THE HIGH COURT OF MEGHALAYA
SHILLONG

ANNUAL CONFIDENTIAL REPORT FORM
FOR
SPECIAL JUDGE POSTED IN EXCLUSIVE COURTS

Name of Judicial Officer: _____

_____

_____

Report for the year ending: _____

PERSONAL DATA

(To be filled by the concerned Judicial Officer)

1. Name of Judicial Officer :-

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

3. Date of continuous appointment to present grade :-

4. Present post and date of appointment thereto :-

5. Period of work done during the year under report :-

i. On judicial side :-

ii. On administrative side :-

iii. On deputation :-

iv. Period of attachment :-

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

[By the assessed Judicial Officer]

YEARLY CALENDAR

OFFICER RELATED	**FROM**	**TO**	**NO. OF DAYS**
Casual Leave			
Earned Leave			
Maternity/Paternity Leave			
Any other Leave			
TOTAL			
DUTY RELATED	**FROM**	**TO**	**NO. OF DAYS**
Attached for other work			
Training			
Official duty			
Attending Seminar/ Conference			
TOTAL			
COURT WORK PARALYSED DUE TO	**FROM**	**TO**	**NO. OF DAYS**
Strike			
Bandh			
Full suspension of Court work on death etc.			
TOTAL			
GOVT. HOLIDAY	**FROM**	**TO**	**NO. OF DAYS**
Restricted Holidays availed			
Notified Holidays			
Long Vacation			
TOTAL			
WORKING DAYS	**FROM**	**TO**	**NO. OF DAYS**
Total working days during the year			
Actual work done by the Judicial Officer during the year			
TOTAL			

FORM A

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 were fixed for further hearing after conclusion of hearing?

3. Mention any 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 Judicial Officer:

(a)

Cases pending at the beginning of the year under report	**Institution of cases during the year under report**	**Total for disposal**	**Disposal of cases during the year under report**	
			Main Case	**Misc. Case**

(b) Total no. of old cases pending at the beginning and end of the year and disposed therefrom:-

Category of disposal	**No. of pending cases as on 1st January during the assessment year**		**No. of cases pending on 31st December during the assessment year**		**Total cases disposed**		**Remarks, if any**
	Civil	**Criminal**	**Civil**	**Criminal**	**Civil**	**Criminal**	
Disposal of cases pending for 20 years and above							
Disposal of cases pending for 15 years and above							
Disposal of cases pending for 10 years and above							
Disposal of cases pending beyond 5 years and above							
Disposal of cases pending below 5 years							
Total							

(c) If there are no cases pending for more than 5 (five) years at the beginning of the year under report, the Judicial Officer concerned shall further furnish the following data:

i. No. of cases pending for 4 (four) years and no. of cases disposed of therefrom: _____I_____

ii. No. of cases pending for 3 (three) years and no. of cases disposed of therefrom: _____|_____

iii. No. of cases pending for 2 (four) years and no. of cases disposed of therefrom: _____|_____

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

ii. How many bail applications could not be disposed of within 1 (one) week from the date of the institution:___

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

ii. In how many cases trial could not be concluded within 6 (six) months in case of Magisterial trial where the UTPs were in custody:_____

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

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

(ii) How many UTPs were released on personal bond u/s 436A Cr.PC/479 BNSS?

GENERAL STATEMENT OF DISPOSAL FOR THE COURT OF

_____

Type of Cases (as applicable)	Pending at the beginning of the year	Instituted /Brought on transfer	Cases transferred out	Total for Disposal	Disposed of		Pending at the end of the year with institution	Units obtained		
					Contested	Uncontested		Contested	Uncontested	Total
A	B	C	D	E	F	G	H	I	J	K
Title Suits										
Money Suits										
Injunction Applications/ other Misc. Cases (Civil)/ Petitions filed under Order I Rule 10 (2), Order VI Rule 17, Order VII Rule 11 and Sections 10, 11 and 151 of the CPC										
Execution Proceedings										
Title Appeals / First Appeals/ Second Appeals										
Money Appeals										
Misc. Civil Appeals										
Claim Cases u/s 166 MV Act										
Indian Succession Act Cases/ Succession Cases/ Guardian & Wards Act Cases/ Test Probate Cases										
Matrimonial Suits (not in Lok Adalat)										

Type of Cases (as applicable)	Pending at the beginning of the year	Instituted /Brought on transfer	Cases transferred out	Total for Disposal	Disposed of		Pending at the end of the year with institution	Units obtained		
					Contested	Uncontested		Contested	Uncontested	Total
A	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**	**J**	**K**
Appointment of Receiver/ Guardian										
Other Family Court Matters										
Reference under LA Act										
Reference under ID Act										
Interlocutory matter under ID Act										
Wakf matters										
Departmental Enquiry										
Arbitration matters										
Cases under Commercial Courts Act, 2015										
Other contested Civil Cases not covered above										
Sessions Cases: **Type-I**										
Sessions Cases: **Type-II**										
Criminal Appeals										
Criminal Revisions										
NDPS Act Cases										
Cases under POCSO Act, 2012 triable by Special Judge										
Prevention of Corruption Act Cases										
Protection of Human Rights Act Cases										

Type of Cases (as applicable)	Pending at the beginning of the year	Instituted /Brought on transfer	Cases transferred out	Total for Disposal	Disposed of		Pending at the end of the year with institution	Units obtained		
					Contested	Uncontested		Contested	Uncontested	Total
A	B	C	D	E	F	G	H	I	J	K
Unlawful Activities (P) Act Cases										
Consumer Protection Act Cases										
Other Cases under Special Act (s) tried by Sessions Courts										
Warrant Procedure IPC/BNS Cases										
Warrant Procedure Cases under other Acts not included in this list										
Summons Procedure IPC/BNS Cases										
Summons Procedure Cases under other Acts not included in this list										
Summary Trial Cases under IPC/BNS										
Summary Trial Cases under other Acts not included in this list										
Electricity Act Cases										
Essential Commodity Act Cases										
Cases u/s 125 CrPC/144 BNSS										
Domestic Violence Act Cases										
N.I Act Cases										

Type of Cases (as applicable)	Pending at the beginning of the year	Instituted /Brought on transfer	Cases transferred out	Total for Disposal	Disposed of		Pending at the end of the year with institution	Units obtained		
					Contested	Uncontested		Contested	Uncontested	Total
A	B	C	D	E	F	G	H	I	J	K
M.V Act Cases/ Traffic Challan Cases										
Excise Act Cases										
Juvenile Act Cases										
Forest Act Cases										
Wildlife Act Cases										
Labour Act Cases										
Weights & Measures Act Cases										
Foreigners' Act Cases										
Cases under Passport Act										
IPR Cases										
MMPO/ Police Act Cases										
Arms Act Cases										
IT Act Cases										
Cases investigated by CBI and tried by Magistrates										
Enquiry held as per order of Hon'ble SC/ HC										
Orders on Final Reports										
Confessional Statements u/s 164 Cr.PC/ 183 BNSS TIP										
Other Statements u/s 164 Cr.PC/183 BNSS										

Type of Cases (as applicable)	Pending at the beginning of the year	Instituted /Brought on transfer	Cases transferred out	Total for Disposal	Disposed of		Pending at the end of the year with institution	Units obtained		
					Contested	Uncontested		Contested	Uncontested	Total
A	B	C	D	E	F	G	H	I	J	K
Cases disposed of in Lok Adalats:										
a) MAC Cases;										
b) Matrimonial matters;										
c) Other cases										
Bail Applications u/s 438/ 439 Cr.PC/482/ 483 BNSS										
Other Bail Applications										
Other Misc. Cases (Criminal) not covered above										
Other Criminal Cases not covered above										
Cases tried by the Juvenile Board										
Other contested proceedings/ cases/ suits Any other cases										
Any other cases										
TOTAL										

Type –I: - Cases under IPC/BNS where minimum punishment prescribed is imprisonment for life.

Type – II: - Cases under IPC/BNS except those covered by Type-I.

General disposal –

Type	Number of Cases	Units obtained
Contested disposal		
Uncontested disposal		
TOTAL		

Grading:_____

Note:-The grading in respect of 'General disposal' of cases will be as follows:

i.	900 units or more	:	Outstanding
ii.	720 units or more	:	Very Good
iii.	540 units or more	:	Good
iv.	360 units or more	:	Average
v.	Less than 360 units	:	Poor

Case Clearance Rate (CCR):

i. **CCR (Civil)= (Cases disposed ÷ Pendency as on 31st December) x 100**
ii. **CCR (Crl.) = (Cases disposed ÷ Pendency as on 31st December) x 100**

Sl. No.	Incentives for the work done in the category	Additional marks to be awarded by the Reporting Authority to the assessed Judicial Officer	Form to be filled by the Judicial Officer
1	Legal Service Activities	5-10 marks	Assessed Judicial Officer to give the details of Legal Services Activities undertaken as per **Form B**
2	Administrative Work/ Role	5-10 marks (Based of the load of administrative work)	Assessed Judicial Officer to give the details of administrative work done as per **Form C1**
3	Mediation referral & successful outcome	½ mark for each referral and 2 marks for successful outcome.	Assessed Judicial Officer to give the details of mediation cases as per **Form C2**
5	Disposal of cases which are more than 10 years old	Contested-5 marks per disposal Uncontested-3 marks per disposal	Assessed Judicial Officer to give the details of cases disposed as per **Form C3**

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

In case the Judicial Officer has been tied up with any particular case(s) which has consumed a lot of his/ her time, he/ she 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 ACR.

Date: _____

Place: _____

Signature:_____

_____

(Name in full of the Judicial Officer submitting the ACR)

Designation: _____

FORM – B
STATEMENT OF WORK DONE BY THE JUDICIAL OFFICERS ATTACHED TO THE LEGAL SERVICES AUTHORITIES

A. Legal Aid and Assistance

Sl. No	Nature of the legal aid	Number of beneficiaries
1	Court based legal aid to inmates of jail/homes	
2	Court based legal aid to others	
3	Legal aid/assistance to people in availing the benefit of the welfare scheme of the Government	
4	Legal aid/assistance to people under the "Reach out and Respond" programmes	
5	Legal aid/assistance to people under different schemes of SLSA/NALSA such as NALSA (Legal services to mentally ill persons and persons with mental disabilities) Scheme, NALSA (Legal Services to the worker in the unorganized sector) Scheme 2010, scheme for legal services to disaster victim etc.	
6	Any other legal aid/assistance not mentioned above (indicate the nature of legal service specially).	

B. Did you undertake any innovative work or scheme in your area? If yes, give a short description of the same with the number of people benefited by such scheme.

C. Lok Adalat

Sl. No	Type of Lok Adalat Organized	Number of Lok Adalat organized	Number of cases disposed	Number of persons benefited	Nature of cases disposed of	Remarks
1	National Lok Adalat					
2	Continuous Lok Adalat					
3	Mobile Lok Adalat					
4	Lok Adalat in jail					
5	Any other					

D. Training and awareness programme

(i) Awareness Programme

1. How many awareness programmes were organized during the year?
2. What where the subjects?
3. How many people participated in such programme?

(ii) Training Programme

1. How many programmes were organized?
2. Who were the stakeholders?
3. How many persons were benefited?

E. Visit to prisons/correctional homes/institutions

Sl. No	Name of the Jail/Home/Institution	Date of visit
1	Jail	
2	Children Home	
3	Observation Home	
4	Other Institution	

F. Compensation to victim of offence

Sl. No	Type of cases	Pending at the beginning	Institution during the year	Total of disposal	Disposal during the year	Pending at the end of the year	Total compensation paid
1	Referred by court						
2	Application filed by the victim						

N.B: Additional Sheets may be used in case of necessity.

Name and signature of the Officer

FORM-C

1. <u>ADMINISTRATIVE WORK-</u>

(I) The assessed Judicial Officer to mention the type of administrative work performed during the period under consideration.

(II) Whether administrative work performed is on daily/weekly/monthly/quarterly/ periodical, etc. basis?

(III) The amount of time that was required to be given for administrative work (in hours) per day?

(IV) Whether Judicial Work was needed to be kept aside for performing administrative work?

2. <u>MEDIATION REFERRALS</u>-

Sl.No.	No. of Mediation Referrals		Successful Outcome	Unsuccessful outcome	Remarks
	Pre Litigation	Post Litigation			

Note:- Separate detailed list of cases referred for mediation to be attached mentioning the outcomes.

3. <u>Disposal of cases which are more than 10 years old</u>-

<u>Sl.No.</u>	No. of cases disposed which are more than 10 year old	Civil	Criminal	Remarks

<u>Name and signature of the Officer</u>

Guidelines for Reporting Officer/ Authority

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 and Group-D.

Assessment regarding items under Group-A

In respect of awarding marks against item no. (a), (b), (c) and (d), the Registrar (Vigilance), High Court of Meghalaya shall remain vigilant and assist the Reporting Authority concerned during the year of assessment to ascertain the concerned Judicial Officer's punctuality, control over Court proceedings, relationship with the Bar and administrative control.

Assessment regarding items under Group-B

2. In this respect, the Reporting Officer/Authority, apart from evaluating the judgments submitted by the Judicial 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/Authority has to enclose the copy(ies) of the said judgment(s)/ order(s) with the ACR of Judicial Officer concerned.

Assessment regarding items under Group-C

3. In awarding marks under this group, the Reporting Officer/Authority shall have due regards in disposal of old pending cases in case of Judicial 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 (70) e.g. if the Officer has disposed of large number of old cases i.e. 5 years or more against the pendency at the beginning of the year, he/she may be awarded 100% marks and similarly, if any Judicial Officer, though has obtained outstanding marks, has disposed only negligible number of such old pending cases or no old pending cases despite such cases being pending in his/her Court, the maximum mark which can be awarded is 80% out of total 70 marks. In this

way, the marks of Judicial Officers scoring 'outstanding', 'very good', 'good', 'average' and 'poor' in disposal of cases will respectively be awarded within the following range:

GRADING IN RESPECT OF GENERAL DISPOSAL	**Marks**
Outstanding-(80% - 100% out of the total of 70 marks based on disposal of old cases)	62 - 70
Very Good – 60% - 80% (out of total 70 marks based on disposal of old cases)	54 - 62
Good – 40% - 60% (out of total 70 marks based on disposal of old cases)	46 - 54
Average – 20% - 40% (out of total 70 marks based on disposal of old cases)	38 - 46
Poor – 0% - 20% (out of total 70 marks based on disposal of old cases)	0 - 38

Assessment on integrity

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

Incentives

5. Incentives may be awarded to the assessed Judicial Officer based on the performance in the fields of Legal Services work, administrative work, mediation and disposal of cases that are more than 10 years old.

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TO BE FILLED UP BY THE REPORTING OFFICER/AUTHORITY

Group – A (General)			Marks allotted	Marks awarded	Remarks, if any
a)	No. of Court Working days of the Judicial Officer:____		20		
b)	Control over Court proceedings		10		
c)	Relationship with other Judicial Officers & the Bar		10		
d)	Administrative control		10		
TOTAL			50		
Group – B (Judgment)			**Marks allotted**	**Marks awarded**	**Remarks, if any**
a)	Regularity/ Promptness in delivering Judgments		20		
b)	Brevity		10		
c)	Reasoning	Factual Aspect	20		
		Legal Aspect	20		
TOTAL			70		

Group – C
Pendency & Disposal of Cases
[Refer to Sl. No. (5 b) Form-A]- To be filled up by the Registrar (Vigilance)

Category of disposal	**No. of pending cases as on 1st January during the assessment year**		**No. of cases pending on 31st December during the assessment year**		**Total cases disposed**		**Remarks, if any**
	Civil	**Criminal**	**Civil**	**Criminal**	**Civil**	**Criminal**	
Disposal of cases pending for 20 years and above							
Disposal of cases pending for 15 years and above							
Disposal of cases pending for 10 years and above							
Disposal of cases pending beyond 5 years and above							
Disposal of cases pending below 5 years							
Total							

MARKS TO BE AWARDED BASED ON GRADING OF GENERAL DISPOSAL	**Marks**
Outstanding-80% - 100% out of the total of 70 marks	62 - 70
Very Good – 60% - 80% (out of total marks 70)	54 - 62
Good – 40% - 60% (out of total marks 70)	46 - 54
Average – 20% - 40% (out of total marks 70)	38 - 46
Poor – 0% - 20% (out of total marks 70)	0 - 38

Total Marks Allotted:- 70 Marks **Grading of General Disposal:_____**

Total Marks awarded:_____

Group – D	**Marks allotted**	**Marks awarded**	**Remarks, if any**
Special achievement in the fields of Legal Aid/Mediation, etc.	**10**		

Group	**Marks allotted**	**Marks awarded**
Group A: General	50	
Group B: Judgment	70	
Group C: Disposal of cases	70	
Group D: Special achievement in the fields of Legal Aid/ Mediation, etc.	10	
TOTAL	**200**	

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 should be written in words:_____

A. Integrity (tick mark whichever is applicable)

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

B. General Assessment: (Please give an overall assessment of the Judicial Officer with reference to any striking qualities not covered by the above entries viz. sense of responsibility in discharging duties, mannerisms, discipline, etc.)

Date: _____

Place: _____

Signature: _____

Name in block letters: _____

Post held: _____

(Reporting Officer/Authority)

Note: The Reporting Officer/Authority shall examine 15 (fifteen) judgments delivered by the Judicial Officer during the relevant period and assess the Judicial Officer as per the given rating. The photocopies of said signed 15 (fifteen) original judgments shall be forwarded along with the filled up ACR form to the High Court Registry.

REPORT OF THE REGISTRAR (VIGILANCE):-

A. Registrar (Vigilance) to check/ verify the disposal statement of the concerned Judicial Officer and submit his/ her report:

B. Please mention as to whether any disciplinary proceeding is pending against the Judicial Officer for the year under report:

C. Please mention observation, if any, of the High Court relating to the concerned Judicial Officer on the judicial side:

Registrar (Vigilance)

TO BE FILLED UP BY THE ACCEPTING 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 Judicial 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.

4. Other observations or directions, if any:

5. Fitness for promotion to higher Grade:
   i. Fit
   ii. Not yet fit
   iii. Unfit

Note: (In case the Judicial Officer is assessed as **NOT YET FIT** or **UNFIT**, specific reasons has to be assigned. **DOUBTFUL**/ **SUSPICIOUS** or **KNOWN CASE OF LACK OF INTEGRITY** or **BAD REPUTATION** may be the **REASON(S)** for grading the Judicial Officer as **NOT YET FIT** or **UNFIT** for Promotion). Whether the Judicial Officer has 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)

REPORTING AUTHORITY/ REVIEWING AUTHORITY/ACCEPTING AUTHORITY

DESIGNATION	REPORTING AUTHORITY	REVIEWING AUTHORITY	ACCEPTING AUTHORITY
Judicial Magistrate First Class/Civil Judge Junior Division. **[Grade III]**	Chief Judicial Magistrate.	District & Sessions Judge.	Hon'ble Portfolio Judge.
Chief Judicial Magistrate/Asst. District & Sessions Judge/ Civil Judge Senior Division **[Grade-II]**	District & Sessions Judge.	Hon'ble Portfolio Judge.	Hon'ble the Chief Justice.
OSD, Meghalaya State Legal Services Authority. **[Grade-II]**	Member Secretary, Meghalaya State Legal Services Authority.	Hon'ble Executive Chairman, Meghalaya State Legal Services Authority.	Hon'ble the Chief Justice and Patron-in-Chief, Meghalaya State Legal Services Authority.
Secretary, District Legal Services Authority. **[Grade-II]**	District & Sessions Judge cum Chairperson, District Legal Services Authority.	Hon'ble Executive Chairman, Meghalaya State Legal Services Authority.	Hon'ble the Chief Justice and Patron-in-Chief, Meghalaya State Legal Services Authority.
District & Sessions Judge/ Addl. District & Sessions Judge/ Special Judge, etc. **[Grade-I]**	Hon'ble Portfolio Judge.	-	Hon'ble the Chief Justice.
Member Secretary, Meghalaya State Legal Services Authority**[Grade-I]**	Hon'ble Executive Chairman, Meghalaya State Legal Services Authority.	-	Hon'ble the Chief Justice and Patron-in-Chief, Meghalaya State Legal Services Authority.

Note: Hon'ble the Chief Justice will write ACRs in respect of Judicial Officers posted in the High Court Registry/ Meghalaya State Judicial Academy, as per relevant Rules, and as per format approved for that purpose(s).

GENERAL INSTRUCTIONS

a. **Page nos. 1-12** shall be filled up by the **Judicial Officer concerned/Assessed Officer**; **Page nos. 13-14** shall be filled up by the Judicial officer/Assessed Officer attached to the Legal Services Authorities; **Page nos. 18-21** shall be filled by the **Reporting Officer/Authority**; **Page No. 22** shall be filled up by the **Registrar (Vigilance)**, **Page No. 23** shall be filled up by the **Accepting Authority.**

b. **ACRs of Grade I Judicial Officers (Special Judge in exclusive Special Courts) shall be submitted directly to the Registrar (Vigilance), High Court of Meghalaya.**

c. **If a Judicial Officer works in different stations/ Courts for the reporting period, the Reporting Officer/Authority will be the Portfolio Judge/Administrative Judge under whom he/she is presently working or under whom he/she worked for more than 3 (three) months.**

d. **If a Judicial Officer fails to furnish true information, the same will be viewed very seriously even entailing disciplinary proceedings.**

e. **The following timelines shall be followed for submission of ACRs of the Judicial Officers:**

a	Submission of ACRs of Grade-I Judicial Officers to the Registrar (Vigilance) of the High Court of Meghalaya	By 15th January
b.	Completion of calculation by the Registrar (Vigilance)	By 31st January
c.	Assessment by the Reporting Authority with regard to ACRs of Grade I Judicial Officers	By 28th February
d.	Assessment by the Accepting Authority with regard to ACRs of Grade I Judicial officers and communication of remarks.	By 15th March
e.	Submission of representations, if any, on ACR remarks.	By 31st March
f.	Disposal of such representations, if any.	By 14th April

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