

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



सत्यमेव जयते

CONFIDENTIAL REPORT OF JUDICIAL OFFICERS

Name of Officer _____

Report for the year/Period ending _____

YEARLY CALENDER

OFFICER RELATED	FROM	TO	NOS. OF DAYS
Casual Leave			
Earned Leave			
Maternity Leave			
Any other leave			

Total =

DUTY RELATED	FROM	TO	NOS. OF DAYS
Attached for other Works			
Training			
Official Duty			
Attending Seminar/Conference			

Total =

COURT WORK PARALYSED DUE TO	FROM	TO	NOS. OF DAYS
Strike			
Bandh			
Full suspension of Court Work on Death etc.			

Total =

GOVT. HOLIDAY	FROM	TO	NOS. OF DAYS
Restricted Holiday availed			
Notified Holidays			
Long Vacation			

Total =

WORKING DAYS	FROM	TO	NOS. OF DAYS
Working Days (Civil)			
Working Days (Criminal)			

Total =

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. Post held with Special power, if any :-

3. Date of continuous appointment to the present grade :-

4. Present post and date of appointment thereto. :-

5. Period of working in the present station :-
 - i. On judicial side :- days
 - ii. On administrative side :- days
 - iii. On deputation :- days
 - iv. Period of attachment :- days

6. Brief description of the duties performed by the Officer including any extra curricular activities during the year with special achievements, if any. :-

7. Brief description of assistance and guidance received by the Officer from his seniors. :-

STATEMENT FOR SESSIONS COURT

Type of Cases	Pending at the beginning of the year	Instituted/ brought on transfer	Cases transferred out	Total for Disposal	Disposed of		Pending at the end of the year with institution	Units obtained		
					Con- tested	Uncon- tested		Con- tested	Uncon- tested	Total
Bail applications										
Cases under any other Act not mentioned in the List										
Cases under Special Act triable by Sessions Judge										
Criminal Appeals										
Criminal Revisions										
Customs Act cases										
Enquiry held as per Order of H.C/S.C										
Misc. Appeals										
N.D.P.S. Act Cases										
Prevention of Corruption Act Cases										
Protection of Human Rights Act cases										
Sessions Cases (Type-1 Cases)										
Sessions Cases (Type-2 Cases)										
Unlawful Activities (P) Act cases										

Type-1 :- Cases under I.P.C. where minimum punishment prescribed is imprisonment for life.

Type-2 :- Cases under I.P.C. except those covered by type No.1.

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

Date:

Signature:

Name in Full:
(of the Officer submitting the ACR)

Designation:

TO BE FILLED UP BY THE REPORTING OFFICER

Group – A (General)	Marks allotted	Marks awarded
a) Punctuality in attending and leaving Court	5	
b) Control over Court proceeding	15	
c) Relationship with other Officers	5	
d) Capacity to motivate, to obtain willing support by own conduct and inspire confidence in the subordinate Staffs	10	
e) Performance in the matter of Administrative/or work entrusted to the Officer.	5	
f) Cleanliness in the court, chamber and its vicinity	10	
Total :	50	

Group – B (Judgement)	Marks allotted	Marks awarded
a) Regularity	5	
b) Brevity	5	
c) Reasoning :- Factual aspect	10	
Legal aspect	10	
Total :	30	

Group – C	Marks allotted	Marks awarded
(Disposal of Cases)	50

Group – D	Marks allotted	Marks awarded
(Special achievement in disposal of cases/other fields)	20

Marks of Group – A (General)	: 50	_____
Marks of Group – B (Judgment)	: 30	_____
Marks of Group – C (Disposal of Cases)	: 50	_____
Marks of Group – D (Special achievement in Disposal of cases/other fields)	: 20	_____

Total Marks : 150 Total Marks awarded :

Marks obtained out of Total : 150 :-

Grading :-

Calculation of Gradings

Outstanding	:	126 – 150
Very Good	:	110 – 125
Good	:	90 – 109
Average	:	60 – 89
Below Average	:	Below 60

(Outstanding/Very Good/Good/Average/Below Average)

(An officer should not be graded **OUTSTANDING** unless exceptional qualities and performance have been noticed. Grounds for giving such a **GRADING** should be clearly brought out)

Grading awarded to be written in own words.

Integrity (tick mark whichever is applicable)

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

State of Health :

General Assessment

(Please give an overall assessment of the officer with reference to any striking qualities not covered by the above entries, sense of responsibility in discharging duties etc.)

Date

Signature

(Name in block letters)

Post held

(Reporting Officer)

N.B. The Reporting Officer shall examine at least 10 (ten) judgments delivered by the Officer during the relevant period and assess the Officer as per the given rating. The copies of said 10 (ten) judgments shall be forwarded along with the filled up A.C.R. Form to the High Court. (The Officer is to furnish Photostat copy of the original Judgement delivered).

TO BE FILLED UP BY THE REVIEWING AUTHORITY

1. Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant materials?

2. Whether you agree with the assessment of the officer as given by the Reporting Authority?
(Reasons must be specified in case of disagreement).

3. Remarks with specific comments about the **GENERAL ASSESSMENT AND GRADING** given by the Reporting Authority.

Place

Signature

(Name in block letters)

Post held

(Reviewing Officer)

TO BE FILLED UP BY THE ACCEPTING AUTHORITY

(a) Whether the Accepting Authority agrees with the **ASSESSMENT AND GRADING** of the Officer made by the Reporting Authority/Reviewing Authority?

.....

(b) If disagrees, the **REASON, ASSESSMENT and GRADING** of the Accepting Authority.

.....

(c) Other observations or directions, if any:-

(d) Fitness for promotion to higher Grade:-

- i. Fit
- ii. Not yet fit
- iii. Unfit

N.B.: (In case the Officer is assessed as **NOT YET FIT** or **UNFIT**, specific Reasons has to be assigned. **DOUBTFUL/SUSPICIOUS** or **KNOWN CASE OF LACK OF INTEGRITY OR BAD REPUTATION** may be the **REASON/REASONS** for Grading the Officer as **NOT YET FIT** or **UNFIT** for promotion.)

The Officer got any special characteristic and/or any outstanding ability which would justify his special selection for appointment/promotion out of turn? If yes, please mention the characteristic briefly.

Place : Signature _____

Date : Name of the Accepting Authority in Block Letters

INSTRUCTIONS -**REPORTING AUTHORITY / REVIEWING AUTHORITY / ACCEPTING AUTHORITY**

DESIGNATION	REPORTING AUTHORITY	REVIEWING AUTHORITY	ACCEPTING AUTHORITY
Judicial Magistrate Second Class	Chief Judicial Magistrate	District & Sessions Judge	Hon'ble Portfolio Judge
Judicial Magistrate First Class	Chief Judicial Magistrate	District & Sessions Judge	Hon'ble Portfolio Judge
Special Judicial Magistrate	Chief Judicial Magistrate	District & Sessions Judge	Hon'ble Portfolio Judge
Sub-Divisional Judicial Magistrate	Chief Judicial Magistrate	District & Sessions Judge	Hon'ble Portfolio Judge
Additional Chief Judicial Magistrate	District & Sessions Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration
Chief Judicial Magistrate	District & Sessions Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration
Civil Judge Junior Division	Civil Judge, Sr. Division - I	District & Sessions Judge	Hon'ble Portfolio Judge
Munsiff-cum- Magistrate	Civil Judge, Sr. Division - I	District & Sessions Judge	Hon'ble Portfolio Judge
Civil Judge Sr. Division cum-Asstt. District & Sessions Judge	District & Sessions Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration
Addl. District & Sessions Judge	District & Sessions Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration
Additional District & Sessions Judge (Fast Track Court)	District & Sessions Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration
District & Sessions Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration	Hon'ble the Chief Justice
Special Judge	Hon'ble Portfolio Judge	Hon'ble Judge Administration	Hon'ble the Chief Justice

Presiding Officer of Labour Court	Hon'ble Portfolio Judge	Hon'ble Judge Administration	Hon'ble the Chief Justice
Presiding Officer, Industrial Tribunal	Hon'ble Portfolio Judge	Hon'ble Judge Administration	Hon'ble the Chief Justice
Presiding Officer Motor Accident Claim Tribunal	Hon'ble Portfolio Judge	Hon'ble Judge Administration	Hon'ble the Chief Justice
Principal Judge, Family Court	Hon'ble Portfolio Judge	Hon'ble Judge Administration	Hon'ble the Chief Justice
Counsellor, Family Court	Principal Judge, Family Court	Hon'ble Portfolio Judge	Hon'ble Judge Administration

1. (i) Page Nos 1-6 shall be filled up by the Officer concerned, Page No. 8 to 10 shall be filled up by the Reporting Authority, Page No. 11 shall be filled up by the Reviewing Authority and Page No. 12 shall be filled up by the Accepting Authority.
 - (ii) Page No. 7 shall be filled up by the Registrar Vigilance.
 - (iii) The officer concerned shall submit the filled up A.C.R. Form to the Reporting Authority immediately at the end of the reporting year but not beyond **30th January of the new year**, the Reporting Officer shall submit the same to the Reviewing Authority within the **last day of February of the new year** and the Reviewing Authority shall submit the same before the Accepting Authority immediately after completion of his assessment.
2. Officers working on deputation in Tribunals, Judicial or Quasi-Judicial Bodies shall fill in the form and forward the same to the Registry and the same shall be placed before the Hon'ble Portfolio Judge, Hon'ble J.A.D. & Hon'ble the Chief Justice to enable them to record their opinion, if any.
 3. A.C.R. of Officers working in any other Posts may be obtained by the Registry and place before the Hon'ble Portfolio Judge, Hon'ble J.A.D. & Hon'ble the Chief Justice to enable them to record their opinion.

4. In respect of Judicial Officers on deputation, the A.C.R.'s shall be sent to the Registrar General by the concerned officer through the Head of the Borrowing Department.
5. If an officer works in different stations/courts for the reporting period, the Reporting Officer will be the Officer under whom he is presently working or under whom he worked for more than 4 (four) months.
6. If an officer fails to furnish true information, the same will be taken seriously.
7. The District Judge should send A.C.R. of the Officers under him to the High Court within 31st February of the following year.
8. The gradings in respect of disposal of cases will be as follows:-

90 units or more (per month)	- Outstanding
75 units or more (per month)	- Very Good
60 units or more (per month)	- Good
45 units or more (per month)	- Average
Less than 45 units (per month)	- Poor

A Judicial Officer is required to obtain 60% of the benchmarks by contested disposals and any deficiency on this score shall be deducted from the total marks obtained.

The benchmark has been fixed on the basis of average pendency for disposal, which is

Criminal Courts	: Minimum 400 cases
Civil Courts	: Minimum 100 cases
Session Courts	: Minimum 60 Sessions cases

Benchmark formula is as follows:-

- (a) Where the pendency is less by 20% of the total benchmark, the units obtained may be increased by 10% of the actual units obtained.
- (b) Where the pendency is less by 40% of the total benchmark, the units obtained may be increased by 20% of the actual units obtained.
- (c) Where the pendency is less by 60% of the total benchmark, the units obtained may be increased by 40% of the actual units obtained.

The Gauhati High Court

(The High Court of Assam, Nagaland, Meghalaya, Manipur, Tripura,
Mizoram, and Arunachal Pradesh)

NOTIFICATION NO. 1

Dated, Guwahati the 4th June, 2011

**Criteria for assessment of work done by the Judicial Officers under
the jurisdiction of Gauhati High Court in Assam**

Notes

- (a) The Judicial Officers will submit statistics regarding pendency / disposal on quarterly basis to the concerned District Judges who **shall submit the same to the High Court within 7th day of the month succeeding the quarter.**
- (b) Assessment on the basis of the following scale will be done on quarterly basis [January to March-1st Quarter, April to June-2nd Quarter, July to September- 3rd Quarter & October to December-4th Quarter]: -

SCALE OF NORMS FOR ONE QUARTER

Above 300 Units	:	Outstanding
250 to 300 Units	:	Very Good
200 units to 250 Units	:	Good
Less than 200 Units	:	Inadequate

- (c) A '**contested case**' means one in which a reasoned judgment is rendered after conclusion of evidence and hearing the parties. Contested case shall not include case disposed of on the basis of 'Plea of guilt' of the accused, compounding, withdrawal of case, withdrawal or dismissal of case on default, *ex-parte* proceedings, Cases disposed of on compromise, Cases disposed of in Lok Adalat, through Mediation, Plea bargaining, Judicial Settlement or other form of Alternative Dispute Resolution.

- (d) (i) Considering the administrative work which following Officers are required to do, in addition to their Judicial work, additional Units on the following scale may be added to the total Units obtained by them in a quarter-

District & Sessions judge Chief Judicial Magistrate SDJM (posted in Sub-divisional Head Quarter)	<u>2 Units per court</u> under his administrative jurisdiction.
---	--

- (ii) In case of Judicial Officers working as Secretaries of District Legal Services Authorities, in addition to their normal duties, 10 additional units may be added to the total Units obtained by them in a quarter.
- (iii) In case of Judicial Officers working as Secretary, Deputy Secretary or Assistant Secretary of Mediation Centers in addition to their normal duties, 5 additional units may be added to the total units obtained by them in a quarter.
- (iv) If the actual number **of scheduled working days** in a quarter **falls below 63 days**, the requirement of units shall stand reduced by **3 units per day**.
- (v) **At any Station, if, considering peculiar local conditions, or reasons beyond the control of the Judicial Officer concerned, the disposal is inadequate, the matter, on the request of the concerned judicial officer, will be placed with detailed reasons before the Hon'ble Portfolio Judge, who, on consideration of all relevant aspects, may treat the case for upgradation.**
- (vi) All units are for disposal of contested cases, unless otherwise specified.

- (e) The units for disposal of cases shall be calculated in accordance with the norms indicated in the following Tables. However, no unit shall be awarded for cases, which are dismissed for default and the cases, which are filed for whatsoever reasons.
- (f) No unit will be granted for cases disposed in Holiday Courts.
- (g) This will be operational from 1.7.2011 till 31.12.2011 on an experimental basis. For the above period, Judicial Officers will maintain their records both under the prevailing criteria and also under these criteria.

Table-'A'

Criminal jurisdiction of D&SJ/AD&SJ/Special Judge

(For Assistant Sessions Judge cases mentioned in Sl.No.2 only)

Sl.No	Types of Cases	Units for Contested Disposal	Incentive Units
1.	Cases of Culpable homicide, Section 121, 306 r/w 498A, 304B, 364 A IPC (T-1) & Cases under TADA & POTA & NDPS Act.	6 units per case up to 6 decided cases per quarter 2 units in a case, if finally disposed of at the stage of Charge after hearing.	10 Units for every additional case decided beyond 6 in a quarter. 5 additional units for deciding every case more than 5 years old.
2.	Sessions Cases other than cases mentioned in Sl. No. 1. above (T-2)	5 units per case up to 12 cases per quarter. 1 Unit in a case if finally disposed of at the stage of charge after hearing.	8 Units for every additional case decided beyond 12 in a quarter 3 additional units for deciding every case more than 5 years old.

3.	<p>C.B.I. Investigated/ Other Agency Investigated P. C. Act Cases-</p> <p>Trap Cases</p> <p>Disproportionate assets cases</p> <p>Other cases</p> <p>Cases under N. I. A</p>	<p>8 units per case for final disposal up to 3 cases in a quarter.</p> <p>20 units on the final disposal of a case on merit.</p> <p>6 units for every case where order on charge is passed up to 5 cases.</p> <p>12 units on the final disposal of a case up to 3 cases.</p> <p>3 units for every case in which order on charge passed up to 5 cases.</p> <p>30 units for final disposal of a case on merit.</p> <p>6 units for every case where order on charge is passed.</p>	<p>12 units for every additional case finally decided. 8 additional units for every case that is 8 years or more old.</p> <p>30 units for every additional case finally decided. 20 additional units for every case that is 8 years or more old.</p> <p>8 units for every additional case in which order on charged is passed.</p> <p>18 units for every additional case decided. 12 additional units for every case that is 8 years or more old.</p> <p>5 units for every additional case in which order on charge is passed.</p>
4.	Other cases not mentioned above	4 units for every contested disposal.	
5.	<p>(i) Criminal appeal decided on merit</p> <p>(ii) Criminal appeal remanded back to lower court</p>	<p>3 units per case.</p> <p>1 unit per case.</p>	

6.	(i) Criminal revision decided on merit (ii) Criminal revision remanded back to lower court	2 Units per case. ½ Unit per case.	
7.	Bail applications	1 Unit for 10 decided applications	
8.	Transfer application U/S 408 CrPc	1 Unit for 3 contested matters.	

MISCELLANEOUS	Contested units
Departmental Inquiry:	
(i) Fact finding inquiry	5 Units per inquiry
(ii) Regular departmental inquiry	5 Units for each concluded inquiry

NB:-If a Sessions Judge/Addl sessions Judge (having 40 or more cases mentioned in Sl. No. 1 or 80 or more cases in Sl No.2) does not decide a minimum of 6 or 12 such cases, (as the case may be) in a quarter, he will be graded "inadequate" regardless of the units earned in that quarter.

TABLE "B"
CIVIL JURISDICTION OF GRADE I OFFICERS

Sl No.	Types of Cases	Units for contested disposal	Incentive Units
1.	Regular contested Civil Suits (including matrimonial cases under HMA or other personal law, except petition for divorce under mutual consent).	6 Units for every contested disposal. 2 Units for every exparte final order.	9 Units for every contested suit which is 5 years or more old.
2.	Divorce petition by mutual consent	1 Unit per case.	
3	Cases under Guardianship Act/Trust Act/Companies Act/Wakf Act	4 Units for every contested disposal. 1 unit for every exparte disposal.	

4.	Contested Probate Case	6 Units for every contested disposal. 1 Unit for every exparte final order	9 Units for every contested Probate case which is 5 years or more old.
5.	Application for Revocation u/s 263 of Indian Succession Act.	6 Units for every contested disposal.	9 Units for every contested case which is 5 years or more old.
6.	Application for issue of Succession Certificate	1 Unit for every uncontested disposal. 3 Units for every contested disposal.	
7.	Injunction application under HMA/ Guardianship Act	2 units for every contested disposal	
8.	Election Petition	6 units for every contested disposal.	
9.	Suit decided U/O XII R 6 of CPC: (i) where decree is partially passed. (ii) Where final decree is passed without partial decree.	2 units per case. 3 units per case.	
10.	Execution cases where decree is satisfied	2 units per decided case.	
11.	Cases at Sl No.1,4 and 5, if withdrawn or compromised at any stage	1 unit per case.	
12.	Application u/s 24 of CPC	1 Unit for three decided cases.	

13.	Application U/S 9 of Arbitration and Conciliation Act	2 units for every decided application	
14.	Application U/S 34 of Arbitration and Conciliation Act	4 units for every decided application	
15.	(i) Regular Civil appeal against a judgement passed in a contested civil suit. (ii) Regular Civil appeal remanded back to lower court.	6 units for every contested disposal. 1 unit per case.	
16.	(i) Civil appeal against a judgement passed in a Money Suit (ii) If the appeal against a judgement in a Money Suit is remanded back to lower court.	4 units for each decided case. 1 unit per case.	
17.	Miscellaneous Civil appeal U/O 43 CPC If such appeal is remanded back to lower court.	2 units for each decided case. ½ Unit per case.	
18.	Other Misc appeals against orders passed by different authorities under Assam Forest Regulation/ Public Premises Act etc.	2 units for each decided case.	
	CASES UNDER OTHER SPECIAL STATUTES		
19.	Reference under Section 18 of the Land Acquisition Act.	5 units	
20.	Application or reference under section 31(2) of the Land Acquisition Act.	3 units	
21.	Connected Land Acquisition Act case subject to maximum of 4 decided by one common judgement.	1 unit for every such common case	
22.	Execution of Land Acquisition award subject to satisfaction of the award	1 unit per case.	
23.	Cases/Reference Under Industrial Dispute Act	5 Units for every disposal.	
24.	Cases under Other Labour related laws	3 Units for every	

		contested disposal.	
25.	Claim Case under Motor Vehicles Act	3 Units per case.(up to 75 decided cases on merit per quarter)	4 Units for every additional decided case beyond 75 per quarter.
26.	Cases under other Statutes not mentioned. (Statement must mention the Statute)	3 Units for every contested disposal.	
27.	Uncontested (but not dismissed for default or dismissed for non prosecution) disposal of Claim cases under MV Act.	1 Unit for every 3 uncontested disposal.	

MISCELLANEOUS

28.	Case or appeal (other than those carrying 2 Units or less) returned as settled through Lok Adalat or Mediation or through Judicial Settlement.	2 Units per case.	
29.	Departmental inquiry: (i) Fact finding inquiry (ii) Regular departmental inquiry	5 Units per inquiry. 5 Units for each concluded inquiry.	

TABLE= "C"

CIVIL JURISDICTION:- CIVIL JUDGE (GRADE II OFFICERS)

Sl No.	Type of case	Units for Contested disposal	Incentive Units
1	Title Suit	6 Units for every contested disposal 2 Units for every exparte final order.	9 Units for disposal of every contested suit which is 5 years or more old.
2.	(i)Money Suit	4 Units for every contested disposal.	6 Units for every final disposal of a case which is 5 years or more old.

	(ii) Money Suit U/O 37 CPC (Summary Procedure)	1 Unit for every exparte disposal. (i) 3 units where suit is decided after granting leave to defend. (ii) 2 Units where decree is passed refusing leave to defend.	
3.	Suit decided U/O XII R 6 CPC: (i) where decree is partially passed. (ii) where final decree is passed without partial decree	2 Units per case. 3 Units per case.	
4.	Misc (J) cases U/S 47 CPC, U/O 21 R 97 and U/O 38, 39 & 40 of the CPC Other Miscellaneous (J) cases (Petitions U/O 1 R 10(2), Or VI R 17, Or VII R 11 and Sections 10, 11 and 151 of the CPC)	2 Units for every contested disposal 1 Unit for every contested disposal.	
5.	(i) Regular Civil appeal from Judgement/decree of a contested suit. (ii) Regular Civil Appeal remanded back to lower court.	4 Units for every contested disposal. 1 Unit per case.	
6.	(i) Civil appeal from judgement/decree of Money Suits (ii) If such appeal is remanded back to lower court.	4 Units for every contested final disposal. 1 Unit per case.	
7.	Miscellaneous Civil Appeal U/O 43 CPC. If such appeal is remanded back to lower court.	2 Units for every decided case $\frac{1}{2}$ Unit per case.	
8.	Cases in Sl No. 1 & 2 if withdrawn or compromised at any stage (other than in Lok Adalat or Mediation or	1 Unit per case.	

	through Judicial Settlement)		
9.	Execution case on satisfaction of decree.	2 Units per decided case.	

MISCELLANEOUS

10.	Case or appeal (mentioned in Sl. No. 1, 2, 5 & 6) returned as settled through Lok Adalat or Mediation or through Judicial Settlement.	2 Units per case.	
11.	Departmental inquiry: (i) Fact finding inquiry (ii) Regular departmental inquiry	5 Units per inquiry. 5 Units for each concluded inquiry.	

TABLE = "D"

CRIMINAL JURISDICTION OF CJM/ACJM/JMFC/SPL JMFC

1	(i)Warrant Case (State Case as well as Complaint) under IPC or Special Laws	4 Units for every contested disposal. 2 Units if decided finally at the stage of charge.	6 Units for every case which is 5 years or more old.
	(ii)Summons Procedure case (both State case as well as complaint) {other than Section 138 N.I.Act}	3 Units for every contested judgement.	5 Units for every case which is 5 years or more old.
2	Final order u/s 125 CrPc/ Muslim Women (Protection on Divorce)Act/Domestic Violence Act.	3 Units per contested disposal. 1 Unit for every exparte final order.	
3	Cases under N. I. Act	3 Units for	4 Units for every additional

		every contested disposal for 60 cases per quarter. 1 Unit for every case disposed of on compromise in court.	case decided on merit.
4.	CBI/CID Investigated cases	10 Units for every contested disposal.	15 Units for every case which is 5 years or more old.
5.	Juvenile Justice Board: (i)Case involving an offence classified as one exclusively triable by a Court of Sessions: (ii)Other cases:	6 Units for every contested disposal. 3 Units per every final disposal on merit.	9 Units for every case more than 3 years old 5 Units for every case more than 3 years old.
6.	Cases under Prevention of Food Adulteration Act/ E.C Act/ Companies Act	6 Units for every contested disposal.	9 Units for every case more than 5 years old
7.	Cases under Arms Act/Wild Life Protection Act ** (only those cases under WLP Act that were pending before the coming of the notification that makes cases under WLP Act exclusively triable by Court of Sessions,)	4 Units for every contested disposal.	6 Units for every case more than 5 years old.
8.	Petty Cases (under M.V.Act/Excise Act etc) decided through plea of guilt in regular Court.	1 Unit for every 30 case.	
9.	Case under any other Act not mentioned above. (Act to be specifically mentioned in the Statement)	3 Units for every contested disposal.	
10.	Bail Matters	1 Unit for every 10 decided application.	
11.	Commitment of Cases exclusively triable by the	1 Unit for commitment	

	Court of Sessions	of each case.	
12.	Statements of witnesses u/s 164 CrPc	1 Unit for every 10 statement of witnesses u/s 164 CrPc.	
13.	Recording of confessional statement u/s 164 CrPc/ TIP	2 Units for every matter.	
14.	Disposal of Final Report submitted by police u/s 173 CrPc	1 Unit for every 15 disposal.	
15.	IPC cases under compoundable offence disposed of on compromise in Lok Adalat or in Court or through Plea bargaining.	1 Unit for every disposal.	

MISCELLANEOUS	Contested units
Departmental Inquiry:	
Fact finding inquiry	5 Units per inquiry
Regular departmental inquiry	5 Units for each concluded inquiry

TABLE "E"

CIVIL JURISDICTION OF MUNSIF

Sl No.	Type of case	Units for Contested disposal	Incentive Units
1	Title Suit	6 Units for every contested disposal 2 Units for every ex parte final order.	9 Units for disposal of every contested suit more than 5 years old.
2.	Money Suit	4 Units for every contested disposal 1 Unit for every ex parte	

	Money suit U/O 37 CPC. (Summary procedure)	disposal. 3 Units where suit is decided after granting leave to defend. 2 Units where decree is passed refusing leave to defend.	
3.	Suit decided U/O XII R 6 CPC: (j) where decree is partially passed. (ii) where final decree is passed without partial decree	2 Units per case. 3 Units per case.	
4.	Execution case	2 Units per decided case	
5.	Misc (J) cases U/S 47 CPC/ U/O 21 R 97 CPC & U/O 38, 39, 40 of the CPC Other Miscellaneous (J) cases (Petitions U/O 1 R 10(2), Or VI R 17, Or VII R 11 and Sections 10, 11 and 151 of the CPC), U/O 9 R 9, 13 of CPC	2 Units for every contested disposal 1 Unit for every contested disposal.	
6.	Cases in Sl No.1 & 2 if compromised or withdrawn at any stage (other than in Lok Adalat or Mediation or Judicial Settlement)	1 Unit per case.	
7.	Cases at Sl. No. 1 & 2 returned as settled through Lok Adalat or through Mediation or thorough Judicial Settlement.	2 Units per case.	

MISCELLANEOUS	Contested units
Departmental Inquiry: (i) Fact finding inquiry	5 Units per inquiry
(ii) Regular departmental inquiry	5 Units for each concluded inquiry

Note: The new Formats for submitting the Quarterly Statements (Individual) will be issued later on.

By Order,

**Sd/-M.K.Bhattacharjee
Registrar (Judicial)**

Memo No.HC.VI-6/2009/ 362-78 / STT., Dtd. 04.06.2011

THE GAUHATI HIGH COURT

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

NOTIFICATION NO.1/2016

Dated, Guwahati the 6th September, 2016

No. HC. VI-6/2009/218 /STT. Hon'ble the Chief Justice has been pleased to modify the clause d (ii) of the notification No. 1, bearing No. HC.VI-6/2009/362-78/STT dated 04.06.2011 regarding criteria for assessment of work done by the Judicial Officers under the jurisdiction of Gauhati High Court in Assam as follows:

" In case of Judicial Officers who are performing their duties as Secretary of District Legal Service Authorities in addition to their own judicial work, exemption may be given to the extent of 50 percent of the units".

This has substituted the clause d (ii) of the aforesaid notification No.1 dated 04.06.2011.

By Order,

Sd/- H.K.Sharma

REGISTRAR GENERAL

Memo No. HC.VI-6/2009/219-240 /STT., Dated 06.09.2016

Copy forwarded for information and necessary action to:

1. The L.R. & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.
2. Registrar (Vigilance), Gauhati High Court, Guwahati.
3. Registrar (Admn.), Gauhati High Court, Guwahati
4. Registrar (Judl.), Gauhati High Court, Guwahati
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The Registrar-cum-Secretary, Office of the Lokayukta, Assam, Shaktigarh, Bhangagarh, Near Rajiv Bhawan, Guwahati-5

7. The Dist. & Sessions Judge, _____ . He/She is requested to circulate the above copy amongst the Judicial Officers within their respective jurisdiction.
8. The Special Judge, Assam, Guwahati
9. The Special Judge, CBI, Assam, Guwahati
10. The Judge, Designated Court, Assam, Guwahati
11. The Special Judge, Addl. CBI Court, No. I,II & III, Assam, Chandmari, Guwahati.
12. The Member Secretary, Assam State Legal Services Authority, Guwahati.
13. The Principal Judge, Family Court, Guwahati, Kamrup/Silchar, Cachar/ Barpeta. They are requested to provide a copy of the same to their respective Counsellors.
14. The Presiding Officer, STAT & Member , MACT I,II,III, Kamrup, Guwahati/
Dhubri/Nagaon/Barpeta/Goalpara/Silchar/Sonitpur, Tezpur
15. The Presiding Officer, Labour Court, Guwahati, Kamrup/Dibrugarh.
16. The Presiding Officer, Industrial Tribunal, Guwahati, Kamrup/Silchar, Cachar.
17. The Chief Judicial Magistrate, _____ . He/She is requested to circulate the above copy amongst the Judicial Officers within their respective jurisdiction.
18. The Joint Registrar _____, Gauhati High Court, Guwahati.
19. The Deputy Registrar _____, Gauhati High Court, Guwahati.
20. The Pvt. Secretary to Hon'ble Mr. Justice _____.
21. The System Analyst, Gauhati High Court, Guwahati. He is directed to update the same in the High Court Website.
22. CA to the Registrar General, Gauhati High Court, Guwahati.

6/9/16
REGISTRAR GENERAL

Chini H
06/09/2016