

## JUDICIAL OFFICERS' WORK DISPOSAL (GRADINGS) RULES, 2015

These Rules are in supersession of all previous Rules, Orders, Guidelines or Notifications on the subject.

The procedure and guidelines for recording A.C.R.s of the Judicial Officers is as follows:

- The period for recording of the Annual Confidential Reports (A.C.Rs.) shall be one year between 1<sup>st</sup> April to 31<sup>st</sup> March. This new procedure shall come in to force with immediate effect and hence would be applicable for the period from 1<sup>st</sup> April 2015 to 31<sup>st</sup> March 2016 and onwards.
- The Officers of the Superior Judicial Service shall fill up the Part - I and Part - II of the A.C.R. Format A of the Schedule to these Rules and the Officers of the Jharkhand Judicial Service shall fill up the Part - I and Part - II of the A.C.R. Format B of the Schedule to these Rules.
- The Zonal Judge shall be the Initiating Officer with respect to the Judicial Officers of the Rank of **Principal District Judge and District and Additional Sessions Judge** serving in His Zone. He shall complete the recording and initiation of A.C.Rs. in respect of these officers latest by 30<sup>th</sup> June every year. He may append with the A.C.R. of any individual officer, his Inspection Notes, if he considers it desirable or warranted.
- The **Principal District Judge** shall be the initiating officer with respect to the recording of A.C.Rs. of **Civil Judge (Jr.Div.) and Civil Judge (Sr.Div.)** of his District. For this purpose, he may inspect, monitor and oversee the work and conduct of these officers. Along with any A.C.Rs. He may also append his Inspection Notes, if he considers it desirable. The **Principal District Judge** shall ensure that as initiating officer, he completes the entire process relating to initiation of A.C.Rs. of **Civil Judge (Jr.Div.) and Civil Judge (Sr.Div.)** in his district latest by 30<sup>th</sup> April of every year.
- The A.C.Rs. thus, recorded and initiated by the **Pr. District Judge**, along with the Inspection notes, if any, shall be sent to the Registrar (Vigilance) of the Court, who shall place them before the concerned Zonal Judge who shall be the Reviewing Officer with respect to the A.C.Rs of **Civil Judge (Jr.Div.) and Civil Judge (Sr.Div.)**. The Zonal Judge shall complete the reviewing of such A.C.Rs. and ensure that the work of recording of Such A.C.Rs. in all respects is completed latest by 30<sup>th</sup> June every year.
- The Registrar (Vigilance) shall be the custodian of all the A.C.Rs. relating to all the Judicial officers. It shall be his duty to ensure that A.C.Rs. of all the Judicial officers of the State are collected and deposited with him latest by 31<sup>st</sup> July every year. If the Registrar (Vigilance) in execution of these directions faces any difficulty at any time, he may bring this to the notice of the Hon'ble the Chief Justice for such direction as are deemed fit and appropriate. The Chief Justice accordingly, may issue direction, as he considers appropriate for ensuring that all the A.C.Rs. are collected and deposited with the Registrar (Vigilance) latest by 31<sup>st</sup> July every year.

- It shall be the duty of Registrar (Vigilance) to ensure that any adverse entry/ entries recorded in any A.C.R. of any officer is communicated to him latest by 30<sup>th</sup> September of the succeeding year for which the entries has been recorded. Any such officers may prefer/ file representation within two months from the date of such communication addressed to the Registrar (Vigilance) for expunction of such adverse entry or entries.
- All such representations received by the Registrar (Vigilance) shall be placed before Zonal Judge concerned for consideration. Standing committee shall be the authority competent to pass the order for expunction of adverse entries in the A.C.Rs. of any Judicial officers of the State, if so warranted in any case.
- Apart from the adverse entries, the A.C.Rs. may contain entries which, though not adverse in character, tend to point out some short – comings or weaknesses of the officer concerned calling for ‘counseling’ to improve himself in future. Such remarks shall be called “ Performance Counseling” remarks and these shall not be considered adverse in character. If any “Performance Counseling” remarks are entered in the A.C.Rs. of any officer, the Registrar (Vigilance) shall, **communicate it to the officer concerned in the same manner as is applicable to the communication of adverse entries; however no representation is required to be filed on behalf of the officer for expunction of these “Performance Counseling” remarks. The Director, Judicial Academy Jharkhand shall be communicated with regard to suggestions/ recommendation entered in column B4/5 of Part-III of the A.C.Rs. for organizing the training programmes for further improvement/ specialization in the suggested field/subject.**
- If the A.C.Rs. Forms, have any part relating to self-assessment, the **Pr. District Judge** shall ensure that the **Civil Judge (Jr.Div.) and Civil Judge (Sr.Div.)** send this part of the A.C.Rs. duly completed in all respect latest by 15<sup>th</sup> April every year. With respect to **Pr. District Judge and District and Addl. Sessions Judge**, the Registrar (Vigilance) shall ensure that they send this part to the High Court latest by 30<sup>th</sup> April every year so that it is placed before the Zonal Judge well in time to complete the initiation/ recording of the A.C.Rs. latest by 30<sup>th</sup> June.
- The Hon’ ble Chief Justice may consider opening/ constituting an A.C.Rs. Section in the High Court Registry Under Registrar (Vigilance) for effective implementation of the direction contained herein.
- The Registrar (Vigilance) shall ensure that the all A.C.Rs., complete in all respects, are digitized. The work of digitization of all A.C.Rs. with respect to all Judicial officers shall be completed by 31<sup>st</sup> December of each year.
- If any adverse entries in any A.C.Rs. are expunged, It shall be the duty of Registrar (Vigilance) to ensure that appropriate correction in the A.C.R. is made within two weeks from the date of expunction order and in the digitized entry also appropriate correction is carried out. The Registrar General, Registrar (Administration) and Joint Registrar (Establishment) shall also be simultaneously informed of such expunction and the revised (after expunction) A.C.Rs. copies shall be distributed to them.

- The format of the A.C.Rs. comprising Part – I to V in respect of Officers belonging to Jharkhand Superior Judicial service and Officers belonging to the Jharkhand Judicial service shall be used from the assessment year beginning from 1<sup>st</sup> April 2015.

In the A.C.Rs. of Judicial Officers, there are columns/ entries with respect to their gradings based on their outturn, in other words, the disposal of cases. The evaluation of Judicial Officers for the purpose of such gradings will be made as prescribed here-in-below;

**The evaluation shall be in the form of categorized gradings as follows:-**

	<u>For all Judicial Officers</u>	<u>For Secretary, D.L.S.A. &amp; Judge-in-charge</u>
(a) Outstanding	-80 and above points	50 and above points
(b) Very Good	- 60 to 80 points	40 to 50 points
(c) Good	- 50 to 60 points	30 to 40 points
(d) Average	- 40 to 50 points	20 to 30 points
(e) Poor	- Below 40 points	Below 20 points

**(1) For Principal District & Sessions Judges (including District & Addl. Sessions Judges, Judges of Special Courts etc.)**

(i) For each contested Sessions Trial -	6 points	( 10 points in case of disposal of cases more than 10 years old 8 points in cases of disposal of case more than 5 years old)
(ii) For each uncontested Sessions Trial –	3 points	
(iii) For each Civil Appeal -	6 points	( 10 points in case of disposal of cases more than 10 years old 8 points in cases of disposal of case more than 5 years old)
(iv) For each Uncontested/Compromised Civil Appeal -	3 points	
(v) For each disposal through A.D.R. -	3 points	
(vi) For each Criminal Appeal -	3 points	( 5 points in case of disposal of cases more than 5 years old)
(vii) For each Criminal Revision -	2 points	( 3 points in case of disposal of cases more than 5 years old)
(viii) For each Special Act Case -	6 points.	
(ix) For each Contested Probate case/ Civil Suit/Succession Case/ Suits under Trade Merchandise Act/ Copy Rights Act Cases -	6 points.	
(x) For each Uncontested Probate case/ Civil Suit/Succession Case/ Suits under Trade Merchandise Act/ Copy Rights Act Cases -	3 points.	
(xi) For each Misc. Appeal -	3 points	
(xii) For each B.P./ A.B.P. -	1/4 points	
(xiii) For each Misc. petitions in Special Act Cases -	2 points.	
(xiv) For each Injunction/ Misc. Case -	2 points.	
(xv) For each Amendment petition -	1 point.	

**(2) For Family Court Judges :-**

- (i) For each contested Matrimonial Suits - 6 points.  
(ii) For each disposal based on conciliation - 4 points.  
(iii) For each contested Matrimonial application,  
such as u/s 125 Cr.P.C. - 4 points.  
(iv) For each uncontested disposal - 2 points.  
(v) For each disposal through A.D.R. - 3 points.

**(3) For Civil Judges (Sr.Div.) and Civil Judges (Jr.Div.) :-**

- (i) For each contested Title Suits - 10 points. ( 15 points for Suits above 10 years old)  
(ii) For each uncontested Title Suits  
(including compromised) - 4 points.  
(iii) For each Injunction/ Misc. Case - 2 points.  
(iv) For each Amendment petition - 1 point.  
(v) For each disposal through A.D.R. - 3 points.

**(4) For C.J.Ms., A.C.J.Ms. as Assistant Sessions Judges :-**

- (i) For each contested Sessions Trial - 4 points.  
(ii) For each uncontested Sessions Case - 3 points.  
(iii) For each case under other Spl. Acts. - 4 points.  
(iv) For each disposal through A.D.R. - 3 points

**(5) For Civil Judges (Jr. Div.) [Judicial Magistrate and S.D.J.M.] :-**

- (i) For each contested disposal - 3 points. ( 5 points for cases more than 5 years old)  
(ii) For each uncontested disposal - 2 points.  
(iii) For recording statement u/s 164 Cr.P.C. - 1 point.  
(iv) For attending T.I.P./ recording Dying  
Declaration - 2 points.  
(v) For Matters disposed of on Plea Bargaining- 2 points.  
(v) For each disposal through A.D.R. - 3 points.

**(6) For Motor Vechiles Claim Tribunals and other Tribunals Presided by Principal District Judge and District & Additional Sessions Judges including L.A. cases:-**

- (i) For each contested disposal u/s 166/163A M.V.Act, 1988- 5 points.  
(ii) For each disposal of applications u/s 140 M.V.Act, 1988- 2 points.  
(iii) For each Uncontested disposal - 2 points.

**NOTE :-**

- (i) For Disposal of Departmental Enquiry  
by any Officer - 4 points.  
(ii) For organizing Lok Adalats to P.D.J. - 10 points per Lok Adalat subject to maximum 20 points  
in a month.

- (iii) For other Judicial Officers for sitting in Bench of Lok Adalat - 5 points per Lok Adalat subject to maximum 10 points in a month.
- (iv) If minimum one case per month is not disposed of from the old cases either more than 10 years old case or a case more than 5 years old (in case of pendency of such cases in his/her court), the final assessment of the officer shall be lowered to one grade below.
- (v) Judicial Officers exercising both Criminal and Civil Jurisdictions must obtain at least 18 points in a month in Civil side failing which their final assessment shall be lowered to one grade below.
- (vi) 50 % points must be obtained by disposal of contested cases excluding B.A./A.B.A., Amendment Petitions failing which the final assessment of the officer shall be lowered to one grade below.

### SPECIAL ASSIGNMENTS

There may be the cases of Judicial Officers who are posted/ deputed on Special Assignments, where except undertaking the Specially Assigned tasks, normal judicial work is not done by these Officers, nor is it expected to be done and hence the outturn of these Officers of these Special Assignments may be '0' or negligible and, therefore, based on the aforesaid yardsticks/parameters, these Officers would not earn the 'points'. Because for no fault of these Officers, if they do not earn the points on the aforesaid basis, they should not suffer. The aforesaid yardstick/parameters shall, therefore, not apply in cases of these Officers. Instead, the aforesaid Officers shall on quarterly basis, submit to their respective Zonal Judges (if they are of the rank of District & Additional Sessions Judge and above) and through the Principal District Judges (in other ranks) their self-appraisal/ assessment, or performance reports and on receipt of the same and upon objective assessment, the respective Zonal Judges shall grade them either "normal" or "below normal", as the case may be. Only if the outturn in course of time, during a particular year picks up, the Zonal Judge may award to such an Officer the grading of 'outstanding', 'very good', 'good', 'average' or 'poor'.

It is made clear that in all such, cases the grading of 'normal' given to the aforesaid Officers shall be equivalent to 'outstanding' as given to other Officers, except in such cases where, for brief reasons to be recorded, the Zonal Judge treats the 'normal' grading other than 'outstanding', such as 'very good', or 'good' Such treatment in respect of grading (which should be other than 'outstanding' in the opinion of Zonal Judge) is expected to be based on some cogent material and not otherwise.

At any Station, if for some peculiar local conditions or reasons beyond their control, the disposal is poor, the matter will be placed before the Zonal Judge, who on consideration of all relevant aspects, may treat the case of such an Officer on category and accordingly grade such an Officer 'Normal' or 'below normal' with all other consequences applicable in his case.

#### Special Note:-

Such of the Officers, irrespective of their rank, who have not been provided with the facility of Stenographer may, be awarded extra 5% of the total points earned in a quarter to compensate them for the lack of this facility.

### **Quarterly Self Assessment Chart**

Each officer posted in District & Subordinate Courts/ Family Court/ Labour Courts has to submit Quarterly Self Assessment Chart in Format C of the Schedule to these Rules. Such Self Assessment Chart must be submitted within 15 days of the end of the Quarter. The Officers of the rank of Principal District Judge will send the Self Assessment Chart to the Registrar (Administration) and rest of the Officers submit the same to the Principal District Judge concerned who in turn will forward the same to Registrar (Administration). The Registrar (Administration) will place the same before the concerned Hon'ble Zonal Judge for consideration.

**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Superior Judicial Service** for the year ending 31<sup>st</sup> March 20.....

**PART - I**

**PERSONAL DATA**

(To be filled by the Officer)

1. Name in Block letters :  
\_\_\_\_\_
2. Date of Joining in Service :  
\_\_\_\_\_
3. Date and place of birth 

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 Place: \_\_\_\_\_  
(dd/ mm/ yyyy)
4. Present place of posting, post held and date of appointment/ joining  
Place: \_\_\_\_\_ Post: \_\_\_\_\_ Date of Joining: \_\_\_\_\_
5. Date of promotion, if any, within service : -  
Senior Civil Judge : \_\_\_\_\_ District Judge Cadre: \_\_\_\_\_
6. Whether, confirmed in the cadre? : -  
If confirmed, date of confirmation in cadre of...  
Civil Judge:- \_\_\_\_\_ Senior Civil Judge: \_\_\_\_\_ District Judge: \_\_\_\_\_
7. Whether Selection Grade/ Super Time granted to the officer: -  
If, yes, Date of conferring: -  
Selection Grade: \_\_\_\_\_ Super-time: \_\_\_\_\_
8. Period of absence from duty
  - a. On Earned Leave, from
  - b. Training, from

Specify the Training Course: -

**(Signature of Officer)**

**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of Jharkhand Superior Judicial Service for the year ending 31<sup>st</sup> March 20....

**Part - II**

(To be filled in by the officer)

**Name Of The Officer :-**

**Place Of Posting With Present Designation :-**

1. a) Name of spouse, if married :-
- b) Any addition or variation to the family strength: :-
- c) Any immovable property acquired or disposed of by the officer himself/ spouse/ parent/ children in the current year :-
- d) Any movable property valued at more than 10,000/- shares, debenture, units or such like items, :- acquired, purchased, transferred or disposed of, by the officer, spouse, parent or children in the current year
- e) Any appreciation/ commendation communicated to the officer during the current year :-
- f) Any stricture, adverse comments communicated or any penalty imposed in current year? :-
- g) Any other appointment held in the current Assessment Year: - (Specify period of stay of different station during Assessment Year)
- h) Any other additional source of income :-

2. Nature of the work assigned [Please Tick (✓) ]

- (a) Civil  (b) Administrative Works (D.J./ C.J.M./Registrar/Judge In- Charge)
- (c) Criminal  (d) Assignment of work under Legal Services Authority & other modes of A.D.R.
- (e) Any other nature of work:  Please Specify:-

3. Total number of cases disposed of :-  
(a) Civil \_\_\_\_\_ Criminal \_\_\_\_\_ Misc. (including Bail), Transfer Petition & No. of cases disposed through A.D.R. \_\_\_\_\_

<u>Number of Cases</u>	<u>Number of Cases</u>
(i) Title Appeal	(i) Sessions Case
(ii) Matrimonial Suit	(ii) Cr. Appeal
(iii) u/s 166/163A (M.V.Act)	(iii) Cr. Revision
(iv) u/s 140 M.V.Act	(iv) Cases under NDPS Act
(v) Execution & others	(v) Others, i.e; S.C./S.T. Act

- (b) Specify the number of cases disposed of:-  
 (i) More than 10 years old \_\_\_\_\_  
 (ii) 5 to 10 years old \_\_\_\_\_  
 (iii) Cases disposed of as per direction of Hon'ble Supreme Court/ High Court \_\_\_\_\_

4. (a) (i) The number of cases pending on the date of joining / at the commencement of the year which is more than 10 years  old , 5 to 10  years old

(ii) The number of cases pending at the end of year; which is more than 10 years old  , 5 to 10 years  old

- (b) Please specify target set by you for disposal of cases, more particularly old cases and the achievement vis-a-vis the target set.
- (c) Factor of hindrance in achievement, if any:-

5. Total units earned as per the Grading Rules during the Assessment Year:- \_\_\_\_\_

6. Your achievement, if any \_\_\_\_\_

Place: -  
Date: -

(Signature of Officer)



**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Superior Judicial Service** for the year ending 31<sup>st</sup> March 20.....

**Part – III**

(To be filled in by the Reporting Authority)

**Name of the officer**

**Place of posting with present Designation**

**A. Nature and Quality of Work**

1. Do you agree with the information furnished in Part II relating to

- a) Disposal of Cases Yes  
Any comment - \_\_\_\_\_
- b) Achievement Yes  
Any comment - \_\_\_\_\_

2. Knowledge of Sphere of work –

- a) Knowledge of Law & Procedure :-
- b) Level of knowledge, related instruction and their application followed and applied by him/her in working. :-

**B. Attitude to work**

- 1. To what extent officer is dedicated/ motivated and willing to learn and to systematize his/ her work?: - \_\_\_\_\_
- 2. Are his/ her judgement and order well written and clearly expressed? :- \_\_\_\_\_
- 3. Attitude or behaviour with ....
  - a) Superiors / colleagues :- \_\_\_\_\_
  - b) Sub-ordinate staffs/ litigants/ witnesses :- \_\_\_\_\_
  - c) Members of the Bar :- \_\_\_\_\_
- 4. Please suggest/ recommend the field/ subject, the officer may need more training for further improvement/ specialization through Judicial Academy. :- \_\_\_\_\_

Place: - \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Zonal Judge)

Date :- \_\_\_\_\_

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**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Superior Judicial Service** for the year  
ending 31<sup>st</sup> March 20.....

**Part - IV**

(To be filled in by the Reporting Authority)

**Name of the officer**

**Place of posting with present Designation**

1. Length of service under the Reporting Authority. :- \_\_\_\_\_

2. Integrity and impartiality :- \_\_\_\_\_

3. General Assessment/ efficiency :- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Any other quality :- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Overall Grading**

Outstanding :- **A+**

Very Good :- **A**

Good :- **B+**

Satisfactory :- **B**

Average :- **B-**

Below Average: - **C**

Place: - \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Zonal Judge)

Date :- \_\_\_\_\_

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**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Superior Judicial Service** for the year  
ending 31<sup>st</sup> March 20.....

**Part - V**

(To be filled in by the Reviewing/ Accepting Authority)

Name of the Officer :

Designation :

Place of Posting :

A.C.R. of the Year :

**1. The Assessment of the Hon'ble Mr.**

**Justice .....**

**Yes / No**

**Zonal Judge, .....**

**are accepted/ approved.**

**2. Any additional comments / remarks by the Standing Committee.**

**By order of the Hon'ble Standing Committee**

Place:

Date:

**Registrar (Vigilance)**

HIGH COURT OF JHARKHAND AT RANCHI

Confidential Report in respect of the Officers of **Jharkhand Judicial Service** for the year ending 31<sup>st</sup> March 20.....

PART - I

PERSONAL DATA

(To be filled in by the officer)

1. Name in Block letters \_\_\_\_\_

2. Date of Joining in Service \_\_\_\_\_

3. Date of birth (dd/ mm/ yyyy) 

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 Place of Birth \_\_\_\_\_

4. Present place of posting, post held and date of appointment/ joining

Place \_\_\_\_\_ Post held \_\_\_\_\_ Date of Joining \_\_\_\_\_

5. Date of promotion, if any, within service :-

Senior Civil Judge \_\_\_\_\_ District Judge Cadre \_\_\_\_\_

6. Whether, confirmed in the cadre? : - Yes/No

If confirmed, date of confirmation in the cadre of...

Civil Judge \_\_\_\_\_ Senior Civil Judge \_\_\_\_\_ District Judge \_\_\_\_\_

7. Whether, ACP/ Selection Grade/ Super Time granted to the officer: - **Yes / No**

If, yes, Date of Confirmation: -

ACP \_\_\_\_\_ Selection Grade \_\_\_\_\_ Super-time: - \_\_\_\_\_

8. Period of absence from duty

a. On Earned Leave, from \_\_\_\_\_

b. Training, from \_\_\_\_\_

Specify the Training Course: - \_\_\_\_\_

(Signature of Officer)

**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Judicial Service** for the year ending 31<sup>st</sup> March 20....

**Part - II**

(To be filled in by the officer)

**Name of the officer** :-

**Place of posting with present Designation** :-

1. a) Name of spouse, if married :-
- b) Any addition or variation to the family strength: :-
- c) Any immovable property acquired or disposed of by the officer himself/ spouse/ parent/ children in the current year :-
- d) Any movable property valued at more than 10,000/- shares, debenture, units or such like items, :- acquired, purchased, transferred or disposed of, by the officer, spouse, parent or children in the current year
- e) Any appreciation/ commendation communicated to the officer during the current year :-
- f) Any stricture, adverse comments communicated or any penalty imposed in current year? :-
- g) Any other appointment held in the current Assessment Year: - (Specify period of stay of different station during Assessment Year)
- h) Any other additional source of income :-

2. Nature of the work assigned [Please Tick (✓)]

- (a) Civil  (b) Administrative Works (D.J./ C.J.M./Judge In- Charge)
- (c) Criminal  (d) Assignment of work under Legal Services Authority & other modes of A.D.R.
- (e) Any other nature of  work: Please Specify:-

3. Total number of cases disposed of :-

a) Civil \_\_\_\_\_ Criminal \_\_\_\_\_ Misc. (including Bail), Transfer Petition & No. of cases disposed through A.D.R. \_\_\_\_\_

- |                        |                        |
|------------------------|------------------------|
| <b>Number of cases</b> | <b>Number of cases</b> |
| (i) T.Suit             | (i) Complaint case     |
| (ii) E.Suit            | (ii) G.R. Case         |
| (iii) Money Suit       | (iii) Under N. I. Act  |
| (iv) Execution         | (iv) Sessions Case     |

b) Specify the number of cases disposed of:-

- (i) More than 10 years old \_\_\_\_\_
- (ii) 5 to 10 years old \_\_\_\_\_
- (iii) Cases disposed of as per direction of Hon'ble Supreme Court/High Court \_\_\_\_\_

4. (a) (i) The number of cases pending on the date of joining /at the commencement of the year which is more than 10 years old , 5 to 10 years old
- (ii) The number of cases pending at the end of the year, which is more than 10 years old , 5 to 10 years old
- (b) Please specify target set by you for disposal of cases, more particularly old cases and the achievement vis-a-vis the target set.
- (c) Factor of hindrance in achievement if any :-

5. Total units earned as per the Grading Rule during the Assessment year :-

6. (a) Your achievement, if any \_\_\_\_\_
- (b) Disputes referred/ resolved, if any, through various modes of ADR mechanism:- Specify the number :- \_\_\_\_\_

Place: -

Date: -

(Signature of Officer)

**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Judicial Service** for the year ending 31<sup>st</sup> March 20.....

**Part - III**

(To be filled in by the Controlling/ Reporting Authority)

**Name of the officer**

**Place of posting with present Designation**

**A. Nature and Quality of Work**

1. Do you agree with the information furnished in Part II relating to

a) Disposal of Cases Yes/ No  
Any comment - \_\_\_\_\_

b) Achievement Yes/ No  
Any comment - \_\_\_\_\_

2. **Knowledge of Sphere of work -**

a) Knowledge of Law & Procedure :- \_\_\_\_\_

b) Level of knowledge, related instruction and their application followed and applied by him/her in working. :- \_\_\_\_\_

**B. Attitude to work**

1. To what extent officer is dedicated/ motivated and willing to learn and to systematize his/ her work?: - \_\_\_\_\_

2. Are his/ her judgement and order well written and clearly expressed? :- \_\_\_\_\_

3. Attitude or behaviour with ....  
a) Superiors / colleagues :- \_\_\_\_\_

b) Sub-ordinate staffs/ litigants/ witnesses: - \_\_\_\_\_

c) Members of the Bar :- \_\_\_\_\_

4. Ability of officer to inspire and motivate the parties under ADR Mechanism :- \_\_\_\_\_

5. Please suggest/ recommend the field/ subject, the officer may need more training for further improvement/ specialization through Judicial Academy. :- \_\_\_\_\_

Place: -

Signature: - \_\_\_\_\_

Date: -

Name: - \_\_\_\_\_

Designation: - \_\_\_\_\_

**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Judicial Service** for the year ending  
31<sup>st</sup> March 20.....

**Part – IV**

(To be filled in by the Controlling/ Reporting Authority)

**Name of the officer**

**Place of posting with present Designation**

1. Length of service under the Reporting Authority. :- \_\_\_\_\_

2. Integrity and impartiality :- \_\_\_\_\_

3. General Assessment/ efficiency :- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Any other quality :- \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Overall Grading**

Outstanding :- **A+**

Very Good :- **A**

Good :- **B+**

Satisfactory :- **B**

Average :- **B-**

Below Average: - **C**

**Place: -**

**Signature: - \_\_\_\_\_**

**Date: -**

**Name: - \_\_\_\_\_**

**Designation: - \_\_\_\_\_**

**HIGH COURT OF JHARKHAND AT RANCHI**

Confidential Report in respect of the Officers of **Jharkhand Judicial Service** for the year ending  
31<sup>st</sup> March 2015

**Part – V**

(To be filled in by the Reviewing/ Accepting Authority)

Name of the Officer :

Designation :

Place of Posting :

A.C.R. of the Year :

1. Length of service under the Reviewing/Accepting Authority : - \_\_\_\_\_
2. The assessment of the officer given by the Reporting authority are accepted :- **Yes / No**
3. Any additional comments/ Remarks :- \_\_\_\_\_

Place: - \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Zonal Judge)

Date :- \_\_\_\_\_

Justice \_\_\_\_\_





-18-  
Assessment of the Performance

Nature of work	No. of Days Devoted	Points Earned			
		Contested Disposal (a)	Uncontested Disposal (b)	Disposal through A.D.R. (c)	Total (a+b+c)
1 Criminal/Sessions Cases					
2 Special Cases					
3 Civil Matters					
<b>Total =</b>					

Points earned Per Day =  $\frac{\text{Total Points}}{\text{Actual Working Days}}$

= .....Points per day .....Remarks

admissible

- Final Assessment by the officer for the present quarter.....
- Final assessment by the officer for the last quarter.....

(Signature of the Officer)

Remarks, if any, by the District & Sessions Judge.  
(Only for the Officers of Sub-Ordinate Judiciary)

(Signature of District & Sessions Judge)

**Remarks by the Zonal Judge**

**NOTE :-**

- (i) For organizing Lok Adalats to P.D.J. - 10 points per Lok Adalat subject to maximum 20 points in a month.
- (ii) For other Judicial Officers for sitting in Bench of Lok Adalat - 5 points per Lok Adalat subject to maximum 10 points in a month.
- (iii) If minimum one case per month is not disposed of from the old cases either more than 10 years old case or a case more than 5 years old (in case of pendency of such cases in his/her court), the final assessment of the officer shall be lowered to one grade below.
- (iv) Judicial Officers exercising both Criminal and Civil Jurisdictions must obtain at least 18 points in a month in Civil side failing which their final assessment shall be lowered to one grade below.
- (v) 50 % points must be obtained by disposal of contested cases excluding B.A./A.B.A., Amendment Petitions failing which the final assessment of the officer shall be lowered to one grade below.