

HIGH COURT OF CHHATTISGARH : BILASPUR

NOTIFICATION

No._1119_/R.V./

Bilaspur dated 05/02/2015

In exercise of the powers conferred under Articles 227, 233, 234 and 235 of the Constitution of India the High Court of Chhattisgarh hereby makes the following regulations namely:—

1. **Short title, commencement and application.**-(1) These regulations may be called the Chhattisgarh Judicial Officers (Confidential Rolls) Regulations, 2015.

(2) It shall come into force w.e.f. 27.01.2015.

(3) It shall apply to writing and maintenance of the confidential rolls of the Members of the Service. It shall also apply to the Members of the Service who are posted on deputation.

2. **Definitions.**—In these regulations, unless the context otherwise requires:-

(a) **"High Court"** means the High Court of Chhattisgarh.

(b) **"Chief Justice"** means the Chief Justice of the High Court of Chhattisgarh.

(c) **"Judge"** means Judge of the High Court.

(d) **"Portfolio Judge"** means the Judge of High Court nominated by Chief Justice to supervise the affairs of the Civil District and for the supervision of work and conduct of Judicial Officers posted in the Civil Districts whether in regular stream or on deputation in any department of Government, Commission, Tribunal etc..

(e) **"State"** means the State of Chhattisgarh.

(f) **"Member of the Service"** means members of Higher Judicial Service and Lower Judicial Service including Judicial Officers posted on deputation.

(g) **"Confidential Report"** means the confidential report referred to in Clause 4 of these regulations.

- (h) "**Reporting authority**" means the authority supervising the performance of the member of judicial service and has supervised the work of judicial officer at least for three months as shown in Schedule-I as reporting authority.
- (i) "**Reviewing authority**" means authority or authorities supervising the performance of the reporting authority as shown in Schedule-I as reviewing authority.
- (j) "**Accepting authority**" means Chief Justice of High Court of Chhattisgarh.
- (k) "**Deputation**" means the Member of Service sent to the Governor House, Departments of Central Government / State Government, Registry of the High Court, State Judicial Academy, Law and Legislative Affairs Department, Legal Services Authority and Tribunals.
- (l) "**Registrar General**" means the Registrar General of High Court of Chhattisgarh.

3. **Maintenance and custody of confidential rolls**—A confidential roll shall be maintained in respect of every Member of the Service by the High Court.

4. **Form of the Confidential report**—The confidential report shall be written by the Reporting Authority, Reviewing Authority and Accepting Authority in Form-A appended to the regulations.

5. **Preparation of Annual Confidential Rolls**—(1) A confidential report assessing the performance, character, conduct and qualities of every Member of the Service shall be written for each financial year by reporting authority.

(2) Part-I and Part-II of the form shall be filled up and submitted by the member of the service himself.

(3) Part-III and Part-IV of the form shall be prepared by the reporting authority after submission of Part-I and Part-II by the member of the service.

(4) Duly filled up Part-I to Part-IV of the form shall be placed before the reviewing authority. Part-V of the form shall be prepared by the reviewing authority.

(5) Duly filled form Part-I to Part-V shall be placed before the accepting authority and remarks of the accepting authority shall be final.

6. Confidential Reports by Reporting Authority in case of relinquishment of charge:

- (1) In case of relinquishment of charge on the ground of superannuation, Confidential Report shall be prepared by the Reporting Authority before his relinquishment of the charge of office or in case of any inability, ordinarily it shall be prepared within one month from relinquishment of the charge.
- (2) In case Confidential Report is not prepared under clause (1) or in case of other contingencies, Confidential Report shall be prepared by the Reporting Authority posted in concerned district/office on the basis of record after obtaining permission from the Registrar General.

7 Preparation of ACR and its time limit:

- (1) The prescribed format of ACR (Part I to Part IV) shall be made available to the reporting authority by 15th March every year.
- (2) The reporting authority shall obtain self-appraisal format (part I & part II) from his subordinates by 10th April positively every year.
- (3) The reporting authority shall as far as possible submit the ACRs of his subordinates by 1st of May every year.
- (4) The ACRs submitted by the reporting authority shall be made available to the concerned Reviewing authority by 15th May.
- (5) The reviewing authority may record his remark on the said report as early as possible. The Accepting authority may record its remark as early as possible on the confidential roll and may accept it, with such modifications as may be considered necessary and counter-sign the roll.

Note: Every endeavour shall be made by the authorities in early finalization of confidential report so as to enable the authority to communicate the final concluded confidential report to the member of service on or before the 1st of August.

8. Communication of the Confidential Rolls.--The confidential report shall be communicated by the High Court to the concerned Judicial Officer stating entries about the adverse remarks, advisory remarks and grade within fifteen days of the remarks accepted by the accepting authority.

9. Representation against adverse remarks.--A member of the service may represent to the High Court against the remarks communicated to him under Clause 8 within 15 days of the date of its receipt by him.

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

10. Consideration of representation.-(1) The High Court may consider the representation made under Clause 9 made by a Member of Service and pass order as far as possible within two months from the date of submission of the representation.

(2) Order passed under sub-clause (1) shall be communicated to the concerned officer by the Registrar General within 15 days from the date of such order.

11. General

The High Court may issue such instructions not inconsistent with these regulations as it may consider necessary, with regard to the writing of confidential rolls, the maintenance of the confidential rolls and the effect of the confidential rolls.

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

13. Amendment: -The High Court may make amendment in these regulations as may be deemed necessary.

Second para of Rule 11 has been deleted vide Registry notification no. 3460 dated 28.04.2016.

14. Power to relax: -Where the High Court is satisfied that the operation of any of these regulations causes undue hardship in any particular case or class, it may for the reasons to be recorded in writing dispense with or relax the particular regulations to such extent and subject to such exception and condition as may be deemed necessary.

15. Repeal and Saving: -Any order, resolution, direction, notification, if any, is in force immediately before the commencement of these regulations are hereby repealed or restrained as the case may be in respect of the matters covered by these regulations provided that any order made or action taken under the orders, resolutions, guidelines and notifications so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

Sd/-
(Arvind Singh Chandel)
Registrar General,
High Court of Chhattisgarh, Bilaspur

Schedule-1

S.No.	Officer	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Registrar General, Registrar (Vigilance), Registrar (Inspection and Inquiry) and Registrar (Judicial) of the High Court	Chief Justice/ Administrative Judge/ Senior most High Court Judge	Chief Justice	Chief Justice
2.	Director of State Judicial Academy	Chairman, State Judicial Academy	Chief Justice	Chief Justice
3.	Other Judicial Officers posted in Registry of High Court except Registrar Vigilance, Registrar Inspection and Inquiry and Registrar Judicial	Registrar General	Chief Justice	Chief Justice
4.	Additional Director and other Judicial Officers posted at State Judicial Academy	Director, State Judicial Academy	Chairman of State Judicial Academy	Chief Justice
5.	Judicial Officers posted in State Legal Services Authority	Chairman, State Legal Services Authority	Chief Justice	Chief Justice
6.	District Judges, Judges of Family Courts, Special Judges (Atrocities)	Port-folio Judge of concerned District	Chief Justice	Chief Justice
7.	Judicial Officers sub-ordinate to District Judge of concerned District	District Judge	Portfolio Judge of the concerned District	Chief Justice
8.	Judicial Officers posted at Governor House	Chief Secretary on the basis of report of Secretary to Hon'ble the Governor	Portfolio Judge of Distt. Raipur	Chief Justice
9.	Judicial Officers posted in Lok Aayog	Pramukh Lok Aayukt	Chief Justice	Chief Justice
10.	Principal Secretary of Law and Legislative Department, Govt. of C.G.	Chief Secretary of the State	Portfolio Judge of Distt. Raipur	Chief Justice
11.	Other Judicial Officers posted in Law Department, State of C.G.	Principal Secretary of Law Department	Portfolio Judge of Distt. Raipur	Chief Justice
12.	Judicial Officers posted on deputation in District Consumer Forum	Chairman of State Consumer Disputs redressal Commission	Portfolio Judge of concerned District	Chief Justice
13.	Judicial Officers posted on deputation in State Human Right Commission	Chairman of State Human Rights Commission	Chief Justice	Chief Justice
14.	Judicial Officers posted on deputation in State Arbitration Tribunal	Chairman of C.G. State Arbitration Tribunal	Portfolio Judge of Distt. Raipur	Chief Justice
15.	Judicial Officers posted in State Transport Appellate Tribunal	Principal Secretary of Transport department	Portfolio Judge of Distt. Raipur	Chief Justice
16.	Judicial Officers posted in Wakf Board	Principal Secretary Tribal Department	Portfolio Judge of Distt. Raipur	Chief Justice
17.	Judicial Officers posted on deputation with District Legal Services Authority and Jan Upyogi Lok Adalat	Chairman of District Legal Services Authority/District Judge of concerned District	Executive Chairman of State Legal Services Authority	Chief Justice
18.	Other Judicial Officers not falling within the category of S.No.1 to 16 above	As directed by the Chief Justice	Chief Justice	Chief Justice

Form-A

HIGH COURT OF CHHATTISGARH, BILASPUR



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**PROFORMA RELATING TO
CONFIDENTIAL REPORT OF JUDICIAL OFFICERS**

NAME OF OFFICER.....

DESIGNATION.....

PRESENT PLACE OF POSTING SINCE WHEN.....

REPORT FOR THE YEAR/PERIOD ENDING.....

CONFIDENTIAL REPORT FOR JUDICIAL OFFICERS

Report for the year/period ending _____

Part-1**PERSONAL DATA**

(To be filled by the concerned officer)

1. Name of Officer

Cadre and year of allotment

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 filing annual property returns

6. If you are Officer Incharge Nazarat/Copying/Record Room/Library, please indicate the performance of the work of respective sections. If it is not satisfactory, what steps you have taken to improve the performance.

7. Performance in implementation of Legal Aid Programme and Lok Adalat

8. Supervision control and maintaining of the record of the Court and updating datas.

PART- III

TO BE FILLED BY THE REPORTING AUTHORITY

(Please read carefully the instructions given at the end of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on part II as filled out by the Officer and specifically state whether you agree with the answer relating to targets and achievements and shortfalls. Also specify constraints, if any, in achieving the targets.

2. Quality of output -

Please comment on the Officers quality of performance having regard to standard of work and constraints, if any.

3. Knowledge of sphere of work -

Please comment specifically on each of these: Level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES

1. Leadership qualities -

Please comment on the capacity of Officer to achieve targets.

2. Management qualities-

Please comment on the officer's willingness to assume responsibility, organizing capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.

3. Interpersonal relations and team work -

Please comment on the quality of relationship with superiors, colleagues and subordinates on his/her capacity to work as member of a team and promote team spirit and optimise the output of the team.

4. Relations with the Bar and Staff -

Please comment on the Officer's accessibility to the Bar and Staff and responsiveness to their needs.

5. Communication skill(written and oral)-

Please comment on the ability of the officer to communicate and on his/her ability to present arguments.

6. Appraising ability-

Please comment on the officers skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner

PART-IV

To be filled in by the reporting authority

GENERAL

1. State of health -
2. Integrity -
3. Number and nature of complaint received, pendency of enquiry and departmental enquiry and punishment given to the officer
4. General assessment -
Please give an overall assessment of the Officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.
5. Grading -
(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).

Place :

Date :

Signature

(Name in block letters)

Designation
(During the period of report)

PART-V

REMARKS OF THE REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority.

2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of the Officer given by the Reporting Authority (in case of disagreement, please specify the reasons, is there anything you wish to modify or add?)

4. general remarks with specific comments about the general remarks given by the Reporting Authority and remarks about meritorious work of the Officer including the grading.

5. Has the Officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her selection for special assignment or out of turn promotion? If so, specify.

Place:

Signature of the Reviewing Authority

Date:

(Name in block letters)

Designation

(During the period of report)

PART-VI

REMARKS OF THE ACCEPTING AUTHORITY

Place: Signature of the Accepting Authority

Date: (Name in block letters)

Designation
(During the period of report)

By order of Hon'ble the High Court

Sd/-
(Arvind Singh Chandel)
Registrar General,
High Court of Chhattisgarh, Bilaspur