

By e-mail ✓

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

No.HC.VII-84/04(Pt.)/3180 /A.

From : **Shri Gautam Baruah,**
Registrar (Vigilance),
Gauhati High Court,
Guwahati.

To, **The District & Sessions Judge and the Chief Judicial Magistrate,**
Kamrup (Metro), Guwahati/ Kamrup, Amingaon/ Nalbari/ Baksa/ Barpeta/ Dhubri/
Bongaigaon/ Chirang, Kajalgaon/ Goalpara/ Kokrajhar/ Darrang, Mangaldoi/
Udalguri/ Sonitpur, Tezpur/ Lakhimpur, North Lakhimpur/ Dhemaji/ Tinsukia/
Dibrugarh/ Sivasagar/ Charaideo, Sonari/ Jorhat/ Golaghat/ Nagaon/ Hojai,
Sankardev Nagar/ Morigaon/ Karbi Anglong, Diphu/ Dima Hasao, Haflong/ Cachar,
Silchar/ Karimganj/ Hailakandi.

Dated, Guwahati, the 2nd August, 2021.

Sub :- **Form and Guidelines for writing ACR of the ministerial/subordinate staff in the establishment of the District & Sessions Judge and the Chief Judicial Magistrate.**

Sir/Madam,

In enclosing herewith a Form and Guidelines, I am directed to convey that the guidelines and procedures are to be followed in writing ACR of the ministerial /subordinate staff in the establishment of the District & Sessions Judge and the Chief Judicial Magistrate.


Further, all the three authorities, namely Reporting, Reviewing and Accepting authority should specifically record efficiency/deficiency of the person concerned in order to make faithful assessment of the working of the employee. Remarks accorded in the ACR should be communicated to the person concerned, and adverse entry, if any, should invariably be communicated, and in case of such person's improvement, if any, in the consequent years, same be noted specifically and all the authorities should also give clear remarks about the working of the person concerned.

The Guidelines and procedures should be meticulously followed in filling up the attached FORM.

The Grading and the remarks, recorded in the ACR of a year, should be communicated to the person concerned, within **the last working day of March of the next year**, positively.

Encl : 1. ACR Form – 2 (two) pages &
2. Guidelines – 3 (three) pages.

Yours faithfully,


REGISTRAR (VIGILANCE)

Wakala
02.08.21

**Form of Confidential Report
For the Staff of Subordinate Courts in Assam**

Report for the year/ period ending: _____

District: _____

Sub-Division: _____

1. Name of the employee : _____
2. Date of Birth : _____
3. Designation / Post held : _____
4. Section /Table in which served : _____
during the period under report

Assessment by the Reporting Officer

(If any of the items mentioned below does not apply, the Reporting Officer should mention the fact against the relevant item.)

5. Nature of work entrusted : _____
6. Maintenance of records including files & prescribed registers etc. : _____
7. Intelligence, keenness & industry : _____
8. Regularity & punctuality in attendance : _____
9. Promptness and accuracy in dealing with his allotted job : _____
10. Skill in Noting and Drafting : _____
11. Is he sincere ? : _____
12. Is he honest ? : _____
13. Is he fit for promotion to the next higher grade : _____
14. Behaviour towards his superiors/colleagues : _____
15. Is he amenable to discipline : _____
16. Has he done any outstanding work during the period under report which deserves appreciation : _____
17. Has he been reprimanded for indifferent work during the period under report ? If so, brief particulars thereof : _____

18. Remarks as to defects in his character : _____
which may militate against his
efficiency and suitability

19. **GRADING** : Outstanding/ Very Good/ Good/ Average/ Below Average/ Poor

Date: _____

Signature: _____

Name in full : _____

Designation of the Reporting Officer: _____

Remarks by the Reviewing Officer

Signature:- _____

Name in full: _____

Date: _____

Designation: _____

Remarks of the Accepting Officer

Signature:- _____

Name in full: _____

Date: _____

Designation: _____

CERTIFIED that the ADVERSE REMARKS, if any, has been communicated to the employee
concerned vide Confidential letter No. _____
Dated _____

Signature: _____

Name in full: _____

Date: _____

Designation of the Reporting Officer: _____

N.B. If the Reviewing Officer/ Accepting Officer differs with the assessment of the
Reporting Officer/ the Reviewing Officer, respectively, REASONS MUST be specified to
support own assessment and option.

(GUIDELINES ATTACHED)

GUIDELINES

For writing ACR of Staff of Sub-ordinate Courts in Assam

REPORTING AUTHORITY, REVIEWING AUTHORITY AND ACCEPTING AUTHORITY OF THE ANNUAL CONFIDENTIAL REPORT OF SUBORDINATE STAFF OF THE DISTRICT JUDGE'S ESTABLISHMENT AND THE CHIEF JUDICIAL MAGISTRATE'S ESTABLISHMENT

A. District Judge's Establishment:-

		Office of the District & Sessions Judge	Reporting Authority	Reviewing Authority	Accepting Authority
(a)	1.	Staff of the Office of the District Judge, except the Sheristadar	Sheristadar	Addl. District Judge/Civil Judge (Sr. Divn.)/Civil Judge (Jr. Divn.) as may be nominated by the District Judge on the basis of seniority and availability	District Judge
	2.	For Sheristadar	Civil Judge (Sr. Divn.)/ Civil Judge (Jr. Divn.) as may be nominated by the District Judge or the basis of seniority and availability	Addl. District Judge/Civil Judge (Sr. Divn.)/Civil Judge (Jr. Divn.) as may be nominated by the District Judge on the basis of seniority and availability	District Judge
(b)	1.	Staff of the Office of the Addl. District Judge except the Sheristadar	Sheristadar	Addl. District Judge	District Judge
	2.	For Sheristadar	Civil Judge (Sr. Divn.)/ Civil Judge (Jr. Divn.) as may be nominated	Addl. District Judge	District Judge

			by the District Judge on the basis of seniority and availability		
(c)	1.	Staff of the Office of the Civil Judge (Sr. Divn.) except Sheristadar	Sheristadar	Civil Judge (Sr. Divn.)	District Judge
	2.	For the Sheristadar	Civil Judge (Jr. Divn.) as may be nominated by the District Judge on the basis of seniority and availability	Civil Judge (Sr. Divn.)	District Judge
(d)	1.	Staff of the Office of the Civil Judge (Jr. Divn.) except the Sheristadar	Sheristadar	Civil Judge (Jr. Divn.)	District Judge
	2.	For the Sheristadar	Civil Judge (Jr. Divn.)	Addl. District Judge/ Civil Judge (Sr. Divn.) or any other Officer as may be nominated by the District Judge on the basis of seniority and availability	District Judge

B. Chief Judicial Magistrate's Establishment (District Head-Quarter)

- (1) **Reporting Authority** :- Sub-Divisional Judicial Magistrate (S) No.1 and in his absence the senior-most Judicial Officer.
- (2) **Reviewing Authority** :-Additional Chief Judicial Magistrate. If there is no Additional Chief Judicial Magistrate, then the senior-most Magistrate will be the Reporting Officer and the Sub-Divisional Judicial Magistrate (S) No.1 and

in his absence a senior-most Judicial Officer, as may be nominated by the Chief Judicial Magistrate will be the Reviewing Officer.

(3) **Accepting Authority** :- Chief Judicial Magistrate

C. Sub-Divisional Judicial Magistrate (M) Establishment

- (1) **Reporting Authority** :- Senior-most Judicial Magistrate
- (2) **Reviewing Authority**:- Sub-Divisional Judicial Magistrate (M)
- (3) **Accepting Authority**:- Chief Judicial Magistrate

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