

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

<b>Name of Officer</b>	
<b>J.O. Code</b>	
<b>Designation</b>	
<b>Place of present posting</b>	
<b>From</b>	
<b>To</b>	

THE UNIVERSITY OF CHICAGO

DEPARTMENT OF CHEMISTRY

(CHICAGO, ILLINOIS)

Name	Date

**HIGH COURT OF HIMACHAL PRADESH AT SHIMLA**

From \_\_\_\_\_ To \_\_\_\_\_

**PART - I**

**(To be filled in by the Officer reported upon)**

**PERSONAL DATA**

<b>1.</b>	Name of the Officer	
<b>2.</b>	J.O. Code	
<b>3.</b>	Date of Birth	
<b>4.</b>	Date of continuous appointment to present grade.	
<b>5.</b>	Present posting and date from which posted.	
<b>6.</b>	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/became old during the year	Disposed of during the year by the Officer		Pending at the end of Reporting year
			Contested	Un-contested	
More than 5 years old.					
More than 10 years old.					
More than 20 years old.					
More than 30 years old.					

B.

Steps taken to dispose of cases of persons more than 65 years of age.	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

C.

Steps taken to dispose of cases	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
			contested	Un-contested	
Civil Suits					
Rent Act					
Police Challans					
NI Act					
Under Trial cases					
Complaints under any Act					
DV Act cases					
Juvenile cases					
ND & PS Act					
Employees Comp. Act					
MV Act summary challans					
Civil/Cri Misc. Applications					
<b>Cases disposed of by way of conciliation/ Mediation /Lok Adalat (ADR) etc. during the Reporting year =</b>					

**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)

D.

**1. Brief Description of duties and achievements with reference to A to C above.**


**2. Please state briefly cause for the shortfall, if any, in achieving targets.**


Place:

Date:

Signature

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.

**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. 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,		
	1. Total Marks earned.	
	2. Average Marks earned.	

**C. RESULTANT GRADING OF FOUR QUARTERS**

<b>A. Regular Side</b> Total Marks earned:      + <b>B. Old Cases Side</b>		=	
<b>Resultant Grading:</b>		<b>Grading</b>	
Above 40 marks : Outstanding			
Above 30 marks upto 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.	<b>Judicial ability of the Officer:</b>		
<b>(a) Judgements:</b>			
(i)	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]		
(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.		
<b>4. Behaviour:</b>			
(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.		
<b>5. Reputation:</b>			
(a)	<b>Integrity</b> 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.		
<b>6. Remarks about the administrative skill:</b>			
(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.		

<p><b>10. General Remarks</b></p>			
<p><b>11. Overall grading **</b></p>			

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

Place:

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 AUTHORITY**

**(Hon'ble Administrative Judge)**

Signature

Date :

(Name in block letters)  
**Reviewing Authority**

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**REMARKS OF**

**THE ACCEPTING AUTHORITY**

**(Hon'ble the Chief Justice)**

Signature

Date :

(Name in block letters)  
**Accepting Authority**

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