

Confidential Report of the Judicial Officer

Report for the year/Period from _____ to _____

PERSONAL DATA

PART-I

(To be filled by the Officer himself)

1. **Name of Officer**
2. **Present Post/Designation**
3. **Date of Last Promotion**
4. **Present Station (Since when)**
5. **Period of leave on account of-**
 - (a) **Medical ground** -
 - (b) **Personal reason** -
 - (c) **Other reasons** -
6. **Total number of cases disposed of (After full trial) :**

	<u>Civil</u>	<u>Criminal</u>
(i) Main cases		
(ii) Miscellaneous Cases		
(iii) Total number of witness examined -		
(i) Civil		
(ii) Criminal		
(iv) Appeals/Revisions		
7. **No. of working days** **Percentage of work done.**
8. **If the target has not been achieved, reason thereof.**
9. **Please specify the total number of pending cases in your Court yearwise and categorywise and total number of cases disposed of during the year (yearwise and categorywise). Please indicate if any important and complicated case was decided by you during the year giving gist of law involved and decision thereon. Please also indicate the result of the higher Court in respect of any judgment, order passed by you.**
10. **State within how many days after concluding of arguments you normally deliver the judgments (State with reasons, instances where judgments are not delivered with promptitude and within prescribed time).**

11. **Whether you have inspected the Office once in a year as required under the Rules and if so state briefly the defects found and remedial measures taken. Please also indicate if there is any improvement after inspection ?**

12. **Please indicate if your Court and Office were inspected by District and Sessions Judge/ Chief Judicial Magistrate and if so, briefly state the defects found and remedial measures taken.**

13. **Are you punctual in attending Court ?**

14. **Is there any audit objection pending. If so, since when and what measures you have taken to meet the said objection ?**

15. **If you are Nazarat Officer Incharge, please indicate the percentage of personal service of process by the Process Server. If it is low, what steps you have taken to increase such personal service. Do you periodically verify the cash in hand with the Nazir and, if so indicate the cash in hand with the Nazir on the date of writing this report.**

16. **Please state whether records are sent to the Records Room timely as required under rules indicating the last date on which records were sent.**

17. **If you are In-charge of Copying Department, please indicate whether periodically you check the relevant Register and last date of such verification. Please indicate whether copies are made ready serially according to the date of application for such copy.**

18. **If you are In-charge of Record Section please indicate whether records are destroyed timely as required by the Civil Rules and Orders giving the last date when such records were destroyed at the time of writing of this report.**

19. **Performance in implementation of Legal Aid Programme.**

20. **Please assess your performance by brief narration regarding data entry, updation of case proceedings, judgment/ order uploading on CIS, and use of Information & Communication Technology (ICT) in other Judicial & Administrative work.**

(.....)

PART-II

(To be filled by the Reporting Authority)

Name of Officer -

Designation -

Year of Report -

1. **Integrity of the Officer**

2. **If he is fair and impartial in dealing with the Public and the Bar.**

3. **If he is cool – minded and does not show temper in court.**

4. **His private character, if such as to lower him in the estimation of the public and adversely affected the discharge of his officials duties.**

5. **Capacity of handle files systematically.**

6. **Whether judgments on facts and law are, on the whole, sound, well reasoned and expressed in good language ?**

7. **Whether the disposal of work is adequate ?**

8. **Control over the office and administrative capacity and tact.**

9. **Capacity to control the proceedings in court, with firmness and follow the procedure prescribed by law.**

(To be tick marked one of the five heads and initialled)

10. General Remarks

(i) Outstanding (ii) Very Good (iii) Good (iv) Average (v) Below Average

INTEGRITY CERTIFICATE

Nothing has come to my knowledge which casts any reflection on the integrity of Shri _____ His general reputation for honesty is good and I certify his integrity.

DISTRICT & SESSIONS JUDGE

FOR USE IN THE HIGH COURT

Work done	Work days -	<u>Institution</u>	<u>Disposal</u> %
	<u>Standard</u>	<u>Below Standard</u>	<u>No Remarks</u>

Judgements noticed by -
H.C. -
S.C. -

REMARKS BY THE HON'BLE GUARDIAN JUDGE :

(i) Outstanding (ii) Very Good (iii) Good (iv) Average (v) Below Average

REMARKS BY THE HON'BLE ADMINISTRATIVE JUDGE :

REMARKS BY THE HON'BLE CHIEF JUSTICE :