

THE GAUHATI HIGH COURT

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ANNUAL CONFIDENTIAL REPORT OF JUDICIAL OFFICERS OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH JUDICIAL SERVICE

(Undergoing Institutional Training)



सत्यमेव जयते

NAME OF OFFICER (in Block Letters) : _____

Present Posting : _____

Report for the year/Period ending : _____

For instructions, please refer to last page

PART – I

(To be filled up by the Officer to be reported upon)

Report for the year/period ending: _____

YEARLY CALENDAR

Leave, if any, taken by the Officer during the year	Number of days
Casual Leave	
Restricted Holiday Leave	
Earned Leave	
Maternity Leave	
Commuted Leave on medical ground	
Extra ordinary Leave without pay	
Child Care Leave	
Home Quarantine	
TOTAL	

PERSONAL DATA

1.	Name of Officer (in BLOCK letters)	:	
2.	Present post with date of appointment thereto	:	
3.	If more than one post held during the year, mention the posts specifying the period	:	
4.	Number of working days in the year	:	
	I. Attached to Judicial Academy, Assam	:	
	II. Attached to Court for field training	:	
	III. On deputation	:	
	IV. Others (please specify)	:	

Signature of the Officer

PART – II

(To be filled up by the Director, Judicial Academy, Assam)

(Marking out of 100 for the entire period attached to Judicial Academy, Assam)

1. Name of the Officer : _____

**2. Period of Attachment
in the Judicial Academy** : _____

3. State of Health : _____

4. Group-A (Conduct during training)

	Marks Allotted	Marks Awarded
a. Punctuality	: 05	_____
b. Attentiveness	: 05	_____
c. Participation	: 05	_____
d. Discipline	: 05	_____
<hr/>		
Total	: 20	

5. Group-B (Behaviour)

	Marks Allotted	Marks Awarded
a. Towards the Resource Persons	: 05	_____
b. Towards the Faculty Members of Judicial Academy	: 05	_____
c. Towards the Colleagues	: 05	_____
d. Towards the Staff of Judicial Academy:	05	_____
<hr/>		
Total	: 20	

6. Group-C (Conduct and Dignity)

	Marks Allotted	Marks Awarded
a. Outside Judicial Academy	: 10	_____
<hr/>		
Total	: 10	

7. Group-D (Assessment of Judgments & Orders)

	Marks Allotted	Marks Awarded
a. Quality of Judgments	: 25	_____
b. Quality of Orders	: 25	_____
<hr/>		
Total	: 50	

8. Please examine copies of the draft Judgments and Orders prepared by the officer and assess the quality with special reference to the following:

- a. Precision and clarity of expression:
- b. Summarizing the pleadings/facts with reference to events/offences:
- c. Framing of issues/charges/formulation of points for consideration:
- d. Marshalling of facts and appreciation of evidence:
- e. Reasoning with reference to each charge/issue/points for consideration:
- f. Application of law with reference to substantive law involved in the case:
- g. Knowledge of Procedural law:
- h. Arriving at Final conclusion.
 - i. Findings in Criminal or Civil cases.
 - ii. Quantum of punishment
 - iii. Determination of compensation and other reliefs granted/rejected

		Marks Allotted	Marks Awarded
Marks of Group A	:	20	_____
Marks of Group B	:	20	_____
Marks of Group C	:	10	_____
Marks of Group D	:	50	_____

Total Marks Allotted : **100** **Marks Awarded:** _____

**Marks awarded by the
District & Sessions
Judge**

(out of 100 in first and second attachment) : **100** **Marks Awarded:** _____

**Grand Total
(out of 200)** : **200** **Total Marks Awarded**_____

9. General observations about the Officers to be reported upon (including any special quality/characteristics of the officer):

10. GRADING:
(Out of total marks of 200)

- | | |
|---|--------------------------|
| (i) Outstanding
(Above 180) | <input type="checkbox"/> |
| (ii) Very Good
(150 to less than 180) | <input type="checkbox"/> |
| (iii) Good
(120 to less than 150) | <input type="checkbox"/> |
| (iv) Average
(90 to less than 120) | <input type="checkbox"/> |
| (v) Poor
(Less than 90) | <input type="checkbox"/> |

(Signature with Seal)
Director,
Judicial Academy, Assam

PART – III

(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 to be specified in case of disagreement)

3. Remarks with specific comments about the General Assessment and Grading given by the Reporting Authority:-

Name : _____

Date : _____

Signature of the Reviewing Authority

PART – IV

(To be filled up by the **Accepting Authority**)

1. Whether the Accepting Authority agrees with the Assessment and Grading of the Officer given by the Reporting Authority/ Reviewing Authority?

2. If disagrees, Reason, Assessment and Grading given by the Accepting Authority:-

3. Other observations or directions, if any:-

Name : _____

Date : _____

Signature of the Accepting Authority

ANNEXURE-A

(To be filled up by the District & Sessions Judge for the first session of attachment)

(Marking out of 50 for each attachment)

Name of the Trainee Officer : _____

Place of attachment (District) : _____

Period of attachment in the
District Court : _____

Courts attached with:

Sl.	Court	Period
1.		
2.		
3.		
	Add extra sheet if required.	

1. Group-A (General)

	Marks Allotted	Marks Awarded
a. Punctuality :	05	_____
b. Attentiveness :	05	_____
c. Participation :	05	_____
d. Discipline :	05	_____
e. Diary Maintenance :	05	_____
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Total :	25	

2. Group-B (Behaviour)

	Marks Allotted	Marks Awarded
a. Towards the Judicial Officers :	05	_____
b. Towards the Members of the Bar:	05	_____
c. Towards the Staff of the Court:	05	_____
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Total :	15	

3. Group-C (Conduct and Dignity)

	Marks Allotted	Marks Awarded
a. Inside Court establishment :	05	_____
b. Outside Court establishment :	05	_____
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Total :	10	

	Marks Allotted	Marks Awarded
Marks of Group A :	25	_____
Marks of Group B :	15	_____
Marks of Group C :	10	_____

Total Marks Allotted : 50 Total Marks Awarded:

4. General Observation about the Officer to be reported upon (including any special quality/characteristics of the officer):

**(Signature with Seal)
District & Sessions Judge**

N.B.

The District and Sessions Judge shall record his/her remarks in ANNEXURE-A within 7 (seven) days of completion of 1st field training and forward the same to the Director, Judicial Academy, Assam.

ANNEXURE-B

(To be filled up by the District & Sessions Judge for the second session of attachment)

(Marking out of 50 for each attachment)

Name of the Trainee Officer : _____

Place of attachment (District) : _____

Period of attachment in the District Court : _____

Courts attached with:

Sl.	Court	Period
1.		
2.		
3.		
...		

1. Group-A (General)

	Marks Allotted	Marks Awarded
f. Punctuality :	05	_____
g. Attentiveness :	05	_____
h. Participation :	05	_____
i. Discipline :	05	_____
j. Diary Maintenance :	05	_____
Total :	25	

2. Group-B (Behaviour)

	Marks Allotted	Marks Awarded
a. Towards the Judicial Officers :	05	_____
b. Towards the Members of the Bar:	05	_____
c. Towards the Staff of the Court:	05	_____
Total :	15	

3. Group-C (Conduct and Dignity)

	Marks Allotted	Marks Awarded
c. Inside Court establishment :	05	_____
d. Outside Court establishment :	05	_____
<hr/>		
Total :	10	

	Marks Allotted	Marks Awarded
Marks of Group A :	25	_____
Marks of Group B :	15	_____
Marks of Group C :	10	_____
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Total Marks Allotted :	50	Total Marks Awarded: _____

4. General Observation about the Officer to be reported upon (including any special quality/characteristics of the officer):

**(Signature with Seal)
District & Sessions Judge**

N.B.

The District and Sessions Judge shall record his/her remarks in ANNEXURE-B within 7 (seven) days of completion of 2nd field training and forward the same to the Director, Judicial Academy, Assam.

INSTRUCTIONS

1. Reporting Authority, Reviewing Authority and Accepting Authority of the Annual Confidential Report (ACR) for Trainee Judicial Officers of Assam Judicial Service shall be as follows:
 - **Reporting Authority - Director, Judicial Academy, Assam**
 - **Reviewing Authority- Judge-in-charge, Training**
 - **Accepting Authority - Judge-in-charge, Administration**
2. Trainee Judicial Officers shall fill PART – I of the ACR and handover the same to the Director, Judicial Academy, Assam on their last working day of training at the Judicial Academy, Assam. Deviations from this procedure, without sufficient cause, may be recorded by the Director, Judicial Academy, Assam in the ACR of the Trainee Judicial Officer.
3. Upon successful completion of institutional training, Director, Judicial Academy, Assam, shall record his/ her remarks in PART – II of the ACR and forward the complete ACR (PART I + PART II) along with ANNEXURE – A & B to the Registrar (Vigilance) of the Gauhati High Court, preferably within 30 (thirty) days of completion of institutional training.
4. While grading the Officer, Director, Judicial Academy, Assam shall consider the total marks awarded by the concerned District & Sessions Judge(s) for each session of field training and marks obtained during attachment at Judicial Academy, Assam.

NB: If the Trainee Judicial Officer is sent for Field Training to more than one district in one session, the average marks shall be considered for that session.
5. The Officer reported upon, may submit representation for review of the remarks recorded in the ACR within 30 (thirty) days of the receipt of the communication of the remarks to him/ her. A prayer for review, after the above period, may not be considered.
6. This ACR is for the whole period of training of 1 (one) year irrespective of calendar year.

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