
|      |   |  |
| (b)  | Character   |  |
|      |   |  |
|      |   |  |

|   | /ˈɛ)           | Whether found living beyond known means.   |  | Vibrottib                   | idogeo geolegie<br>geolegie<br>geolegie  | *************************************** |
|---|----------------|--|--|-----------------------------|--|---|
|   | (d)            | Whether mixes with such company as the officer should not.   |  |                             |  |   |
| - |                |  |  |                             |  |   |
|   | 6.             | Remarks about the adminis  | trative skill:   |                             |  |   |
|   | (a)            | Supervision and control over the staff.  |  |                             |  |   |
|   | •              | Promptness in complying  |  |                             |  |   |
|   | (b)            | with the correspondence and orders of the superior courts.   |  |                             | 11. general, 40, 600   |   |
|   | (c)            | Any other relevant matter.   |  |                             |  |   |
| A | 7.             | Remarks about distribution of Judicial Business amongst colleagues. (Only for: i). Senior Civil Judge-cum-CJM, at  |  | The second second           |  |   |
|   |                | the District Headquarter, and  ii). Senior Civil Judge, making assignment at the Sub-Divisional level).  |  |                             |  |   |
|   | 5 <b>8.</b> :- | Whether the officer is available at the Headquarter during week-ends and holidays or he is in the habit of applying for leave /station leave frequently. | o ist, oni ssui preeno i<br>i niko sektonon i prib<br>sek ii i pribayini. Oi k | enit sover                  | Singley (1987) to the confidence of the confiden | vin (                                   |
|   | 9.             | Special assignments, if any, and performance during such assignment(s).  |  | च्या र शतकर है।<br>इ.स.च्या |  |   |

| 10.   | Whether capable o<br>shouldering additional<br>higher responsibility. |        |                | ended on som conference.  Sended on som conference.  |    |
|-------|---|--------|----------------|--|----|
| 11    | General Remarks   |        |                | House of the provided account of the least o | 2) |
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|       |   |        |                |  |    |
| 12.   | Overall grading **  |        |                | gefore of the contract of the  |    |
|       |   |        |                |  |    |

|      |              |            |              | , e 20   | i i        |   |              |
|------|--------------|------------|--------------|----------|------------|---|--------------|
| ** [ | Outstanding  | (A+) \/on  | (Cood (A)    | Good (R+ | Average /  | (C+) Poor (   | C)I          |
| L    | Outotariumig | (Ary, Very | r Good $(A)$ | GOOG (D  | ), Average | $(\mathbf{C}^{\dagger})$ , $(\mathbf{C}^{\dagger})$ | <b>υ</b> //. |

Place: Signature

Date : (Name in block letters)

Reporting Authority

#### Note:

The Reporting Authority shall ensure that the net result of the entries recorded in the ACR Form in Part-V, under the head "Overall Grading", correlates with the other entries recorded therein.

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ii. An officer should be graded 'Outstanding', if exceptional qualities and performance have been noticed.

Grounds for giving such a Grading should be clearly brought out.

#### PART-VI REMARKS OF

#### THE REVIEWING AUTHORITY

(Hon'ble Administrative Judge)

Signature

(Name in block letters)
Reviewing Authority

REMARKS OF
THE ACCEPTING AUTHORITY
(Hon'ble the Chief Justice)

Signature

Date:

Date:

(Name in block letters)
Accepting Authority

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