

HIGH COURT, CALCUTTA

CONFIDENTIAL REPORT OF JUDICIAL OFFICERS

Name of officer

Report for the year/period ending

PART-I

CONFIDENTIAL REPORT OF JUDICIAL OFFICERS

Report for the year/period ending

PERSONAL DATA

(To be filled in by the concerned officer)

1. Name of officer :

2. Cadre and year of allotment :

3. Date of birth :

4. Date of continuous appointment
to present grade :
Date Grade

5. Present post and date of
appointment thereto :
Date Post

6. Period of absence from duty
(On leave, training etc. during
the year. If he has undergone
training, please specify) :

7. Date of filling the Annual
Property Return :

Other Data

8. Mention five instances where you :
have not delivered Judgments within
the prescribed period after conclusion
of argument with
reasons for delay.

9. Please state in details. :

Judges Hour available	Judges Hour availed of	Reason of shortfall Excess of Judges Hour
_____	_____	_____

10. For the total works done, fill up the attached proforma.

11. Please state in details the period spent :
In Administrative Works, including
Inspection of Court, Departmental
Enquiries, Meetings etc.

12. Please comment on the outturn of :
Work done with explanatory note,
Including disposal of cases, if any,
Through Lok Adalat/more than 5
Years old cases, but less than 10
years/ 10 years and more old cases/
cases of Senior Citizens etc.

13. Cases “referred to and settled :
through Mediation”

13A. As Mediator, for cases settled :
through Mediation
(w. e. f. 01.01.2019)

14. Total units earned :

15. Number of day employed :

16. Average unit per day :

Signature of the officer

Disposal of cases and assessment verified and found correct.

Signature of the Registrar
(NAME IN BLOCK LETTERS)

PART-II

TO BE FILLED IN BY THE JUDGE-IN-CHARGE IN THE CASE OF OFFICERS OF THE HIGHER JUDICIAL SERVICE AND BY THE DISTRICT JUDGE IN THE CASE OF OFFICERS OF THE WEST BENGAL JUDICIAL SERVICE

1. Quality of work
 - (a) Conduct of business in Court and office.
 - (b) Quality of judgment (every District Judge will Scrutinise at least Five Civil and Five Criminal) judgements of the officers delivered during the period under report and record his opinion. If he finds any judgment to be of outstanding quality or below average quality, he should send their judgments to the Registrar.
2. Quantity of work
3. Capacity to motivate, to obtain willing support by own conduct and to inspire confidence on the subordinate staff.
4. Personal relation quality of relationship with superior officers, colleagues, subordinates, learned members of the Bar Public.
5. State of health
6. Period under observation of the District Judge/Judge-in-Charge
7. Integrity (Please see note in the instructions)
8. General Assessment –
Please give an overall assessment of the officer with reference to his/her judicial, administrative work and ability, reputation and character, strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the above entries.
9. In case of a West Bengal Judicial Service, the assessment of the Judge-in-Charge

District Judge/ Judge-in-Charge

Judge-in-Charge
10. Gradation-
(A-Outstanding/B-Very Good/C-Good/D-Average/E-Below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

Place

Chief Justice

STATEMENT OF DISPOSAL BY JUDICIAL OFFICERS

(See paragraph 10 above)

(1) Civil (2) Criminal

Class of cases	Pending at the beginning of the year	DISPOSED OF		Total	Witnesses Examined		Pending	No. of part heard cases at the end of the year
		Contested	Uncontested		Contested	Uncontested		
1. Class I Suits								
2. Other Suits								
3. Small Causes Suits								
4. Misc. Cases (Civil)								
5. Regular Execution cases								
6. Arbitration Cases								
7. Regular Appeals								
8. Misc Appeal (Civil)								
9. Interlocutory Matters								
10. Sessions Cases								
11. CrI. Appeal								
12. CrI. Misc. Cases								
13. Bail Application								
14. CrI. Revision								
15. CrI. Regular Cases								
16. Other Cases								
17. Witnesses Examined (a) Civil (b) Criminal								
Total								

(Signature of the officer with Seal and date)

PART-III-REMARKS OF THE PORTFOLIO JUDGE IN REGARD TO
OFFICERS OTHER THAN DISTRICT JUDGE.

Place :
Date :

SIGNATURE

REMARKS OF THE HON'BLE CHIEF JUSTICE

Place :
Date :

SIGNATURE

Procedure for recording Annual Confidential Report of Judicial Officers

1. Part I of the form is to be filled in by officer reported upon. Part II is to be filled in by the District Judge in case of West Bengal Civil Services (Judicial) Officer and for Higher Judicial Service Officer, Zonal Judge.

Chief Justice may record his opinion in the case of any Judicial Officer.

2. Officers on Deputation.
 - (a) Officers working in deputation in Tribunals, Judicial or Quasi Judicial Bodies shall fill in the form and forward the same to the Registrar and the same should be placed before the Chief Justice to enable him to record their opinion, if any.
 - (b) ACRs of officers working on other posts may be obtained by the Registrar and placed before the Chief Justice to enable to record his opinion.
3. All Officers are required to bestow care and attention in filling up the respective portions of the forms by them.
4. The ACRs should accurately reflect on the performance, conduct, behaviour and potential of the Officers for the period under report. It is not meant to be a fault-finding process but a developmental one.
5. For the purpose of proper Assessment due regard may also be given to the number of pending cases, Complexity of the cases, vacancy position of the Presiding Officer in the Court and other circumstances.

NOTE:

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it should be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken under.
 - (a) A separate secret note should be recorded and filled up. A copy of the note should be sent together with the Confidential Report to the next superior Authority who will ensure that the following up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgement or that he has heard nothing against the Officer, as the case may be.

- (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- (c) If, the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.
- (d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the Officer's conduct should be watched for a further period of six months and thereafter action taken as indicated at (b) and (c) above.

6. All the adverse ACR are to be communicated to concerned Officer and his representation, if made should be considered and disposed of.