

From,
Registrar General
High Court of Uttarakhand
Nainital

To,

1. *All the District Judges, Uttarakhand Judiciary.*
2. *Legal Advisor to Hon'ble the Governor, Raj Bhawan, Dehradun.*
3. *Principal Secretary, Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.*
4. *Principal Secretary, Law-cum-L.R., Government of Uttarakhand, Dehradun.*
5. *Principal Judge/ Judges, Family Courts, Uttarakhand Judiciary.*
6. *Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Haridwar Road, Dehradun.*
7. *Chairman, State Transport Appellate Tribunal, House of Doctor Poonam Gambhir, Vaidik Kaya Ayurvedic Centre, Ist Floor, House No.85/1, Laxmi Road, (Near Favvara Chauk), Dehradun.*
8. *Director, Uttarakhand Judicial and Legal Academy, Bhowali, District Nainital.*
9. *Secretary, Lokayukt, 3/3, Industrial Area, Patel Nagar, Dehradun.*
10. *Registrar, State Consumer Disputes Redressal Commission, H.N. 23/16, Circular Road, Dalanwala, Dehradun,*
11. *Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.*
12. *Presiding Officer, Labour Courts, Dehradun, Haridwar and Kashipur, District Udham Singh Nagar.*
13. *Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, District Nainital.*
14. *Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani, District Nainital.*
15. *Registrar, Public Service Tribunal, Uttarakhand, Dehradun.*
16. *Secretary-cum-Registrar, State Level Police Complaint Authority, Dehradun.*
17. *Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and Udham Singh Nagar.*
18. *Legal Advisor to Uttarakhand Public Service Commission, Haridwar.*

C.L. No. 09/UHC/Admin.A/2024

Dated: April 18, 2024

Subject: Uttarakhand Judicial Service (Annual Confidential Remarks) Guidelines, 2024.

Sir/Madam,

With regard to the subject cited above, I am directed to inform that to inject greater uniformity, objectivity and also some measure of transparency in Annual Confidential Remarks, Hon'ble the Chief Justice is pleased to approve the following Guidelines for recording of Annual Confidential Remarks (ACRs) of the Judicial Officers of the Uttarakhand Judiciary.

UTTARAKHAND JUDICIAL SERVICE
(ANNUAL CONFIDENTIAL REMARKS) GUIDELINES, 2024

1. These Guidelines shall be called the “Uttarakhand Judicial Service (Annual Confidential Remarks) Guidelines, 2024.”
 - a) They shall come into force with effect from the publication of these Guidelines. Self Assessment and Recording of Annual Confidential Remarks for Assessment year 2024-2025 and onwards shall be governed by these Guidelines.
 - b) They shall apply for writing and maintenance of the Annual Confidential Remarks of the Members of the Service in regular stream or on deputation in any Government Department etc.
2. **Definitions:-**In these Guidelines, unless the context otherwise requires:-
 - a) '**Administrative Judge**' means the Judge of the High Court nominated by the Chief Justice to supervise the work and conduct of the Judicial officers posted in Civil & Sessions Divisions, whether in regular stream or on deputation in any Department of Government, Commission, Tribunal etc.
 - b) '**Chief Justice**' means the Chief Justice of the High Court or the Acting Chief Justice of the High Court.
 - c) '**Confidential Report**' means the Annual Confidential Report.
 - d) '**Deputation**' means the Member of Service sent to Departments of Central Government/State Government, Registry of the Supreme Court or High Court, Uttarakhand Judicial and Legal Academy, State Legal Services Authority and any other Commission and Tribunal etc.
 - e) '**High Court**' means the High Court of Uttarakhand.
 - f) '**Judge**' means the Judge of the High Court of Uttarakhand.
 - g) '**Member of the Service**' means any person appointed to the Judicial Service of the State, District Judges/Additional District Judges/ Principal Judges, Family Court/ Judges, Family Courts/Civil Judges (Senior Division) /Civil Judges (Junior Division) Officers, including Judicial Officers posted on deputation.
 - h) '**Registrar General**' means the Registrar General of the High Court.
 - i) '**Registrars**' means the Registrars posted in the High Court.
 - j) '**O.S.D.**' means the Officer on Special Duty posted in the High Court.

- k) **'Reporting Authority'** means the Authority supervising the work, conduct and performance of the member of Judicial Service who has supervised at least for three months as shown in the Schedule as Reporting Authority.
- l) **'Reviewing and Accepting Authority'** means Authority or Authorities as shown in the Schedule as Reviewing and Accepting Authority.
- m) **'Schedule'** means a Schedule appended to these Guidelines.
- n) **'Service'** means Uttarakhand Higher Judicial Service & Judicial Service.
- o) **'State'** means the State of Uttarakhand.
- p) **'Year'** means the period of 12 months commencing from 1st day of April ending by 31st day of March of each financial year.

3. Maintenance and custody of Confidential Reports:- A Confidential Report shall be maintained in respect of every member of the service by the Vigilance Section of the High Court.

Registrar (Vigilance) shall be the custodian of the Annual Confidential Remarks relating to all the Judicial Officers. It shall be his duty to ensure that the Annual Confidential Remarks of the Judicial Officers of the State are prepared, recorded and forwarded to him within the time schedule. It shall be the duty of the Registrar (Vigilance) to keep the same in safe custody. If the Registrar (Vigilance), in execution of these directions, faces any difficulty, he may bring the same to the notice of the Chief Justice. The Chief Justice accordingly may issue such directions, as he deems appropriate.

4. Preparation of Annual Confidential Reports:-

- (a) Members of the Service, who have done Judicial Work during any period of the Assessment Year shall submit their Self Assessment in format prescribed (*Annexure-A of Guidelines*) to their Reporting Authority.
- (b) The Annual Confidential Report, assessing the performance, character, conduct and qualities of every member of service doing Judicial work, shall be written for each financial year by the Reporting Authority (*Annexure-1 of Guideline*) only if he/she has observed the performance of the member for at least 03 months.
- (c) Secretary, District Legal Services Authority will submit his/her Self Assessment in format prescribed (*Annexure-2 of Guideline*) to Chairman, District Legal Services Authority/District & Sessions Judge concerned, who shall assess and review the performance and record his assessment in the proforma (*ie. Part II of Annexure-2*)

- (d) In case of Trainee Judicial Officers, no Annual Confidential Remarks shall be written. However, Director, Uttarakhand Judicial & Legal Academy, Bhowali (UJALA) shall submit a report to the Registry in respect of the trainee Judicial Officers as in the prescribed proforma (*Annexure-3 of Guideline*). Such report shall only be considered for confirmation of the trainee Judicial Officers in Service.
- (e) The Judicial officers working on deputation shall fill the relevant columns of Annual Confidential Remarks format prescribed by the Department and submit the same to the Reporting Authority of the Department, who after recording remarks shall forward it to the Registrar (Vigilance) of the High Court for placing the same before Reviewing and Accepting Authority.
- (f) However, the Annual Confidential Remarks of the Judicial Officer working in the Registry of the Supreme Court, when recorded by the Chief Justice of India, shall be final and not liable for further review by any other Authority. Similarly, Annual Confidential Remarks of the Judicial Officer posted as Legal Advisor to H.E. Governor of the Uttarakhand, when recorded by H.E. the Governor, shall be final and not liable for further review by any other Authority.
- (g) Annual Confidential Remarks of the Judicial Officer working in the Registry of the High Court, Member Secretary/Officer on Special Duty, SLSA Uttarkhand & Chairman, Permanent Lok Adalat shall be written by the Authority concerned as per the prescribed proforma. (*Annexure-4 to 8 of the Guideline*).
- (h) Reporting Authority, in case of transfer, will write the Annual Confidential Remarks of the Member of service, before the relinquishment of charge of the office. If not possible, Reporting Authority may be allowed to record the Annual Confidential Remarks within two weeks after relinquishment of charge of the office.
- (i) The Reporting Authority, Reviewing and Accepting Authority, as the case may be, shall not write the Annual Confidential Remarks after retirement.
- (j) If Reporting Authority retires/superannuates without recording Annual Confidential Remarks then the successor Reporting Authority shall record the Annual Confidential Remarks. Further, if the successor Reporting Authority has not seen the work for more than 90 days, in this situation, the succeeding Reporting Authority shall forward the Self Assessment to the next Higher Authority. It will also apply in case of demise of the Reporting Authority.

- (k) An Officer should be graded 'Outstanding', if exceptional qualities and performance have been noticed. Grounds for giving such a Grading should be clearly brought out. Similarly, if an Officer is graded 'Poor', grounds for giving such a Grading should be clearly brought out.
- (l) Integrity is the essential part of Annual Confidential Reports. Authorities shall clearly mention about the Integrity of the member of the Service.
- (m) In cases of 'Doubtful Integrity', the Reporting Authority, before recording such remarks, should take steps to ascertain personally whether there is any reason to doubt or suspect the integrity of the concerned officer.
- (n) In case the Reporting officer is not in a position to make a positive report about the integrity of the Officer, then he should leave the column blank and submit a secret report with necessary proof/documentation in confidential cover along with the Annual Confidential Remarks, if he has reasons to doubt the integrity of the Officer, stating the reasons for his suspicion.
- (o) The High Court will then take suitable steps to find out the correctness or otherwise of the secret report. Thereafter, the final entry regarding 'Integrity' shall be recorded in the relevant column of the Annual Confidential Remarks, by the Reviewing & Accepting Authority.
- (p) In case of Missing Annual Confidential Remarks of the Member for the previous years of services for any reasons, remarks for the preceding and succeeding years shall be observed and the higher remark shall be considered for that period.

5. Time Schedule for Preparation/Recording of Annual Confidential Remarks:-

- (a) It shall be incumbent upon the Judicial Officer to submit the Self Assessment to the Reporting Authority in prescribed format of Annual Confidential Remarks by 15th of April every year.
- (b) The Reporting Authority, as far as possible, shall complete the process by 15th of May every year.
- (c) The Annual Confidential Remarks, prepared/recorded by Reporting Authority, shall be made available to the Reviewing & Accepting Authority by 31st of May every year. The Reviewing & Accepting Authority may record its remarks on the said report as early as possible.
- (d) If Reporting Authority records any adverse remarks in Annual

Confidential Reports of any member of the Service, it shall be communicated to him immediately in writing by the Reporting Authority.

- (e) The process of recording Annual Confidential Remarks by Reviewing & Accepting Authority must be finalized by 31st of August every year.
- (f) If Annual Confidential Remarks not finalized till 31st of October every year, then Remarks recorded by Reporting Authority shall be final except any Adverse Remark which shall be subject to decision on objection/representation submitted by the Member of the Service.

6. Communication of the Confidential Reports:- The Confidential Report, complete in all respect, shall be communicated by the Registrar (Vigilance), on behalf of the High Court, to the concerned Judicial Officer, within 45 days after finalization of the same.

7. Representation:- Any member of the service may represent to the High Court against remarks recorded in his Annual Confidential Remarks, as communicated to him, within 45 days from the date of receipt of the same.

Provided that the High Court may entertain the representation within one month of the expiry of the said period, if it is satisfied that there was sufficient cause with the Member for not submitting his/her representation in time.

8. Consideration and Disposal of Representation:- The High Court will consider the representation made by member of service and shall pass order within two months from the date of receipt of the same. Thereafter, it shall be communicated to the Member of the Service within 15 days of disposal.

9. General:-The High Court may in addition, issue such instructions, not inconsistent with these Guidelines, as it may consider necessary, with regard to the Confidential Reports.

10. Interpretation:- If any question arises as to interpretation of these Guidelines, the decision of the High Court shall be final.

11. Amendment:- The High Court may make any amendment in these Guidelines, as may be deemed necessary.

12. Power to relax:- Where the High Court is satisfied that operation of any particular provision of these Guidelines may cause undue hardship to any particular case or class, it may for the reasons to be recorded in writing, dispense with or relax particular guideline(s) to such extent, as may be deemed necessary.

13. Repeal/ Rescind and Saving:- All earlier Guidelines, Instructions, Resolutions, Directions, Principles and Procedures and Notifications etc., in vogue with regard to the preparation of Annual Confidential Remarks, are hereby rescinded after publication of these Guidelines.

You are therefore, requested to circulate the aforesaid Guidelines issued by the Hon'ble Court regarding Annual Confidential Remarks amongst all the Judicial Officers under your supervision for necessary compliance.

Yours sincerely,

Sd/-
(Kaushal Kishore Shukla)
Registrar (Vigilance)
For Registrar General

No. 2087/UHC/Admin.A/2024

Dated: April 18, 2024

Copy forwarded for information to:-

1. P.P.S. to Hon'ble the Chief Justice with the request to place it before Her Lordship for kind perusal.
2. P.S./P.A. to Hon'ble Judge(s) with the request to place it before His Lordship for kind perusal.
3. Chief Secretary, Government of Uttarakhand, Dehradun.
4. All the Registrars of the Court.
5. O.S.D./C.P.C./Secretary HCLSC of the Court.
6. Deputy Registrar (I.T.) of the Court with request to upload the Circular Letter on the official website of the High Court of Uttarakhand.
7. Guard File.

Registrar (Vigilance)

(Annexure-A)

Self Assessment Form for the Assessment Year

(to be filled in by the Judicial Officer reported upon)

1. Name of the Judicial Officer :
2. Designation :
3. Place of Posting :
4. Any other charge held by you :
5. Leaves availed :
6. Training Attended :
7. Fill the following for each category of cases separately –

(a)- Original Suit Pendency on 1 st April: Additions during the year Disposal (after contested) Disposal (otherwise) Pending on next 31 st March (b)- (c)- and so on...	Year wise Break-up 20.... 20.... 20.... 20..... 20....
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8. In how many cases have you framed issues?
9. In how many cases have you framed charges?
10. Disposal of Under Trial Cases:-
11. Number of cases in which judgment was not delivered within 30 days of conclusion of argument?
12. (For Officers deciding Civil Appeals)
Percentage of Appeals remanded by the Officer
13. Inspection made:
Quarters
Dates
14. Remarks, if any, received during the year from the High Court/Appellate Courts
(whether commendatory or critical should be included)

Name of the Judicial Officer:
Designation:

To be filled by the Judicial Officer-

1.	Stenographer attached with the Judicial Officer (Yes/No)		
2.	Has pendency of cases in the Court is more than Standard Pendency i.e. 300/500/1000 (Yes/No) (as per Point 12, Annexure-H of C.L. 08 Dated 02.08.2021) (also mention the maximum pendency of cases at any time during the Assessment Year. (in case of Transfer, Maximum pendency of cases at any time during of each Court shall be mentioned)		
3.	If Yes, then Required Units to be given in the Assessment Year (1000 Units when Stenographer not attached/ 1200 Units when Stenographer attached)	 Units
	If No, Proportionate Required Unites to be given in the Assessment year	 Units
4.	In compliance of C.L. No. 08/UHC/Admin.A/2021 Dated 02.08.2021:- Units to be deducted (Due to Leaves, Holidays, Court Holidays, Training etc.) days @3.28 Units	 Units
5.	Corresponding Units required by the Officer for Computation of out-turn (Point 3-Point 4)	 Units
6.	Total Units achieved by the Judicial Officer	Civil Work Units
		Criminal Work Units
		Administrative/Misc. Work Units
7.	Has the Judicial Officer achieved Required Units/Proportionate Required Units? (Yes/No)		
8.	Units achieved through Contested Work	 Units
9.	Percentage* of Contested Work out of Total Judicial Work	%
10.	Units achieved through Disposal of Old Cases (including Special Incentive)	 Units
11.	Percentage* of Disposal of Old Cases	%
9.	Has the Officer enclosed Appendix/Chart with respect to Pendency & Disposal of Main Cases as per C.L. No. 08/UHC/Admin.A/2021 Dated 02.08.2021?		
10.	Has the Officer enclosed Chart of year wise Disposal of Old Cases with Specific Note of Units claimed?		
11.	Has the Officer attached Five Contested Judgments ? (Yes/No)		
12.	Marks* should be awarded by Reporting Authority w.r.t. Achievement of Target*		
13.	Marks* should be awarded by Reporting Authority w.r.t. Disposal of Contested Cases*		
14.	Marks* should be awarded by Reporting Authority w.r.t. Disposal of Old Cases*		

*** to be calculated as per “Calculation” of Annexure-I of the Guidelines.**

Annexure-1

Annual Confidential Remarks for the Assessment Year

(TO BE FILLED UP BY THE REPORTING AUTHORITY)

Name of the Judicial Officer :
Length of service :
Post held during the year :

Category-A (General)		Max. Marks	Marks Awarded	
a)	Punctuality in attending and leaving Court	05		
b)	Control over Court proceeding	10		
c)	Relationship with other Judicial Officers	05		
d)	Relationship with Bar	05		
e)	Capacity to motivate, to obtain willing support by own conduct and inspire confidence in the Subordinate Staffs	05		
f)	Performance in the matter of Administrative or Work entrusted to the Officer	05		
g)	Cleanliness in the Court, Chamber and its vicinity	05		
Total		40		
Category-B (Judgment)		Max. Marks	Marks Awarded	
a)	Regularity/ Promptness in Delivering Judgments	05		
b)	Language	10		
c)	Brevity	05		
d)	Reasoning	Factual Aspect	15	
		Legal Aspect	15	
Total		50		
Category-C (Target Achieved)		Max. Marks	Marks Awarded	
a)	Achievement of Target <i>(with respect to C.L. 02 Dated 02.08.2021)</i>	40		
	<i>(i)- Special Incentive with respect to Achievement of Target</i>	20		
b)	Incentive for Disposal of Contested Cases	30		
c)	Incentive for Disposal of Old Cases	30		
Total		120		

Category-D (Incentive for Special Achievement)		Max. Marks	Marks Awarded
a)	Special Achievement in the fields of Legal Aid/ Mediation/ Lok Adalat/ Conciliation etc.	10	
Total		10	
Total Marks obtained (out of 220) <i>(Marks of Category A+B+C+D)</i>			
To be written in own words:		Grading <i>(Outstanding/ Very Good/ Good/ Poor)</i>	
		Integrity <i>(Beyond Doubt/ Nothing Adverse/ Doubtful/ Known case of lack of Integrity-mention in brief)</i>	
Any other Special Remarks <i>(Please give an overall assessment of the Officer with reference to any striking qualities not covered by the above entries, sense of responsibilities in discharging duties etc.)</i>			

Date:

Signature:

Place:

Name in Block Letters:

Post held :

Calculation

Calculation of Grading

Outstanding	:	Marks above 176.
Very Good	:	Marks between 155-176.
Good	:	Marks between 132-154.
Poor	:	Marks below 132.

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.

The Reporting Authority shall examine at least 05 (five) judgments delivered by the Officer during the relevant period and assess the Officer as per the given rating. The copies of said 05 (five) judgments shall be forwarded alongwith the filled up Annual Confidential Remarks Form to Hon'ble Court.

For Category C-

a)- Marks shall be awarded by the Reporting Authority when–

Pendency of the cases (including all categories) in the Court of Judicial Officer concerned at any point of the time during the Assessment Year had been equal or more than required pendency as per prescribed in Point 12 of Annexure-H of the C.L. 08 Dated 02.08.2021	Marks=40 <i>(When Judicial Officer achieves the Required Units)</i>
	Marks= (Units achieved ÷ Required Units) X 40 <i>(When Judicial Officer does not achieve the Required Units)</i>
Pendency of the cases (including all categories) in the Court of Judicial Officer concerned at any point of the time during the Assessment Year had not been more than required pendency as per prescribed in Point 12 of Annexure-H of the C.L. 08 Dated 02.08.2021	Marks=40 <i>(When Judicial Officer achieves the Proportionate Required Units)</i>
	Marks= (Units achieved ÷ Required Proportionate Units) X 40 <i>(When Judicial Officer does not achieve the Required Units)</i>

(i)- Special Incentive with respect to Achievement of Target when–

	Special Incentive
Disposal above 2 times of the norms	20 Marks
Disposal above 1.5 times upto 2 times of the norms	15 Marks
Disposal above 1.25 times upto 1.5 times of the norms	10 Marks
Disposal above 1.0 time upto 1.25 times of the norms	05 Marks

Example-

Let Required Units = 1200 Units
 And Achieved Units = 2300 Units (Disposal is 1.9 times of the required Units.)

So, Special Incentive with respect to Achievement of Target is 15 Marks.

b)- Marks shall be awarded by the Reporting Authority when–

Incentive for Disposal of Contested Cases- $\% = (A \div B) \times 100$ <i>A= Units achieved through Disposal of Contested Case</i> <i>B= Units achieved through only Judicial Work i.e. excluding Administrative/Misc. Work</i>	Marks=30	When % is between 70-100%
	Marks=20	When % is between 40-69%
	Marks=10	When % is below 40%

c)- Marks shall be awarded by the Reporting Authority when–

Incentive for Disposal of Old Cases- $\% = (A \div B) \times 100$ <i>A= Units achieved through Disposal of old cases.</i> <i>B= Units achieved through only Judicial Work i.e. excluding Administrative/Misc. Work</i>	Marks=30	When % is between 70-100%
	Marks=20	When % is between 40-69%
	Marks=10	When % is below 40%

Note:- However, where in a Court there is no case pending for more than 5 years, the assessment shall be done by similar method in the light of oldest cases pending in that Court.

Example-

If there is no case pending for more than 5 years in a Court.

Let Total Pendency as on 01.04.2024 in-

Court 1 : 2020- 20 Cases, 2021- 150 Cases, 2022- 300 Cases, 2023- 500 Cases

Court 2: 2021- 35 Cases, 2022- 400 Cases, 2023- 600 Cases

Court 3: 2022- 80 Cases, 2023- 500 Cases

So, the oldest case in Court 1,2 and 3 shall be of year 2020,2021 and 2022 respectively.

**TO BE FILLED UP BY THE REVIEWING & ACCEPTING
AUTHORITY**

1. Are you satisfied that 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 Special Remarks (if any) and Grading given by the Reporting Authority.

Date:

Signature:

Place:

Name in Block Letters:

Post held :

(Reviewing & Accepting Authority)

**Self Assessment of the Secretary, District Legal Services
Authority, (Name of the District)**

**Report for the Assessment Year
(wef to)**

PERSONAL DATA

PART-I

(To be filled by the Officer himself)

1. Name of the Officer :
2. Present Post/ Designation :
3. Date of Last Promotion :
4. Present Station (Since when) :
5. Period of leave on account of-
Medical ground :
Personal reason :
Other reasons :
6. Number of working days :
Official working days –
Work done on holidays, Sundays, Second Saturday etc. –
7. Are you punctual in attending your Office?
8. Whether you have published any Study material, Pamphlets, Booklets, Posters etc. for Legal Awareness? If yes, please give detail.
9. Whether you have got prepared any Audio, Visual CD/ DVD etc. for Legal Awareness? If yes, please give detail.
10. Please assess your performance in spreading Legal Awareness through print and electronic media.
11. Please specify how many Legal Awareness Camps were organized by you

- personally? How many Legal Awareness Camps were organized by Legal Awareness Teams during this period?
12. Whether you have inspected the Observation & Reformatory Homes, Special Homes, Children Homes, Jail etc. as per direction of SLSA Uttarakhand? If yes, please give detail.
 13. How many applicants were provided Free Legal Aid under Section 12 of the Legal Services Authority Act, 1987? Please give detail.
 14. What steps have been taken by you to ensure Free Legal Aid to Inmates of Jail?
 15. What steps have been taken by you to ensure justice to Juveniles in Conflict with Law and Children in Need of Care & Protection?
 16. Please indicate if your Office was inspected by Chairman, DLSA/ Member Secretary, SLSA Uttarakhand/ Hon'ble Executive Chairman, SLSA Uttarakhand and if so, briefly state the defects found and remedial measures taken.
 17. Please specify whether you implemented the action plan of SLSA Uttarakhand effectively?
 18. How did you monitor the working of Para Legal Volunteers? Please specify how many Para Legal Volunteers were working in your DLSA during this period? Whether any nomination/selection and training programme was conducted during this period?
 19. How did you monitor the working of Panel Advocates? Please specify how many Panel Advocates were working in DLSA? Whether any nomination/selection and training programme was conducted during this period?
 20. Effective Implementation of different Schemes of NALSA. Please give detail of steps taken by you for effective implementations of NALSA Schemes.
 21. Please specify how many Mega Legal Awareness and Public Welfare Camps were organized by you during this period? Please specify number of beneficiaries category-wise.
 22. Please give detail of cases referred and cases disposed of through these Lok Adalats during this period.
 23. Please specify how many Pre-litigation cases were disposed of during this period?

24. Please specify how many applications were disposed of & amount awarded under the Victim Compensation Scheme during this period?
25. Effective Implementation of Mediation Activities. Please give detail of mediation activities including the number of cases referred and disposed of through mediation, training programmes etc.
26. Any Other Important Information.

On the basis of above information Self Assess your performance on the Scale of -

Excellent

Very Good

Good

Poor

PART-II
(To be filled by the Reporting Authority)

Name of the Officer:

Designation:

Year of the Report:

1. Integrity of the Officer
2. If he is fair and impartial in dealing with litigants, applicants, advocates and public at large.
3. If he is cool minded and does not show temper in office.
4. His private character, if such as to lower him in the estimation of the public and adversely affected the discharge of his officials duties.
5. Capacity to handle different activities of SLSA /NALSA systematically.
6. Control over the office and administrative capacity and tact.
7. Capacity to control the legal services activities of DLSA, with firmness and follow the procedure prescribed by law.
8. General Remarks on the basis of Self Assessment submitted by Secretary DLSA:-

(i) Outstanding (ii) Very Good (iii) Good (iv) Poor

INTEGRITY CERTIFICATE

Nothing has come to my knowledge which casts any reflection on the integrity of Shri/Smt./Ms. His/Her general reputation for honesty is good and I certify his/her integrity.

District & Sessions Judge
Chairman, District Legal Services Authority

REMARKS BY THE HON'BLE ADMINISTRATIVE JUDGE

(i) Outstanding (ii) Very Good (iii) Good (iv) Poor

Hon'ble Administrative Judge

Annexure-3

Performance Report

For the year

(for Trainee Judicial Officers)

(to be filled by the Director, Judicial Academy)

Name of the Judicial Officer :
Post held during the year :
Training Period in Academy :
Training Period on Dias :

1.	<i>Remarks by the Director, Uttarakhand Judicial & Legal Academy regarding:</i>		
	1. Discipline	05	
	2. Punctuality	05	
	3. Behaviour & Relation with Brother Judicial Officers	05	
	4. Character & Conduct (Private & Social)	05	
	5. Class Room Participation	20	
	6. Sports & Cultural Participation	05	
	7. Mess Etiquette	05	
	8. Usage of Library	05	
	9. Assignment/Book Review/Court Diary	20	
	Total Marks	75	
2.	<i>Overall assessment of the Merit of the Officer</i> <i>(Outstanding, Very Good, Good, Poor)</i>		
3.	<i>Other remarks, if any.</i>		

Calculation of Grading

Outstanding : Marks above 60.
Very Good : Marks between 45-60.
Good : Marks between 30-44.
Poor : Marks below 30.

High Court of Uttarakhand, Nainital

Annual Confidential Remarks
For the Assessment Year
(Period wef..... to)

(if Judicial Officers posted in Registry are HJS Officer)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :
(Beyond Doubt/Nothing Adverse/Doubtful/
Known case of lack of Integrity-mention in brief)
6. Over All Assessment :
(Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(Chief Justice)

High Court of Uttarakhand, Nainital

Annual Confidential Remarks
For the Assessment Year
(Period wef..... to

(if O.S.D./C.P.C. is Civil Judge Sr.Div./Jr.Div. Cadre Officer)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :
(Beyond Doubt/Nothing Adverse/Doubtful/
Known case of lack of Integrity-mention in brief)
6. Over All Assessment :
(Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(Registrar General)

Remarks / Countersignature by Hon'ble the Chief Justice

(Chief Justice)

High Court of Uttarakhand, Nainital

Annual Confidential Remarks
For the Assessment Year
(Period wef..... to

(for Secretary, High Court Legal Services Authority)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :
(Beyond Doubt/Nothing Adverse/Doubtful/
Known case of lack of Integrity-mention in brief)
6. Over All Assessment :
(Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(Chairman, HCLSC)

Remarks / Countersignature by Hon'ble the Chief Justice

(Chief Justice)

State Legal Services Authority, Uttarakhand

Annual Confidential Remarks
For the Assessment Year
(Period wef..... to

(for Member Secretary, SLSA / Chairman, PLA)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :
(Beyond Doubt/Nothing Adverse/Doubtful/
Known case of lack of Integrity-mention in brief)
6. Over All Assessment :
(Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(Executive Chairman)

Remarks / Countersignature by Hon'ble the Chief Justice

(Chief Justice)

State Legal Services Authority, Uttarakhand

Annual Confidential Remarks
For the Assessment Year
(Period wef..... to)

(for O.S.D./Deputy Secretary, SLSA)

1. Name of the Judicial Officer :
2. Designation :
3. Work :
4. Conduct :
5. Integrity :
(Beyond Doubt/Nothing Adverse/Doubtful/
Known case of lack of Integrity-mention in brief)
6. Over All Assessment :
(Poor/Good/Very Good/Outstanding)
7. Special Remarks, if Any :

Date:

(Member Secretary)

Remarks / Countersignature by Hon'ble the Executive Chairman

(Executive Chairman)

Schedule

Sr. No.	Judicial Officer	Reporting Authority	Reviewing & Accepting Authority
1.	Registrar General Registrar (Vigilance) Registrar (Judicial) Registrar (Inspection) Registrar (Protocol) Registrar C.P.C./O.S.D. (in case of H.J.S.)		Chief Justice
2.	C.P.C./O.S.D. (in case of Sr.Div. and Jr.Div. Rank Officer)	Registrar General	Chief Justice
3.	District & Sessions Judges	Administrative Judge	Chief Justice
4.	Principal Judge, Family Court	Administrative Judge	Chief Justice
5.	Judge/ Additional Judge, Family Court (HJS Cadre)	Administrative Judge	Chief Justice
6.	Judge/ Additional Judge, Family Court (SD Cadre) (where they are under direct supervision and control of Principal Judge, Family Court)	Principal Judge	Administrative Judge
7.	Judge/Additional Judge, Family Court (SD Cadre) (where Principal Judge, Family Court post is not available)	Administrative Judge	Chief Justice
8.	Additional District Judges, Presiding Officer, Commercial Court	Administrative Judge	Chief Justice
9.	Civil Judge (Senior Division) & Civil Judge (Junior Division) Officers including J.J.B. Courts	District & Sessions Judge	Administrative Judge
10.	Director, Uttarakhand Judicial & Legal Academy (UJALA)	Judge, I/c Education	Chief Justice
11.	Additional Director, UJALA	Judge, I/c Education	Chief Justice
12.	Joint Director, UJALA	Director, UJALA	Judge, I/c Education
13.	Member Secretary, State Legal Service Authority	Executive Chairman	Chief Justice
14.	Officer on Special Duty/ Deputy Secretary, State Legal Service Authority	Member Secretary	Executive Chairman

15.	Secretary, High Court Legal Service Committee (HCLSC)	Chairman, HCLSC	Chief Justice
16.	Secretary, District Legal Service Authority	District & Sessions Judge	Administrative Judge
17.	Principal Secretary (Law)-cum-L.R., Govt. of Uttarakhand.	Chief Secretary	Chief Justice
18.	Additional Secretary (Law)-cum-Additional L.R., Govt. of Uttarakhand.	Chief Secretary	Chief Justice
19.	Joint Secretary (Law)-cum- Joint L.R., Govt. of Uttarakhand	Principal Secretary (Law)-cum-L.R.	Administrative Judge of concerned District
20.	Principal Secretary, Legislative & Parliamentary Affairs, Govt. of Uttarakhand	Chief Secretary	Chief Justice
21.	Additional Secretary Legislative & Parliamentary Affairs, Govt. of Uttarakhand	Chief Secretary	Chief Justice
22.	Joint Secretary Legislative & Parliamentary Affairs, Govt. of Uttarakhand	Principal Secretary, Legislative & Parliamentary Affairs	Administrative Judge of District concerned
23.	Legal Advisor to Governor of Uttarakhand	H.E. the Governor	
24.	Secretary, Lokayukta, Uttarakhand	Lokayukta	Chief Justice
25.	Legal Advisor, Uttarakhand Public Service Commission	Chairman of the Commission	Chief Justice
26.	Presiding Officer, Food Safety Appellate Tribunal	Chief Secretary	Chief Justice
27.	Registrar, State Consumer Dispute Redressal Commission	Chairman of the Commission	Chief Justice
28.	Chairman, Commercial Tax Tribunal	Chief Secretary	Chief Justice
29.	Chairman, State Transport Tribunal	Chief Secretary	Chief Justice
30.	Secretary-cum-Registrar State Level Police Complaint Authority	Chairman of the Commission	Chief Justice

Sr. No.	Judicial Officer	Reporting Authority	Reviewing & Accepting Authority
31.	Presiding Officer, Labour Court	Chief Secretary	Chief Justice
32.	Chairman, Permanent Lok Adalat	Executive Chairman	Chief Justice
33.	Chairman, Co-operative Tribunal, Uttarakhand	Chief Secretary	Chief Justice
34.	Registrar/ Joint Registrar (J&A) Uttarakhand Public Service Tribunal	Chairman of the Tribunal	Chief Justice
35.	Judicial Officer posted in any Commission/Tribunal/Authority/Ac ademy (outside the State)	Authority concerned	Chief Justice
36.	Judicial Officer posted on deputation in Supreme Court of India.	Chief Justice of India	