

OFFICE OF THE PRL. DISTRICT AND SESSIONS::M.M. DISTRICT AT KUSHAIGUDA

Endt.Dis.No:OPCell/ 3933 /2023

Date: 05 /12/2023

" Communicated"

To,
All the Courts in the Unit


Pri. District & Sessions Judge
M.M. Dist at Kushaiguda
Pri. Dist & Sessions Judge
Cum-Judge Family Court
Medchal Malkajgiri District.

HIGH COURT OF ANDHRA PRADESH : AT HYDERABAD

ROC NO. 549/WRC/2012

DI 05.10.2012

CIRCULAR

Sub: Method of Assessment of Work of the Judicial Officers - Revised Circular Instructions - Issued.

Ref: (1) High Court Circular In ROC No.695/WRC/2008 dt.15.12.2008.
(2) Representations of A. P. Judicial Officers' Association, dt.11.2.2012 and 19.3.2012.

In supercession of the previous Circular 1st cited, Issued on the subject, the High Court after considering the representations of A.P. Judicial Officers' Association, is pleased to issue the following instructions.

These instructions will come into force with effect from 01.10.2012.

I. PERIOD OF REVIEW & GROUPING:

The Qualitative and Quantitative out turn of work of the Judicial Officer shall be assessed twice in a year i.e., once in SIX months and Quarterly for Fast Track Courts.

The Periods of Review and grouping of the Districts are shown at Annexure -I.

Contd..2..

II. QUANTITATIVE ASSESSMENT:

A) Units prescribed for each Cadre of Judicial Officers in a month of 22 working days:

1. Principal District Judges	10.00	Units
2. (a) Addl. District & Sessions Judges	11.00	Units
(b) Chairman of Tribunals.	9.00	Units
3. Senior Civil Judges	11.00	Units
4. Chief Metropolitan Magistrates (in the cadre of Senior Civil Judges)	17.00	Units
5. Junior Civil Judges/Judicial Magistrates of First Class Including Rent Controllers and Railway Magistrates.	17.00	Units
6. Spl. Judicial Magistrates of First Class dealing with the cases under PCR Act and IPC Cases, Municipal Courts and special Munsif Magistrates sanctioned Under G.O.Ms.No.406, dt.27.6.1990.	17.00	Units(*)
7. Presiding Officers of the Fast Track Courts in the Regular cadre of District Judges/ Senior Civil Judges	14.00	Units
8. Retired Officers Presiding over the Fast Track Courts in the cadre of District Judges/ Senior Civil Judges/on Adhoc basis	14	Cases on contest.
9. Officers who are presiding Over the Junior Civil Judges Courts exclusively on Civil Side with a pendency of less than 500 Cases	15.00	Units
10. Officers who are attending Protocol duties at Srisaillam and Tirupathi	16.00	Units.

(* To maintain equilibrium, the Unit Heads are empowered to transfer cases from Regular courts).

(the table showing the units fixed for contested matters is shown as **Annexure-II**.)

B) THE OFFICERS DEALING WITH CIVIL AND CRIMINAL MATTERS SHALL MAKE EVERY ENDEAVOUR TO DISPOSE OF CIVIL AND CRIMINAL MATTERS PROPORTIONATE TO THE PENDENCY OF CASES OF THE RESPECTIVE BRANCHES.

C) IF THE PERIOD IS LESS THAN ONE MONTH, THE OUT TURN OF WORK OF THE OFFICERS WILL NOT BE ASSESSED

D) Remarks for the out turn of work:

1. **VERY GOOD** : Where the out turn is above twice the norms fixed
2. **GOOD** : Where the out turn is above one and half and up to twice the norms fixed.
3. **SATISFACTORY** : Where the out turn is between the norms and one and half times of the norms fixed.
4. **AVERAGE** : Where the out turn of work is less than the norms fixed but not less than the half.
5. **POOR** : Where the out turn is less than half of the prescribed norms.

E) DISPOSAL OF OLD MATTERS:

(i) **Identification of old 100 Cases:** Each Judicial Officer has to identify the first 100 oldest Main cases, such as ORIGINAL SUITS, APPEAL SUITS, RENT CONTROL APPEALS, CIVIL MISCELLANEOUS APPEALS, TENANCY APPEALS, LAND GRABBING CASES, SESSIONS CASES, CRIMINAL APPEALS, CRIMINAL REVISION PETITIONS, COOPERATIVE TRIBUNAL APPEALS, ORIGINAL APPEALS etc., available for disposal, i.e. (all matters ready for trial, irrespective of the pendency of any IA's or MP's therein but excluding stayed matters and those at appearance stage) on his/her file in proportion to the pendency in different categories in his/her Court (as illustrated in **Annexure -III**) and communicate the same to the Unit Head and also to the High Court in the prescribed proforma (as indicated in **Annexure-IV**) at the beginning of the period, at the same time keeping such list in the notice board every month duly deducting the disposed of identified cases.

(ii) The Presiding Officers of Spl. Courts for which they are constituted should give priority for disposal of those cases only, irrespective of the pendency of other category of cases and even in identifying 100 old matters for disposals unlike as mentioned in Clause(i).

(iii) Question of Identification of 100 cases does not arise where the pendency is less than 100 cases (excluding stayed matters and NBWs).

(iv) TRANSFER IN THE MIDDLE OF THE PERIOD AND MAKING UP IDENTIFIED CASES:

If the Officer, who takes charge in the middle of the period, found that the Identified cases have been disposed of partly or fully by his/her predecessor, he/she has to necessarily identify again the oldest matters including the pending identified cases available by then, in proportion to the balance of days in that particular period, and, every endeavor shall be made to dispose of those Identified cases.

If an officer happens to work at more than one place in a period, his/her out-turn of work at both the places will be reviewed separately according to the actual number of working days and disposal in respect of Identified old matters (proportionately) and other regular cases. If an officer, on transfer, is unable to turn out the required units of work by the time he received the transfer proceedings, he/she may give a detailed explanatory note for short fall of units, and hand it over to the Chief Ministerial Officer concerned, to be transmitted along with the Work Review Statements at the end of the period.

(v) EVERY OFFICER SHALL CONCENTRATE ON THE OLD PENDING CASES AND SHALL MAKE EVERY ENDEAVOUR TO DISPOSE OF OLD CASES.

(a). Out of the **10 units** to be secured by the Prl. District & Sessions Judges, **6 units** shall be by disposal of Main Cases, such as ORIGINAL SUITS/ APPEAL SUITS/ RENT CONTROL APPEALS/ CIVIL MISCELLANEOUS APPEALS/ TENANCY APPEALS/LAND GRABBING CASES/ SESSIONS CASES/ CRIMINAL APPEALS/CRIMINAL REVISION PETITIONS etc.. (shown in Annexure - V)

(b). Out of the **11 units** to be secured by the Addl. District & Sessions Judges and out of 9 units to be secured by the Chairman/ Presiding Officers of the Tribunals/ Spl. Courts/ Labour Courts etc., **7 units** shall be by disposal of Main Cases, such as ORIGINAL SUITS/ APPEAL SUITS/ RENT CONTROL APPEALS/ CIVIL MISCELLANEOUS APPEALS/ TENANCY APPEALS/ LAND GRABBING CASES/ SESSIONS CASES/ CRIMINAL APPEALS/ CRIMINAL REVISION PETITIONS etc.. (as shown in Annexure - V).

(c). Out of **11 units** to be secured by the Senior Civil Judges, **6 units** shall be from the Suits and Appeals etc.. (shown in Annexure - VI).

(d). Out of **17 units** to be secured by the Chief Metropolitan Magistrates (in the cadre of Senior Civil Judges) and Junior Civil Judges/Judicial Magistrate of First Class including Rent Controllers & Railway Magistrates & Spl. Judicial Magistrate of First Class dealing with the cases under PCR Act & IPC cases, Municipal Courts and Spl. Munsif Magistrate Courts sanctioned under G.O.Ms.No. 406, dated 27.06.1990, **13 units** shall be from the Main Cases like Suits and Criminal Cases (shown in Annexure - VII).

(vi) If any Officer on Regular side fails to dispose of 20 Identified Cases out of 100 Identified Cases, his/her performance be recorded on Quantitative side as "POOR".

(vii) IF AN OFFICER IS TRANSFERRED FROM ONE STATION TO ANOTHER STATION DURING THE SAME PERIOD AND UNABLE TO DISPOSE OF PROPORTIONATE NUMBER OF 20 IDENTIFIED CASES.

The Quantitative Assessment will be made in respect of such officers considering the average disposal of his/her two stations for the period under review for the Quantitative Assessment. For those Officers, who do not dispose of proportionate number of 20 Identified Cases his/her Quantitative assessment will be recorded as "POOR".

(viii) If an Officer's Quantitative performance is found to be **POOR** consecutively for three Periods, he/she may be subjected to appropriate action on an overall Assessment of his/her performance by the High Court.

HOWEVER, CASES DIRECTED BY THE HIGH COURT TO BE DISPOSED OF URGENTLY SHALL BE GIVEN PREFERENCE SHOWING THEM AS IDENTIFIED CASES.

2) QUANTITATIVE ASSESSMENT OF OFFICERS WORKING IN COURTS HAVING LESS PENDENCY:

(a) The Presiding Officers of the Courts/Tribunals/ Spl. Courts etc.. irrespective of their cadre, having pendency of cases less than the Units required to be secured for the particular period, shall at least dispose of the cases commensurate with the Institution. If the disposal is twice the Institution, out turn will be recorded as VERY GOOD, if the disposal is above one and half and upto twice the Institution, it will be recorded as GOOD; If the disposal is between the number of cases instituted and upto one and half times of the said number, it will be recorded as

(b) With regard to the Work Review Files of the Officers, who do not come under any of the above norms, and which require an accurate assessment, the Registry may put up a leading note before the Hon'ble Portfolio Judges suggesting remarks as "RECORDED". The work of such officers shall be assessed with reference to the quality of the judgment, if any.

3) R.T.C. MOBILE COURTS/ MOBILE COURT UNDER M.V. ACT:

No standard units are prescribed for RTC Mobile Courts. However, disposal in those courts shall at least keep pace with the Institution. Otherwise, the out turn of work of the Officer will be treated as UNSATISFACTORY.

4) NEWLY RECRUITED JUDICIAL OFFICERS:

For those Judicial Officers who are newly recruited in the middle of the period, their Quantitative Assessment of the work for the first three months or balance of the period, in which he/she is appointed for first time will be noted as 'RECORDED'.

5) INSENTIVES:

(a) Preference for disposal of cases of U.T. Prisoners and cases U/Sec. 125 Cr.P.C. not included as Identified Cases.

Apart from disposing of 100 oldest Identified main cases, preference should be given to the Under Trial Prisoners cases and Matters Under Sec. 125 Cr. P.C. pending for more than one year while disposing of the other Criminal Matters. For disposal of such contested matters of U.T. Prisoners and maintenance cases, a weightage of 25% in Units prescribed for such category of cases will be given. The Officers are to give priority for the oldest cases and not to the latest from the list of above two categories to secure weightage.

(b) Units for Lok Adalat Cases:

0.25 Units will be provided for each main case referred to and settled in Lok Adalat subject to the condition that the Judicial Officer secures minimum requisite number of units as prescribed.

(c) Units for Batch Cases:

If cases of any category are disposed of in a batch, for the first case in the batch, full rate of unit prescribed will be given and for the rest of the cases in the batch, 50% of the rating fixed for that category of cases, subject to a maximum of two and half times of the rating will be given to that category.

(d) Units for hostile cases:

If the material witnesses in Sessions Cases/ C.C.s/S.I.Cs, turned hostile, half of the rating will be given.

III QUALITATIVE ASSESSMENT:

a) Submission of two Judgments of choice:

For Assessing Qualitative performance of the District Judges, they are instructed to send, at the time of submitting the work review statements itself, two selected contested Judgments of their own choice, from two categories of main cases disposed of, out of which, at least one Judgment shall relate to the oldest 100 identified and disposed of cases.

b) Sending of two Judgments by Unit Heads:

The Unit Heads shall identify two contested judgments of Senior Civil Judges and Junior Civil Judges/ Judicial Magistrates of First Class from two categories of main cases disposed of, out of which at least one judgment should relate to the oldest 100 matters identified and disposed of in each period, and initially scrutinize such judgments, either by themselves or with the assistance of Additional District Judges working at the respective places and forward them to the High Court, duly filling up the opinion form, prescribed in Annexure - VIII.

c) Sending only clear and legible copies of Judgments:

The copies of the Judgments should be clear and easily readable.

The copy must be true replica of the Original judgment, duly correcting all the mistakes, if any, made in the original judgment, and

The copy must either be a Photo Copy or a Typed One. It should be made on a White paper or Judgment paper but not on manifold paper.

d) Guidelines for Qualitative Assessment:

1. Marshalling of facts
2. Appreciation of evidence
3. Appreciation of law
4. Power of suggestion

e) Qualitative Assessment - Gradation:

On Qualitative performance, there shall be GRADATION as follows:

- I) Very Good
- II) Good
- iii) Satisfactory
- iv) Average
- v) Poor

The Reviewing authority shall express a specific opinion on each and every clause in the Opinion Form.

IV. OTHER INSTRUCTIONS:

a) Time for sending review Statement of District Judges to High Court:

The Review Statements of the work of the District Judges in duplicate should reach High Court within 10 days after completion of the period.

b) Time for sending Review Statements of other Officers to District Judges:

The review Statements of Senior Civil Judges and Junior Civil Judges, Judicial Magistrates of First Class, should reach their Unit Heads, in triplicate, within a week of completion of period, and initial scrutiny of Quantitative and Qualitative assessment by Unit Heads is to be completed in two weeks.

c) Time for sending Review Statements of other Officers to High Court:

Review Statements of Senior Civil Judges and Junior Civil Judges, Judicial Magistrates of First Class, should reach the High Court in duplicate within 30 days of the completions of the period through District Court on completion of all requisites i.e., the initial scrutiny of the Unit Head/ Addl. district Judges, with their opinion forms.

d) Check list of Statements:

While forwarding the Review Statements to the High Court, all the Officers, must necessarily answer the Check List covered by Annexure -IX to make sure that all the statements are appended.

The receipt of this circular may be acknowledged.

To

1. All the District & Sessions Judges in the State.
2. The Chief Judge, City Civil Court, Hyderabad.
3. The Chief Judge, City Small Causes Court, Hyderabad.
4. The Metropolitan Sessions Judges at Hyderabad, Vijayawada and Visakhapatnam.

(The above Unit Heads are requested to communicate the copies of this circular to all the Judicial Officers and Administrative officers working under their control, forth with.)

5. The Presiding Officers of Labour Courts at Guntur, Anantapur, Warangal, Godavarikhani, Visakhapatnam, Hyderabad -I, II & III.
6. The Chairman, Industrial Tribunals - I and II, Hyderabad.
7. The Chairman, Addl. Industrial Tribunal -cum- Addl. Labour Court, Hyderabad.
8. The Chairman, Tribunal for Disciplinary Proceedings, Hyderabad.
9. The II and III Member, Tribunal for Disciplinary Proceedings, Hyderabad.
10. The Chairman, Sales Tax Appellate Tribunal, Hyderabad and Visakhapatnam.
11. The Presiding Officer, State Transport Appellate Tribunal, Hyderabad.
12. The Spl. Judge for trial of CBI Cases, Hyderabad & Visakhapatnam.
13. The Spl. Judge for trial of cases under Economic Offences, Hyderabad.
14. The Chairman, Land Reforms Appellate Tribunal, East Godavari at Kakinada, West Godavari at Eluru, Warangal, Karimnagar, Nalgonda and Ranga Reddy District at L.B.Nagar.
15. The Chairman, Cooperative Tribunal, Hyderabad & Vijayawada, Visakhapatnam and Warangal.
16. The Spl. Judge for trial of cases under SCs and STs (POA) Act, Guntur, Chittoor, Hyderabad, Nellore, Mahabubnagar, Prakasam at Ongole, Kurnool, Medak, Kadapa, Karimnagar, Nizamabad, Krishna at Machilipatnam, Anantapur, Khammam, Warangal, Nalgonda, East Godavari, Srikakulam, Vizianagaram, Visakhapatnam, West Godavari at Eluru, Ranga Reddy District at L.B.Nagar, and Adilabad.
17. Judge, Family Court, Hyderabad and Secunderabad.
18. Judge, Family Court, Kurnool, Krishna at Vijayawada, Tirupathi, Warangal, Visakhapatnam, Guntur, Karimnagar, Visakhapatnam (Additional), West Godavari at Eluru, Anantapur, Ranga Reddy District at L.B.Nagar, Khammam, Vizianagaram, Kadapa, Hyderabad (Additional Court), Nellore, Prakasam at Ongole, Adilabad, Srikakulam, Mahabubnagar, Nalgonda, Medak at Sanga Reddy and East Godavari at Kakinada.
19. Spl. Sessions Judge for trial of Offences for withdrawals and misappropriation of amounts (embezzlement) in Social Welfare & other Departments at Hyderabad.
20. A.P. Wakf Tribunal, Hyderabad.
21. Spl. Judge for trial of cases under E.C. Act, Hyderabad.
22. To The Director, A.P. Judicial Academy, Secunderabad.

ANNEXURE-I

PERIODS OF REVIEW AND GROUPING OF DISTRICTS

As the period of Assessment is once in six months, all the Districts in the State are divided into six groups as follows:

GROUP	DISTRICT NAME	PERIODS	
		I	II
GROUP-I	HYDERABAD RANGA REDDY MEDAK	1 st January to 30 th June	1 st July to 31 st December
GROUP-II	WARANGAL MAHABUBNAGAR NIZAMABAD KARIMNAGAR ADILABAD NALGONDA	1 st February to 31 st July	1 st August to 31 st January
GROUP-III	CHITTOOR KADAPA KURNOOL ANANTAPUR	1 st March to 31 st August	1 st September to 28 th February
GROUP-IV	SRIKAKULAM VIZIANAGARAM VISAKHAPATNAM KHAMMAM	1 st April to 30 th September	1 st October to 31 st March
GROUP-V	EAST GODAVARI WEST GODAVARI KRISHNA	1 st May to 31 st October	1 st November to 30 th April
GROUP-VI	GUNTUR PRAKASAM NELLORE	1 st June to 30 th November	1 st December to 31 st May

GENERAL INSTRUCTIONS TO BE FOLLOWED BY ALL THE CHIEF MINISTERIAL OFFICERS WHILE FORWARDING STATEMENTS:

1. If an officer happens to be transferred in the middle of the period, copy of statements relating to that officer be sent to his new station for onward transmission to High Court for the purpose of Average Calculation for Quantitative Assessment.
2. In Statement I-A - AFT Column should tally with the cases shown in other statements of year wise, identified cases and other than identified cases and also with details of cases shown in list.
3. Other than identified case wise list shall be furnished showing separately, main cases and other than main cases.
4. District Judge should assess the Officer's Quantitative assessment on total units secured by the Officer in his Main Post as well as Full Additional Charge posts.

ANNEXURE-II

LIST OF UNITS FIXED FOR CONTESTED MATTERS FOR ALL SUBORDINATE JUDICIAL OFFICERS WORKING IN THE STATE OF ANDHRA PRADESH :

COMPUTER CODE AND NATURE OF CASE	FULL NAME OF THE CASE	SHORT NAME OF THE CASE	UNITS PRESCRIBED
	<u>Title Suits</u>		
010101	(a) Suits for Declaration and suits for Partition (Preliminary Decree)	OS(T)	1.50
010102	(b) Specific Performance Suits	OS (SP)	1.50
010103	(c) Injunction Suit	OS(I)	1.00
010104	Money/ Other Suits	OS(M/Oth)	0.75
010105	Passing of an Ex-parte Decree	Ex-parte	0.25
010106	Small Causes Suits	SCS	0.25
010201	For passing final decree	FDP	0.50
010202	I.A. (Under Order 39, Rules 1, 2 & 4 CPC)	IA (Or 39, R 1, 2 & 4)	0.50
010203	I.A. (Under Or.22, Rules 3 & 4 CPC)	IA (Or. 22, R 3 & 4)	0.25
010204	I.A. (Under Or. 40, Rule 1 CPC)	IA (Or. 40, R 1)	0.50
010205	I.A. (Under Or 34, Rule 5 CPC)	IA (Or. 34, R 5)	0.25
010206	I.A. (Under Sec.151 CPC)	IA (S.151)	0.00
010207	Petition for striking out and adding of Parties (Or.1. R10 CPC)	IA (Or.1. R10 CPC)	0.25
010208	Petition for Amendment of Pleadings (Or.6, R17 CPC)	IA (Or.6. R17 CPC)	0.25
010209	Petition for rejection of Plaint (Or.7. R.11 CPC)	IA (Or.7. R.11 CPC)	0.25
010210	Disposal of Suit on preliminary issue	IA(Or.14 R 2 CPC)	0.25
010211	Disposal of Application for Attachment before Judgment on merits	IA (Or.38 R 5 CPC)	0.25
010212	Disposal of Application filed for Disobedience or Breach of Injunction	IA (Or.39. R 2(a) CPC)	0.25
010213	Disposal of Application for Restitution	IA (Sec.144 CPC)	0.25
010299	Civil Miscellaneous Petition	CMP	0.00

COMPUTER CODE AND NATURE OF CASE	FULL NAME OF THE CASE	SHORT NAME OF THE CASE	UNITS PRESCRIBED
010301	EA (Under Or 21, Rule 58 CPC)	EA (Or.21 R. 58)	1.00
010302	EA (Under Or 21, Rule 97 CPC)	EA (Or.21R 97)	1.00
010303	EA (Under Or 21, Rule 99 CPC)	EA (Or.21, R 99)	1.00
010304	Under Or. 38, Rule 8 CPC	EA (Or. 38 R. 8)	0.50
010305	Under Sec. 47 CPC	EA (S 47)	0.25
010306	Under Or. 21, Rule 90 CPC)	EA (Or. 21 R 90)	0.50
010307	EA (Oth)	EA (Oth)	0.00
010401	All E.P.s when orders pronounced	EP	0.50
010501	Under Insolvency Act, other than Debtors Petition	IP (Other than Debtor Petition)	0.50
010502	Under Insolvency Act by Debtor.	IP (Debtors)	0.25
010503	Under Insolvency Act (I.P)	IP	0.25
010504	Under Sec. 11(4) & S.14 of R.C. Act.	RC	0.30 0.75
010505	Election Petition under various Acts	EOP	1.00
010506	Application under Act 45/1987	IP (A/Act 45)	0.25
010507	Application under Sec. 9 of RC Act	IP (A/S. 9 RC Act)	0.25
010508	Application under Sec. 53 & 54 of Insolvency Act	IP (S 53 & 54)	0.50
010601	Sec.110 A of MV Act 1939 or Sec. 166 of MV. Act 1988	MVOP (S 166 of MV Act)	0.50
010602	Sec. 92-A of MV Act. 1939 or Sec.140 of MV. Act 1988	MVOP (S 140 of MV Act)	0.25
010603	Land Grabbing (Prohibition Act)	LGOP	1.00
010604	A.P. (Telangana Area) Public Societies Registration Act	A.P. (T.A) PSR Act	1.00
010605	Land Acquisition Act	LAOP	0.50
010606	Other OPs excluding OPs under Sec.24, Or 33, R 4 CPC	OP (oth)	0.50
010607	O.P.s Under Sec.24 Or 33, R 4 CPC	OP(S.24, Or 33 R 4)	0.00
010608	Rent Controller Cases	RCC	0.50
010609	Tenancy Cases	ATC	0.50

COMPUTER CODE AND NATURE OF CASE	FULL NAME OF THE CASE	SHORT NAME OF THE CASE	UNITS PRESCRIBED
010701	Civil Appeals/ Money	AS (M)	0.25
010702	Civil Appeals/ Title	AS (T)	0.50
010703	Civil Miscellaneous Appeals	CMA	0.25
010704	Rent Control Appeals	RCA	0.50
010705	Under Municipalities Act	MCA	0.25
010706	Civil Appeals/ Under Insolvency Act	IPA	0.50
010707	Civil Appeals/ Cooperative Tribunal Appeals	CTA	0.50
010708	Land Reforms Tribunal Appeals	LRA	0.25
010709	Civil Appeals/ Tenancy Appeals	TA	0.25
010710	Civil Appeals/ Forest Appeals	FA	0.25
010214	Petition U/sec.24 of Hindu Marriage Act	IA (Sec.24 of HM Act)	0.25
010610	All Petitions for Child custody and Visitation Rights	Child Custody	0.25
010611	Petition for Child Adoption and Foreign Adoption Cases	Child Adoption	0.25
010215	Petition for deciding Jurisdiction of Court	Deciding Jurisdiction	0.25
010216	Settlement of Cases by way of Mediation and Concillation	Mediation & Concillation	0.25
020101	Session Cases	SC	1.00
020201	Criminal Revision Petitions	CRL. RP (Maintenance)	0.25
020202	Other Criminal Revision Petitions	CRL RP (Oth)	0.25
020301	Calender Cases/ IPC & Food Adulteration Act	CC (IPC/FA Act)	1.00
020302	Calender Cases / Other Acts	CC (Oth Acts)	1.00
020303	CCs under NI Act Cases where the Complainant and witnesses are examined and the matters is settled and not pressed.	N.I Act Cases Not pressed	0.50
020304	Cases under Domestic Violence Act	CC (DV Act)	0.75
020305	Case Disposed under Plea bargaining	CC (Plea bargaining)	0.25

COMPUTER CODE AND NATURE OF CASE	FULL NAME OF THE CASE	SHORT NAME OF THE CASE	UNITS PRESCRIBED
020306	Calender Cases / Arising under EC Act	CC (EC Act)	0.75
020401	Summary Trial Cases	STC	0.25
020501	Maintenance Cases	M.C	0.75
020601	Criminal Appeals from Asst. Sessions Judges	CRLA	0.50
020602	Criminal Appeals from Junior Civil Judges	CRLA	0.50
020701	Criminal Misc. Petitions	CRLMP	0.00
020801	Preliminary Registered Cases	PRC	0.00
030101	STAT/ Sales Tax Appeals	STAT (Sales Tax)	0.25
030201	Industrial Tribunal & Labour Court Under Section 10 (i) of ID Act/ Employment & Workmen	ID S.10(1)/E&W)	3.00
030202	Industrial Tribunal & Labour Court Under Section 10 (i) of ID Act/ Other Reference	ID (S.10(1)/Oth)	1.00
030203	Industrial Tribunal & Labour Court Under Section 2-A (i) of ID Act	ID(S.2-A)	1.00
030204	Industrial Tribunal & Labour Court Under Section 33(1) (a) , S 33(1)(b) Or S 33 (2) of ID Act.	ID (Proceeding (S.33 1a,1b,2)))	0.50
030205	Industrial Tribunal & Labour Court Under Section 33(c)(2) of ID Act	ID(Proceeding (S.33(c)(2)))	0.25
030206	Industrial Tribunal & Labour Court Under Section 33 -A of ID Act	ID (Proceeding (S.33-A))	1.00
030207	Industrial Tribunal & Labour Court Under Section 75 of the Employees State Insurance Act	ID (Proceeding (S.75ESI Act)	0.50
030208	Proceedings CL- VII/ Employees State Insurance Act	ID (Proceeding (CI-VII/ESI Act))	0.25
030209	Industrial Tribunal & Labour Court under Standing Orders Act	ID(Standing Or.)	0.50
030210	Industrial Tribunal & Labour Court / Second Appeals under Shops & Establishment Act	ID (SA under S & Estb. Act)	0.50

COMPUTER CODE AND NATURE OF CASE	FULL NAME OF THE CASE	SHORT NAME OF THE CASE	REVISED UNITS
030301	Tribunal for Disciplinary Proceedings/ Enquiry Cases	TEC	3.00
030401	STAT (Transport) appeal or Revision Petitions)	STAT (Transport)	0.25
040101	Spl. Judge for SPE & ACB Cases / Sessions Cases	SPE & ACB(SC)	1.00
040201	Spl. Judge for SPE & ACB Cases / Calender Cases/ Trap Cases	SPE & ACB (CC/Trap)	1.00
040202	Spl. Judge for SPE & ACB Cases / Calender Cases/ Asset Cases	SPE & ACB (CC/Assets)	7.00
040203	Spl. Judge for SPE & ACB Cases / Calender Cases/ Conspiracy , Fraud or Misappropriation Cases	SPE & ACB (CC/Con./Fraud/Misc. App)	8.00
050101	Spl. Judge for Economic Offences/ Calender Cases	SPL EO(CC)	0.75
050201	Spl. Judge for economic Offences/ STCs	SPL EO(STC)	0.25
020702	Crl.Misc. Petitions filed U/secs.,239, 451 & 457 Cr.P.C for <u>CBI & ACB Courts</u>	Crl.M.P (U/Sec.239, 451 & 457) for CBI & ACB Courts	0.20
	Cases Disposed under Lok Adalat	LOK ADALAT	0.25

ANNEXURE - III

EXAMPLE PROFORMA

**IDENTIFICATION OF 100 OLD MAIN CASES (EXCEPT MVOPs) FOR
DISPOSAL FROM THE TOTAL CASES ON THE FILE OF THE COURT/TRIBUNAL.**

COMPUTER CODE	NAME OF THE CASE	TOTAL NO. OF CASES FOR TRIAL(or) HEARING	PROPORTIONATE NUMBER OF IDENTIFIED CASES
010702	AS (T)	52	13
010701	AS (M)	25	6
010703	CMA	40	10
010101	OS(T)	49	12
010104	OS(M)	40	10
010704	RCA	40	10
010401	EP	20	5
010709	TA	11	3
010603	LGOP	16	4
010505	ELECTION OP	7	2
020101	SESSION CASES	40	10
020601	CRL. APPEAL	50	12
020201	CRL. RP.	10	3
..
..
..
..
..
	TOTAL	400	100

ANNEXURE-IV
STATEMENT NO. I(E)

DISPOSAL OF THE OLDEST HUNDRED CASES AS **IDENTIFIED MAIN CASES**
(ANNEXURE - V, VI & VII OF THE CIRCULAR OF METHOD ASSESSMENT)

EXAMPLE PROFORMA

S.NO.	COMPUTER CODE	CASE NO.	NATURE OF THE CASE & PROVISION OF LAW	DISPOSALS	
				AFT	OTHERWISE

Note: Compulsorily Furnish: Case-wise explanatory note for Non-disposal of the remaining Identified cases (not reproduction of docket).

Signature of the C.M.O.

Signature of the Officer.

STATEMENT NO. I(E)(I)

DISPOSAL OF THE **OTHER THAN IDENTIFIED MAIN CASES**
(ANNEXURE - V, VI & VII OF THE CIRCULAR OF METHOD OF ASSESSMENT)

EXAMPLE PROFORMA

S.NO.	COMPUTER CODE	CASE NO.	NATURE OF THE CASE & PROVISION OF LAW	DISPOSALS	
				AFT	OTHERWISE

Note: Compulsorily furnish the case wise list of other than Identified main cases.

Signature of the C.M.O.

Signature of the Officer.

STATEMENT NO. I(E)(II)

DISPOSAL OF THE OTHER THAN MAIN CASES

EXAMPLE PROFORMA

S.NO.	COMPUTER CODE	CASE NO.	NATURE OF THE CASE & PROVISION OF LAW	DISPOSALS	
				AFT	OTHERWISE

Note: Compulsorily Furnish: the case wise list of other than main cases.

Signature of the C.M.O.

Signature of the Officer.

ANNEXURE-V

MAIN CASES FOR DISPOSALS IN THE CATEGORY OF DISTRICT JUDGES:

SL.NO.	FULL NAME OF THE CASE
1.	Title Suits
2.	Money/ Other Suits
3.	Civil Appeals/ Money
4.	Civil Appeals/ Title
5.	Civil Miscellaneous Appeals
6.	Rent Control Appeals
7.	Under Municipalities Act
8.	Civil Appeals/ Under Insolvency Act
9.	Civil Appeals/ Cooperative Tribunal Appeals
10.	Land Reforms Tribunal Appeals
11.	Civil Appeals/ Tenancy Appeals
12.	Civil Appeals/ Forest Appeals
13.	Rent Controller Cases
14.	Tenancy Cases
15.	Land Grabbing (Prohibition Act)
16.	A.P. (Telangana Area) Public Societies Registration Act
17.	Land Acquisition
18.	Other OPs excluding OPs under Sec.24, Or 33, R 4 CPC
19.	All E.P.s when orders pronounced
20.	Small Causes Suits
21.	For passing final decree
22.	Under Insolvency Act (I.P)
23.	Election Petition under various Acts
24.	Application under Act 45/1987
25.	Application under Sec. 53 & 54 of Insolvency Act
26.	Sec.110 A of MV Act 1939 or Sec. 166 of MV. Act 1988
27.	Sec. 92-A of MV Act. 1939 of Sec.140 of MV. Act 1988
28.	STAT/ Sales Tax Appeals
29.	Industrial Tribunal & Labour Court Under Section 10 (i) of ID Act/ Employment & Workmen

31.	Industrial Tribunal & Labour Court Under Section 2-A (l) of ID Act
32.	Industrial Tribunal & Labour Court Under Section 33(1) (a) , S 33(1)(b) Or S 33 (2) of ID Act.
33.	Industrial Tribunal & Labour Court Under Section 33(c)(2) of ID Act
34.	Industrial Tribunal & Labour Court Under Section 33 -A of ID Act
35.	Industrial Tribunal & Labour Court Under Section 75 of the Employees State Insurance Act
36.	Proceedings CL- VII/ Employees State Insurance Act
37.	Industrial Tribunal & Labour Court under Standing Orders Act
38.	Industrial Tribunal & Labour Court / Second Appeals under Shops & Establishment Act
39.	Tribunal for Disciplinary Proceedings/ Enquiry Cases
40.	STAT (Transport) appeal or Revision Petitions)
41.	Spl. Judge for SPE & ACB Cases / Sessions Cases
42.	Spl. Judge for SPE & ACB Cases / Calender Cases/ Trap Cases
43.	Spl. Judge for SPE & ACB Cases / Calender Cases/ Asset Cases
44.	Spl. Judge for SPE & ACB Cases / Calender Cases/ Conspiracy , Fraud or Misappropriation Cases
45.	Spl. Judge for Economic Offences/ Calender Cases/STCs
46.	Session Cases
47.	Criminal Revision Petitions
48.	Criminal Appeals
49.	Maintainance Cases
50.	Calender Cases
51.	Summary Trial Cases

ANNEXURE-VI

MAIN CASES FOR DISPOSALS IN THE CATEGORY OF SENIOR CIVIL JUDGES:

SL.NO.	FULL NAME OF THE CASE
1.	Title Suits
2.	Money/ Other Suits
3.	Civil Appeals/ Money
4.	Civil Appeals/ Title
5.	Civil Miscellaneous Appeals
6.	Rent Control Appeals
7.	Under Municipalities Act
8.	Rent Controller Cases
9.	Tenancy Cases
10.	Land Acquisition
11.	Other OPs excluding OPs under Sec.24, Or 33, R 4 CPC
12.	All E.P.s when orders pronounced
13.	Small Causes Suits
14.	For passing final decree
15.	Under Insolvency Act (I.P)
16.	Election Petition under various Acts
17.	Sec.110 A of MV Act 1939 or Sec. 166 of MV. Act 1988
18.	Sec. 92-A of MV Act. 1939 of Sec.140 of MV. Act 1988
19.	Session Cases
20.	Maintenance Cases
21.	Calender Cases
22.	Summary Trial Cases

ANNEXURE-VII

MAIN CASES FOR DISPOSALS IN THE CATEGORY OF JUNIOR CIVIL JUDGES:

SL.NO.	FULL NAME OF THE CASE
1.	Title Suits
2.	Money/ Other Suits
3.	Civil Appeals/ Money
4.	Civil Appeals/ Title
5.	Rent Controller Cases
6.	Tenancy Cases
7.	OPs
8.	All E.P.s when orders pronounced
9.	Small Causes Suits
10.	For passing final decree
11.	Insolvency Petitions
12.	Election OPs
13.	MVOPs
14.	Maintenance Cases
15.	Calender Cases
16.	Summary Trial Cases

ANNEXURE-VIII

OPINION FORM FOR ASSESSING THE QUALITATIVE PERFORMANCE OF SENIOR CIVIL JUDGE/JUNIOR CIVIL JUDGE

I. PARTICULARS FOR ASSESSMENT:

- 1. Name of the Officer :
- 2. Designation :
- 3. Station - Working since :
- 4. Case Numbers :
- 5. Nature of cases :
- 6. Date of filling :
- 7. Dates of commencement of trial :
- 8. Dates of closure of trial :
- 9. Dates of Judgment :

Note: The above information shall be furnished by the officer concerned along with the copies of the judgments for Qualitative Assessment.

(to be filled in by the District Judge)

II. ASSESSMENT:

- a) Marshaling of facts :
- b) Appreciation of evidence :
- c) Appreciation of Law :
- d) Power of expression :
- e) Reasons for decision :
- f) Sentence awarded :
- g) Any other specific remarks :

OVERALL GRADATION:

Signature of the District Judge

ANNEXURE IX

**CHECKLIST
LIST OF ENCLOSURES:**

1. Statement No. I(A) : Pendency, Institutions and Disposal of cases during the Period (**Officer-wise**) (DJs, SCJs & JCs)(Revised list enclosed)
2. 1. Statement No. I(B) : Pendency, Institutions and Disposal of cases during the Period (**Officer-wise**) (tribunals & Special Courts) (Revised list enclosed)
3. Statement No.I(C) : Pendency and contested disposals - year-wise and (**Officer-wise**), (DJs, SCJs & JCs)
4. Statement No. I(D) : Pendency and Contested disposals - Year-wise and Officer-wise (tribunals & Special Courts)
5. Statement No.I(E) : Disposal of oldest 100 Identified Main Cases (Annexure IV of the circular)
6. Statement No.I(E)I : Disposal of other than Identified Main Cases (Annexure IV of the circular)
7. Statement No.I(E)II : Disposal of other than Main Cases (Annexure IV of the circular)
8. Statement NO.I(F) : Disposal of cases of under trial prisoners & cases under Section 125 Cr.P.C pending for more than one year.
9. Opinion form filled-in by the Unit Head :
10. Unit Calculation table for Identified main cases:
11. Unit Calculation table for other than Identified main cases:
12. Unit Calculation table for other than main cases:
13. Unit Calculation table for both consolidated:
14. Neat and legible (Xerox/Typed) copies (not on manifold papers) of two contested Judgments (atleast one from the Identified cases) of each Officer, and in case of District Judges, Copies of Two selected contested Judgments of Officer's Own choice

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16. Personal explanation of the Officer concerned for less Disposal i.e., below 20 cases of Identified cases.

17. Personal explanation of the Officer for not securing the minimum required units in main cases & other than main cases as per the circular.

18. List of cases settled & referred through Lok-Adalat

N.B. : Put mark if enclosed.

STATEMENT NO. I(A)

PENDENCY, INSTITUTION AND DISPOSAL OF CASES DURING THE PERIOD.
(OFFICER WISE)
(DISTRICT JUDGES/SENIOR CIVIL JUDGES/JUNIOR CIVIL JUDGES)

Name of the Officer

Designation

Station (Main Post)

Station (Full Additional Charge Post if any)

Date of assumption of charge of the post

Period under Review

: From:

To:

Computer Code	Category of cases	Pendency at the beginning		INSTITUTIONS		Identified Cases	DISPOSAL			Pendency at the end	
		Total	Old	Actual	Other wise		AFT (total main cases & other main case)	Transfer	Other-wise		Total
010101	OS(T)										
010103	OS(H)										
010701	AS (M)										
010702	AS(T)										
010401	EP										
010601	MVOP(S.166)										
010602	MVOP(S.140)										
010603	LGOP										
010709	TA										
010201	FDP										
010202	IA(Or.39 R.1,2&4)										
010204	IA(Or.40 R.1)										
010301	EA(Or.21R.58)										
010303	EA(Or.21R.99)										
010704	RCA										
020101	SC										
020301	CC										
020501	MC										

Total No. of working days during the Period (Excluding Saturdays and Public Holidays)

Type of Leave/ Training/Vacation	From Date	To date	No. of days
C.L			
O.H			
O.D (for which the officer availed)			
E.L			

Summary of Review

- 1. Total number of days worked :
- 2. Total number of actual days worked :
- 3. Total number of units required to Secure :
- 4. Total number of units secured in Main Cases :
- 5. Total number of units secured in other than Main Cases :
- 6. Aggregate total units secured :
- 7. Remark of the Officer :

Signature of the C.M.O.

Signature of the Officer.

STATEMENT NO.I(B)

**PENDENCY, INSTITUTION AND DISPOSAL OF CASES DURING THE PERIOD.
(OFFICER WISE)
(TRIBUNALS AND SPECIAL COURTS)**

Name of the Officer :
 Designation :
 Station (Main Post) :
 Station (Full Additional Charge
 If any) :
 Date of assumption of charge
 of the post :
 Period under Review : From: To:

Compu- ter Code	Category of cases	Pendency at the beginning		INSTITUTIONS		Ident- fied Cases	DISPOSAL				Pendency at the end	
		Total	Old	Actual	Other wise		AFT (total main & other than main cases)	Transfer	Other wise	Total	Total	Old
030101	STAT(SALES TAX)											
030201	ID(S.10(1)/E & W)											
030203	ID(S.2A)											
030301	TEC											
030401	STAT(TRANSP ORT)											
010401	EP											
.....												
.....												
.....												
040101	SPE&ACB(SC)											
040201	SPE&ACB(CC/T RAP)											
040202	SPE&ACB(CC/A ssets)											
050201	SPL.EQ(STC)											
030205	ID(Proceeding) (S.33 (c)(2))											

Total No. of working days during the Period (Excluding Saturdays and Public Holidays)

Type of Leave/ Training/Vacation	From Date	To date	No. of days
C.L O.H O.D (for which the officer availed) E.L. Training			

Summary of Reylew

- 4. Total number of days worked :
- 5. Total number of actual days worked :
- 6. Total number of units required to Secure :
- 4. Total number of units secured in Main Cases :
- 5. Total number of units secured in other than Main Cases :
- 6. Aggregate total units secured :
- 7. Remark of the Officer :

Signature of the C.M.O.

Signature of the Officer.

STATEMENT NO. I (C)

**PENDENCY AND CONTESTED DISPOSALS YEAR WISE AND OFFICER WISE
(PRESIDING OFFICERS OF DISTRICT JUDGES/SENIOR CIVIL JUDGES/
JUNIOR CIVIL JUDGES AND FAST TRACK COURTS)**

Name of the Officer :
Designation & Station :
Period : From: To:

CATEGORY OF CASES	YEAR-WISE PARTICULARS OF PENDENCY & DISPOSALS(AFT)											TOTAL	
	1998	1999	2000	2001	2002	2003		2004
(YEARS TO BE MENTIONED FROM OLDEST TO LATEST)													
CIVIL													
AS	: Pendency at the beginning : Disposals (AFT) Pendency at the end												
CMAs	: Pendency at the beginning : Disposals (AFT) Pendency at the end												
Ops	: Pendency at the beginning : Disposals (AFT) Pendency at the end												
ATAs	: Pendency at the beginning : Disposals (AFT) Pendency at the end												
CRIMINAL													
SCs	: Pendency at the beginning : Disposals (AFT) Pendency at the end												
CRL Appeals	: Pendency at the beginning : Disposals (AFT) Pendency at the end												
CCs	: Pendency at the beginning : Disposals (AFT) Pendency at the end												

STATEMENT NO.I (D)

**PENDENCY AND CONTESTED DISPOSALS YEAR WISE AND OFFICER WISE
(IN RESPECT OF TRIBUNALS/SPECIAL COURTS)**

Name of the Officer :
Designation & Station :
Period : From: To:

CATEGORY OF CASES	YEAR WISE PARTICULARS OF PENDENCY & DISPOSALS (AFT)											TOTAL	
	1998	1999	2000	2001	2002	2003		2004

(YEARS TO BE MENTIONED FROM OLDEST TO LATEST)

(ACT-WISE) : Pendency at the beginning :
Disposals (AFT)
Pendency at the end :

Signature of the C.M.O.

Signature of the Officer.

State: 01/1/89

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UNIT CALCULATION TABLE FOR IDENTIFIED MAIN CASES

- 1. Name of the Officer :
- 2. Designation :
- 3. Station :
- 4. Date of assumption of charge of that post :
- 5. Period under Review : From: To:

EXAMPLE PROFORMA

COMPUTER CODE	CATEGORY OF CASES	REVISED UNITS PRESCRIBED	TOTAL NO. OF CASES DISPOSES OF AFT	UNITS SECURED
010702	AS(T)			
010701	AS(M)			
010703	CMA			
020101	SC : CONTEST HOSTILE			
020201	CRLRP (MAINTANENCE)			
020202	CRLRP (Oth)			
020301	CC(IPC/FAACT): CONTEST HOSTILE			
020302	CC (Oth ACT) : CONTEST HOSTILE			
020601	CRLA			
020701	CRLMP			

Note: Batch cases will be shown separately with case numbers.

**UNIT CALCULATION TABLE FOR
OTHER THAN IDENTIFIED MAIN CASES**

1. Name of the Officer :
 2. Designation :
 3. Station :
 4. Date of assumption of charge of that post :
 5. Period under Review : From: To:

EXAMPLE PROFORMA

COMPUTER CODE	CATEGORY OF CASES	REVISED UNITS PRESCRIBED	TOTAL NO. OF CASES DISPOSES OF AFT	UNITS SECURED
010702	AS(T)			
010701	AS(M)			
010703	CMA			
020101	SC : CONTEST HOSTILE			
020201	CRLRP (MAINTANENCE)			
020202	CRLRP (Oth)			
020301	CC(IPC/FAACT): CONTEST HOSTILE			
020302	CC (Oth ACT) : CONTEST HOSTILE			
020601	CRLA			
020701	CRLMP			

Note: Batch cases will be shown separately with case numbers.

**UNIT CALCULATION TABLE FOR
OTHER THAN MAIN CASES**

- 1. Name of the Officer :
- 2. Designation :
- 3. Station :
- 4. Date of assumption of charge
of that post :
- 5. Period under Review : From: To:

EXAMPLE PROFORMA

COMPUTER CODE	CATEGORY OF CASES	REVISED UNITS PRESCRIBED	TOTAL NO. OF CASES DISPOSES OF AFT	UNITS SECURED
010702	AS(T)			
010701	AS(M)			
010703	CMA			
020101	SC : CONTEST HOSTILE			
020201	CRLRP (MAINTANENCE)			
020202	CRLRP (Oth)			
020301	CC(IPC/FAACT): CONTEST HOSTILE			
020302	CC (Oth ACT) : CONTEST HOSTILE			
020601	CRLA			
020701	CRLMP			

Note: Batch cases will be shown separately with case numbers.

Signature of the C.M.O.

Signature of the Officer

**CONSOLIDATED UNIT CALCULATION TABLE FOR
BOTH IDENTIFIED + OTHER THAN IDENTIFIED
MAIN CASES+ OTHER MAIN CASES**

1. Name of the Officer :
 2. Designation :
 3. Station :
 4. Date of assumption of charge of that post :
 5. Period under Review : From: To:

EXAMPLE PROFORMA

COMPUTER CODE	CATEGORY OF CASES	REVISED UNITS PRESCRIBED	TOTAL NO. OF CASES DISPOSES OF AFT	UNITS SECURED
010702	AS(T)			
010701	AS(M)			
010703	CMA			
020101	SC : CONTEST HOSTILE			
020201	CRLRP (MAINTANENCE)			
020202	CRLRP (Oth)			
020301	CC(IPC/FAACT): CONTEST HOSTILE			
020302	CC (Oth ACT) : CONTEST HOSTILE			
020601	CRLA			
020701	CRLMP			

Note: Batch cases will be shown separately with case numbers.

