

H.C.

**2019**  
**IN THE HIGH COURT AT CALCUTTA**  
**APPELLATE SIDE**

**Memo No. 5475 Stt**                      **Dated : Kolkata, the 24<sup>th</sup> December, 2019**

**FROM: Sri Supratim Bhattacharya**  
**Registrar Inspection -I**  
**High Court, Calcutta**

**TO: The District Judge/ The Chief Judge**

Andaman & Nicobar Islands, Purba Burdwan, Paschim Burdwan, Birbhum, Bankura, City Sessions Court, City Civil Court, Cooch Behar, Dakshin Dinajpur, Darjeeling, Hooghly, Howrah, Jalpaiguri, Kalimpong, Murshidabad, Malda, North 24 Parganas, Nadia, Paschim Midnapur, Purba Midnapur, Purulia, Presidency Small Causes Court, South 24 Parganas, Uttar Dinajpur and Jhargram.

The Ld. Judge, Special C.B.I. Court No. 1, Bichar Bhawan, Calcutta  
The Ld. Judge, Special C.B.I. Court No. 2, Bichar Bhawan, Calcutta  
The Ld. Judge, Special C.B.I. Court No. 3, Bichar Bhawan, Calcutta  
The Ld. Judge, Special C.B.I. Court No. 4, Bichar Bhawan, Calcutta  
The Ld. Judge, 2<sup>nd</sup> Special Court (E.C. Act), Calcutta  
The Ld. Judge, 2<sup>nd</sup> Special Court, Calcutta  
The Ld. Judge, 3<sup>rd</sup> Special Court, Calcutta (C.B.I. designated)  
The Ld. Judge, 4<sup>th</sup> Special Court, Calcutta  
The Ld. Judge, 5<sup>th</sup> Special Court, Calcutta



Dated, Kolkata, The                      December, 2019.

Sub :    Circulation of revised A.C.R. Norms and accordingly modified. Broad sheet as well as A.C.R. Booklet.

Sir / Madam,

I am directed to forward herewith a partially modified A.C.R. Norms (modified part –page no. 4, 10, 12 and 13) and accordingly the modified Broad sheet and also a modified A.C.R. Booklet for your kind perusal.

It is pertinent to mention here that, as per the direction of the Hon'ble the Chief Justice, the same has already been uploaded in the High Court website. You are also requested to circulate the Hard copies to all the Judicial Officers of your judgship.

Moreover, you are, requested to follow the modified A.C.R. Norms for preparing quarterly statement and to circulate the same among all the Judicial Officers of your judgship.

Yours faithfully,

*Supratim Bhattacharya*

**Registrar Inspection -I**  
**High Court, Calcutta.**

*Seen available  
and upload in the  
website of Jns  
Judgship.  
@  
08/1/2020*

**Encl: Thirty seven (37) pages as stated above.**

# **HIGH COURT, CALCUTTA**

## **CONFIDENTIAL REPORT OF JUDICIAL OFFICERS**

Name of officer

Report for the year/period ending

PART-I

CONFIDENTIAL REPORT OF JUDICIAL OFFICERS

Report for the year/period ending .....

PERSONAL DATA

(To be filled in by the concerned officer)

1. Name of officer :
  
2. Cadre and year of allotment :
  
3. Date of birth :
  
4. Date of continuous appointment to present grade :  
Date Grade
  
5. Present post and date of appointment thereto :  
Date Post
  
6. Period of absence from duty (On leave, training etc. during the year. If he has undergone training, please specify) :
  
7. Date of filling the Annual Property Return :

**Other Data**

8. Mention five instances where you :  
have not delivered Judgments within  
the prescribed period after conclusion  
of argument with reasons for delay.

9. Please state in details. :

Judges Hour available	Judges Hour availed of	Reason of shortfall Excess of Judges Hour
_____	_____	_____

10. For the total works done, fill up the attached proforma.

11. Please state in details the period spent :  
In Administrative Works, including  
Inspection of Court, Departmental  
Enquiries, Meetings etc.

12. Please comment on the outturn of :  
Work done with explanatory note,  
Including disposal of cases, if any, through  
Lok Adalat/ more than 5 years old cases, but  
less than 10 years/10 years and more  
old cases/cases of Senior Citizens etc.

13. Cases “referred to and settled :  
through Mediation”

13A. As Mediator, for cases settled through :  
Mediation (w. e. f. 01.01.2019)

14. Total units earned :

15. Number of day employed :

16. Average unit per day :

\_\_\_\_\_  
Signature of the officer

Disposal of cases and assessment verified and found correct.

\_\_\_\_\_  
Signature of the Registrar  
(NAME IN BLOCK LETTERS)

PART-II

TO BE FILLED IN BY THE JUDGE-IN-CHARGE IN THE CASE OF OFFICERS OF THE HIGHER JUDICIAL SERVICE AND BY THE DISTRICT JUDGE IN THE CASE OF OFFICERS OF THE WEST BENGAL JUDICIAL SERVICE

1. Quality of work
  - (a) Conduct of business in Court and office.
  - (b) Quality of judgment (every District Judge will Scrutinise at least Five Civil and Five Criminal) judgements of the officers delivered during the period under report and record his opinion. If he finds any judgment to be of outstanding quality or below average quality, he should send their judgments to the Registrar.
2. Quantity of work
3. Capacity to motivate, to obtain willing support by own conduct and to inspire confidence on the subordinate staff.
4. Personal relation quality of relationship with superior officers, colleagues, subordinates, learned members of the Bar Public.
5. State of health
6. Period under observation of the District Judge/Judge-in-Charge
7. Integrity (Please see note in the instructions)
8. General Assessment –  
Please give an overall assessment of the officer with reference to his/her judicial, administrative work and ability, reputation and character, strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the above entries.
9. In case of a West Bengal Judicial Service, the assessment of the Judge-in-Charge  

District Judge/ Judge-in-Charge

Judge-in-Charge
10. Gradation-  
(A-Outstanding/B-Very Good/C-Good/D-Above Average/E-Average/F-Poor).

Place

Chief Justice

**STATEMENT OF DISPOSAL BY TRIBUNALS  
JUDICIAL AND QUASI JUDICIAL BODIES  
(See paragraph 10 above)**

Working days-

Class of cases	Pending at the beginning of the year	DISPOSED OF		Total	Witnesses Examined		Pending at the end of the year with institution	No. of part heard cases at the end of the year
		Contested	Uncontested		Contested	Uncontested		
<b>Total</b>								

The information given above is found correct on verification

(Signature of the officer with Seal and date)

**STATEMENT OF DISPOSAL BY JUDICIAL OFFICERS**

(See paragraph 10 above)

(1) Civil ..... (2) Criminal .....

Class of cases	Pending at the beginning of the year	DISPOSED OF		Total	Witnesses Examined		Pending	No. of part heard cases at the end of the year
		Contested	Uncontested		Contested	Uncontested		
1. Class I Suits								
2. Other Suits								
3. Small Causes Suits								
4. Misc. Cases (Civil)								
5. Regular Execution cases								
6. Arbitration Cases								
7. Regular Appeals								
8. Misc Appeal (Civil)								
9. Interlocutory Matters								
10. Sessions Cases								
11. Crl. Appeal								
12. Crl. Misc. Cases								
13. Bail Application								
14. Crl. Revision								
15. Crl. Regular Cases								
16. Other Cases								
17. Witnesses Examined (a) Civil  (b) Criminal								
Total								

(Signature of the officer with Seal and date)

PART-III-REMARKS OF THE PORTFOLIO JUDGE IN REGARD TO  
OFFICERS OTHER THAN DISTRICT JUDGE.

Place :  
Date :

SIGNATURE

REMARKS OF THE HON'BLE CHIEF JUSTICE

Place :  
Date :

SIGNATURE



## **Procedure for recording Annual Confidential Report of Judicial Officers**

1. Part I of the form is to be filled in by officer reported upon. Part II is to be filled in by the District Judge in case of West Bengal Civil Services (Judicial) Officer and for Higher Judicial Service Officer, Zonal Judge.

Chief Justice may record his opinion in the case of any Judicial Officer.

2. Officers on Deputation.
  - (a) Officers working in deputation in Tribunals, Judicial or Quasi Judicial Bodies shall fill in the form and forward the same to the Registrar and the same should be placed before the Chief Justice to enable him to record their opinion, if any.
  - (b) ACRs of officers working on other posts may be obtained by the Registrar and placed before the Chief Justice to enable to record his opinion.
3. All Officers are required to bestow care and attention in filling up the respective portions of the forms by them.
4. The ACRs should accurately reflect on the performance, conduct, behaviour and potential of the Officers for the period under report. It is not meant to be a fault-finding process but a developmental one.
5. For the purpose of proper Assessment due regard may also be given to the number of pending cases, Complexity of the cases, vacancy position of the Presiding Officer in the Court and other circumstances.

### **NOTE:**

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it should be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken under.
  - (a) A separate secret note should be recorded and filled up. A copy of the note should be sent together with the Confidential Report to the next superior Authority who will ensure that the following up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgement or that he has heard nothing against the Officer, as the case may be.

- (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - (c) If, the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.
  - (d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the Officer's conduct should be watched for a further period of six months and thereafter action taken as indicated at (b) and (c) above.
6. All the adverse ACR are to be communicated to concerned Officer and his representation, if made should be considered and disposed of.

DISTRICT :

CIVIL

QUARTER

## DRAFT COPIES for ASSESMENT OF THE DISPOSED OF CASES BY THE HIGHER JUDICIAL OFFICERS.

SI No.	NAME AND DESIGNATION OF THE JUDICIAL OFFICERS.	CIVIL SUITS/ COUNTER CLAIM/ Probate and Letters of Administration								MATRIMONIAL SUITS UNDER HINDU MARRIAGE ACT, SPL. MARRIAGE ACT ETC.								MONEY SUITS		SMALL CAUSES SUITS			
		CON								UNCON	CON								UNCON	CON	UNCON	CON	UNCON
			No. of witnesses more than 10 examined/ cross examined	No. of witnesses 10 examined/ cross examined	No. of witnesses 8 examined/ cross examined	No. of witnesses 6 examined/ cross examined	No. of witnesses 4 examined/ cross examined	No. of witnesses examined/ cross examined	Exx-parte or compromise		No. of witnesses more than 10 examined/ cross examined	No. of witnesses 10 examined/ cross examined	No. of witnesses 8 examined/ cross examined	No. of witnesses 6 examined/ cross examined	No. of witnesses 4 examined/ cross examined	No. of witnesses 2 examined/ cross examined						Exx-parte/ compromise	
1		5/12 A	6/12 (i)	7/12 (ii)	8/12 (iii)	9/12 (iv)	10/12 (v)	11/12 (vi)	12/12 B	13/9 A	14/9 (i)	15/9 (ii)	16/9 (iii)	17/9 (iv)	18/9 (v)	19/9 (vi)	20/9 B	21/13 A	22/13 B	23/25 A	24/25 B		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		
		10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1 X	3 X	1 X	1 X	1/2 X		

DISTRICT : CIVIL QUARTER  
**ASSESSMENT OF THE DISPOSED OF CASES BY THE HIGHER JUDICIAL OFFICERS.**

SI No.	M.A.C. CASES			Reference U/ s. 18 of L.A. Act.	Reference u/s. 30/30(i) L.A. Act		Civil Misc. Cases		Civil Misc. Judicial Cases u/s. 24 C.P.C. / Sec. 10 of City Civil Courts Act		Civil Appeal	Civil Misc. Appeal		Civil Appeal/ Civil Misc. Appeal (e.g., Uncontested/ Ex-parte/ Compromise)	Civil Review/ Revision	Insolvency cases	Election Petition	Cases relating to Succession Certificate	Non-contentious application for Probate/ Succession Certificate	
	(A)	(B)	(C)	CON	CON	UNCON	(A)	(B)	CON	UNCON	CON	(A)	(B)							
	U/s. 140 M.V. Act.	U/s. 166 M.V. Act.	U/s. 163 A M.V. Act.				Misc. cases of original nature where evidence is recorded	Other Misc. cases				Misc. Appeal from cases u/ s. 104(1), (Order 43r (1)) of C.P.C.	Misc. Appeal from other Misc. Judicial cases							
	25/18 A	26/18 B	27/18 C	28/7	29/8	30/8	31/15 A	32/15 B	33/26 A	34/26 B	35/2	36/3 A	37/3 B	38/4	39/17	40/19	41/22	42/21	43/24	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	
	1 X	6 X	4 X	6 X	3 X	1 X	8 X	2 X	1.5x	1/2 X	8 X	4 X	4 X	1/2 X	2 X	2 X	3 X	1 X	1/2 X	

DISTRICT :

CIVIL

QUARTER

## ASSESSMENT OF THE DISPOSED OF CASES BY THE HIGHER JUDICIAL OFFICERS.

SI No.	Arbitration Cases		Cases U/or. 21 rule, 30,97,98 to 101 C.P.C. and Sec. 47 C.P.C.								Interlocutory Application			Cases under Guardian & Wards Act.		Application in Forma Pauperis	
	CON	UNCON	CON							UNCON	(A)	(B)	(C)	CON	UNCON	CON	UNCON
				No. of witnesses more than 10 examined/ cross examined	No. of witnesses 10 examined/ cross examined	No. of witnesses 8 examined/ cross examined	No. of witnesses 6 examined/ cross examined	No. of witnesses 4 examined/ cross examined	No. of witnesses 2 examined/ cross examined		Under Order 40 C.P.C.	Under Order 39 C.P.C.	Any other application except Adjournment application				
	44/14 A	45/14 B	46/27 A	47/27 (i)	48/27 (ii)	49/27 (iii)	50/27 (iv)	51/27 (v)	52/27 (vi)	53/27 B	54/11A	55/11 B	56/11 C	57/20 A	58/20 B	59/28 A	60/28 B
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X

	6 X	2 X	10 X	6 X	5 X	4 X	3 X	2 X	1 X	1/2 X	1 X	1 X	1/2 X	2 X	1/2 X	1 X	1/4 X
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## ASSESSMENT OF THE DISPOSED OF CASES BY THE HIGHER JUDICIAL OFFICERS.

Sl No.	Sessions Trial/ Trial of offences under the Prevention of Corruption Act / Trial of offences under the Prevention of Atrocities on (SC/ST) Act / Trial of offences under N.D.P.S. Act/ Cases under the Protection of Children from Sexual Offences Act, 2012.											Criminal Appeal	Criminal Reference/ Revisions	Criminal applications including bail applications U/S. 438, 439 Cr. P.C.	Bail applications U/s. 437 Cr. P.C. during investigation	E.C. Act Cases	Cases under I.P.C. and Other Major Acts except I.E. Act		Inspection of Jail, per visit/ per jail.	Inspection of own court (casual inspection)	Inspection of subordinate courts in Form M(7)& M(31)
	Cases disposed of U/s. 235 Cr. P.C.	No. of witnesses more than 10 examined/ cross examined	No. of witnesses 10 examined/ cross examined	No. of witnesses 8 examined/ cross examined	No. of witnesses 6 examined/ cross examined	No. of witnesses 4 examined/ cross examined	No. of witnesses 2 examined/ cross examined	Examine of each accused U/s. 313 Cr. P.C.	Cases disposed of U/s. 232 Cr. P.C.	Cases discharged of U/s.227 Cr. P.C. accused	Cases accused charged of U/s.228 Cr. P.C.						CON	UNCON			
	61/1 A	62/1 (i)	63/1 (ii)	64/1 (iii)	65/1 (ivi)	66/1 (v)	67/1 (vi)	68/1 (vii)	69/1 B	70/1C	71/1 D	72/5	73/6	74/16	75/34	76/10	77/29 A	78/29 B	79/30	80/31	81/32
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x
	10x	6x	5x	4x	3x	2x	1x	1x	3x	1x	1x	8x	4x	1/2 x	1/10x	2x	3x	1x	1x	1x	4x

Departmental Enquiry
82/33
4x
4x
4x
4x
4x
4x
4x
4x
4x



DISTRICT :

CRIMINAL

ASSESSMENT OF THE DISPOSED OF CASES BY THE HIGHER JUDICIAL OFFICERS.

SI No.	Electricity Act			Any other cases not provided for		Administrative work other than District and Sessions Judge/ Chief Judge 20 p.a..		Cases disposed of through Lok Adalat	For attending and /or organising legal aid camps/ mediation/legal awareness camp for participating in any such programmes.	Disposal under section 229Cr.P.C.	Execution Cases		Additional units for more than 5 years old cases but less than 10 years 42(a)		Additional units for 10 years and more old cases 42(b)		For Cases "referred to and settled through Mediation" 43	Mediator, For Cases settled through Mediation 44	No. of days employed		Total units earned	Contested disposal cases		Average unit earned per day with remarks	
	Cases U/s. 135 Electricity Act, 2003	In case of compounding of such offences under section 135 & 136 of Electricity Act, 2003	Cases U/s. 136 Electricity Act, 2003	CON	UNCON	(a) District Judges having 40 courts and above 80 p.a.	(b) District Judges less than 40 courts 40 p.a.				Contested	Uncontested	Contested	Uncontested or exparte	Contested	Uncontested or exparte			CIVIL	CRIMINAL		CIVIL	CRIMINAL		
	83/35 A	84/35 B	85/35 C	86/36A	87/36 B	88/37		89/38	90/39	91/40	92/41(a)	93/41(b)	94/(I)	95/(II)	96/(I)	97/(II)	98	99							
						(a)	(b)																		
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							
	10X	1x	10X	1x	1/2x			1/4x	1x	1x	8x	4x	5x	2x	10x	4x	2x	5x							

**SEPARATE BROAD SHEET (Higher Judicial Officers)**

**DISTRICT :**

**QUARTER**

**PENDING STATEMENT IN THE BEGINING OF EACH QUARTER IN RESPECT OF TITLE SUITS, OTHER SUITS, G.R. CASES AND SESSIONS CASES WITH PERTICULARS, WHICH ARE FIVE YEARS OR MORE OLD.**

SI No.	TITLE SUITS	OTHER SUITS	G. R. CASES	SESSIONS CASES	OTHER CRIMINAL CASES

**TOTAL NUMBER OF PENDENCY CASES IN THE BEGINING OF THE QUARTER**

CIVIL	CRIMINAL



**ASSESSMENT OF UNITS TO BE AWARDED FOR DISPOSAL OF CASES BY THE OFFICERS OF WEST BENGAL JUDICIAL SERVICE.**

**PRESCRIBED UNITS OF ASSESSMENT STANDARD FOR PREPARATION OF A. C. R. FOR THE OFFICERS OF THE CADRE OF DISTRICT JUDGE AND FAST TRACK COURTS**

Sl. No.	Category of cases	Approved Units
1.	Sessions Trial / Trial of offences under Prevention of Corruption Act / Trial of offences under Prevention of Atrocities on (SC/ST) Act / Trial of offences under NDPS Act/Cases under the Protection of Children from Sexual Offences Act, 2012.	
A.	Cases disposed of u/s 235 Cr.P.C.	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses 2 examined/cross examined	1
(vii)	Examine of each accused u/s 313 Cr. P.C.	1
B.	Cases disposed of u/s 232 Cr.P.C.	3
C.	Cases discharged of u/s 227 Cr.P.C accused	1
D.	Cases accused charged of u/s 228 Cr.P.C.	1
2.	Civil Appeal(Contested)	8
3.	Civil Misc. Appeal	
(a)	Misc Appeal from Cases under section 104(1), {order 43r (1)} of C.P.C.	4
(b)	Misc Appeal from other Misc Judicial cases	4
4.	Civil Appeal/Civil Misc Appeal (e.g. uncontested/ex-parte/ compromise)	½
5.	Criminal Appeal	8

6.	Criminal Reference/Revision	4
7.	Reference u/s 18 of L.A. Act	6

	(Contested)	
8.	Reference u/s 30/30(i) L.A. Act	
	Contested	3
	Uncontested	1
9.	Matrimonial Suit under Hindu Marriage Act, Spl. Marriage Act etc.	
A.	Contested	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses 2 examined/cross examined	1
B.	Uncontested	1
10.	E.C. Act Cases	2
11.	Interlocutory Application	
(a)	Under order 40 C.P.C.	1
(b)	Under order 39 C.P.C.	1
(c)	Any other application except Adjournment application	½
12.	Civil Suit/ Counter Claim	
A.	Contested	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses examined/cross examined	1
B.	Uncontested. (e.g. ex-parte or compromise)	1

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13.	Money Suit	
A	Contested	3
B	uncontested	1
14.	Arbitration Case	
A	Contested	6

B	Uncontested	2	
15.	Civil Misc. Case.		
A.	Misc. Cases of original nature where evidence is recorded.	8	
B.	Other Misc. Cases	2	
16.	Criminal Application including bail application u/s 438,439 Cr. P.C.	½	
17.	Civil Review/Revision	2	
18.	<u>Motor Accident claim cases</u>		
A.	U /s.140 M.V.Act.	1	
B.	U /s.166 M.V. Act.	6	
C.	163 A M.V. Act	4	
19.	Insolvency Cases	2	
20.	Cases under Guardian and Wards Act.		
A.	Contested	2	
B.	Uncontested	½	
21.	Cases relating to succession certificates.	1	
22.	Election Petition.	3	
*23.	Probate and Letters of Administration(contested).	4	* Item No. 23 viz., Probate and Letters of Administration (contested), stands merged with Item No. 12, viz., Civil Suit/Counter Claim.
24.	Non-contentious application for Probate/Succession Certificate.	½	
25.	<u>Small Cause Suit.</u>		
A.	Contested.	1	
B.	Uncontested.(e.g. ex-parte/compromise)	½	
26.	Civil Misc. Judicial Cases under Section 24 C.P.C / Section 10 of City Civil Courts Act.		
A.	Contested	1.5	
B.	Uncontested	½	
27.	Cases u/or. 21rule, 30, 97, 98 to 101 C.P.C. and Section 47 C.P.C.		
A.	Contested.	10	
(i)	No. of witnesses more than 10 examined/cross examined	6	
(ii)	No. of witnesses 10 examined/cross examined	5	
(iii)	No. of witnesses 8 examined/cross examined	4	
(iv)	No. of witnesses 6 examined/cross examined	3	
(v)	No. of witnesses 4 examined/cross examined	2	

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(vi)	No. of witnesses 2 examined/cross examined	1
B.	Uncontested	½
28.	Application in Forma Pauperis	
(a)	Contested	1
(b)	Uncontested	¼
29.	Cases under I.P.C. and other Major Acts except I.E. Act	
(a)	Contested	3
(b)	Uncontested	1

30.	Inspection of Jail, per visit/ per jail	1
31.	Inspection of own Court (Casual inspection)	1
32.	Inspection of subordinate Court in from M(7)and M(31)	4
33.	Departmental Enquiry	4
34.	Bail Application u/s 437 Cr.P.C. during investigation	1/10
35.	Electricity Act	
(a)	Case u/s 135 Electricity Act, 2003	10
(b)	In case of compounding of such offences under sections 135 and 136 of Electricity Act, 2003	1
(c)	Cases u/s 136 Electricity Act, 2003	10
36.	Any other Cases not provided for	
(a)	Contested	1
(b)	Uncontested	½
37.	Administrative Work	
(a)	District Judges having 40 courts and above	80 p.a.
(b)	District Judges less than 40 courts	40 p.a.
38.	Cases disposed of through Lok Adalat.	¼ unit per case
39.	For attending and / organising Legal Aid Camps / Mediation/ Legal Awareness Camps for participating in any such Programmes	1 unit per programme
40.	Disposal U/Sec. 229 Cr.P. C.	1 unit
41.	Execution Cases	
(a)	Contested	8 units
(b)	Uncontested	4 units
42(a).	Additional units for more than 5 years old cases, but less than 10 years	
(i)	Contested	5 units
(ii)	Uncontested or exparte	2 units
42(b).	Additional units for 10 years and more old cases	
(i)	Contested	10 units
(ii)	Uncontested or exparte	4 units
43.	For Cases “referred to and settled through Mediation”	2 units
44.	Mediator, for Cases settled through Mediation (W.E.F. 01.01.2019)	5 units

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### **APPROVED GRADE**

#### **GRADE**

#### **REMARKS**

Below 210 units.

**Poor**

210 units and above.

**Inadequate**

240 units and above.

**Adequate**

300 units and above.

**Contested Cases**

**Good**                      **9+12(Civl.+Crl.) = 21 Cases**

360 units and above	<b>Very Good</b> 12+15(Civl.+Crl.) = 27 Cases
420 units and above	<b>Outstanding</b> 18+18(Civl.+Crl.) = 36 Cases

**APPROVED GRADE FOR THE DISTRICT JUDGES WITH HAVING 40 (FOURTY) AND ABOVE COURTS UNDER THEIR JUDGESHIPS**

Below 105 Units	:	“Poor”	
105-119 Units	:	“Inadequate”	
120-299 Units	:	“Adequate”	
300 Units and above	:	“Good”	(Min. 4 Civil + 5 Criminal)
360 Units and above	:	“Very Good”	(Min. 6 Civil + 6 Criminal)
420 Units and above	:	“Outstanding”	(Min. 9 Civil + 9 Criminal)

**FOR JUDGES F.T.C. COURT (WITH CIVIL CASES PENDING BELOW 25)**

Below 210 Units	:	“Poor”	
210 Units and above	:	“Inadequate”	
240 Units and above	:	“Adequate”	
300 Units and above	:	“Good”	(Min. 15 Sessions Cases)
360 Units and above	:	“Very Good”	(Min. 18 Sessions Cases)
420 Units and above	:	“Outstanding”	(Min. 24 Session Cases)

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**FOR JUDGES, CITY CIVIL COURT**

Below 210 Units	:	“Poor”	
210 Units and above	:	“Inadequate”	
240 Units and above	:	“Adequate”	
300 Units and above	:	“Good”	(Min. 5 Suits + 5 Appeals + 5 Uncontested Execution Cases)
360 Units and above	:	“Very Good”	(Min. 7 Suits + 7 Appeals + 7 Uncontested Execution Cases)
420 Units and above	:	“Outstanding”	(Min. 9 Suits + 9 Appeals + 9 Uncontested Execution Cases)



### **FOR JUDGES, CITY SESSIONS COURT**

Below 210 Units	:	“Poor”	
210 Units and above	:	“Inadequate”	
240 Units and above	:	“Adequate”	
300 Units and above	:	“Good”	(Min. 7 Sessions Case + 4 Criminal Rev.)
360 Units and above	:	“Very Good”	(Min. 9 Sessions Case + 6 Criminal Rev.)
420 Units and above	:	“Outstanding”	(Min. 12 Sessions Case + 8 Criminal Rev.)

### **FOR JUDGES SPL. COURT CONDUCTING I.E. ACT CASES**

Below 180 Units	:	“Poor”	
180 Units and above	:	“Inadequate”	
210 Units and above	:	“Adequate”	
240 Units and above	:	“Good”	(Min. 20 Cases)
300 Units and above	:	“Very Good”	(Min. 25 Cases)
360 Units and above	:	“Outstanding”	(Min. 30 Cases)

### **FOR JUDGES CBI COURT**

Below 0 Units	:	“Poor”	(Min. 2 Contested Cases)
0 Units and above	:	“Inadequate”	(Min. 3 Contested Cases)
0 Units and above	:	“Adequate”	(Min. 4 Contested Cases)
0 Units and above	:	“Good”	(Min. 5 Contested Cases )
0 Units and above	:	“Very Good”	(Min. 6 Contested Cases )
0 Units and above	:	“Outstanding”	(Min. 7 Contested Cases )

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### **FOR CHIEF JUDGE, CITY CIVIL COURT/CHIEF JUDGE, P.S.C.COURT**

Below 120 Units	:	“Poor”	
120 Units and above	:	“Inadequate”	
150 Units and above	:	“Adequate”	
160 Units and above	:	“Good”	(Min. 6 Civil Cases including Appeals)
180 Units and above	:	“Very Good”	(Min.7 Civil Cases including Appeals)
210 Units and above	:	“Outstanding”	(Min. 9 Civil Cases including Appeals)

### **FOR CHIEF JUDGE, CITY SESSIONS COURT**

Below 120 Units	:	“Poor”	
120 Units and above	:	“Inadequate”	
150 Units and above	:	“Adequate”	
160 Units and above	:	“Good” (Min.5 Sessions Cases/other Criminal Contested Cases and 2 Criminal Revision)	
180 Units and above	:	“Very Good” (Min.6 Sessions Cases/other Criminal Cases and 3 Criminal Revision)	Contested
210 Units and above	:	“Outstanding” (Min.8 Sessions Cases/other Criminal Cases and 4 Criminal Revision)	Contested

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**REMARKS**

1. The above units and assessment may be relaxed by the High Court in consideration of work load and other relevant factors, if it is brought to the notice of High Court.
2. Disposal of cases through Lok Adalat, Old Cases for more than seven years and Senior Citizens' cases should be mentioned by the Judicial Officers in their disposal chart. The Zonal Judges, while assessing the performance of the Judicial Officer for disposal of the Lok Adalat Cases, Old Cases more than seven years and Senior Citizens' cases should give due regard while making his assessment.
3. The norms as fixed for assessment of the District Judges or Additional District Judges will also be made applicable in case of Fast Track Court Judges.
4. In the Fast Track Courts where the pending figure of civil appeals or civil cases is less than 25, a separate yardstick has been adopted for assessing such officer.
5. In case of lesser disposal of cases under any category, the concerned officer shall make a note in the remarks column of the monthly statement in red ink the cause of such lesser disposal. The District Judge while forwarding the statement to the Hon'ble Court shall make necessary comments to authenticate the view of the concerned court including the courts of Additional District & Sessions Judges, Fast Track Courts on

physical verification of the record. The High Court on inspection of records will have the final say in this regard for evaluation of the work done by the concerned officer. It may not be out of place to say that all cases are not to be assessed in a plain manner and number of disposals should not be the only criterion for evaluation. Quality, and complications involved in a particular case should also be the deciding factor.

6. The District Judge must check at least 20% of the disposed of cases of each court excluding the courts of regular Additional District Judges to prevent showing sham contested disposals. The Fast Track Courts are manned by the officer in the grade of Civil Judge (Sr. Divn.). The Part II of the ACR booklet of such officers must be filled in by the District Judge with his comments and to be forwarded to the High Court.
7. While assessing the A.C.Rs of the District Judges in the districts where there are more than forty Courts, the evaluation of such Judicial Officers cannot be at par with the other District Judges. For such officers the number of contested disposals be reduced but not substantially. A District Judge is busy with Administrative Work, process of holding of yearly examination for recruitment of staff, legal aid committee meetings, monitoring committee meetings etc. So in such cases the number of contested disposals be reduced to half of the contested disposals expected from one Additional District and Sessions Judge or other District Judges. **In addition, such officers will be given 20 units per quarter as administrative duties performed. The same will also be applicable for the Judicial Officers those are posted as Chief Judge, City Civil Court, Chief Judge, City Sessions Court and Chief Judge, PSC Court for their Administrative Work.**
8. There will be no rigour of earning of minimum units in case of an officer presiding over CBI Courts dealing with Anti-Corruption cases.
9. If in a case where the learned officer earns points which could have been assessed in the ACRs as OUTSTANDING, however, ultimately if it is found at the time of annual assessment that in one quarter he failed to dispose of the contested cases as per norms – “GOOD”, “VERY GOOD”, “OUTSTANDING” then he shall be graded as “GOOD”.
10. The District Judge with less than 40 courts in their district will get additional 5 units per quarter for administrative work.
11. The CMM, ACMMs, CJMs and ACJMs will be given 5 units per quarter administrative work.

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**ASSESSMENT OF UNITS TO BE AWARDED FOR DISPOSAL OF CASES BY CIVIL JUDGE (SENIOR DIVISION) CUM ASSISTANT SESSIONS JUDGES**

<b>Sl. no.</b>	<b>Category of cases</b>	<b>Approved Units</b>
1.	Civil Suit/Counter Claim.	
A.	Contested	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses 2 examined/cross examined	1
B.(i)	Ex-parte	
(ii)	Compromise	
(iii)	Dismissed for default	
(iv)	Uncontested (e.g. ex-parte or compromise)	1
2.	Money Suit	
A	Contested	3
B.	Uncontested/ex-parte	½
3.	Arbitration Cases	
A	Contested	2

B.	Uncontested	½
4.	Cases relating to succession certificate & Probate	2
5.	Civil Miscellaneous Judicial Cases	
(a)	Contested	
(b)	Uncontested	
(c)	Misc. cases of original nature where evidence is recorded for disposal.	8
(d)	Other Misc. Cases	2
6.	Execution Petition	½
7.	Cases under order 21r,30, 97, 98, 99 to 101 C.P.C. & Section 47 C.P.C	
A.	Contested	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses 2 examined/cross examined	1
B.	Uncontested	½
8.	Pauper Application	
(A)	Contested	1
(B)	Uncontested	½

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9.	Interlocutory Application	
(A)	U/s 17(2a)(b)/7 W.B.P.T. Act	
(i)	Contested	2
(ii)	Uncontested	1
(B)	Under Order 40 (i) C.P.C.	1
(C)	Under Order 39 C.P.C.,	
(i)	Contested	2
(ii)	Uncontested	½
(D)	Any other application (excepting adjournment applications)	½
10.	Small Causes Suits	
(a)	Contested	2
(b)	Uncontested (ex-parte or compromise)	½
11.	Civil Appeal	
(a)	Contested	6
(b)	Ex-parte/disposed on merit	1
(c)	Dismissed for default	Nil
12.	Civil Misc. Appeal	
(i)	Contested	3
(ii)	Uncontested	1
13.	Appeals arising out of orders 38,39(1) & 40 C.P.C.	2
14.	Civil Misc. Case	1
15.	Any other case not provided for	
(i)	Contested	1
(ii)	Uncontested	½
16.	Sessions Trial	
A.	Cases disposed of u/s 235 Cr.P.C.	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses more than 7 to 10 examined/cross examined	
(iii)	In all other cases	
(iv)	No. of witnesses 10 examined/cross examined	5
(v)	No. of witnesses 8 examined/cross examined	4
(vi)	No. of witnesses 6 examined/cross examined	3
(vii)	No. of witnesses 4 examined/cross examined	2
(viii)	No. of witnesses 2 examined/cross examined	1
(ix)	Examine of each accused u/s 313 Cr.P.C.	1

B.	Cases disposed of u/s 232 Cr.P.C.	3
C.	Cases discharged u/s 227 Cr.P.C accused	1
D.	Cases transferred u/s 228 Cr.P.C	
E.	Cases accused charged u/s 228 Cr.P.C	1
17.	Annual Inspection of own Court	6
18.	Departmental Enquiry	4
19.	For attending and / organising Legal Aid Camps /Mediation/ Legal Awareness Camps for participating in any such Programmes.	1 unit per programme
20.	Execution Cases	
(a)	Contested	8 units
(b)	Uncontested	4 units
21(a).	Additional units for more than 5 years old cases, but less than 10 years	
(i)	Contested	5 units
(ii)	Uncontested or ex parte	2 units
22(b).	Additional units for 10 years and more old cases	
(i)	Contested	10 units
(ii)	Uncontested or ex parte	4 units
23.	For Cases “referred to and settled through Mediation”	2 units
24.	Mediator, for Cases settled through Mediation (W.E.F. 01.01.2019)	5 units

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**ASSESSMENT OF UNITS TO BE AWARDED FOR DISPOSAL OF CASES BY THE CIVIL JUDGE (JUNIOR DIVISION).**

Sl. No.	Category of cases	Approved Units
1.	Civil Suit/Counter Claim.	
A.	Contested	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses 2 examined/cross examined	1
B. (i)	Ex-parte	
(ii)	Compromise	
(iii)	Dismissed for default	
(iv)	Uncontested(e.g. ex-parte or compromise)	1
2.	Money Suit	
A	Contested	3
B.	Uncontested/ex-parte	½
3.	Arbitration Cases	
A	<u>Contested</u>	2
B.	Uncontested	½
4.	Cases relating to succession certificate & Probate	2
5.	Civil Miscellaneous Judicial Cases	
(a)	Contested	
(b)	Uncontested	
(c)	Misc. cases of original nature where evidence is recorded viz. Preemption u/s 8 L.R. Act./ Election disputes under W.B. Panchayet Act	8

(d)	Other Misc. Cases	2
6.	Execution Petitions	½
7.	Cases under Order 21r, 90, 97,98, 99 to 101 & Section 47 C.P.C.	
A.	Contested	10
(i)	No. of witnesses more than 10 examined/cross examined	6
(ii)	No. of witnesses 10 examined/cross examined	5
(iii)	No. of witnesses 8 examined/cross examined	4
(iv)	No. of witnesses 6 examined/cross examined	3
(v)	No. of witnesses 4 examined/cross examined	2
(vi)	No. of witnesses 2 examined/cross examined	1
B.	Uncontested	½
8.	Pauper Application	
(A)	Contested	1
(B)	Uncontested	½

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9.	Interlocutory Application	
(A)	U/s 17/7 W.B.P.T. Act	
(i)	Contested	2
(ii)	Uncontested	1
(B)	Under Order 40 C.P.C.	1
(C)	Under Order 39 C.P.C.,	
(i)	Contested	2
(ii)	Uncontested	½
(D)	Any other application (excepting adjournment applications)	½
10.	Small Causes Suits	
(a)	Contested	2
(b)	Uncontested (ex-parte or compromise)	½
11.	Civil Misc. Case	1
12.	Any other case not provided for	
(i)	Contested	1
(ii)	Uncontested	½
13.	Annual Inspection of own Court	6
14.	Departmental Enquiry	4
15.	For attending and / organising Legal Aid Camps /Mediation/ Legal Awareness Camps for participating in any such Programmes.	1 unit per programme
16.	Execution Cases	
(a)	Contested	8 units
(b)	Uncontested	4 units
17(a).	Additional units for more than 5 years old cases, but less than 10 years	
(i)	Contested	5 units
(ii)	Uncontested or exparte	2 units
18(b)	Additional units for 10 years and more old cases	
(i)	Contested	10 units
(ii)	Uncontested or exparte	4 units
19.	For Cases “referred to and settled through Mediation”	2 units
20.	Mediator, for Cases settled through	5 units

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**From the prescribed units, the following units are found applicable in case of officers in the rank of Chief Judicial Magistrate, Additional Chief Judicial Magistrate, Sub divisional Judicial Magistrate and Judicial Magistrate including Chief Metropolitan Magistrate and Senior Municipal Magistrate/Principle Magistrate, Juvenile Justice Board.**

		Approved Units
1.	Cases under IPC and other major acts	
(i)	Contested	6
(ii)	Compounded	nil
2.	Private Complains (Summons cases)	
(a)	Order u/s. 203/204 Cr.P.C.	½
(b)	Contested after full trial	3
(c)	Compounding of offences	¼
3.	Private Complains (Warrant cases)	
(a)	Order u/s. 203/204 Cr.P.C.	½
(b)	Order u/s. 245 Cr.P.C.	1
(c)	Contested after full trial	4
(d)	Uncontested/ Compromise	¼
4.	Petitions u/s. 125 Cr.P.C.	
(i)	Contested	3
(ii)	Uncontested	1
5.	Petty cases under Police Act etc.	
(i)	Contested	1
(ii)	Uncontested	¼
6.	Summary Trial(whether contested or not)	1
7.	Bail applications u/s 437 Cr.P.C. during investigation	¼
8.	Any other cases not provided for	
(i)	Contested	1
(ii)	Uncontested	Nil
9.	Annual Inspection of own Court	6
10.	Inspection of Jail, per visit/ per jail	1
11.	Departmental Enquiry	4
12.	T.I. Parade	2
13.	Recording of	
(a)	Confessional statement u/s. 164	2
(b)	Statement of witness u/s. 164	1
(c)	Statement of each accused u/s 313 Cr.P.C.	1
14.	For attending and / organising Legal Aid Camps /Mediation/ Legal Awareness Camps for participating in any such Programmes.	1 unit per programme
15.	Administrative Work	20 p.a.
16(a).	Additional units for more than 5 years old cases, but less than 10 years	

(i)	Contested	5 units
(ii)	Uncontested or exparte	2 units
17(b).	Additional units for 10 years and more old cases	
(i)	Contested	10 units
(ii)	Uncontested or exparte	4 units
18.	For Cases “referred to and settled through Mediation”	2 units
19.	Mediator, for Cases settled through Mediation (W.E.F. 01.01.2019)	5 units

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**For Civil Judge (Senior Divn.)**

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**Taking 20 days on average as available working days for a month and Keeping in view the number of pending suits and cases, the disposal shown below may be considered as minimum work to be performed by each officer in addition to administrative work and casual inspection and that minimum work may be assessed as ‘Adequate’:**

**Approved Unit**

Title Suit	4 X 10 = 40 units.
Money Suit	1 X 3 = 3 units.
Appeal	2 X 8 = 16 units.
Misc. Appeal	2 X 3 = 6 units
Ex-Parte	8 X 1 = 8 units.
Interlocutory (Contested)	4 X 2 = 8 units.
Civil Misc. Case	4 X 1 = 4 units.
Civil Misc. Judl. Case	2 X 1 = 2 units.
Sessions Case (Minimum)	1 X 13 = 13 units.

\_\_\_\_\_

100 units.

\_\_\_\_\_

Due to variation of disposal made by officers of the above rank and units earned thereby the following gradation may be made.



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Below 100 units that is, below 5 units/day – Inadequate  
100 units to 110 units, that is 5 units and above/day – Adequate.  
111 units to 125 units, that is 5.6 units and above/day – Good.  
126 units to 140 units, that is 6.3 units and above/day – Very Good.  
Above 140 units that is, 7 units/per day – Outstanding.

**FOR CIVIL JUDGE (SENIOR DIVISION)/ JUDGE P.S.C. COURT (WITH NO APPEAL PENDING OR PENDING LESS THAN 20 APPEALS) BASED ON MONTHLY BASIS.**

Below 100 Units : “Inadequate”  
100 Units and above : “Adequate”  
111 Units and above : “Good” (Min. 4 Suits)  
126 Units and above : “Very Good” (Min.5 Suits)  
140 Units and above : “Outstanding” (Min.6 Suits)

There is Stenographer attached to each court.

**For Civil Judge (Junior Division)**

**Approved Unit**

Title Suit	<b>5 X 10 = 50 units.</b>
Money Suit	<b>2 X 3 = 6 units.</b>
Misc. Case/Civil	<b>6 X 1 = 6 units.</b>
Misc. Judl. Case. (Misc. Case u/s 8 LR Act.)	<b>1 X 8 = 8 units</b>
Ex-parte (T.S. & M.S.)	<b>8 X 1 = 8 units.</b>
Interlocutory	<b>10 X 2 = 20 units.</b>
	<hr/> <b>98 units.</b> <hr/>

Below 98 units i.e. below 4.9 units / day – Inadequate.  
98 to 110 units i.e. 4.9 units and above / day – Adequate.  
111 to 125 units i.e. 5.6 units and above / day – Good  
126 to 140 units i.e. 6.3 and above / day – Very Good.

Above 140 units i.e. 7 and above / day

– Outstanding.

There is Stenographer attached to each court.

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**For Judicial Magistrates**

The Judicial Magistrates, beside disposing of cases, are required to attend T.I. Parade and to record statements under Section 164 Cr. P.C. and sometime they also take up Police File and Keeping these facts into consideration and taking average working day 20 (twenty) in a month, the following disposal may be assessed as 'Adequate' for the Judicial Magistrates:-

**Approved Unit**

Cases under I.P.C. and Other Major Acts. (Contested)	<b>6 x 6</b>	<b>= 36 units</b>
(Uncontested)	<b>4 x ¼</b>	<b>= 1 unit.</b>
Private Complaint (Summons Cases) (Contested)	<b>2 x 3</b>	<b>= 6 units</b>
Private Complaint (Warrant procedure) (Contested)	<b>1 x 4</b>	<b>= 4 units</b>
(Uncontested/Compromise)	<b>4 x ¼</b>	<b>= 1 unit</b>
Discharged	<b>2 x 1</b>	<b>= 2 units</b>
Dismissed u/s. 203.	<b>4 x ½</b>	<b>= 2 units</b>
Maintenance Case (Contested)	<b>4 x 3</b>	<b>= 12 units</b>
(Uncontested)	<b>2 x 1</b>	<b>= 2 units</b>
313 Cr.P.C.	<b>10 x 1</b>	<b>= 10 units</b>

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**76 units**

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The Judicial Magistrates are to dispose of petty cases, uncontested G.R. and complaint cases and also to take up Police File occasionally and hence 76 units may be earned on an average in a month and hence 76 units may be considered as 'Adequate' disposal and due to variation of disposals made by Officers the following gradation may be made :-

Below 76 units i.e. below 3.8 units/day - Inadequate.

76 units to 86 units i.e. 3.8 units and above/day - Adequate. (13 contested cases)

87 units to 96 units i.e. 4.35 units and above/day - Good. 15 contested cases.

97units to 106 units i.e. 4.85 units and above/day - Very Good. 18 contested cases.

107 units and above i.e. 5.35 units and above/day - Outstanding. 20 contested cases.

**For Additional Chief Judicial Magistrate**

The Officers in the rank of Sub-Divisional Judicial Magistrate are to take up Police File regularly at 2.00 p.m. and they have also other administrative work relating to cash and other investigation matters and considering these points, the following disposal may be considered 'Adequate' for them :-

**Approved Unit**

Cases under I.P.C. and Other Major Acts. (Contested)	<b>3 x 6 = 18 units.</b>
(Uncontested)	<b>2 x 1 = 2 units.</b>
Private Complaint (Summons Case) (Contested)	<b>2 x 4 = 8 units.</b>
Private Complaint (Warrant Procedures) (Contested)	<b>2 x 4 = 8 units.</b>
Uncontested/Compromise	<b>4 x ¼ = 1 unit.</b>
Maintenance Case (Contested)	<b>1 x 3 = 3 units.</b>
(Uncontested)	<b>2 x 1 = 2 units.</b>
Bail Applications (on average 7/8 applications per day)	<b>200 x ¼ = 50 units.</b>
313 Cr.P.C.	<b>4 x 1 = 4 units.</b>

**96 units.**

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Below 96 units i.e. below 4.8 units/day - Inadequate.

96 units to 101 units i.e. 4.8 units and above /day - Adequate. (8 Contested Cases)

102 units to 106 units i.e. 5.1 units and above /day - Good. (10 Contested Cases)

107 units to 111 units i.e. 5.35 units and above/day - Very Good.(12 Contested Cases)

112 units and above i.e. 5.6 units and above/day – Outstanding. (13 Contested Cases)

**For Chief Judicial Magistrate and Additional Chief Judicial Magistrate.**

The Chief Judicial Magistrate in general and the Additional Chief Judicial Magistrate in some places and in absence of Chief Judicial Magistrate, at headquarter perform different administrative work and their court is, also, filing court for petitions u/s.125 Cr.P.C. and private complaint/official complaint and considering these points, the units suggested for the Magistrates may be adopted for assessment of performance of both Chief Judicial Magistrate and Addl. Chief Judicial Magistrate.

The above yardsticks can be applied in case of the officers having adequate number of pending cases in the file and there may be instances both in the case of Civil Judge and in the case of Judicial Magistrate where there may not be adequate number of cases for disposal and to earn units as stated above and in those cases the District Judge concerned may be permitted to give his comment after taking report from the concerned Officer about the state of file he has handled for a quarter and the District Judge should mention the number of pending cases while giving his comments.

**The following points may also be taken into consideration:**

1. The performance of a Civil Judge (Sr. Divn.) may be assessed 'Good' provided he has disposed of 3 Suits and 1 Appeal on average in a month and also secured the requisite proposed units, that is 5.6 units/ day and for the "Very Good" performance of such Officer is to dispose of at least 4 Suits and 1 Appeal on average in a month and also to secure the proposed 6.3 units per day. Similarly for the outstanding performance, such Officer is to disposed of at least 5 Suits and appeal on average in a month and also secure the proposed 7 units per day.

2. In case of a Civil Judge (Jr. Divn.), his performance may be assessed 'Good' provided he disposed of at least four suits on average in a month and also secures the proposed requisite units 5.6 units/day and for 'Very Good' performance such Officer should dispose of at least 5 suits on average in a month and also secures the proposed 6.3 units/day. Similarly, for outstanding performances such officer should dispose of at least 6 suits on an average in a month and also secure the proposed 7 units/day.
3. In the case the Trial Courts of the District do not find adequate number of cases for disposal to achieve the required units for gradation or to assess their performance, the fact of inadequate number of files of the concerned court should be brought to the notice of the District Judge for taking action by way of transfer of the cases to the same Court.
4. Some contest should not be counted as contested. If detected, 6 units per case will be deducted and Officer will be visited with adverse remarks.
5. Attempts should be made to dispose of all types of matters.
6. Officer graded ('Very Good'), 'Uniformly' or 'Frequently' and 'Outstanding', may be considered for good posting out of turn.
7. Copies of units of assessment be served upon the members of the Judicial Services.
8. Nothing stated above will take away or abridge the power of the High Court to relax the above assessment in particular deserving cases.
- \*\*9. An officer making over or taking over charge of a Court having employed less than 30 working days in a quarter and is unable to secure or achieve the required units for gradation will not be visited with adverse remarks as regards quantity of work for the said quarter, but if he is able to secure the required units in spite of employing less than 30 working days, he will be graded according to the prescribed norms. In such case, no officer will be graded below "**Adequate**".

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- \*\*10. If the principal types of cases pending in any of the courts are less than 50% per centum of the prescribed number of cases, and if the officer presiding over any such Court is unable to earn the required units for gradation due to lack of pendency of cases he will not be visited with adverse remarks as regards quantity of work at the time of gradation or assessment of his performance in the ACR if the officer concerned, through the District Judge, submits a report regarding the number of pendency of cases and the District Judge concerned shall forward such

report with his comments on the matter to the Hon'ble Court. The Registrar concerned, at the time of assessment of performance of the Judicial Officer concerned shall draw the attention of the Hon'ble Judge-in-Charge of the district to the said report and the comments of the District Judge.

- \*\*\*11. Analogous suits disposed of by a common judgement has to be treated as one disposal of suit.
- \*\*\*12. If Civil suit and counter claim are tried together and disposed of by a common judgement, no unit can be claimed separately for the counter claim.
- 13. It is also resolved that all members of West Bengal Judicial Service be informed about the units and the Grade for their guidance.
- 14. In all cases quality of the judgement has to be commensurate with the gradation based on the units.
- 15. In a case where the learned officer earns points which could have been assessed in the ACRs as OUTSTANDING, however, ultimately if it is found at the time of annual assessment that in one quarter he failed to dispose of the contested cases as per norms – “GOOD”, “VERY GOOD”, “OUTSTANDING” than he shall be graded as “GOOD”. While placing the final ACR sheet for the respective year the Department should not give any “Gradation corresponding to Average unit”.
- 16. Quarterly assessment of every judicial officer has to be done strictly in accordance with the prescribed norm as amended. It may so happen that one officer might have secured “Units” for him/her graded “Outstanding”, “Very Good” etc. but if the concerned officer failed to fulfil the contested disposal criteria then such officer may be placed in the subsequent grade where he may be fixed, as per the “Contested Disposal Criteria”.

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- 17. As regards the Principal Magistrate, Juvenile Justice Board of other districts excepting Juvenile Justice Board, Howrah, no Judicial Officer has been deputed in a full-fledged manner. Such an officer with the nomenclature Principal Magistrate, Juvenile Justice Board is manned by the district judiciary but he performs such duties as the Principal Magistrate only in the second half. The concerned Magistrate shall give his disposal in two separate sheets – one for the regular Court and other for the Juvenile Justice Board to the District Judge who shall assess such statements in a combined manner and record his comments and forward the same to the High Court. The units will be calculated in the same manner like that of a Judicial Magistrate. However, in case which are ordinarily triable by the Court of Session, the Principal Magistrate will earn 10 units for disposal of each such case and also 6 units more for recordings evidence of witnesses. In case of the officer posted as Principal Magistrate, Juvenile Justice Board in a full fledged manner will not be assessed below “Adequate” considering the less pendency of cases in the Board.

18. The officers in the rank of Civil Judge (Senior Division) in whose Court less than 20 appeals are pending must try to dispose of such appeals within a year.
19. While calculating the number of days employed, the days lost due to cease work by the Bar, or whether a resolution is adopted by the Bar not to pass any adverse remarks, or when the officer was on duty or any day lost either due to 'Bandh' or 'Strike', such loss of working days (not less than 10 days in a quarter) be deducted from the total number of working days of that court and be assessed proportionately.
20. That apart the actual days employed by an officer in a quarter will be taken into consideration for assessing proportionately the units earned keeping in mind the contested disposal criteria.
21. In case of Registrar posted in the District Courts, including City Civil Court and Presidency Small Cases Court, if such post is later on created for other districts, the officer will be graded as the District Judge may deem fit and proper considering his administrative ability. (A separate form has been prescribed by the Government to assess the working of its Secretaries and the same is adopted by this Court also).
22. The LROs will be assessed liberally taking into consideration how many witnesses he/she had examined employing how many days. But in no case the LROs will be assessed less than "ADEQUATE".

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23. In a case where an officer is posted in two Courts in a quarter under the same judgeship, the remarks shall be officer wise and not court wise.
24. The officer must indicate by furnishing a statement in a separate sheet while forwarding monthly/quarterly statements to the District Judge, the number of Title Suits or other Suits or GR Cases or Sessions Cases with particulars, which are five years or more old.
25. In evaluating and assessing a Judicial Officer, the strength of file of the concerned court must be taken into consideration. It is taken into consideration that in a court where the pendency is huge, naturally the Presiding Officer of such court will have an edge over the Presiding Officer of a court where pendency is meagre or less. There cannot be a straight jacket formula to assess a Judicial Officer with the number of contested disposals. In such case necessary discretion must be exercised by the High Court to assess a Judicial Officer.
26. As regards the units regarding contested disposal of petitions, the statement must indicate the nature of such disposal to assess whether the disposal was substantial or not.
27. For civil cases if the total number is less than 100 and for criminal cases if the number is less than 200 in a particular Court then such courts may be treated as the

court with non-adequate number of the cases. The officers presiding over such courts may not be assessed below 'Adequate'.

28. At present there are 4 courts of Railway Magistrates that is at Howrah, Kharagpur, Ranaghat, New Jalpaiguri. The Railway Magistrate Court at Howrah, Ranaghat District Nadia, Kharagpur within the District of Paschim Medinipur and Railway Magistrate Court, New Jalpaiguri within the District of Jalpaiguri are running exclusively for that purpose. Considering the state of file in such Courts and the special duties such officers undertake, they may not be graded below "ADEQUATE". It may be noted that the Judicial Magistrate of Sealdah is also the Railway Magistrate of 4<sup>th</sup> Court of Sealdah and in his case the said yardstick for those four officers will not be applicable.
29. While placing the final ACR sheet for the respective year, the department should not give any "Gradation corresponding to Average unit."

\*\* As per resolution of the Full Court Meeting dated 22.02.2013 under item no. 4.

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