

RAJASTHAN HIGH COURT, JODHPUR

CIRCULAR

No. 21/P.I./2021/

Date: 22.11.2021

To,

All the District and Sessions Judges,
(With the request to circulate the same amongst all the
Judicial Officers posted in their judgeships)

Sub.: Revised Standard of Work

No. Gen./XV/77/2015/ 5090

Date: 22.11.2021

Sir,

I am directed to inform that High Court has been pleased to make various modifications in the existing Standard of Work prescribed vide schedule annexed to letter No. 4276 dated 23.07.2016.

A revised Schedule Standard of Work (Appendix-'A') prescribed for the Presiding Officers of the Subordinate Courts is annexed herewith.

This revised Standard of Work will come into force with immediate effect.

Yours Sincerely,

Encl. Revised Schedule


22.11.2021
REGISTRAR GENERAL

No. Gen./XV/77/2015/ 5091 - 5092

Date: 22.11.2021

Copy forwarded to:

1. Registrar (Classification) with the request to upload the same on website of Rajasthan High Court.
2. A.O.J. Statistics Section / General Section, Rajasthan High Court, Jodhpur.


22.11.2021
REGISTRAR GENERAL

REVISED SCHEDULE

Note: In all type of cases i.e. Sessions Cases, Cases Triable by Special Judges, Warrant Cases, Summon Cases, Summary Trial Cases in which plead guilty or confession is done at any stage of trial, whether before or after recording of some evidence, credit under respective columns related to plead guilty or confession would be admissible and the cases would not be treated to be disposed of as "after full trial".

The credit for the work done by the Judicial Officers shall be admissible in the manner specified hereunder:-

CRIMINAL WORK**A. Sessions Trial:**

The credit claimed in Columns No. A(1),(2),(3) and (4) shall be admissible, if the case is disposed of after full trial. The cases in which plead guilty or confession is done at any stage of the trial, whether before or after recording evidence, credit under respective columns related to plead guilty or confession would be admissible and cases would not be treated to be disposed of as "after full trial".

| | | |
|----|---|--|
| 1. | Cases under Section 302, 304, 304(B) & 395/397 IPC | 4 days per case |
| 2. | Other Sessions Cases | 3 days per case |
| 3. | Cases under Section 75 IPC where trial would be otherwise by a Magistrate | 1 day per case |
| 4. | Warrant / Summons cases committed on account of being the cross case of the Sessions trial | A Summon or Warrant case would not be treated like Sessions case and the credit of Summons or Warrant case would be given instead of credit of Sessions case |
| 5. | Cases in which accused is discharged under Section 227 or offences toned down under Section 228 | 1/10 day per case |
| 6. | Cases in which accused is/are convicted under Section 229 Cr.P.C. | 1/12 day per case |

B. Cases Triable by Special Judges

Following credit shall be admissible, if the case is disposed of after full trial. The cases in which plead guilty or confession is done at any stage of the trial, whether before or after recording evidence, credit under respective columns related to plead guilty or confession would be admissible and cases would not be treated to be disposed of after full trial.

| | | |
|----|--|----------------------------|
| 1. | Cases instituted by Anti-Corruption Department, Govt. of Rajasthan, Jaipur | 5 days per case |
| 2. | Cases instituted by the Central Bureau of Investigation | 6 days per case |
| 3. | Cases triable by Special Judge (SC/ST) | As in Sessions trial cases |

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| | | 3 days per case |
| 4. | Cases under NDPS Act | 3 days per case |
| 5. | Cases pertaining to Electricity Act | 1 day per case |
| 6. | Cases triable by Special Judge under the Protection of Children from Sexual Offences Act, 2012 and the Commission for Protection of Child Rights Act, 2005 | As in Sessions trial cases 3 days per case |
| 7. | Any other case triable by the Court of Sessions under any other enactment | 1 day per case |

C. Warrant Cases

The credit claimed in Column No. C(1), (2), (3) shall be admissible, if the case is disposed of after full trial. The cases in which plead guilty or confession is done at any stage of the trial, whether before or after recording evidence, credit under respective columns related to plead guilty or confession would be admissible and cases would not be treated to be disposed of after full trial.

| | | |
|----|--|--|
| 1. | a) Cases under Sections 363, 408, 409, 467, 468, 477 & 477A IPC b) Cases in which there are five or more than five accused persons | 3 days per case 2 days per case |
| 2. | Cases under other Sections of the Indian Penal Code | 1 day per case |
| 3. | Cases Under: (a) Arms Act (b) Complaint Cases under various special enactments including those under: Prevention of Food Adulteration Act, Food Safety & Standard Act, Drugs & Cosmetics Act, PCPNDT Act, etc. (c) Excise Act (d) Other Local & Special Acts | 1/2 day per case 2 days per case 1/2 day per case 1/2 day per case |
| 4. | Cases in which the accused is discharged under Section 239 Cr.P.C. | 1/6 day per case |
| 5. | Cases in which the accused is discharged under Section 245 or convicted under Section 246(3) Cr.P.C. | 1/3 day per case |
| 6. | Cases disposed of on the basis of compromise | 1/6 day per case |
| 7. | Cases under Section 299 Cr.P.C. | 1/5 day per case This credit would be admissible only if the matter is disposed of after recording material evidence and not otherwise. |
| 8. | Cases in which accused is/are convicted under Section 241 Cr.P.C. | 1/12 day per case |

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D. Summons Cases

The credit claimed in Column D(4) and 8(a) below shall be admissible, if the case is disposed of after full trial. The cases in which plead guilty or confession is done at any stage of the trial, whether before or after recording evidence, credit under respective columns related to plead guilty or confession would be admissible and cases would not be treated to be disposed of after full trial.

| | | |
|----|---|--|
| 1. | Cases under Section 125 Cr.P.C. | 1/2 day per case |
| 2. | Cases in which the accused is convicted under Section 252 Cr.P.C. | 1/20 day per case |
| 3. | i. Cases in which the accused is acquitted under Sections 256, 257 or 258 Cr.P.C. after some evidence having been recorded ii. Cases in which the proceedings are stopped under Section 258 without recording evidence | 1/10 day per case 1/20 day per case |
| 4. | Other Cases In case where there is charge of 147 IPC | 1/2 day per case 1 day per case |
| 5. | Cases in which accused is/are convicted under Section 253 Cr.P.C. | 1/30 day per case |
| 6. | Cases disposed of on the basis of compromise | 1/6 day per case |
| 7. | Cases under Section 299 Cr.P.C. | 1/5 day per case This credit would be admissible only if the matter is disposed of after recording material evidence and not otherwise |
| 8. | Cases under Section 138 of Negotiable Instruments Acts a) If decided after full trial and contest b) If disposed of under Section 256 Cr.P.C. | 1/2 day per case 3/4 of admissible credit after full trial if disposed after defence evidence 1/3 of admissible credit after full trial if disposed after recording some prosecution evidence 1/5 of admissible credit after full trial if disposed of after appearance of the accused but without recording prosecution evidence |

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E. Summary Trial Cases

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|----|---|-------------------|
| 1. | Appealable Cases: a) Warrant cases | 1/2 day per case |
| | b) Summons cases after full trial | 1/3 day per case |
| 2. | Non-appealable cases | 1/10 day per case |
| 3. | Cases under Section 130 M.V. Act, 1939 or 208 M.V. Act, 1988 where the accused pleads guilty at the commencement of the trial or under Section 206 Cr.P.C. and similar cases under other Acts | 1/50 day per case |

Explanations:

- I No separate credit is admissible for passing order of sentence. Circular No. 14/P.I. dated 7th September, 1979 enjoins that a case be treated as disposed of when the order of sentence is passed and not when the order of conviction is recorded.
- II All Criminal Cases which are tried together (in which evidence is recorded once and which are disposed of by one judgement) will be counted as only one case for purpose of credit.
- III No credit is admissible in cases in which accused is discharged under Section 249 Cr.P.C.
- IV No credit is admissible if cases dismissed in default of appearance of prosecution.
- V No credit is admissible in cases in which the accused is acquitted under Section 256 (except the cases under Negotiable Instruments Act) or 257 Cr.P.C. without evidence having been recorded.
- VI It is reiterated that cases in which plead guilty or confession is done at any stage of trial, whether before or after recording evidence, credit under respective columns related to plead guilty or confession would be admissible and cases would not be treated to be disposed of after full trial.
- VII While deciding Misc. Criminal Applications under Section 91, 177, 190, 197, 216, 311, 319, 391 Cr.P.C. and Section 45 of the Evidence Act credit of **1/8 day** per application would be admissible to all the Criminal Courts.

F. Juvenile Justice Board

Above credit would be admissible to the Principal Magistrate in Juvenile Justice Boards

G. Criminal Appeals and Revisions

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|----|--|--------------------|
| 1. | Criminal Appeals against the orders of conviction under Sections 363, 408, 409, 467, 468, 471 and 477A IPC | 1 day per appeal |
| 2. | Criminal Appeals and Jail appeals against other orders of Judicial Magistrates | 1/2 day per appeal |
| 3. | Criminal Revisions decided after notice to the Public Prosecutor | 1/5 day per case |

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H. Bail Applications

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|----|---|---|
| 1. | Bail Applications under Section 438 or 439 Cr.P.C. | 1/10 day per application |
| 2. | Bail Applications under Section 437 Cr.P.C. and Remands under Section 167 Cr.P.C. | 1 day in a month, if one police station is attached and 2 days in a month, if more than one police station is attached |

I. Enquiry

| | | |
|----|--|----------------------------|
| 1. | Enquiry under Section 202 Cr.P.C. on complaint disclosing offences triable by a Court of Sessions or when complaint is dismissed under Section 203 Cr.P.C. | 1/6 day per enquiry |
|----|--|----------------------------|

J. Criminal Miscellaneous Cases

| | | |
|----|--|--|
| 1. | a) Under Section 446 Cr.P.C. | 1/30 day per case |
| | b) Under Section 82-83 Cr.P.C.: If attachment of property takes place | 1/10 day per case |
| | If proclamation is issued and attachment of property does not take place | 1/20 day per case |
| 2. | Under Sections 451 or 457 Cr.P.C. | 1/15 day per case |
| 3. | Under the Protection of Women from Domestic Violence Act, 2005 Applications under Section 12 of the Act | 1/2 day per case, if applications are finally decided after evidence is recorded and 1/5 day per case, if evidence is not recorded |
| | Applications under Section 31 of the Act | 1/2 day per case |

Explanation:

If action under Section 446 Cr.P.C. is taken against several accused persons in a case, it shall be counted as one case for the purpose of credit.

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K. Final Reports

| | | |
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| 1. | a) By Judicial Magistrate | 1/4 day per FR, if protest is filed and disposed of by a speaking order, otherwise 1/25 day per FR |
| | b) By Special Judge (Anti Dacoity, CBI, EC Act, NDPS, ACD and other designated Special Courts under special enactments including those under the Protection of Children from Sexual Offence Act, 2012 and the Commission of Protection of Child Rights Act, 2005, Rajasthan Special Court Act, 2012) | 1/4 day per FR if protest petition is filed and disposed of by a speaking order otherwise 1/20 day per FR |

CIVIL WORK

L. Civil Suits

| | | |
|----|---|-------------------|
| 1. | Suits relating to immovable properties: a) Disposed of by court of Civil Judge | 3 days per suit |
| | b) Disposed of by court of Senior Civil Judge | 3 days per suit |
| | c) Disposed of by court of DJ/ADJ | 4 days per suit |
| 2. | Suits relating to movable properties or for recovery of money or other relief: a) Disposed of by court of Civil Judge | 2 days per suit |
| | b) Disposed of by court of Senior Civil Judge | 2 days per suit |
| | c) Disposed of by court of DJ/ADJ | 3 days per suit |
| 3. | Suits under Order 37 CPC a) If leave to defend is refused | 1/5 day per case |
| | b) After full trial (leave to defend granted) | As in money suits |
| 4. | Counter claims decided on merit | 1/2 day per case |
| | Explanations: I. In suits for accounts and for partition full credit shall be allowed as for other regular suits both at the stage of preliminary decree and at the stage of final decree. In mortgage suits full credit shall be allowed at the stage of preliminary decree and half credit at the stage of final decree. II. If two or more suits are consolidated, evidence is recorded once and decided by the common judgement, credit to the full extent would be admissible for the suit in which evidence has been recorded and for other suits one fourth of the admissible credit would be admissible for each suit. | |
| 5. | Suits Deceid ex-parte of any nature | 1/5 day per case |

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| | including money suits and money suits in which only contest is with regard to the rate of interest or instalment. | |
| 6. | Suits disposed of on the basis of compromise | 1/6 Day per case |
| 7. | Suit disposed of as being barred by law under Order 7 Rule 11 CPC | 1/3 day per suit |

M. Small Cause Courts Suits

| | | |
|----|--------------------------------|-------------------|
| 1. | Suits decided after full trial | 1/5 day per case |
| 2. | Suits decided otherwise | 1/20 day per case |

N. Other Civil Cases

| | | |
|----|---|--|
| 1. | Employees State Insurance Cases: a) Decided after full trial b) Decided ex-parte | 1 day per case 1/5 day per case |
| 2. | Land Acquisition Cases: a) Cases in which there is one set of claims b) Cases in which there are two conflicting sets of claims | 2 days per case 3 days per case |
| 3. | Probate and Succession Cases: a) Contested b) Decided ex-parte | 1 day per case 1/10 day per case |
| 4. | Cases relating to Escheat Divorce (other than under Hindu Marriage Act) insolvency and arbitration a) Contested b) Decided ex-parte | 2 days per case 1/5 day per case |
| 5. | Election petition in respect of Municipal Boards and Panchayats: a) Contested b) Decided ex-parte | 2 days per case 1/5 day per case |
| 6. | Cases under the Rajasthan Relief of Agriculture Indebtedness Act, 1957: a) If the applicant-debtor is held after contest not to be an agriculturist b) If the application is admitted and contested | 1/2 day per case 1/2 day per contested creditor |

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| 7. | <p>i. Petitions under Section 9, 10, 11, 12 of the Hindu Marriage Act, 1955:</p> <p>a) Contest</p> <p>b) Decided on the basis of compromise</p> <p>c) Decided ex-parte</p> <p>ii. Petition under Section 13 of the Hindu Marriage Act, 1955:</p> <p>a) Contested</p> <p>b) Decided on the basis of compromise</p> <p>c) Decided ex-parte</p> <p>iii. Petitions under Section 13 B of Hindu Marriage Act</p> | <p>1 day per case</p> <p>1/2 day per case</p> <p>1/10 day per case</p> <p>2 days per case</p> <p>1/2 day per case</p> <p>1/10 day per case</p> <p>1/2 day per case</p> |
| 8. | <p>Petitions under Sections 24 and 25 of Hindu Marriage Act, 1955:</p> <p>a) Contested</p> <p>b) Uncontested</p> | <p>1/3 day per case</p> <p>1/10 day per case</p> |
| 9. | <p>Cases under the Hindu Minority & Guardianship Act and Guardians & Wards Act</p> <p>a) Contested</p> <p>b) Uncontested</p> | <p>1 day per case</p> <p>1/5 day per case</p> |
| 10. | <p>Cases under the Hindu Adoption and Maintenance Act:</p> <p>a) Contested</p> <p>b) Decided ex-parte</p> | <p>1 day per case</p> <p>1/3 day per case</p> |
| 11. | <p>Motor Accident Claims cases:</p> <p>a) Contested</p> <p>b) Decided ex-parte or on the basis of compromise</p> | <p>1 day per case and 1/2 day for each additional case arising out of the same accident</p> <p>1/5 day per case</p> |
| | Note: All cases arising out of one accident should be consolidated and tried together. | |
| 12. | Applications under Section 140 of Motor Vehicles Act, 1988 | 1/10 day per application |
| 13. | <p>Cases under State Financial Corporation Act:</p> <p>a) Contested</p> <p>b) Decided ex-parte or on the basis of compromise</p> | <p>2 days per case</p> <p>1/5 day per case</p> |

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| 14. | Cases under Other Acts: | |
| | a) Contested | 1 day per case |
| | b) Decided ex-parte or on the basis of compromise | 1/6 day per case |

O. Civil Appeals

| | | |
|----|--|---------------------------|
| 1. | Regular appeals from decree pass after full trial: | |
| | a) In suits relating to immovable property | 1 day per appeal |
| | b) In other suits | 1/2 day per appeal |
| 2. | Miscellaneous Appeals against orders | 1/3 day per appeal |
| 3. | Appeals arising out of the suits decided under Order 17 Rule 3 CPC | 1/6 day per appeal |
| 4. | Appeals under the payment of Wages Act or Public Premises (Eviction of Unauthorized Occupants) Act | 1/2 day per appeal |
| 5. | Regular Appeals and Misc. Appeals dismissed at admission stage after hearing appellants | 1/4 day per appeal |

P. Civil Revisions

| | | |
|----|--|----------------------|
| 1. | Under the Rajasthan Relief of Agriculture Indebtedness Act | 1/3 day per revision |
| 2. | Revision Petition under any other enactment | 1/5 day per revision |

Explanations:

1. Appeals/revisions dismissed in default or withdrawn or becoming infructuous will not be counted for the purpose of credit.
2. Appeals/revisions arising out of the same or similar judgment or order will for the purpose of credit be counted as one appeal/revision.
3. If an appeal or revision is decided on preliminary point or decided on compromise, one fourth of the above credit would be admissible.

Q. Civil Miscellaneous Applications

| | | |
|----|--|--|
| 1. | Applications under Order 38 Rule 1, 2 & 5; Order 39 Rule 1, 2 or 2A; Order 9 Rule 13 CPC | 1/2 day per application, if decided after contest |
| 2. | Objection Petitions under Section 47, Order 21 Rule 58 and Order 21 Rule 97 & 99 CPC | 1 day per Objection Petition, if decided after recording evidence. |
| | | 1/2 day per Objection Petition, if decided after contest but no evidence is recorded |
| 3. | Other Miscellaneous contested applications | 1/10 day per application |

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Explanations:

No credit is admissible to applications/objection petitions withdrawn or not pressed or becoming infructuous or decided ex-parte.

R. Execution Cases

| | | |
|----|---|------------------|
| 1. | Execution Cases decided finally in any manner | 1/3 day per case |
|----|---|------------------|

S. For Rent Tribunals and Appellate Rent Tribunals

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|----|---|-------------------|
| 1. | Rent Tribunal (a) Petitions under: | |
| | i. Section 6 of the Act | 1/3 day per case |
| | ii. Section 7 of the Act | 1/6 day per case |
| | iii. Section 8 of the Act | 1/10 day per case |
| | iv. Section 9 of the Act | 3 days per case |
| | v. Section 10 of the Act | 2 days per case |
| | vi. Section 11 of the Act | 1 day per case |
| | vii. Section 23 of the Act | 1/6 day per case |
| | viii. Other laws as per Section 18 of the Act | 1 day per case |

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| (b) Miscellaneous Applications and Execution Cases |
| For Miscellaneous Applications and Execution Cases, the credit shall be admissible as provided for civil cases |

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| 2. | Appellate Rent Tribunal | |
| | In appeals against the final order passed by the Rent Tribunal under: | |
| | i. Section 6 of the Act | 1/4 day per appeal |
| | ii. Section 7 of the Act | 1/8 day per appeal |
| | iii. Section 8 of the Act | 1/10 day per appeal |
| | iv. Section 9 of the Act | 1 day per appeal |
| | v. Section 10 of the Act | 1 day per appeal |
| | vi. Section 11 of the Act | 1/2 day per appeal |
| | vii. Section 23 of the Act | 1/4 day per appeal |
| | viii. From the petitions under Other laws as per Section 18 of the Act | 1/2 day per appeal |

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Notes:

1. Half of the credit admissible for contested matters decided on merits as above shall be given to the Rent Tribunals as also to the Appellate Rent Tribunals for the cases disposed of on the basis of compromise otherwise than through ADR.
 2. In case decided ex-parte, half of the credit as above shall be admissible to the Rent Tribunals as also to the Appellate Rent Tribunals.
- T. Special credit for the case pertaining to Senior Citizens (persons over the age of 65 years), Transgender and HIV infected and affected persons and old civil suits and regular criminal cases**

| | | |
|----|---|---|
| 1. | Cases pertaining to Senior Citizens, Transgender and HIV infected & affected persons | 1/3 day per case in both civil and criminal matters |
| 2. | Old Criminal Cases: i. Old for 3 years or more but less than 4 years ii. Old for 4 years or more but less than 9 years iii. Old for 9 years or more | 1/3 day per case 1/2 day per case 1 day per case |
| 3. | Old Civil Suits: i. Old for 3 years or more but less than 4 years ii. Old for 4 years or more but less than 9 years iii. Old for 9 years or more | 1/3 day per case 1/2 day per case 1 day per case |

Notes:

1. If the case/s (civil/criminal) is/are old and pertain/s to Senior Citizens (persons over the age of 65 years), Transgenders and HIV infected and affected persons, then the credit will be given either or one clause. In other words, in the case (Civil or Criminal) which are old and pertain to Senior Citizens, credit will be given either under the Head of “Cases pertaining to Senior Citizens” or under the Head of “Old Sessions Case and other regular criminal cases” and “Old Civil Suits” as the case may be.
2. Special credit under the above head would be admissible only in the cases decided after contest where full main credit is claimed and not otherwise. Therefore credit under this head will not be admissible if case is disposed of by way of non-prosecution, non-appearance of parties, not press, plead guilty, compromise etc.

U. Special Credit for Long Criminal / Civil Cases

U-A Special Credit for Long Criminal Cases

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|----------|--|-------|
| 1 | For every six material witnesses | 1 day |
| 2 | For every 15 formal / hostile witnesses | 1 day |

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| | | |
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| 3 | For every 15 accused persons | 1 day |
| 4 | For arguments and judgments | 1 day |
| | <ul style="list-style-type: none"> • No case will be treated as a long case by a D.J. Cadre Officer unless it so takes more than FOUR days and by a Sr. Civil Judge/ Civil Judge Officer unless it so takes more than THREE days. • It is also made clear that the material witnesses would only include informant, eye witnesses, expert witnesses including medical officer, investigation officer and any other witness having material bearing on the case. All other witnesses like witnesses of site plan, Panchnama, Hostile witnesses and witnesses of formal nature having no bearing on the case would fall under the category of formal witnesses. | |

U-B. Special Credit for Long Civil Cases

| | | |
|---|--|-------|
| 1 | For every four material witnesses | 1 day |
| 2 | For arguments and judgments | 1 day |
| | No case will be treated as a long case by a D.J. Cadre Officer unless it so takes more than FOUR days and by a Sr. Civil Judge/ Civil Judge Officer unless it so takes more than THREE days. | |

V. Special Credit for Recording Evidence

| | | |
|----|---|---|
| 1. | Courts of Civil Judges/Senior Civil Judges and CJM/ACJM/JMs | 1/20 day per witness for Civil cases and 1/50 day per witness for Criminal cases without any ceiling of maximum number of days |
| 2. | Court of DJ/ADJ/NDPS Courts | 1/20 day per witness for civil cases and 1/30 day per witness for criminal cases without any ceiling of maximum number of days |
| 3. | Special Judges ACD/CBI | 1/5 day per witness without any ceiling of maximum number of days |

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NOTE : No special credit will be admissible, if evidence of witnesses is recorded through Commissioner.

W. Cases decided through ADR like Lok Adalat, Mediation or Judicial Settlement

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| 1. | Criminal cases disposed of on the basis of compromise | 1/6 day per case |
| 2. | Civil cases disposed of on the basis of compromise | 1/6 day per case |
| 3. | Motor accidents claims cases decided ex-parte or on the basis of compromise | 1/5 day per case |
| 4. | Additional credit for referral to different modes of ADR viz. Mediation, Judicial Settlement, Arbitration and LokAdalat | 1/15 day per referral, if settlement takes place or after successful mediation otherwise no credit will be admissible |
| 5. | Credit for Judicial Officers cum Trained Mediators | For every successful Mediation, credit of 1/3 day per case. For unsuccessful Mediation, credit of 1/5 day per case, if both the parties remain present at the time of Mediation |

X. Special Credit for publication in Journal

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|----|---|---|
| 1. | Whenever an article is approved by the Judicial Academy for publication in journal, the Judicial Officer authoring the article shall be entitled for credit | 2 days per article (maximum 1 article in a quarter) |
|----|---|---|

Y. Physical Verification

| | | |
|----|--|-------|
| 1. | Valuable Malkhana Articles | 1 day |
| 2. | Books, Furniture and Stores | 1 day |
| | Same credit is admissible while handing over and taking over the charge of valuable malkhana articles. | |

Note:

Physical verification is not to be done during court hours if witnesses are in attendance or urgent applications are listed for hearing.

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Z. FRAMING ISSUES & CHARGES

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|------|---|-------------------|
| 1(a) | For framing issues in Civil Cases | |
| | a) Cases relating to immovable properties | 1/5 day credit |
| | b) Cases relating to movable properties | 1/10 day credit |
| 1(b) | For framing of charges in Criminal Cases | |
| | a) Warrant cases | 1/10 day per case |
| | b) Cases under section 406, 407, 408, 409, 420, 467, 468, 471, 120B, 457/ 380 IPC - | 1/7 day per case |
| | c) Sessions case, NDPS Cases, SC/ST cases, POCSO Act Cases | 1/6 day per case |
| | d) Cases under Prevention of Corruption Act, CBI Cases | 1/5 day per case. |

Z(1). Additional credit to officer-in-charge of various administrative wings:

Judicial Officers holding the capacity of in charge of various administrative wings such as Copying, Accounts, Nazarat and Record at District Headquarters will get credit of two days in a month for these administrative works. If the officer posted at outlying court is taking care of all the four administrative wings (copying, accounts, record and nazarat), he may also be given 2 days credit per month. If he is not incharge of all the four wings, he may be given credit of 1/2 day per month for each activity. This credit would be admissible only after furnishing a self-certificate by the judicial officer in the following manner:

1. Copying Incharge would certify that all the copies were given within the time prescribed under the Rules.
2. Record Incharge would certify that efforts were made to ensure timely consignment of the records and that the records have been weeded out within time limit prescribed under the Rules.
3. Accounts Incharge would certify that all the pending bills were processed within 7 days and that Case Books are regularly checked and surprise physical verification is made as per Rules.
4. Nazarat Incharge would certify that all the processes were sent and returned to court timely. Due efforts for service were ensured as per Rules and that with all summons/notices, pamphlet of ADR mechanism was attached.

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|----|---|--------------------------------------|
| 1. | (1) Credit is allowed to the District and Sessions Judges for administrative works as indicated below: | |
| | (a) Whenever District & Sessions Judge and CJM is involved in administrative activity/ activities related to monitoring, meetings and similar activities during or after court hours for 4 hours or more. | 1 day per month |
| | (b) If pendency of more than 5 year old cases of the judgeship is reduced by not less than 5% | 2 days additional credit per quarter |
| | (c) If such pendency is reduced by more than 10% of such cases. | 4 days additional credit per quarter |
| | (2) Credit is allowed to the Chief Judicial Magistrate for inspection of Subordinate courts. | |
| | (a) In Judgeships having not more than 10 Courts | 1 day in a year |
| | (b) In Judgeships having not more than 20 Courts | 2 days in a year |
| | (c) In Judgeships having not more than 30 Courts | 3 days in a year |
| | (d) In Judgeships having more than 30 Courts | 4 days in a year |
| | Note- Above credit to a Chief Judicial Magistrate is admissible only if he has actually inspected the courts and submitted the inspection report. | |
| 2. | As credit is being prescribed for the disposal of miscellaneous and execution cases, Saturdays (at some places Friday) will not be excluded henceforth from counting the days left for judicial work. In other words, Saturdays/ Fridays will also be taken into consideration while calculating the days left for judicial work. | |
| 3. | It will be the personal responsibility of the Presiding Officer concerned to see that the statements of out-turn of work are absolutely correct. Checking certificate of the Judicial Officer is required to be appended in each return as per Circular no. 20/P.I. Dated September 27, 1972, Circular No. 16/P.I. dated July 7, 1990 provides that if a judicial officer is found claiming false credit, he may be charge-sheeted. The presiding officer in quarterly statements relating to work done shall append following note in the statement:- "That I have thoroughly gone through the circular prescribing the credit for the work and the credit claimed. I have personally checked the statement and have ensured that it is strictly in conformity with the credits prescribed." | |
| 4. | The District Judges should ensure that the statements returns , and lists are properly and correctly prepared. Circular No. 11/P.I. dated August 26, 1989 enjoins upon the District and Sessions Judges to see that correct Returns and statements are sent by Subordinate Judicial Officers. Several actions should be taken against officers preparing wrong statements. | |
| 5. | The merit of an officer will also be judged by the quality of this work. The Officers, therefore, in no circumstance will escape from quality for the sake of quantity. If the work of any officer falls short of prescribed standard, the circumstances will be clearly stated in the remarks column of the statements of out-turn of work. Efforts would be made to make up the deficiency in the subsequent quarters. | |
| 6. | The District Judges will see that the Miscellaneous appeals, revisions and other cases in which proceedings before the lower Courts have been stayed are expeditiously disposed of. | |
| 7. | Presiding Officers should expedite disposal of applications for ad-interim injunction, attachment of properties, appointment of receiver, custody of properties, seized by the police during investigation and disposal of | |

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| | malkhana articles. Time bound interim order should not be extended for more than a month after filing of the objections unless the opponents themselves seek adjournment. | |
| 8. | These norms would not be enforced for the quarter in which the charge is taken over at the new station. The work of a newly appointed officer should not be less than two-third of the prescribed work for the first year of the service. | |
| 9. | <p>In compliance with the Circular No. 7/P.I. dated 18th/19th May, 1979, orders and judgments are not pronounced by the Judicial Officers after the receipt of their transfer orders. Till they handover their charge, they should do the following work:</p> <ol style="list-style-type: none"> 1. Framing of Issues and charges; 2. Recording of statements and witnesses; 3. Disposal of Malkhana Articles; 4. Inspection of Office and Sections; 5. Physical verification of furniture, library and Malkhana articles; 6. Holding of preliminary/departmental enquiries; 7. Disposal of Final Reports; and 8. Recovery of the amounts of fines and penalties. | |
| | During the days of lawyers' strike, work enumerated at serial numbers 3 to 8 may be done besides preparing drafts of Issues and Charges. | |
| 10. | During the day when Bar abstains from work, the Judicial Officer will be expected to take the same as a non-working day but shall endeavor to do justice as the paramount consideration. | |
| 11. | The number of day/days when Bar abstains from work would be shown in the Quarterly Return of work done by the Judicial Officer but the same shall not be deducted from the total working days. The officer would indicate the work done in strike period and explanation for lesser disposal, if any. The Reporting Officer, while assessing and evaluating the judicial officer, shall take into consideration his work done and the strike period apart from other relevant factors as indicated in Clause-12 of this circular. | |
| 12. | In evaluating the work done by a Judicial Officer during a year under the revised standard of work the following standard will be applied: | |
| | 1. Less than 50% | Highly below average |
| | 2. Between 50% to 95% of the norms | Below average |
| | 3. Between 95% to 125% of the norms | Average |
| | 4. Between 125% to 150% of the norms | Good |
| | 5. Between 150% to 200% of the norms | Very Good |
| | 6. Above 200% of the norms | Outstanding/excellent |
| 12A | In Annual Confidential Reports, Judicial Officers would be graded Below Average to Excellent taking into consideration not only their work, disposal but their overall performance would be meticulously considered for the purpose. Integrity, efficiency, discipline including punctuality, administrative guts, relation with Bar, tacts for handling court functions, private and public character, innovative approach, courtesy in behaviour, work disposal in comparison to previously posted officers in the same court in similar circumstances and other like relevant factors would also be considered while making overall evaluation of the officers. | |
| 12B | <p>The appropriate remarks in the ACR of a judicial officer shall be recorded after objective assessment of his overall performance based on following aspects:-</p> <ol style="list-style-type: none"> 1. Number of main case decided after full trial keeping in view the pendency, nature of pending cases and inflow of cases in a particular court. | |

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| | <p>2. Comparative assessment with three officers previously posted in same Court in similar circumstances as per prescribed computer programme.</p> <p>3. Disposal of 5 years and 10 years old cases keeping in view the pendency, nature of pending cases and inflow of cases in a particular court.</p> <p>4. Integrity</p> <p>5. Administrative Guts and Efficiency</p> <p>6. Discipline and punctuality</p> <p>7. Relation with Bar</p> <p>8. Private & Public Character</p> <p>9. Other like relevant factors</p> |
| 13. | All the subordinate courts where civil and criminal both type of cases are pending will compulsorily have to dispose of minimum 40% of civil work and 60% of criminal work provided that this system will not be applicable to those courts where pendency of civil cases is less than 300. |
| 14. | All the Presiding Officers will have to append a note on the cover page of every case disposed of by him as to under what clause he has claimed credit, with additional credit if any. That certificate shall be signed by the concerned Presiding Officer. |
| 15. | The Reporting Officer, while reporting on the Annual Performance Appraisal Report of any Judicial Officer, shall specifically certify his satisfaction about proportionate disposal of civil and criminal cases available with the officer concerned; and in case of his dissatisfaction, shall be entitled to recommend, with cogent reasons, reduced credit in the particular period than the credit claimed by the officer. |
| 16. | Nothing provided hereinabove shall be considered delimiting the authority of the Hon'ble Inspecting Judge to allow any special credit to any officer for the reasons to be recorded in writing. |


Registrar General