

THE HIGH COURT OF TRIPURA
AGARTALA

CONFIDENTIAL REPORT OF JUDICIAL OFFICERS

Name of Officer_____

Report for the year/period ending on _____

CONFIDENTIAL REPORT OF JUDICIAL OFFICERS

Report for the year/period ending on _____

PERSONAL DATA

(To be filled in by the concerned Officer)

- 1. Name of Officer : _____

- 2. Post held with special power, if any : _____

- 3. Date of continuous appointment to the present grade : _____

- 4. Present post and date of appointment thereto : _____

- 5. Period of work done during the year under report :
 - i. On judicial side : days
 - ii. On administrative side : days
 - iii. On deputation : days
 - iv. Period of attachment : days

- 6. Brief description of the duties performed by the Officer including any other special work done during the year with special achievements, if any. : _____

- 7. Brief description of assistance and guidance received by the Officer from his seniors : _____

OTHER DATA

- 1. Mention instances, if any, where you have not delivered judgment within 30 (thirty) days of hearing arguments with reasons for such delay.
- 2. How many cases are fixed for further hearing after conclusion of argument?
- 3. Mention any five cases where the Revisional/Appellate Court reversed/upheld your judgment.
- 4. Mention the adverse remark, if any, passed by the Revisional/Appellate Court on your judgment.
- 5. Summary of the Work in the Court and the Work turned out by the Officer:

(a)

Cases pending at the beginning of the year under report	Institution during the year under report	Total for disposal	Disposal during the year under report	
			Main case	Misc case

- (b) (i) Total no. of cases pending for more than 4 years at the beginning of the year: –
- (ii) Total no. of such cases disposed of during the year under report: –
- [For details: Fill up the attached Forms-I & II]
- (c) If there are no cases pending for more than 4 years or less than 10 such cases pending at the beginning of the year under report, the officer concerned shall further furnish the following data:–
- (i) No. of cases pending for 4 years and no. of cases disposed of therefrom: –
 - (ii) No. of cases pending for 3 years and no. of cases disposed of therefrom: –
 - (iii) No. of cases pending for 2 years and no. of cases disposed of therefrom: –

(d) (i) How many bail applications were instituted within reporting period.

:-

(ii) How many bail applications could not be disposed of within one week from the date of the institution.

:-

(e) (i) Total number of accused who were in custody and faced trial during the period under reporting.

:-

(ii) In how many cases trial could not be concluded within six months in case of Magisterial trial and within two years in case of Sessions trials where the accused were in custody.

:-

(f) (i) What kind of efforts were made to dispose of all the cases pending for 5 years or more by the end of the year.

:-

(ii) Total number of cases pending for 5 years or more at the beginning of the year.

:-

(g) (i) How many under trials have completed the period of custody in excess of the sentence likely to be awarded, if conviction is recorded.

:-

(ii) How many under trials were released on personal bond by the concerned trial courts for the period under assessment as a supplement to Section 436A of Cr.P.C.

:-

**GENERAL STATEMENT OF DISPOSAL FOR
THE COURT OF**

[illegible]

[illegible]

[illegible]

[illegible]

YEAR-WISE DISPOSAL STATEMENT OF THE CASES PENDING FOR MORE THAN 4 YEARS

Form-II

Name of the Court

[illegible]

[illegible]

[illegible]

[illegible]

CATEGORY OF CASES	Age-wise break-up of cases pending for more than 4 years at the beginning of the year under report							Total of (a) to (g) of Col. No.2	Age-wise disposal of cases pending for more than 4 years during the year under report							Total of (a) to (g) of Col. No.4	Age-wise break-up of cases pending for more than 4 years at the end of the year under report							Total of (a) to (g) of Col. No.6
	2012	2011	2010	2009	2008	2007	2006 & before		2012	2011	2010	2009	2008	2007	2006 & before		2012	2011	2010	2009	2008	2007	2006 & before	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)		(a)	(b)	(c)	(d)	(e)	(f)	(g)		(a)	(b)	(c)	(d)	(e)	(f)	(g)	
1	2							3	4							5	6							7
67. Orders on Final Reports																								
68. Confessional Statements u/s. 164 (1), Cr. PC/TI Parade																								
69. Cases settled through Mediation																								
70. Cases disposed of in Lok Adalats/Holiday Courts																								
a) MAC Cases																								
b) Matrimonial matters; and																								
c) Other cases																								
71. Bail Applications u/s. 438 & 439 of Cr. P.C.																								
72.Other Bail Applications																								
73. Other Misc. Cases not covered above																								
74. Other Crl. Cases not covered above																								
75.Cases tried by the Juvenile Justice Board																								
TOTAL																								

The present Format of statement given for the reporting year 2017 shows the chart starting from 5 years old pending cases at sub column (a) and thereafter, going back for 10 years from 2017 in sub columns (b) to (f) , the last sub-column (g) indicates the cases which are pending for more than 10 years and thus the said sub-column mentions the year ‘2006 or before’. This format will be continued also for the next years coming after 2017 and the sub columns will be changing similarly maintaining the same range of preceding years and the concerned Officer will submit the statement changing and incorporating the years in the related sub-columns as per above indicated formula. For instance, for the reporting year 2018, in the sub-column (a) year '2013' will be mentioned and going back gradually for 10 years, in the sub-column (f) the year '2008' and in the sub column(g), the year ‘2007 or before’ will be mentioned.

Remarks/Explanation of the Officer, if any, in relation to disposal of cases:

In case the Officer has been tied up with any particular case(s) which has consumed a lot of time he can give details of the same and that shall be taken into consideration while making assessment in regard to disposal of cases while recording the overall assessment in the Annual Confidential Reports.

Date :

Place:

Signature _____

(Name in full of the Officer submitting the ACR)

Designation _____

N.B.– Attach separate sheet(s) of paper, if required.

REPORT OF THE REGISTRAR (VIGILANCE)

- (A) Registrar (Vigilance) is to check up/verify the disposal statement of the concerned Officer and submit his/her report (see 'Instructions' at Sl. No. 7):

Assessment on general disposal-

Contested disposal	:	no. of cases	Units obtained:
Uncontested disposal	:	no. of cases	Units obtained:
Total	:		Total :

Percentage of General disposal:

Percentage of disposal of cases pending for more than 4 years:

Grading in respect of general disposal:

- (B) Please mention as to whether any Disciplinary Proceeding is pending against the Officer for the year under report:

- (C) Please mention observation, if any, of the High Court relating to the concerned Officer on judicial side:

Registrar (Vigilance)

TO BE FILLED UP BY THE REPORTING OFFICER

Group- A (General)			Marks allotted	Marks awarded	Remarks, if any
a)	Punctuality in attending and leaving Court	:	10		
b)	Control over Court proceedings	:	20		
c)	Relationship with other Officers	:	10		
d)	Relationship with the Bar	:	10		
e)	Capacity to motivate, to obtain willing support by own conduct and inspire confidence in the subordinate staff	:	15		
f)	Administrative Control	:	15		
TOTAL			80		
Group- B (Judgment)			Marks allotted	Marks awarded	Remarks, if any
a)	Regularity/Promptness in delivering judgments	:	10		
b)	Brevity	:	10		
c)	Factual Aspect	:	20		
	Legal Aspect	:	20		
TOTAL			60		
Group- C			Marks allotted	Marks awarded	Remarks, if any
Disposal of cases		:	40		
Group- D			Marks allotted	Marks awarded	Remarks, if any
Special Achievement in the fields of Legal Aid/Mediation/Conciliation etc.			20		

Marks of Group A : General:	80
Marks of Group B : Judgment:	60
Marks of Group C : Disposal of cases:	40
Marks of Group D : Special Achievement in the fields of Legal Aid/Mediation/Conciliation etc.:	20	-----

Total marks: 200		Total marks awarded:

A. Marks obtained out of total 200 :

B. Grading :

Calculation of grading

Outstanding	170 - 200
Very Good	140 - 169
Good	110 - 139
Average	80-109
Below Average	Below 80

(Outstanding/ Very Good/ Good/ Average/ 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.)

Grading awarded to be written in own words.

Integrity (tick mark whichever is applicable)

- a) Beyond doubt
- b) Nothing adverse
- c) Doubtful
- d) Known case of lack of integrity
(mention in brief)

General Assessment:

(Please give an overall assessment of the Officer with reference to any striking qualities not covered by the above entries, sense of responsibility in discharging duties etc.)

Date.....

Signature

Place:

Name in block letters

Post held

(Reporting Officer)

- N.B.– 1. The Reporting Officer shall examine at least 10 (ten) judgments delivered by the Officer during the relevant period and assess the Officer as per the given rating. The copies of said 10 (ten) judgments shall be forwarded along with the filled up A.C.R. Form to the High Court.**
- 2. The Officer is to furnish Photostat copies of the original judgments delivered.**

TO BE FILLED UP BY THE REVIEWING AUTHORITY

1. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant materials?
2. Whether you agree with the assessment of the Officer as given by the Reporting Authority? (Reasons must be specified in case of disagreement)
3. Remarks with specific comments about the **general assessment and grading** given by the Reporting Authority.

Date :

Signature

Place:

Name in block letters

Post held

(Reviewing Officer)

TO BE FILLED UP BY THE ACCEPTING AUTHORITY

(a) Whether the Accepting Authority agrees with the **assessment and grading** of the Officer made by the Reporting Authority/Reviewing Authority?

(b) If disagrees, the **reason, assessment and grading** of the Accepting Authority.

(c) Other observations or directions, if any:

(d) Fitness for promotion to higher Grade:

- i. Fit
- ii. Not yet fit
- iii. Unfit

N.B.– In case the officer is assessed as **Not yet fit** or **Unfit**, specific reasons have to be assigned. **Doubtful/Suspicious** or **Known case of lack of integrity** or **Bad reputation** may be the **reason(s)** for grading the Officer as **Not yet fit** or **Unfit** for promotion.

Whether the Officer got any special characteristic and/or any outstanding ability which would justify his special selection for appointment/promotion out of turn. If yes, please mention the characteristic briefly.

Date :

Place:

Signature

Name in block letters

Post held

(Accepting Authority)

Annexure

By the Assessed Officer

YEARLY CALENDAR

OFFICER RELATED	FROM	TO	NO. OF DAYS
Earned Leave			
Maternity Leave			
Casual Leave			
Any other leave			

Total =

DUTY RELATED	FROM	TO	NO. OF DAYS
Official duty			
Training			
Attending Seminar/Conference			
Attached for other work			

Total =

COURT WORK PARALYSED DUE TO	FROM	TO	NO. OF DAYS
Strike			
<i>Bandh</i>			
Full suspension of Court work on death etc.			

Total =

GOVT. HOLIDAY	FROM	TO	NO. OF DAYS
Restricted Holiday availed			
Notified Holidays			
Long Vacation			

Total =

WORKING DAYS	FROM	TO	NO. OF DAYS
Total Working Days during the year			
Actual Work Done by the Officer during the year			

INSTRUCTIONS

REPORTING AUTHORITY/REVIEWING AUTHORITY/ACCEPTING AUTHORITY

DESIGNATION	REPORTING AUTHORITY	REVIEWING AUTHORITY	ACCEPTING AUTHORITY
GRADE-I			
LR & Secretary, Law Department & Addl. Law Secretary (Grade I)	Chief Secretary of the State	Full Court	Full Court
Director, Tripura Judicial Academy (Grade I)	Judge-in-charge, Judicial Education and Training	Full Court	Full Court
District & Sessions Judge, Judge, Family Court & Addl. District & Sessions Judge (Grade I)	Hon’ble Portfolio Judge	Full Court	Full Court
Member Secretary, State Legal Services Authority (Grade I)	Executive Chairman, State Legal Services Authority	Full Court	Full Court
GRADE-II			
Chief Judicial Magistrate, Addl. Chief Judicial Magistrate & Civil Judge (Sr. Divn)-cum-Asst. Sessions Judge (Grade II)	District Judge	Hon’ble Portfolio Judge	Full Court
DLR & Deputy Secretary, State Legal Services Authority (Grade II)	Member Secretary, State Legal Services Authority	Executive Chairman, State Legal Services Authority	Full Court
District Secretary, District Legal Services Authority (Grade II)	District Judge	Hon’ble Portfolio Judge	Full Court
Principal Counsellor, Family Court (Grade II)	Judge, Family Court	Hon’ble Portfolio Judge	Full Court
Deputy Secretary, Law (Grade II)	LR & Secretary, Law	Chief Secretary	Full Court
GRADE-III			
Sub-Divisional Judicial Magistrate, First Class/Second Class, Civil Judge (Jr. Divn) & Registrar of the Court of the District Judge (Grade III)	Senior-most Addl. District Judge available in the station. In stations where there is no Addl. District Judge, the District Judge	Hon’ble Portfolio Judge	Hon’ble the Chief Justice
Under Secretary, Law (Grade III)	Law Secretary	Chief Secretary	Chief Justice

- N.B.–
- 1. ACRs in respect of the Judicial Officers posted in the Registry will be written by the Hon’ble Chief Justice.
 - 2. In case of trainee Judicial Officers, no ACR shall be written. However, the Director, Tripura Judicial Academy shall submit a report to the Registry in respect of the trainee Judicial Officers as per the format approved by the Hon’ble High Court for that purpose. Such report shall only be considered for confirmation of the trainee judicial officers in service.

1. (i) Page Nos. 1-14 & Page No.21 (**Annexure**) shall be filled up by the **Officer concerned**, Page Nos. 16-18 shall be filled up by the **Reporting Authority**, Page No.19 shall be filled up by the **Reviewing Authority** and Page No.20 shall be filled up by the **Accepting Authority**.

(ii) Page No. 15 shall be filled up by the **Registrar (Vigilance)**.

(iii) The Officers working in the Courts shall submit the filled up A.C.R. Form to the Registrar (Vigilance), High Court of Tripura, Agartala immediately at the end of the reporting year but **not beyond 31st January of the new year**. The Registrar (Vigilance) shall submit the same to the Reporting Officer within the **last day of the month of March of the new year**. Thereafter, the Reporting Officer shall submit the same to the Registrar (Vigilance), High Court of Tripura, Agartala within the **last day of April** of the new year for placing the same before the Reviewing Authority and the Accepting Authority.
2. Officers working in the Law Department of the State Government shall fill in the Form and forward the same to the Registrar (Vigilance) within the **last day of the month of February** of the following year with the report of the Reporting Authority or with the report of the Reporting Authority and the Reviewing Authority, as the case may be.
3. Officers working on deputation in any Department of the State Government shall fill in the Form and forward the same to the Registrar (Vigilance) within the **last day of the month of February** of the following year with the report of the Reporting Authority or with the report of the Reporting Authority and the Reviewing Authority, as the case may be.
4. If an Officer works in different stations/courts for the reporting period, the Reporting Officer will be the Officer under whom he is presently working or under whom he worked for more than 4 (four) months.
5. If an Officer fails to furnish true information, the same will be taken seriously.
6. The District Judge should send his ACR within the **last day of month of January of the new year** to the Registrar (Vigilance). The ACR of the District Secretary, District Legal Services Authority should be sent by the concerned District Judge with his report to the Registrar (Vigilance) within the **last day of the month of February of the new year**. Similarly, the ACR of the Registrar of the Court of the District Judge, if any should be sent to the Registrar (Vigilance) by the Sr. most Addl. District Judge or the District Judge, as the case may be, with his report within the **last day of the month of February of the new year**. The Director, Tripura Judicial Academy, Judge, Family Court and the Member Secretary of the State Legal Services Authority should send their A.C.R. and those of the Officer(s) under them, if any, to the Registrar (Vigilance) within **last day of the month of February of the new year**.

7. The grading in respect of disposal of cases will be as follows:

400 units or more (per Quarter)	:	Outstanding
300 units or more (per Quarter)	:	Very Good
250 units or more (per Quarter)	:	Good
175 units or more (per Quarter)	:	Average
Less than 175 units (per Quarter)	:	Poor

A Judicial Officer is required to obtain 70% of the total units by contested disposals and any deficiency on this score shall be deducted from the total units obtained.

The benchmark has been fixed on the basis of average pendency for disposal, which is:

Criminal Courts	:	Minimum 400 cases
Civil Courts	:	Minimum 100 cases
Sessions Courts	:	Minimum 60 Sessions cases

Benchmark formula to consider the shortfall in the average pendency for disposal, if any, and to increase the units accordingly, is as follows:-

A = Total pendency in the concerned Court during the year;

B = Total units obtained during the year both contested and uncontested;

C = Total benchmark of minimum average pendency during a year;

D = Total units obtained on consideration of shortfall in the required benchmark of average pendency during a year.

$$\text{Now, the value of } \mathbf{D} = \frac{\mathbf{B \times C}}{\mathbf{A}}$$

Guidelines for Reporting Officer

1. In awarding marks against each item in the ACR, preferably brief reasoning is to be given in the 'Remark' Column against each item of Group-A, Group-B, Group-C & Group-D.

Assessment regarding items under Group-A

2. In respect of awarding marks against item no.(a), the Reporting Officer (for short R.O.) shall inspect the Court/Office of the officer concerned during the year of assessment to ascertain his punctuality and also to see whether the entries made in the Court Diary maintained as per Rules by the concerned Officer reflects correct state of affairs.
3. In respect of awarding of marks against item no.(b),(c),(d),(e) & (f), the R. O. is to remain vigilant regarding functioning of the concerned Court throughout the year and the Reporting Officer in such matters will act as a mentor for improvement of the Junior Officers.
4. To justify the awarding of marks against each item, the Reporting Officer may maintain personal diary(s) for this purpose in respect of concerned Judicial Officers.

Assessment regarding items under Group-B

5. In this respect the R.O. apart from evaluating the judgments submitted by the Officer concerned shall have the liberty to make his assessment on the basis of judgment(s)/ Order(s) which have been challenged in his Court on appellate/revisional side or otherwise, and in that case, the Reporting Officer has to enclose the copy(s) of the said judgment(s)/ Order(s) with the ACR of the Officer concerned.

Assessment regarding item under Group-C

6. In awarding marks under this group, the Reporting Authority shall have due regards in disposal of old pending cases in case of Officers posted in Court. In case of 'Outstanding' grading in overall disposal, the marks will be awarded within a range of 80% to 100% of total marks 40 e.g. if the Officer has disposed of large no. of cases of more than 4 years old, he may be awarded 100% marks and similarly if any officer, though has obtained outstanding marks, has dispose only negligible no. of such old pending cases or no old pending cases despite such cases being pending in his Court, the maximum mark which can be awarded is 80% out of total 40 marks. By similar procedure, the marks of Officers scoring 'very good', 'good', 'Average' and 'poor' in disposal of cases will respectively be awarded within the following range:-

Very Good-	80% - 60%	(out of total marks 40)
Good-	60% - 40%	(---- Do----)
Average-	40% - 20%	(---- Do----)
Poor-	20% - 0%	(---- Do----)

However, where in a Court there is no case pending for more than 4 years or less than 10 such cases, the assessment shall be done by similar method in the light of oldest cases pending in that Court.

Assessment regarding item under Group-D

7. There are many Officers who may not be doing legal aid works and in their case, they cannot be deprived of the marks allotted in this category only on the ground that they are not doing any work on that category. In their cases, their assessment will be made out of total 180 marks and not out of total 200 marks.

Assessment on Integrity

8. With regard to the assessment on integrity, the Reporting Officers should make their remarks in an uninhibited fashion and if there is doubt about the integrity of the Officer concerned, same should be clearly reflected in the ACR.
