All communications should be addressed to Registrar General by designation and not by name.

By Registered Post / E-mail

(P.H.C. Sch. 1-6) संख्या / **Admn. (Apptt.)** _____ **File No. – P.F. XXV-08- 2023**

प्रेषक :

शिव गोपाल मिश्र
महानिबन्धक,
उच्च न्यायालय, पटना
Shiv Gopal Mishra
Registrar General,
HIGH COURT OF JUDICATURE AT PATNA

Fax No.: 0612-2504088
Ph.: Office – P.B.X.-2504071-73, 75 Ext.-601
2505318-19, 21
Off.-2504111, Res. - .....

To,

Dated, Patna the.....May, 2026

All Principal District and Sessions Judges of Bihar.

Sir / Madam,

Inviting reference to this Court's Letter No. 89536-89572 dated 04.11.2025, I am directed to send herewith a copy of the **Revised Handbook on the Annual Confidential Report (A.C.R.) alongwith the Modified Format of Model ACR** for the Officers of the District Judiciary of Bihar (Bihar Judicial Service) as approved by the Hon'ble Court for the information and necessary compliance by you and all the Judicial Officers posted in your Judgeship, for calendar year 2026.

Further, I am to say that considering the AGT-2026, Hon'ble Court have been pleased to grant permission to Judicial Officers of Bihar to submit their Personal Appraisal Report (P.A.R.) and Annual Confidential Reports (A.C.Rs) in old format in hard copy as per prevalent practice, for the calendar year 2025 as communicated vide this Court's Letter No. 24939-24975 dated 19.03.2026.

I am also directed to inform you that the said Handbook and modal format of ACR are being uploaded on the website of the Hon'ble Court.

This is for your information and needful.

Yours faithfully,

Enclosures : <u>As stated above.</u>

Sd /- Shiv Gopal Mishra
Registrar General

Memo No. .....44561 - 44599.....Admn (Apptt.) Dated, Patna, the .....13th.....May, 2026.

Copy alongwith a copy of the ***Revised Handbook on the Annual Confidential Report (A.C.R.) alongwith the Modified Format of Model ACR*** for the Officers of the District Judiciary of Bihar (Bihar Judicial Service) forwarded to the I/C Registrar-cum-P.P.S. to Hon'ble the Chief Justice / the Sr. Secretaries/ Secretaries to all the Hon'ble Judges with a request to apprise their Lordships' regarding the same.

Copy alongwith a copy of the ***Revised Handbook on the Annual Confidential Report (A.C.R.) alongwith the Modified Format of Model ACR*** for the Officers of the District Judiciary of Bihar (Bihar Judicial Service) forwarded to Sr. Programmer, Patna High Court, Patna, ***for necessary modification in the e-ACR Nyay portal for filling the A.C.Rs of the Judicial Officers, ensuring that alongwith the filled ACR, the approved revised handbook/instructions are made available to Reporting / Accepting Authority and uploading of the Revised Handbook and modified format of ACR on the website of Hon'ble Court***.

Copy alongwith a copy of the ***Revised Handbook on the Annual Confidential Report (A.C.R.) alongwith the Modified Format of Model ACR*** *for the Officers of the District Judiciary of Bihar forwarded to S.O. I/C J.O.S.R.R., Patna High Court, Patna, for information and needful.*

Registrar General

AG

REVISED HANDBOOK ON THE ANNUAL CONFIDENTIAL REPORT FOR OFFICERS OF THE DISTRICT JUDICIARY OF BIHAR

(For Judicial Officers of the District Judiciary of Bihar)

Issued under the direction of the Hon'ble High Court of Judicature at Patna

This Handbook consolidates the provisions relating to Annual Confidential Reports for Judicial Officers of the District Judiciary of Bihar. It is intended to serve as an authoritative reference document and shall remain in force unless modified by the Hon'ble Standing Committee of Patna High Court.

ANNUAL CONFIDENTIAL REPORT (ACR) GUIDELINES

1. Importance of Confidential Reports

The Confidential Report is an important document which provides the basis for assessing the performance of officers of the District Judiciary and for considering their career advancement. It is intended to be a developmental tool and not a fault-finding exercise.

2. Role of Reporting and Accepting Authorities

The Reporting Officer and Accepting Authority shall discharge their duties with fairness, objectivity and responsibility. They should not hesitate to record shortcomings in performance, behaviour, or attitude of the officer reported upon.

3. General Instruction

i. Every entry shall be narrative and specific. Omnibus expressions like'Good', 'Very Good', or 'Outstanding' shall not be used without written justification.

ii. Assessment shall be confined strictly to the period under report.

4. Continuous Evaluation of Judicial Officer

a) Continuous evaluation of judgments shall form part of the ACR process. The Programming Cell shall provide a link for accessing the judgments of judicial Officers online to all Reporting/Accepting Authorities on which they can access the judgments of the Judicial Officer of that judgeships. Judicial Officers shall submit **three Judgments** at the time of ACR submission, the assessing authority may select two more contested judgments passed by the Officer concerned as available on **CIS**.

b) The ACR process shall include a new part titled **"Overall impression on Interview".** The Reporting/Accepting Authority may take an interview of officers reported upon to assess the officer on the basis of:

a)

- Work/performance for the year,
- Planning and disposal of pending/old cases,
- Understanding of matters in seisin,
- Alertness, efficiency and merit.

b) The concerned authorities shall conduct interviews periodically (Physical/Online) for the purpose of evaluation or during Inspection.

5. (1) a) Integrity Column

If the officer's integrity is beyond doubt, it shall be recorded accordingly. If there is suspicion, the column shall be left blank and a secret note will be sent to the Accepting Authority, who will ensure follow-up action. Integrity certification may be made only after doubts

are cleared.

b) **Appeal / Representation against adverse remarks.**

The Reporting Authority shall communicate with the concerned Judicial Officer in case any adverse remarks are recorded in the ACR while forwarding the same to the Accepting Authority. A Judicial Officer aggrieved by such adverse remarks of the Reporting Authority shall submit an appeal or representation to the Accepting Authority in a sealed envelope through the Principal District and Sessions Judge. In the appeal or representation, the Judicial Officer shall not make personal attacks against the Reporting Authority and shall confine themselves strictly to the merits of the questions and facts.

5 (2) a) Timeline

- Judicial Officers shall submit ACRs by 15th **of January each year** to the Reporting Authority.
- Reporting Authorities shall submit them to the Accepting Authority **by the end of February of each year,**
- The Accepting Authority shall record the ACR within **two months thereafter.**
- Performance of officers shall be assessed for the **calendar year January to December of each year**. The adverse entry in the character roll/Service dossier of the officer shall be entered by Joint Registrar (Establishment), In-charge of Judicial Officer Service Record Room, for the same calendar year.

b) Principal District and Sessions Judges shall forward ACRs to the Hon'ble Inspecting Judge through Online mode within time and simultaneously inform the Registrar General regarding submission of period of ACR forwarded and alongwith names of officers reported upon. The Registrar General and Joint Registrar (Establishment) shall ensure strict

adherence to timelines.

6. Online Platform

An **online platform** for filling ACRs shall be developed by the Programming Cell of the High Court, with assistance from the Appointment Section of the Registry. Judicial Officers shall henceforth fill the annual confidential report Online. The approved online proforma shall include provisions for recording observations by the Reporting Authority and for seamless transfer to the successor Reporting Authority without loss of information.

7. Grading System

As physical interaction and grading system is already in place, there is **no necessity of defining numerical ranges/units** corresponding to each grade. Officers shall continue to be graded as **Poor/Average/ Good/ Very Good/ Outstanding.** No officer shall be graded 'Outstanding' unless the officer possess exceptional qualities which should be clearly mentioned in the ACR Performa by Reporting /Accepting Authority.

8. Special Provisions

a. Administrative work shall be considered with additional credit to some post having administrative work. Principal Judge (Family Court), Chief Judicial Magistrate, and Civil judge (Senior Division-1) earlier referred to as Sub-Judge-I shall receive an **additional 10% credit on the total units earned** in their quarterly assessment, similar to the provision already available to Principal District and Sessions Judges.

b. For officers on deputation, the **Head of Department shall act as the Reporting Authority** and **the Standing Committee as the Accepting Authority**. They shall be governed by the same rules and handbook as applicable to officers of the District Judiciary. However, A.C.Rs in

respect of officers on deputation except Bihar Judicial Academy, Patna and Bihar State Legal Services Authority, Patna may be submitted through Online Portal or in Physical Form in New ACR Format as provided with the Handbook on the A.C.R.

c. For officers of the **cadre of Civil Judge (senior division) and officers of the cadre of Civil Judge (Jr Division),** the Reporting authority shall be the Principal District and Sessions Judge and the Accepting Authority shall be Hon'ble Inspecting Judge. For officers **of Bihar Superior Judicial Service**, Reporting Authority shall be Hon'ble Inspecting Judge and Accepting Authority shall be Standing Committee. A.C.Rs in respect of Officers of Superior Judicial Service shall be placed before the Standing Committee in physical form for acceptance and after acceptance A.C.Rs will be further processed by Registrar General or an officer designated by him as per prevalent practice.

d. In case of transfer or retirement or multiple Reporting Authorities in a calendar year, each reporting authority regardless of his short tenure/change of reporting authority/retirement shall record comments in the online ACR . If an officer has served for less than **four months** under the last Reporting Authority, the previous remarks may be considered before final grading of the officer reported upon. If previous comments are unavailable, the reporting authority shall observe the officer for four months before recording the ACR. The Last reporting authority in the year end shall record final ACR of the officer.

e. Unrecorded ACRs shall be placed before the Standing Committee forthwith. Last recorded ACR or report of Principal District and Sessions Judge regarding work

and performance of officer may be taken as guiding factors for recording of unrecorded ACR of officers.

f. The Programming Cell shall provide a facility for monitoring the **timeline and progress of ACRs**, accessible only to the Judicial Officer concerned, the Reporting Authority, and the Accepting Authority and none else. Final accepted ACRs shall also be available online to be accessed by the Officer reported upon and also by one officer of Registry for the purpose of keeping of record and communication.

g. While forwarding online ACRs, the Principal District and Sessions Judges shall also forward a downloaded signed copy of filled ACRs / self-appraisal to Accepting / Reporting authority and also retain a **physical copy** for records. The Programming Cell shall ensure that along with the filled ACR, the **approved handbook/instructions** are made available to Reporting/Accepting Authorities

h. A complete copy of the accepted ACR shall be communicated to Judicial Officers on their **official email** as well as on the email of the Principal District and Sessions Judge.

i. Inspections of Judgeships shall be completed by the end of each calendar year. This should be communicated to all the Hon'ble Inspecting Judges.

j. *The Model Proforma of Annual confidential report contains Self appraisal form for Judicial officers[Form-A]/ Self appraisal form for Secretary, District Legal service Authority [Form-B]/ Self appraisal form for newly inducted Trainee Judicial Officers [Form-C]/ Self appraisal form for Judicial Officers on deputation*

,Officers of Bihar Judicial Academy and Bihar State Legal Service Authority [Form-D].

k. Judicial Officers are required to fill Part-I of self-appraisal report, Part-II is to be recorded by the Reporting Authority and Part-III is to be recorded by the Accepting Authority.

MISCELLANEOUS PROVISIONS

• Programming Cell shall be responsible for maintenance of online platforms for ACR's.

• Amendments to this Handbook shall be made by the Hon'ble Standing Committee or the Hon'ble Full Court, as the case may be.

A4

FORMAT OF NEW ACR FOR THE OFFICERS OF BIHAR JUDICIAL SERVICE

(Effective for the ACRs for the

Calendar year-2026 and onwards)

Self-Appraisal Form for Judicial Officers

Form-A (SELF APPRAISAL FORM)

CONFIDENTIAL REPORT OF JUDICIAL OFFICER

Report for the year / period ending on_____

PERSONAL DATA

(To be filled in by the concerned Officer)

[PART – I]

1. Name of Officer :
2. Date of Birth:
3. Present Post and date of appointment :

   thereto
4. Date of appointment to present grade :
5. Leave Availed

OFFICER RELATED	NO. OF DAYS
Earned Leave	
Medical Leave	
Casual Leave	
Any other leave	

DUTY RELATED	NO. OF DAYS
Official Duty	
Training	
Attending Seminar/Conference	
Attached for other work	

COURT WORK PARALYSED DUE TO	NO. OF DAYS
Strike	
Bandh	
Full suspension of Court work on death etc.,	

WORKING DAYS	NO. OF DAYS
Total Working Days during the year	
Actual Work done by the Officer during the year	

6. Brief description of the duties :

performed by the Officer including

any other special work done during

the year with special achievements,

if any.

7. Disposal:

(a) Total Units earned in a year:

(b) Average unit per day:

8. Reason(s) for low disposal

(a) Special kind of cases assigned to the judge.

(b) Special administrative work given to the judge

(c) The judge is transferred from a post where judicial work was not part of his/her official duties.

(d) Insufficient number of cases pending in his/her court, large number of old and complicated cases

(e) Any other sufficient reason beyond his/her control.

9. Endeavours made by the judge to overcome the above mentioned hurdle(s) or any other challenge faced:

OTHER DATA

1. Mention instances, if any, where you have not delivered judgement within the prescribed period of concluding arguments with reasons for such delay.

2. (a) How many dates/adjournments have been granted after the conclusion of the argument?
(Average of Total adjournments whose final argument is heard)

(b) Reasons

3. (a) How many times you visited/inspected the Section of which you are in-charge?

(b) What shortcomings did you notice and how did you rectify them?

4. What is your own assessment regarding your performance from the point of view of quality, quantity and punctuality?

5. Brief of the work turn-out by the Officer:

(a) Details of Judgments submitted in pursuance of the requirement/directions

CASE NUMBER	NATURE OF CASE	SUBJECT MATER OF CASE IN BRIEF	OUTCOME OF THE CASE
1.			
2.			
3.			

Note: Three judgments to be given by the officer and two contested judgments may be randomly chosen by the Reporting Authority from CIS. The copies of three Judgments submitted by the officer to be attached.

(b) Administrative Work/ Jail Visits / Legal Aid Camps (if any):

(c) How many bail application were instituted/ received within the reporting period.

CHART FOR CUSTODY MATTERS (BAIL APPLICATIONS)

(d) (i) Total number of accused who were in custody and faced trial during the period under reporting.

Opening Balance	New Institution	Disposal	Closing Balance

(ii) In how many cases, trial could not be concluded within six months in case of Magisterial trial and within two years in case of Sessions trials where the accused were in custody (give reasons).

(e) (i) No. Of cases pending for more than 5 years at the beginning of the year and the efforts made for disposal of cases pending for 5 years or more, during the year under assessment.

Up to 5 years		5-10 years		More than 10 years	
Pendency	**Disposal**	**Pendency**	**Disposal**	**Pendency**	**Disposal**

(ii) Efforts made for disposal of cases pending for 5 years or more, during the year under assessment.

(f) No. of under trials release as a supplement to **Section 479 of BNSS, 2023**

No. of under trials released under Section 479 of BNSS, 2023	**Bail granted on direction to furnish surety bonds, but bonds not furnished.**	**Under trials released on personal bonds**

Remarks/Explanation of the Officer, if any, in relation to disposal of cases:

In case the Officer has been tied up with any particular case(s) which has consumed a lot of time he can give details of the same and that shall be taken into consideration while making assessment in regard to disposal of cases while recording the overall assessment in the Annual Confidential Reports.

Declaration: I.....(name & designation) do hereby declare that the details furnished above are correct to the best of my knowledge and belief.

Date:

Place:

Signature:

(Name in full of the Officer submitting the ACR):

Designation:

N.B.-Attach separate sheet(s) of paper, if required.

Self-Appraisal Form for Secretary, District Legal Service Authority

[PART-I]

Form – B

SELF-APPRAISAL REPORT FOR THE PERIOD

FROM_____TO_____IN RESPECT OF

SECRETARY, DISTRICT LEGAL SERVICE AUTHORITY,_____

(To be filled in by the concerned officer)

1.	Name of Officer:	
2.	Date of Birth	
3.	Present post held and date of taking charge	
4.	Number of working days	
5.	Period of absence days (on leave, training, etc. during the year. If yes, please Specify)	EL-
		CL-
		Medical Leave-
		Training Leave-
		Any Other-
		Total-
6.	Whether various schemes provided under the Plan of Action of NALSA/SLSA are being implemented in its true spirit. Give your brief comments.	
7.	Are you updating your legal knowledge, particularly with regard to legal services to be made available to downtrodden and other entitled categories?	
8.	What steps have been taken for due publicity of various Schemes of SLSA & NALSA?	
9.	Whether quarterly/ monthly / Annual Meetings of DLSA are being held?	
10.	How many times have you visited SDLSCs/TLSCs Shelter Homes/ Legal Literacy Clubs in your district?	
11	What short-comings did you notice and how did you rectify them?	

12.	Court Based Legal Aid: Number of personas provided Legal Aid							
	SC	ST	Women	Children	Custody	General	Any other Category	Total
a.		Whether the applications received for seeking legal aid are scrutinized by the Committee within prescribed time?						
b.		Whether the Scrutinizing Committee is having meetings regularly, if not, give reason? Whether proceedings of the meetings are recorded?						
c.		Whether Meetings of Monitoring Committees are being held regularly? Whether proceedings of the meetings are recorded?						
d.		What steps are taken for effective monitoring of Court based legal aid cases by the Monitoring Committee?						
e.		Whether regular Meetings are held with the empanelled Advocates/PLVs?						
f.		Whether bills presented by the Panel Advocates/PLVs are cleared within time? If not, reasons thereof?						

13. Visit to different Homes/Institution					
	Institution	Visits	Advocates Appointment	Appeal sent to HC & SCLSC	Legal Aid provided
a.	Jails				
b.	Observation Homes				
c.	Place of Safety				
d.	Shelter Homes				
e.	Legal Care & Support Centres				
f.	Children Homes				
g.	Underprivileged/Protection Homes				

14.	Lok Adalats		
	Category	No. of Lok Adalats Organized	No. of cases settled
a.	Scheduled/Special Lok Adalats		
b.	National Lok Adalat		
c.	Daily Lok Adalats		
d.	Any Other category		

15.	Legal Literacy/ Awareness Camps (Category-wise)		
	Category	**No. of Camps**	**Beneficiaries**
a.			
b.			

16.	Legal Literacy Classes for women; and for students organized in Legal Literacy Clubs		
	Areas	**No. of classes**	**Beneficiaries**
a.	Colleges /Schools		
b.	Women in rural areas		
c.	Women in urban areas		
d.	Any other category		

17.	Legal Literacy Clubs in Schools and Colleges			
No. of Legal Literacy Clubs established				
Govt. College	Govt. Aided Colleges	Govt. Sr. Sec. Schools	Private Schools/ Colleges	Any other educational Institution

18.	Achievements of Legal Literacy Clubs in your district (in brief)?

19.	Para legal Volunteer Schemes					
Para Legal Volunteers (Up to _____)						
No. of PLVs identified	No. of PLVs given six sessions training	No. of PLVs issued identity cards	No. of diaries issued to PLVs	Total PLVs on the Board of DLSA	Total PLVs on the board of SDLSCs	
20.	Any specific achievements of PLVs?					

21.	Legal Care & Support Centers / Legal Aid Clinics		
	Areas	**No. of Clinics established**	**Beneficiaries**
a.	In Court Complexes		
b.	Villages/Rural/Lab our colonies		
c.	Protection office		
d.	Urban		
e.	PHCs/Schools		
f.	Law Colleges/Universities		
g.	Any other Areas		
22.	**What kinds of services are being provided in Legal Care & Support Centers previously known as Legal Aid Clinics? Achievement, if any?**		

23.	Victim Compensation Scheme			
No. of application received	No. of cases decided	Amount of compensation awarded	Amount of compensation disbursed	Remarks, if any

24.	Front Office			
No. of Front Offices	No. of application received	No. of applications disposed off	No. of persons provided legal aid	Total

25.	Right to Information			
No. of application received	No. of applications disposed off within 30 days	No. of persons disposed after 30 days	Amount received	No. of appeal disposed off

26.	Whether the training programme for Juvenile/child welfare officers attached to each Police Station has been conducted as directed by the Hon'ble Supreme Court of India? If yes, give brief detail	
27.	Whether Social Audit on the Legal Services Activities has been conducted? If yes, your brief comments along with suggestions, if any.	
28.	Whether documentary films are being projected/ shown during the Legal Literacy Camps; and other publicity materials being distributed?	

29.	**Utilization of District Legal Aid Funds Provided under:**	
	a) NALSA Fund (amount allotted and utilized)	
	b) State Fund (Amount allotted and utilized)	
	c) Cost and Interest	
	d) State Victim Compensation Scheme	
	e) Mediation and Conciliation Scheme	

30.	What steps have been taken for maintenance and upkeep of the infrastructure, including computers /other gadgets, furniture, vehicles etc. of DLSA/ ADR Centre?	
31.	Participation in any events/other activities performed by you, please specify in brief.	
32.	What is your satisfaction level in performing the job?	

33.		What is your own assessment regarding your performance from the point of view of quality, quantity and effectiveness?	
34.		What improvements in your view are required for making legal services better and more accessible to the people?	

35. Legal Aid Defence Counsel System (LADCS)		
Total No. of cases	Total No at the beginning of the year (01st Jan)	
	Received during the year	
	Pending at the end of the year. (31st Dec)	
No. of Session trials	Total No at the beginning of the year (01st Jan)	
	Received during the year	
	Pending at the end of the year. (31st Dec)	
No. of Magisterial trials	Total No at the beginning of the year (01st Jan)	
	Received during the year	
	Pending at the end of the year. (31st Dec)	
No. of Bail Petition	Total No at the beginning of the year (01st Jan)	
	Received during the year	
	Pending at the end of the year. (31st Dec)	
Custody Matters	Total No at the beginning of the year (01st Jan)	
	Received during the year	
	Pending at the end of the year. (31st Dec)	

Declaration: I.....(name & designation) do hereby declare that the details furnished above are correct to the best of my knowledge and belief.

SIGNATURE OF SECRETARY, DLSA

Self-Appraisal Form for Newly Inducted Trainee Judicial Officers

at Bihar Judicial Academy

Form – C

FORMAT FOR SUBMISSION OF REPORT IN RESPECT OF TRAINEE JUDICIAL OFFICERS(S) BY THE DIRECTOR, _____JUDICIAL ACADEMY

Year of Report:_____

01. Name of the trainee Judicial Officer :
02. Date of Birth:
03. Date of joining in the Service :
04. Leave Availed

OFFICER RELATED	NO OF DAYS
Earned Leave	
Medical Leave	
Casual Leave	
Any other Leave	
Total	

WORKING DAYS	NO. OF DAYS
Total Working Days during the year	
Actual Work done by the Officer during the year	

05. Present Grade :
06. Period of training during the year under report: from to
07. Days of Training

(i) Institutional Training :_____days

(ii) Field/Practical Training :_____days

08. Brief account of the training(s) :
    Undertaken by the trainee Judicial
    Officer during the year under report
09. Punctuality and regularity in attending training :
    and participation during such training

10. Assessment of the trainee Judicial Officer on :
    Promptness in understanding the topics
    Of training(s)

11. Assessment of the trainee officer on :
    Judgment writing skill

12. Special proficiency of the trainee Judicial :
    Officer noticed during the training period

13. Assessment on personality, character and :
    Temperament

14. Overall performance of the trainee Judicial :
    Officer during the training

15. Assessment by the concerned Principal District Judge :

	Group-A (General)	Remarks, if any
a)	Punctuality in attending and leaving Court	
b)	Keenness in acquiring knowledge of rules, regulations and procedure etc.	
c)	Integrity of the officer	
d)	Fairness and impartiality in dealing with reporting officers & any outstanding work done by the officer meriting commendation	
e)	Maintenance of order and discipline and capacity to aid, help, advice, handle the subordinates and colleagues with a sense of duty and discipline	
f)	Willingness to take additional responsibilities and new areas of work & special achievement in the field of Legal Aid / Mediation / conciliation etc.	

Group –B(Judgment)			Remarks, if any
a)	Brevity		
b)	Reasoning	Factual Aspect	
		Legal Aspect	
c)	Knowledge of law and procedure		
d)	Soundness reasoning and expression in good language in opinion on facts and law		

Final Grading:

Signature of the Reporting Officer:

_____

(Director, Bihar Judicial Academy)

Self-Appraisal Form for Judicial Officers on Deputation

[PART-I]

Form – D

JUDICIAL OFFICERS ON DEPUTATION
(STATE LEGAL SERVICES AUTHORITY OR JUDICIAL ACADEMY OR ANY OTHER DEPARTMENT)

Report for the year / period ending on.....

TO BE FILED IN BY THE OFFICER REPORTED UPON

(Para 1 to 8 is common for all Judicial Officer on deputation)

1. Name of Officer:
2. Date of Birth:
3. Date of appointment to present grade:
4. Present post and date of taking charge:
5. Leave Availed:

OFFICER RELATED	NO. OF DAYS
Earned Leave	
Medical Leave	
Casual Leave	
Any other Leave	

Total=

DUTY RELATED	NO. OF DAYS
Official duty	
Training	
Attending Seminar/Conference	
Attached for other work	

Total=

WORKING DAYS	NO. OF DAYS
Total Working Days During the year	
Actual Work Done by the Officer during the year	

6. Brief description of the duties:

7. Whether any work of specialized nature performed other than the normal duties assigned to the officer during the period under the report? If yes, give a brief description of the same.

8. Please state briefly your achievements/performance.

9. Sections/work looked after during the year(with period) and the names of the officers who have supervised your work during the year, if any

JUDICIAL ACADEMY-

1.	Academic qualifications	
2.	No. of lectures delivered	
3.	Subjects taught during the period	
4.	Nature of resource material used to impart training to Judicial Training Officers	
5.	Publications/ Articles	
6.	Participation in any other activity/event performed. Please specify in brief.	
7.	Any special project undertaken/ completed	

STATE LEGAL SERVICES AUTHORITY

1.	Steps taken for publicity of schemes of SLSA	
2.	No. of legal aid clinics opened in Law schools and their performance	
3.	Utilization of NALSA fund	
4.	Organizational Skill	
5.	Knowledge of schemes	
6.	No. of State level/Regional level and workshops/ functions organized or attended.	

Declaration: I.....(name & designation) do hereby declare that the details furnished above are correct to the best of my knowledge and belief.

Signature

Name in Block Letters

Appraisal Form to be filled by the Reporting Authority

[PART-II]

TO BE FILED IN BY THE REPORTING AUTHORITY

A. NATURE AND QUALITY OF WORK

1. Please comment on the Self-assessment filled in by the officer reported upon and specifically state whether you agree with the answers relating to the targets and objectives, achievements and shortfalls.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

2. Knowledge of sphere of work, Rules & Regulations and Office procedure.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

B. ATTRIBUTES

1. LEADERSHIP QUALITIES

Please comment on the capacity of the officer to set targets and objectives, understand the environment, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

2. MANAGEMENT QUALITIES

Please comment on the Officer's willingness to accept responsibility, organizing capacity, ability to provide timely and proper guidance and regard for training and development of subordinates.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

3. INITIATIVE AND PLANNING ABILITY

Please comment on the capacity and resourcefulness of the Officer to anticipate problems and to plan in advance the actions to meet such situations. Also comment on the capacity and

resourcefulness of the Officer in handling unforeseen situations on his/her own willingness to take additional and new areas of work.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

4. DECISION-MAKING ABILITY

Please comment on the officer's ability to take decisions and to weigh pros and cons of alternatives.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

5. COMMUNICATION SKILLS (WRITTEN and ORAL)

Please comment on the ability of the Officer to communicate and present arguments.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

6. APPRAISING ABILITY

Please comment on the Officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

7. PUNCTUALITY.

8. WILLING TO TAKE ADDITIONAL RESPONSIBILITIES.

9. DISPOSAL OF CASES DURING THE YEAR, ADEQUACY OF DISPOSAL, ABILITY AND CAPACITY FOR PROMPT DISPOSAL.

10. INTERPERSONAL RELATIONS AND TEAM WORK

Please comment on the Officer's quality of relationship with superiors, colleagues and subordinates to work as a member of the team and to promote team spirit and optimize the output of the team.

GENERAL COMMENTS	ADVISORY (if any)	ADVERSE (if any)

11. RELATIONS WITH THE BAR

12. Whether the Officer has been reprimanded for indifferent attitude/work or for any other cause during the period under review?

13. JUDICIAL ALOOFNESS

14. GENERAL ASSESSMENT

15. INTEGRITY

16. Whether the officer had been responsible for any outstanding work during the period under review meeting special commendation, if any?

17. Overall Assessment of Judgments:

Sl No.	Judgments		Remarks
a)	Regularity/Promptness in delivering judgments		
b)	Brevity		
c)	Reasoning	Factual Aspect	
		Legal Aspect	
d)	Knowledge of law and Procedure		
e)	Soundness, Reasoning and expression in good language in opinion on facts and law		

N.B.- 1. The Reporting Authority shall examine at least 3 (Three) judgments delivered by the Officer during the relevant period. The Reporting Authority may randomly select two more contested judgments delivered by the Officer as available on C.I.S.

18. <u>OVERALL IMPRESSION ON INTERVIEW:</u>

19. GRADING : (Outstanding/ Very Good/ Good/ Average/ Poor)

(Grounds for giving such a **grading** should be clearly brought out. If an officer is graded **Outstanding,** special reasons needs to be mentioned)

Grading awarded to be subjectively written in your own words.

_____

Integrity (tick mark whichever is applicable)

a) Beyond doubt

b) Nothing adverse

c) Doubtful

d) Known case of lack of integrity

(mention in brief)

General Assessment: (Please give an overall assessment of the Officer with reference to any striking qualities not covered by the above entries, sense of responsibility in discharging duties etc.)

Date:……..

Signature:…… …..

Place:……..

Name in block letters:…….

Post held:……..

(Reporting Authority)

Appraisal Form to be filled by the Accepting Authority

[PART-III]

TO BE FILLED UP BY THE ACCEPTING AUTHORITY

a) Whether the Accepting Authority agrees with the **assessment and grading** of the officer made by the Reporting Authority and Reviewing Authority?

b) If disagrees, the **reason, assessment** and **grading** of the Accepting Authority.

c) Other observations of directions, if any:

N.B.- In case the officer is assessed as **Not yet fit** or **Unfit**, specific reasons have to be assigned. **Doubtful/Suspicious** or **Known case of lack of integrity** or **Bad reputation** may be the **reason(s)** for grading the Officer as **Not yet fit** or **Unfit** for promotion. Whether the Officer got any special characteristic and/or any outstanding ability which would justify his/her special selection for appointment/promotion out of turn. If yes, please mention the characteristic briefly.

Date:……..

Place:…….

Signature:…… …..

Name in block letters

(Accepting Authority)