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.)** 89536-89572 **File No. – P.F. XXV-08-** 2023 2025

प्रेषक :

प्रदीप कुमार मलिक
महानिबन्धक,
उच्च न्यायालय, पटना
Pradeep Kumar Malik
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. - .....

Dated, Patna the 04th November **2025**

To,

All Principal District and Sessions Judges of Bihar.

Sir / Madam,

I am directed to send herewith a copy of the **Handbook on the Annual Confidential Report (A.C.R.) alongwith the New 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.

I am also directed to inform you that the said Handbook is being uploaded on the website of the Hon'ble Court.

This is for your information and needful.

Yours faithfully,

Registrar General

Enclosures : **As stated above.**

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 Instructions

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 and additionally **two contested judgments shall be randomly selected by the Reporting/Accepting Authority** for evaluation from the link provided for accessing the same.

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.**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 sent to the Accepting Authority, who will ensure follow-up action. Integrity certification may be made only after doubts are cleared.

6.**Timeline**

a)

- Judicial Officers shall submit ACRs in the **first week 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),Incharge 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.

7.**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.

8.**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.

9.**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-I) 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 District Judiciary.

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 Inspecting Judge.For officers **of Bihar superior Judicial service** ,reporting authority shall be Inspecting judge and Accepting Authority shall be Standing Committee.

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 assessed 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 self-appraisal to 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 reported 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.

NEW FORMAT OF MODEL ACR FOR THE OFFICERS OF BIHAR JUDICIAL SERVICE

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. Present Post and date of appointment :

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

OFFICER RELATED	NO. OF DAYS
Earned Leave	
Medical Leave	
Casual Leave	
Any othe 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	
Ful suspension of Court work on death etc.,	
Attached for other work	

WORKING DAYS	NO. OF DAYS
Total Working Days during the year	

5. Period of work done during the year under report:

(i) On judicial side :.....days.

(ii) On administrative side :.....days.

(iii) On deputation, if any :.....days.

(iv) Period of attachment (if any) :.....days.

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. Brief description of assistance and guidance received / rendered by the Officer from/ to his/her seniors.

8. Disposal:

(a) Total Units earned in a year:

(b) Average unit per day:

9. 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.

10. 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 withing the presecribed 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) Have you ever delayed submission of a statement of disposal to your District Judge?

(b) If yes, the reasons thereof and how do you intend to improve the lapse(s)?

4. (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?

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

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

Annexure A (to be filled by the officer and to be duly attached)

(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.			
4.			
5.			

Note: Attach the copies of 5 judgments submitted. Three judgments to be given by the officer and two contested judgments to be randomly chosen by the Reporting Authority.

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

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

(ii) How many bail applications could not be disposed of within one week from the date of institution/receiving?

CHART FOR CUSTODY MATTERS (BAIL APPLICATIONS)

1.	No. of Applications disposed		
2.	Pendency		
3.	Disposal *(as applicable)*	Magisterial Trial	
		Sessions Trial	

(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 436 A of Cr. P.C

No. of under trials released under Section 436A CrPC	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.

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

11.	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 empaneled Advocates/PLVs?						
f.		Whether bills presented by the Panel Advocates/PLVs are cleared within time? If not, reasons thereof?						

12.	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				

13.	**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		

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

15.	**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		

16.	**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

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

18.	**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
19.	Any specific achievements of PLVs?				

20.	**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		
21.	**What kinds of services are being provided in Legal Care & Support Centers previously known as Legal Aid Clinics? Achievement, if any?**		

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

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

24.	**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

25.	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	

26.	Whether Social Audit on the Legal Services Activities has been conducted? If yes, your brief comments along with suggestions, if any.	
27.	Whether documentary films are being projected/ shown during the Legal Literacy Camps; and other publicity materials being distributed?	

28.	**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	

29.	What steps have been taken for maintenance and upkeep of the infrastructure, including computers /other gadgets, furniture, vehicles etc. of DLSA/ ADR Centre?	
30.	Participation in any events/other activities performed by you, please specify in brief.	
31.	What is your satisfaction level in performing the job?	
32.	What is your own assessment regarding your performance from the point of view of quality, quantity and effectiveness?	
33.	What improvements in your view are required for making legal services better and more accessible to the people?	

34. 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		
	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)	

SIGNATURE OF SECRETARY, DLSA

Self-Appraisal Form for Newly Inducted Trainee Judicial Officers

at Bihar Judicial Academy

[PART - I]

CRP, SCI

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 joining in the Service :
03. 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	

WORKING DAYS	NO. OF DAYS
Total Working Days during the year	

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

(i) Institutional Training :_____days

(ii) Field/Practical Training :_____days

07. Brief account of the training(s) :
Undertaken by the trainee Judicial
Officer during the year under report

08. Punctuality and regularity in attending training :
and participation during such training

09. Relationship with fellow Officers :

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)	Comments
a)	Punctuality in attending and leaving Court	
b)	Relationship with the Bar	
c)	Capacity to motivate, to obtain willing support by own conduct and inspire confidence in the subordinate staff	
d)	Keenness in acquiring knowledge of rules, regulations and procedure etc.	

e)	Ability to handle intricate cases independently as also the specific items of work authorized under delegate power	
f)	Integrity of the officer	
g)	Fairness and impartiality in dealing with reporting officers & any outstanding work done by the officer meriting commendation	
h)	Maintenance of order and discipline and capacity to aid, help, advice, handle the subordinates and colleagues with a sense of duty and discipline	
i)	Willingness to take additional responsibilities and new areas of work & special achievement in the field of Legal Aid / Mediation / conciliation etc.	

Group –B (Judgment)			**Comments**
a)	Regularity/Promptness in delivering judgments		
b)	Brevity		
c)	Reasoning	Factual Aspect	
		Legal Aspect	
d)	Knowledge of law and procedure		
d)	Soundness reasoning and expression in good language in opinion on facts and law		
e)	Ability to do work independently, capacity for ensuring prompt disposal of work and submissions of report and cases in proper order and time		

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)

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 appointment to present grade:
3. Present post and date of taking charge:
4. 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	

5. Brief description of the duties:

6. 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.

7. Please state briefly your achievements/performance.

8. 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.	
7.	No. of visits of DLSAs	
8.	VCS applications (appeals received and disposed)	
9.	Any other details	

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.	Judgements		Remarks
a)	Regularity/Promptness in delivering judgments		
b)	Brevity		
c)	Reasoning	Factual Aspect	
		Legal Aspect	
d)	Knowledge of law and Procedure		
d)	Soundness, Reasoning and expression in good language in opinion on facts and law		

N.B.- 1. The Reporting Authority shall examine at least 5 (five) judgments delivered by the Officer during the relevant period. The three judgments out of five are to be given by the officer and 2 contested judgments to be randomly chosen by the Reporting authority and the reporting authority shall assess the Officer.

18. **OVERALL IMPRESSION ON INTERVIEW:**

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)