

# **THE GAUHATI HIGH COURT AT GUWAHATI**

(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

## **NOTIFICATION**

Dated- Guwahati, the 10<sup>th</sup> April, 2014

No.HC.VII-100(Pt.-III)/2010/2211/A.### Hon'ble the High Court has been pleased to nominate **Shri Kamalendu Choudhury, District & Sessions Judge, Karimganj, Shri Aminur Rahman, Chief Judicial Magistrate, Karimganj & Shri P.A. Choudhury, Munsiff No. 1, Karimganj, to attend the Programme for Model Judicial Districts (PMJD), scheduled to be held on 03<sup>rd</sup> & 04<sup>th</sup> May, 2014 at the National Judicial Academy, Bhopal.**

Further, the Hon'ble Gauhati High Court has been pleased to nominate **Shri Amal Chandra Das, UDA, O/o the District & Sessions Judge, Karimganj & Shri Dilip Kr. Malakar, LDA, O/o the District Legal Services Authority, Karimganj, to attend the aforesaid programme.**

The nominees are required to fill the respective templates and send the same to the Coordinator, PMJD-5, NJA latest by 25<sup>th</sup> April, 2014.

The templates can be downloaded from the official website of the Gauhati High Court, Guwahati (at the link : 'Training Notice').

By order,

Sd/- R.A. Tapadar

**OSD & JOINT DIRECTOR (OFFICIATING)**  
**JUDICIAL ACADEMY, ASSAM**

Memo No. **HC.VII-100 (Pt.-III)/2010/2212 - 2231/A** dated 10.04.2014

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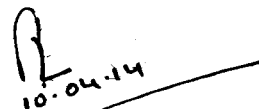
1. The Director, Judicial Academy, Assam.
2. The Director, National Judicial Academy India, Bhadbhada Road, Suraj Nagar, P.O. Bhopal-462044 (M.P) India.
3. The L.R. and Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.
4. The Principal Accountant General (A&E), Assam, Beltola, Guwahati, for information and necessary action.

The Officers are placed on deputation for the programme on condition that (a) the Officers will be treated as on duty during the training period, (b) They will be entitled to T.A. & D.A. as admissible under the Rules.

5. The Member Secretary, Assam State Legal Services Authority, Guwahati.
6. The Registrar (Vig. / Admn. / Judicial), Gauhati High Court, Guwahati.
7. **The District & Sessions Judge, Karimganj. He is requested to inform the persons concerned.**
8. **Shri Kamalendu Choudhury, District & Sessions Judge, Karimganj**
9. The Registrar-cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
10. The Joint Registrar (Vig. / Judl. / PM & P / Admn.-I), Gauhati High Court, Guwahati.
11. **Shri Aminur Rahman, Chief Judicial Magistrate, Karimganj**
12. **Shri P.A. Choudhury, Munsiff No. 1, Karimganj**
13. **The Treasury Officer, Karimganj, for information and necessary action.**

The Officials are placed on deputation for the programme on condition that (a) the Officials will be treated as on duty during the training period, (b) They will be entitled to T.A. & D.A. as admissible under the Rules.

14. The Administrative Officer, Judicial Academy, Assam.
15. **The Systems Analyst, Gauhati High Court, Guwahati. He is directed to upload this Notification in the official web site of the Gauhati High Court immediately.**
16. The Private Secretary to Hon'ble Mr. Justice Hrishikesh Roy, Gauhati High Court, Guwahati.
17. The Private Secretary to Hon'ble Mr. Justice C.R. Sarma, Gauhati High Court, Guwahati.
18. The CA to Registrar General, Gauhati High Court, Guwahati.
19. **Shri Amal Chandra Das, UDA, O/o the District & Sessions Judge, Karimganj**
20. **Shri Dilip Kr. Malakar, LDA, O/o the District Legal Services Authority, Karimganj**

  
10.04.14

**OSD & JOINT DIRECTOR (OFFICIATING)**  
**JUDICIAL ACADEMY, ASSAM**

## PROGRAMME FOR MODEL JUDICIAL DISTRICTS (P M J D)

Pattern of Judicial Education needs modifications in tune with the change in the social circumstances. Public trust and confidence in functioning of the judiciary and people's expectations from the institution need to be taken care of while formulating the judicial education strategy. Though there is no adequate system for measuring public confidence in judicial system one undeniable fact is the vexation of common man with the delays and procrastinating procedures. Added to this there are frequent allegations of corruption in judiciary not only from lay people but also from the learned. Gradual increase of faith and trust of people in the judicial institutions is one of the solutions to many of the existing problems. To achieve this, apart from generating ideas for reducing docket explosion, the courts are to be developed as institutions of excellence. Improving the skills of individual judges alone will not make the system better. For the last two years CEEP was conducted by the Academy in order to strengthen the courts as institutions. In this year NJA proposes a programme in which the aim will be to strengthen all the courts in a selected District and to develop it as *Model Judicial District*.

### Participants

To conduct this programme NJA selects three or two Districts from each State depending on the number of courts in the State and in the first phase total of 50 Districts are to be selected. A combined programme for ten Districts at once is to be organized. One Civil Judge Junior Division, one Civil Judge Senior Division, the Principal District Judge of the selected District, one employee of the judicial ministerial service (not being the administrative officer working with the District judge but who could be in the cadre of the Senior Assistant or H.D.C.) and one employee in the cadre of Junior Assistant or L.D.C. working in the District Legal Services Authority/ Taluk Legal Service Committee shall be invited to participate in the conference. Thus 50 participants from ten selected Districts across the country (Five participants from each District ) will be participating in each programme.

### Preparation by Participants

Letters shall be addressed to the participants requesting them to have informal discussion with colleague officers in the District on the problems that they face in the system and the remedies they suggest. Civil Judges (Jr. Divisions and Senior Divisions) shall consolidate the views of their colleagues and prepare reports adding their views. Those who represent court staff and legal service institution shall prepare similar report after consulting with their colleagues of all cadres in the District. It shall not be necessary that these reports be placed before any senior officer of the District. Principal District Judge shall come with the report of performance of his officers/staff in the District and his expectations on their performance. If need be the Academy can formulate guidelines for holding discussions and preparation of the reports. The participants have to come prepared with the reports.

### Methodology

At National Judicial Academy all the participants would be facilitated to hold discussions with their counter parts from other Districts. During the discussions they are expected to identify the common concerns and challenges and the most appropriate best practices. They are also expected to evolve a group wise paper of common concerns and challenges and the possible remedies. After discussions, one from each group will be requested to present the views of the members of his group. Expert Judges called as resource persons will guide the participants to arrive at common understanding and the agreement on the best practices that can be adopted for achieving solidarity amongst the members of judicial family and to increase the level of commitment to the institution. After this exercise representatives of all the cadres of each District shall prepare a vision statement in which they need to state the plan of action for developing the District in to ideal District in justice administration.

### Execution of the Programme

The conference shall be of two days duration with eight sessions. Officers of all the ranks as stated above from ten Districts across the country shall be invited in the conference. In the first session the purpose of the conference and methodology

will be explained to all the participants and in the second session, resource persons will address the participants regarding ideal administration of justice system in District. In the third session the participants will be divided cadre wise to facilitate them to discuss their problems in administration of justice as well as in the matters of administration. Two groups of each cadre will be formed to enable the academy to get diverse opinions, if any, from each group in the same cadre. In that process, there would be ten groups (five participants each) viz., two groups of Civil Judges (JD), two groups of Civil Judges (SD), two groups of Principal District Judges, two groups of court staff and two groups of the staff of legal services Authorities. The groups will be requested to make presentations in the fourth session and their views will be recorded.

In the fifth session the resource person shall address the participants with comments on the views of different groups.. While addressing the participants on the views expressed by the representatives of the groups, resource person may suggest the adoptable best practice in case of contradicting views. In the sixth & seventh sessions the participants of each District will hold District wise discussions and they will prepare a vision statement which will be presented by the Principal District Judge of each District in the eighth session. All the participants get opportunity to know how the other cadre officers in the District think about them and identify the required change in their attitude and behavior. The conference shall be concluded with briefing about the follow up action. Guidelines can be formulated for follow up action which will include periodical meetings of the participants in their respective Districts and preparation of the report of their discussions. If this programme proves successful it can be implemented by the State Judicial Academies in the following years. It is desirable to invite one representative from each judicial academy for observation and to make necessary suggestions.

**Objective of the programme:**

The programme is to achieve the following objectives:

1. To develop harmony and better co-ordination amongst the judicial officers and ministerial staff
2. To develop commitment to cause of justice

3. To make the ministerial staff feel that they are also part and parcel of noble cause of administration of justice
4. To prepare a road map for updating the legal knowledge and skills of the judges and staff at the District level
5. To make officers at all levels to interact with each other without inhibitions.
6. To enhance over all development in administration of justice in the District to develop healthy competition in qualitative and quantitative justice delivery.
7. To develop coordination between the courts *inter se* and the courts and legal service institutions.
8. To create a litigant friendly environment in the courts that helps in increasing the public confidence in the judicial institutions.

### Follow up Action

The participants take the message and best practices evolved to their counter parts in the District and apprise them the decisions taken by all the participants at the National Judicial Academy. Principal District Judge shall take the responsibility of spreading the message. They will also explain the expectations of the other participants and the vision statement and they make efforts to bring change in the attitude of their colleagues. They can even arrange for informal meetings with their colleagues at different stations in the District so that they can spread the objective of the programme and the vision statement. It is in this process the officers of different ranks and the ministerial staff can impress on their collective responsibility and need for treating each other with trust confidence and dignity. All the participants and through them all the judges and judicial ministerial and other staff in the District can be sensitized on issues such as virtues of honesty in public/judicial employment, need for decent and friendly behavior with litigants and advocates and dignity and division of labour etc. In this process the employees or judges will be explained about the need for change in the attitude and moulding of their behavior by no other than their own colleague (Participant of the programme). The participants will be having periodical discussions on the implementation of vision statement and reports will be submitted to the National Judicial Academy on implementation of the vision

statement high lighting the difficulties if any, in implementing it. Principal District Judges shall ensure convening meetings for discussions and sending the report. These reports are useful for the academy for assessment of the programme and to make required changes.

XXXXXXXX

**ANNEXURE**  
**Schedule of Programme**

**Day-1**

10:00 am to 10:30am: Introduction of the programme

10:30am to 11:30am: Address by the Resource person on requisites of ideal judicial administration.

11:45am to 1:00pm: Break out group discussions.

2:00pm to 2:20pm: Presentation by the Representatives of ministerial staff of courts

2:20pm to 2:40pm: Presentation by the Representatives of ministerial staff of Legal Services institutions.

2:40 pm to 3:00pm: Presentation by the Representatives of Civil Judges (Jr.Div)

3:00pm to 3:20pm: Presentation by the Representatives of Civil Judges (Sr.Div)

3:30pm to 4:15pm: Presentation by the Representatives Principal District Judges

4:15pm to 5:15pm: Discussion and preparation of vision statement by Model Districts.

**Day-2**

9:30am to 10:30 am: Analysis of presented views by Resource Person

10:30am to 10:45 am: Time for brief revision of the vision statement

10:45am to 11:00 am: Presentation of Vision statement by Model District-1

11:00am to 11:15 am: Presentation of Vision statement by Model District-2

11: 30am to 11:45 noon: Presentation of Vision statement by Model District-3

11: 45am to 12:00 noon: Presentation of Vision statement by Model District-4

12:00pm to 12:15pm: Presentation of Vision statement by Model District-5

12:15pm to 12:30pm: Presentation of Vision statement by Model District-6

12:30pm to 12:45pm: : Presentation of Vision statement by Model District-7

12:45pm to 1:00pm: : Presentation of Vision statement by Model District-8

2:00 pm to 2:15pm: Presentation of Vision statement by Model District-9.

2: 15pm to 2:30pm: Presentation of Vision statement by Model District-10.

2:30 pm to 3:45 pm: Open Discussion on strategies to implement.

4:00pm to 4:30 pm: Follow Up action-discussion.

4:30pm to 5:00pm: Suggestions by Resource Persons.

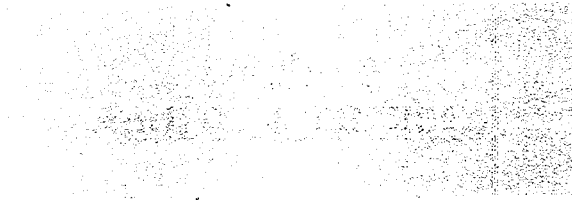


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! : National Judicial Academy : !

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**PROGRAMME FOR MODEL JUDICIAL DISTRICTS  
(P M J D)**



**Background Report (Template for Analysis)**

**Principal District Judge**

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Name of the District :

Name of the Honourable High Court :

Name of the Participating Judge :

Contact details (Phone numbers and land line and mobile, e-mail id):

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**Note**

- \* Kindly read the questions properly and then respond to the questions.
- \* Responses to the questions should be in typed version. Kindly do not respond through handwriting.

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**Part-A**

**I. Details of the Courts in the District**

While furnishing the following information please specify the actual number of employees working including those working on deputation/contract/Out sourcing. Those who are on rolls but are on deputation elsewhere are to be excluded.

Sl.No	Name of the court	Pendency as on	Number of ministerial staff sanctioned	Number of ministerial staff working	Number of Office subordinates sanctioned	Number of Office subordinates working
1.	Principal District Judge					
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**II. Details of Ministerial staff**

1. Number of Administrative officers :
2. Number of Superintendents:
3. Number of Court Managers
4. Number of Translators:
5. Number of Stenographers/Judgment Writers:
6. Number of Senior Assistant/Higher Division Clerks:
7. Number of Junior Assistants/ Lower Division Clerks:
8. Number of bailiffs/ Amins:
9. Number of Record Assistants:
10. Number of Process Servers:
11. Number of Office Subordinates/Attenders/Peons:
12. Number of Contingent employees working:
13. Number of employees working on contract (Mention Category wise):
  - (a)
  - (b)
  - (c)
  - (d)
14. Specify any other ministerial staff working in the district:

**Part- B**

**A. Pendency in the District**

**Pendency, Filing, Disposal and Arrears for last three years**

<b>Nature of Cases</b>	<b><u>As on 31-10-2013</u></b>	<b><u>2012 (Jan 1 to Dec 31)</u></b>	<b><u>2011 (Jan 1 to Dec 31)</u></b>	<b><u>2010(Jan 1 to Dec 31)</u></b>
Civil				
Criminal				
Family matters (including petitions for maintenance)				

**B. Causes of Delay and Arrears**

**Identify and prioritise the main causes of delay and arrears in your District:**

- Congestion of the Courts

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- Vacant Courts
- Delay in serving of summons
- Absence of accused
- Non-production of witnesses
- Frivolous litigation and interlocutory applications
- Non-cooperation of the counsel/Bar
- Lack of efficient staff in the courts
- Absence of the official witnesses
- Lack of motivation and commitment amongst the judicial officers
- Non-judicial duty of the Judicial Officer impeding judicial duties
- Any other causes (Use separate sheet if required)

**C. Engagement with the Legal Services Authority:**

Describe role of the District Legal Services Authority/ Taluq Legal Service Committee in relation to the Courts and how the Courts use Legal Services Authority to advance the Constitutional Objective of Equal Justice under Article 39A.

**D. Summarize key infrastructure, finance and budget issues faced by the courts in the District**

**(a) Physical Infrastructure**

Identify key issues and need for physical infrastructure including technical equipment and software.



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**(b) Human Resource Issues**

Identify key human resource issues and needs, such as staffing, judicial education, court staff training, career development etc.

**(c) User friendliness Needs & Objectives**

Brief Assessment of the facilities in the Courts for users (i.e. litigants, witnesses, advocates, general public) such as chairs/benches, toilets, drinking water, lifts; ease with which they can file/process a matter in Court; accessibility of documents of the Court and transparency of procedures

**(d) Use of ICT**

Describe current state regarding use of ICT for case and court management, particularly in filing, scheduling, submission and production of documents, providing advocates and parties access to documents, conduct of court proceedings (e.g., depositions), judges' access to legal knowledge, dissemination of judgments and orders, etc. Is the laptop provided through E-Committee being effectively used? If so, how? If not, what are the impediments? Is adequate hardware available (e.g. Printers, copiers)? How can ICT be more effectively used in delays and arrears reduction in your Court?

(11)

**(e) Please briefly comment on the following parameters:**

■ User Friendliness of Courts:

■ Access to Legal Aid:

■ Quality of Bar :

■ **Quality of Court Staff:**

■ **Access to information regarding cases:**

(13)

**PART-C**

Principal District Judges are requested to answer the following questions personally.

1. What are the steps taken by you for ensuring access to justice to all in the district?
2. What measures do you suggest for improving the Legal services (DLSA/TLSC) institutions in the District?
3. Do you think that apart from official conferences it is necessary to have informal get together of the judicial officers with district judge? If yes how they shall be and if no why they shall not be?
4. What are the steps taken by you to improve quality of justice rendering with in the district?
5. What are the steps taken by the district judge in the last two years to improve the skills of ministerial staff of the courts in the district?
6. What are the steps taken by the District judge to minimize corruption in the courts?
7. What steps could not be taken by you apprehending resistance from the employees?

8. What are the steps that district judge could take for healthy relationship between bar and (a) judicial officers at head quarters and (b) judicial officers at places other than head quarters?
9. What are the steps taken by the District Judge to improve the use of IT in administration of Justice?
10. What qualities according you are good amongst the judicial officers in your district?
11. What qualities according you are good amongst the ministerial staff working in your District?
12. What are the short comings noticed by you in the working of judicial officers other than Additional district judges?
13. What are the short comings noticed by you in the working of ministerial staff employed in your district?
14. What are the qualities which you expect in (a) judicial officers and (b) ministerial staff?
15. Do you think that more dignified treatment to the staff working in the courts and subordinate judicial officers will improve the quality of justice administration in the district? Write two important reasons for your answer.
16. Do you think that the letters of appreciation or awards for good employees help improving the work culture in judiciary?

(15)

17. Do you think that corporate office culture can be implemented in the office working system of the courts? Write two reasons for your answer.
18. What are the measures that you suggest to improve the use of IT in administration of Justice?
19. What are the three important suggestions that you would like to give to the judicial officers of the district for improving quality of justice?
20. What are the three important suggestions that you would like to the ministerial staff of the district for improving quality of justice?
21. What is your vision for ideal judicial administration in the district?

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# National Judicial Academy

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## PROGRAMME FOR MODEL JUDICIAL DISTRICTS (P M J D)

Background Report (Template for Analysis)

**Civil Judge (Senior Division)/C J M**

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Name of the District :

Name of the Honourable High Court :

Name and Designation of the Participating Judge:

Contact details (Phone numbers and Land Line phone no, e-mail id):

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### Note

- \* Kindly read the questions properly and then respond to the questions.
- \* Responses to the questions should be in typed version. Kindly do not respond through handwriting.



Part-A

**B. Causes of Delay and Arrears**

**Identify and prioritise the main causes of delay and arrears in your District:**

- Congestion of the Courts
- Vacant Courts
- Delay in serving of summons
- Absence of accused
- Non production of witnesses
- Frivolous litigation and interlocutory applications
- Non-cooperation of the counsel/Bar
- Lack of efficient staff in the courts
- Absence of the official witnesses
- Lack of motivation and commitment amongst the judicial officers
- Non-judicial duty of the Judicial Officer impeding judicial duties
- Any other causes (Use separate sheet if required)

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**Engagement with the Legal Services Authority:**

Describe role of the District Legal Services Authority/ Taluq Legal Service Committee in relation to the Courts and how the Courts use Legal Services Authority to advance the Constitutional Objective of Equal Justice under Article 39A.

**Summarize key infrastructure, finance and budget issues faced by the courts in the District**

**Physical Infrastructure:** (Identify key issues and need for physical infrastructure including technical equipment and software.)

**Human Resource Issues:** (Identify key human resource issues and needs, such as staffing, equal distribution of staff to all the courts basing on the pendency of cases judicial education, court staff training, career development etc.)

**User friendliness Needs & Objectives**

Brief Assessment of the facilities in the Courts for users (i.e. litigants, witnesses, advocates, general public) such as chairs/benches, toilets, drinking water, lifts; ease with which they can file/process a matter in Court; accessibility of documents of the Court and transparency of procedures

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**Please briefly comment on the following parameters:**

■ **User Friendliness of Courts:**

■ **Access to Legal Aid:**

■ **Quality of Bar :**

- Quality of Court Staff:

- Access to information to the parties regarding progress of their cases:

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**PART-B**

Participating Senior Civil Judge is requested to personally answer the following questions:

1. Do you think that Judges of your category are able to render justice with out fear and favour and they are totally independent in administration of justice?
2. What according to you are the qualities of good district Judge as the king pin of the administration of justice in the district?
3. Are there any circumstances that you have faced/come to know in which you have felt that the district judge could have supported a judicial officer/ministerial staff in need, but did not? Narrate. (You can narrate experiences of other judicial officers which you believe to be true)
4. What kind of acts of the Principal District judges offend the other judicial officers (generally and not to refer any individual judge)?
5. Do you sincerely believe that a Principal District Judge can encourage the judicial officers whom he believed to be honest and hard working and praise them openly? Are there any limitations for such acts?
6. What are the short comings noticed by you in the working of ministerial staff employed in the courts?

7. What are the measures that can be adopted by the judicial officers to make the courts litigant friendly?
8. Do you think that apart from official conferences it is necessary to have informal get together of the judicial officers with district judge? If yes how they shall be and if no why they shall not be?
9. What steps which are necessary for improving the quality of work but could not be taken by you apprehending comments from senior colleagues/Principal district Judge?
10. What steps which are necessary for improving the quality of work could not be taken by you apprehending resistance from the employees?
11. Are you happy with the procedure for assessment of performance of judicial officers followed by the High Court?
12. Having given an opportunity what are the three suggestions that you would like to give to your Principal District Judge for improvement of quality of administration of justice in the district?
13. What are the three suggestions that you would like to give to your ministerial staff?
14. What measures can be taken in administration of the courts to improve trust and confidence of the people in the judiciary?
15. What are the measures that can be collectively taken by the judicial officers and staff to develop healthy Bar and Bench relationship?

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16. What are the measures that you suggest to improve the use of IT in administration of Justice?

17. Do you think that corporate office culture can be implemented in the office working system of the courts? Write two reasons for your answer.

18. Are you satisfied with working of legal service institutions? Give reasons for your answer?

19. Do you think that all the schemes and programmes proposed by the National legal Service Authority can be implemented by DLSA/TLSC? Which Programmes of NALSA you consider being irrelevant or can not be effectively implemented by the Legal service institutions?

20. What are the steps that can be taken to improve conditions of jails for under trial Prisoners?



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# National Judicial Academy

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## PROGRAMME FOR MODEL JUDICIAL DISTRICTS (P M J D)



### Background Report (Template for Analysis)

### **Civil Judge (Junior Division)/ J M F C**

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Name of the District :

Name of the Honourable High Court :

Name and Designation of the Participating Judge :

Contact details :

Phone numbers - (land line and Mobile) :

E-mail id :

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#### Note

- \* Kindly read the questions properly and then respond to the questions.
- \* Responses to the questions should be in typed version. Kindly do not respond through handwriting.

**Part-A**

**I. Causes of Delay and Arrears**

Identify and prioritise the main causes of delay and arrears in your District.

- Congestion of the Courts
- Vacant Courts
- Delay in serving of summons
- Absence of accused
- Non-production of witnesses
- Frivolous litigation and interlocutory applications
- Non-cooperation of the counsel/Bar
- Lack of efficient staff in the courts
- Absence of the official witnesses
- Lack of motivation and commitment amongst the judicial officers
- Non-judicial duty of the Judicial Officer impeding judicial duties
- Any other causes (Use separate sheet if required)

3

**Engagement with the Legal Services Authority:**

Describe role of the District Legal Services Authority/ Taluq Legal Service Committee in relation to the Courts. Also describe how the Courts use Legal Services Authority to advance the Constitutional Objective of Equal Justice under Article 39A.

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**Identify the key infrastructure, finance and budget issues faced by courts in the District**

**Physical Infrastructure:** (Identify key issues and need for physical infrastructure including technical equipment and software.)

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**Human Resource Issues:** (Identify key human resource issues and needs, such as adequate number of support staff members, distribution of staff amongst courts basing on the workload; court staff training, training/education needs of judges, career development etc.)

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## **User friendliness of Courts: Needs & Objectives**

Brief Assessment of the facilities in the Courts for users (i.e. litigants, witnesses, advocates, general public) such as chairs/benches, toilets, drinking water, lifts; ease with which they can file/process a matter in Court; accessibility to documents of the Court; transparency of procedures

7

**Please briefly comment on the following parameters:**

■ **User Friendliness of Courts:**

■ **Access to Legal Aid:**

■ **Quality of Bar :**

- Quality of Court Staff:

- Access to information to the parties regarding progress of their cases:





3. Are there any circumstances that you have faced/come to know in which you have felt that the district judge could have supported a judicial officer/ministerial staff in need, but did not? (You can narrate experiences of other judicial officers which you believe to be true).

4. What kinds of acts of the Principal District judges offend the other judicial officers?  
(kindly do not refer to any particular judge in responding to this question)

(11)

5. Do you sincerely believe that a Principal District Judge can encourage the judicial officers whom he believed to be honest and hard working and praise them openly?

Are there any limitations for such acts?

6. What are the short comings noticed by you in the working of ministerial staff employed in the courts?

7. What are the measures that can be adopted by the judicial officers to make the courts litigant friendly?

8. Do you think that apart from official conferences it is necessary to have informal get together of the judicial officers with district judge? If yes how or in what form they should be organized?

(13)

9. Do you think that you have not been able to take necessary and appropriate steps for improving the quality of work in the courts due to lack of support and co-operation from senior colleagues/Principal district Judge?

10. Do you think that you have not been able to take necessary and appropriate steps for improving the quality of work in the courts apprehending resistance from the employees?

11. Are you satisfied with the procedure for assessment of performance of judicial officers followed by the High Court?

12. Given an opportunity what are the three suggestions that you would like to give to your Principal District Judge for Improvement of quality of administration of justice in the district?

13. What are the three suggestions that you would like to give to your ministerial staff?

14. What measures, according to you, must be taken immediately in administration of the courts to improve trust and confidence of the people in the judiciary?

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15. What are the measures that can be collectively taken by the judicial officers and staff to develop healthy Bar and Bench relationship?

16. What are the measures that you suggest to improve the use of IT in administration of Justice?

17. Do you think that corporate office culture can be implemented in the functioning of the courts? Write two reasons for your answer.

18. Are you satisfied with working of legal service institutions (DLSA/TLSC)? Give reasons for your answer?

19. Do you think that all the schemes and programmes proposed by the National legal Service Authority can be implemented by DLSA/TLSC? Which Programmes of NALSA you consider being irrelevant or can not be effectively implemented by the Legal service institutions?

20. What are the steps that can be taken to improve conditions of jails for under trial Prisoners?



①

# National Judicial Academy

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## PROGRAMME FOR MODEL JUDICIAL DISTRICTS (P M J.D)

### Background Report (Template for Analysis)

### Representative of ministerial staff, District Courts

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Name of the District:

Name of the Honourable High Court:

Name and Designation of the Representative of Ministerial Staff:

Contact details:

Phone numbers:

Land Line:

Mobile:

E-mail id:

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#### Note

- \* Kindly read the questions properly and then respond to the questions.
- \* Responses to the questions should be in typed version. Kindly do not respond through handwriting.

**Part-A**

**A. Identify and prioritise the main causes of delay in office work in the courts in your district.**

1. Heavy work and less staff
2. Lack of knowledge and expertise
3. Lack of facilities
4. Lack of cooperation, support and encouragement from superior officers
5. Lack of sincerity, initiative and commitment amongst the employees
6. Corrupt Practices of some of the employees
7. Lack of Interest by the Advocates and parties
8. Lack of proper working conditions
9. Lack of cooperation amongst the staff
10. Lack of comfortable environment
11. Lack of proper supervision by superior officers
12. Lack of incentives and appreciation for good work

②

**B. Summarize key infrastructure and human resources issues faced by the ministerial staff in the District. Write your views on litigant friendliness in courts.**

**(a) Physical Infrastructure:** (Identify key issues and need for physical infrastructure including technical equipment and software.)

**(b) Human Resource Issues:** (Identify key human resource issues and needs, such as staffing, equal distribution of staff to all the courts basing on the pendency of cases court staff training, career development etc.)

④

**(c) Litigant friendliness in the courts: Role of Staff**

5

**PART-B**

Kindly answer the following questions:

1. Do you think that your work is different from the work done by the ministerial staff in departments other than judiciary? If Yes, how?

2. What according to you are the most required qualities of district judge as far as administration is concerned?

3. What are the good qualities that every judicial officer other than the District Judge shall possess in administration of the office?

4. What in your opinion are the bad practices adopted by ministerial staff which seriously affect administration of justice?

5. What measures can be taken in administration of the courts to improve trust and confidence of the people in the judiciary?

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6. What kind of cooperation you are expecting from the staff of Legal Service Institutions (DLSA/TLSC) for improving the system of Alternative dispute resolution?
  
7. Do you think that corporate office culture can be implemented in the office working system of the courts? Write two reasons for your answer.
  
8. What kind of acts of the judicial officers offend the ministerial staff working in the courts (please answer this question generally, Please do not to refer any particular judge)?

9. Whether the ministerial staff is usually open to the measures taken to eradicate corruption in the courts? What are the steps to be taken to eradicate corruption in the ministerial staff?

10. Who will be best persons to train the ministerial staff -- Judges or senior members of the staff or both or any others?

11. Do you think that periodical meetings of judges and ministerial staff are useful for improving the quality of the work in the courts? If yes, how shall be the meetings and if no why shall not there be such meetings?



9

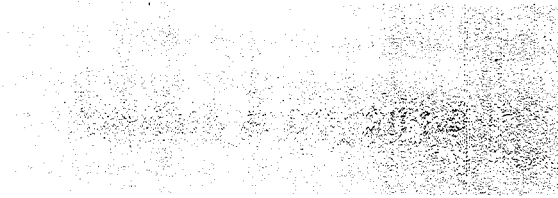
12. Having given an opportunity what are the three suggestions that you would like to give to your Principal District Judge and other judges for improvement of quality of administration?

1

# National Judicial Academy

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## PROGRAMME FOR MODEL JUDICIAL DISTRICTS (P M J D)



### Background Report (Template for Analysis)

#### **Representative of Staff of Legal Services Institution**

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Name of the District:

Name of the Honourable High Court:

Name and Designation of the Participating representative of staff of legal service Institution:

Contact details (Phone numbers and hand phone no, e-mail id):

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**Note:**

- \* Kindly read the questions properly and then respond to the questions.
- \* Responses to the questions should be in typed version. Kindly do not respond through handwriting.

2

PART-A

1. Number of Taluq Legal Services Committees in your district:
2. Strength of the employees in DLSA and TLSCs in your district:
3. Number of Legal Literacy Camps held in your district during the current year:
4. Number of lokadalats/mega lokadalats held in your district during the current year:
5. Number of Persons applied for Legal Aid in civil cases during the current year in your district:
6. Number of persons to whom Legal Aid was granted in civil cases during the current year in your district:
7. Number of persons to whom Legal Aid was granted in criminal cases during the current year in your district:
8. Number of (a) Civil and (b) Crminal cases settle in lokadalat during the current year:

3

**PART-B**

Participating Representative of staff of legal service institution is requested to answer the questions personally

1. What are the impediments in implementing various schemes proposed by National Legal Services Authority, India?
2. Whether Legal aid can be provided to all those in need of legal services? Substantiate your answer?
3. What are the measures that can be suggested for improving legal literacy to the masses?
4. Do you consider yourself as working in the court system and your job is different from the ministerial staff working in other government departments?
5. What kind of cooperation that you are expecting from the Principal District Judge in organizing Legal literacy camps and Lok Adalats?
6. What kind of cooperation that you are expecting from the judicial officers in organizing Legal literacy camps and Lok Adalats?
7. What kind of cooperation that you are expecting from the ministerial staff of the courts in conducting Lok Adalats?
8. What according to you are the qualities and attitude required for a judicial officer to work efficiently as Secretary of District Legal Service Authority?

(4)

9. Whether effective mediation or conciliation is taking place in resolving the disputes at the intervention of Lok Adalat benches? What suggestions you will make to improve the working of Lok Adalats in our country?
10. Are there cases where you have noticed that compromise before Lok Adalat resulted in grave injustice? If there are, narrate such cases (both civil disputes and criminal cases).
11. Which programmes or schemes suggested by NALSA could not be effectively implemented by the DLSA/TLSC and why?
12. What measures are suggested from your side for attracting meritorious advocates to support legal services arranged by the State?