

**FORM OF ANNUAL CONFIDENTIAL REPORT
OF
MEMBERS OF H.P. JUDICIAL SERVICE
(For Presiding Officers Fast Track Courts)**

Name of Officer	
J.O. Code	
Designation	
Place of present posting	
From	
To	

THESE LABORERS ARE TO BE

NO

MEMBERS OF THE LOCAL BOARD

(The Working Office has been closed)

1900

1901

1902

1903

1904

1905

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

From _____ To _____

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.	
6.	Date of completion of:	
	(a) 50 years of age	
	(b) 55 years of age	
	(c) 58 years of age	

PART - II
SELF ASSESSMENT

A.

Steps taken to dispose of old matters	Pending at the commencement of Reporting Year	Instituted during the year	Disposed of during the year by the Officer	Pending at the end of Reporting year
More than 5 years old.				
More than 3 years old.				

B.

Steps taken to dispose of	Pending at the commencement of Reporting Year	Instituted during the year	Disposed of during the year by the Officer	Pending at the end of Reporting year
i). Trials of Rape cases				
ii). Trials of POCSO Act cases				
iii). Under Trial cases out of i). & ii). above				

C.

1. Brief Description of duties and achievements with reference to A & B above and shortfall, if any, in achieving targets.

Place:

Date:

Signature

N.B.—Attach separate sheet(s) of paper, for information on D, if required.

If an Officer fails to furnish correct information, the same will be taken seriously.

PART - III

GENERAL

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

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

Signature

Date:

Registrar (Vigilance)

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 awarded
Outstanding	25
Very Good	20
Good	15
Adequate	10
Inadequate	5

Quarter ending	Assessment	Marks
June,		
September,		
December,		
March,		
1. Total Marks earned.		
2. Average Marks earned.		

B. RESULTANT GRADING OF FOUR QUARTERS

Average Marks earned on Regular Side assessment	
Resultant Grading:	Grading
Above 20 marks : Outstanding	
Above 15 marks upto 20 marks : Very Good	
Above 12 marks upto 15 marks : Good	
Above 8 marks upto 12 marks : Average	
Above 5 marks below 8 marks : Below Average	
Upto 5 marks : Poor	

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.	Comments on Part-II filled in by the Officer reported upon.	
2.	Grading on surprise inspection.	
3.	Judicial ability of the Officer:	
(a) Judgements:		
(i)	Knowledge and application of law, including case law, (Assessment to be based on review of at least seven judgments). <i>[Attach the list of Judgments examined]</i>	
(ii)	Reasoning, clarity and precision.	
(iii)	Language & lucidity.	
(iv)	Capacity to marshal and appreciate evidence.	
(v)	Quality of Judgement	
(b)	Disposal of cases. (Refer to Clause C, Resultant Grading of Four Quarters, in Part- IV)	
(c)	Control over court 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.	
(e)	Whether the officer is punctual and wears proper Robes.	
5. Reputation :		
Integrity		
(a)	a) Nothing Adverse b) Doubtful	
(b)	Character.	
(c)	Whether found living beyond known means.	
(d)	Whether mixes with such company as the officer should not.	
6. Remarks about his administrative skills:		
(a)	Supervision and control over the Staff.	
(b)	Promptness in complying with the correspondence and orders of the superior courts.	
(c)	Any other relevant matter.	

7.	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.	
8.	Special assignments, if any, and performance during such assignment(s).	
9.	Whether capable of shouldering additional/ higher responsibility.	
10.	General Remarks	
11.	Overall grading **	

** [Outstanding (A+), Very Good (A), Good (B+), Average (C+), Poor (C)].

Signature

Date :

(Name in block letters)
Reporting Authority

Note:

- i. 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.
- 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 & ACCEPTING AUTHORITY

(Hon'ble Full Court)

(A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

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