

Confidential Report
for
Bihar Judicial Service Officers (Subordinate and Superior)

Name of Officer _____

Report for the year / period ending _____

Form 11

Confidential Report for Bihar Judicial Service Officers

Report for the year / period ending _____

PART – I

PERSONAL DATA

(To be filled by concerned Judicial Officer)

1. Name of Officer

2. Cadre and Year of allotment

3. Date of Birth

4. Date of appointment to
to present grade

Date

Grade

5. Present place of post and date of posting
there.

Date of
Posting

Place of
Posting

6. Period of absence from duty (on leave,
training etc. during the year. If he has
undergone training please specify.)

PART – II

To be filled in by the Judicial Officer Reported upon.

(Please read carefully the instructions given at the end of the form before filling the entries.)

1. (A) The period of posting. The number of cases pending on the date of joining/ at the commencement of the year and the number of cases disposed at the end of the year;

(B) Details of cases pending and disposed which are five years / ten years and 15 years old to be furnished on a separate sheet.

2. Please specify quantitative target set by you for disposal of cases, more particularly old cases and the achievement vis-a-vis the target set.

3. Factors of hindrance in achievement if any.

4. Please indicate specific areas in which you feel the need to upgrade your skills through Training programs and seminars etc.

Signature of Officer
reported upon.

PART – III

To be filled in by the Reporting Authority.

(Please read carefully instructions given at the end of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. Quality of output -
Please comment on the officers quality of performance.

3. Knowledge of Law and Procedure -

B. ATTRIBUTES

1. Court Management qualities -

Please comment on the officer's willingness to assume responsibility, organizing capacity, ability to motivate, ability to provide timely and proper guidance to subordinates.

2. Judgement / order writing capability

(Please comment on the quality of the passing / writing Judgement / Order.)
(Category in which the Judgements are to placed, viz. A+ - outstanding,
A - Very Good, B+ - Good, B- - Average/satisfactory, C - Below Average)

3. Communication skill (written and oral) -

Please comment on the ability of the officer to communicate with lawyers in the court room and generally administratively and with his colleagues.

4. Appraising ability –

Please comment on the officer's skill and capacity in evaluating and performance of subordinates in an impartial and objective manner.
(only in the case of D. J.)

5. Inter-personal relations and team work –

Behaviour/relationship with Superiors, Colleagues, Sub-ordinates, Members of the Bar and Public.

6. Aptitude and Potential –

(A) Is the officer industrious and prompt in disposal of cases with ability to effectively deal with heavy work load.

(B) Is he an efficient Judicial officer and fit for higher and additional duties and responsibilities.

PART – IV

GENERAL

1. Judicial Aloofness –

2. Integrity -
(Please see note below the instruction)

3. Grading –
(Outstanding (A+) / Very Good (A) / Good (B+) Average (B) / Below
Average (C)
(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).

Place :

Date :

Signature of Reporting Officer

Name in block letters

Designation D. J. / I. J.
(During the period of Report)

PART - V

REMARKS OF THE ACCEPTING AUTHORITY
(i.e. next superior authority)

Place :

Date :

Signature of the Accepting Authority

Name in block letters

Designation
(During the period of Report)

INSTRUCTIONS

(To be read carefully before filling the entries in the Confidential Report Forms)

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through confidential reports should be used as a tool for capability development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'average', 'Below Average' while giving your comments against any of the attributes.
5. Although performance appraisal is a year-end exercise, in order that it may be a tool for capability development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
6. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.
7. Assessment should be confined to the appraisee's performance during the period of report only.
8. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

NOTE – The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the officer's integrity is beyond doubt, it may be so stated.

- (ii) If there is any doubt or suspicion, the column should be **left blank** and action taken as under –
 - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the accepting authority who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he had heard nothing against the officer, as the case may be.

 - (b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the confidential report.

 - (c) If the doubts or suspicions are confirmed by accepting authority, this fact should also be recorded and duly communicated to the officer concerned.

 - (d) If as a result of the follow-up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period of 6 months and thereafter action taken as indicated at (b) and (c) above.

9. P.A.R. Should be sent to District and Sessions Judge (Reporting Officer) by the Sub-ordinate officers by 31st March of every year.
10. Confidential Report by District and Sessions Judge (Reporting Officer) in respect of Sub-ordinate Judicial Officers should reach the Accepting Authority latest by 30th April every year. In the event of any adverse remarks given by the Reporting Authority any explanation furnished by the officer be placed before the Accepting Authority for final decision. Thereafter if the aggrieved represents the matter may go before the Standing Committee.
11. P.A.R. should be sent by the Superior Judicial Officers to the Secretary to Hon'ble Inspecting Judge (Reporting Officer) by 31st March every year. For Superior Judicial Officers the Hon'ble Inspecting Judge shall be the Reporting Authority and the Accepting Authority shall be Standing Committee.
12. In case of transfer or retirement or deputation etc. the reporting authority may be at liberty to call for P.A.R. earlier from the officer and submit the same within a reasonable period before the accepting authority if the reporting authority (District and Sessions Judge) is due to retire before 30th April or transferred or deputed.
13. Annual confidential remarks should ordinarily be recorded by the District Judge before he leaves the station on transfer. In case the same are not recorded before the District Judge concerned leaves the station, on account of some unavoidable reason., the same should be sent to the High Court within one month of the handing over charge.
14. If the officer has served under the reporting authority for less than six months, the officer under whom he has previously served should be consulted and his opinions be incorporated in the report, care should be taken to indicate how far the replies to the questions are based on personal knowledge and how far on reports of other officers.
15. In case any retiring District and Sessions Judge fails to record such remarks before his retirement, the successor District and Sessions Judge should record his remarks in respect of the officers Sub-ordinate to him after watching their work and conduct for a period of three months, irrespective of the fact that the period of three months terminates after the month of the March of the year and send the same to the court immediately.