

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC.NO. 94 /2020

DT:17.02.2020.

C I R C U L A R

SUB: ANDHRA PRADESH STATE JUDICIAL SERVICE - Annual Confidential Reports (ACR) of Judicial Officers - Rules and Instructions for maintenance and Scrutiny of Confidential Reports (Personal Files) of Judicial Officers in the State of Andhra Pradesh - Instructions to all the Judicial Officers in the State Andhra Pradesh for sending Annual confidential Reports by Unit Heads and Judicial Officers - Issued.

REF: High Court's Circular Roc.No.516/2013-B.Spl., dated 15.03.2017.

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Adverting to the above subject and reference cited, I am to inform that the erstwhile High Court of Judicature at Hyderabad for the State of Telangana and the State of Andhra Pradesh issued the Circular directing all the Judicial Officers working in both the States, particularly the Unit Heads, to strictly adhere to the time schedule fixed by the High Court in sending the Annual Confidential Reports files of the Judicial Officers in both the States. In the said circular, it was also observed that the Officers are very casually and mechanically filling the columns without realizing the importance of the information to be furnished to the High Court and directed that they shall have to fill up the columns properly and furnish the sufficient/necessary information to the High Court.

It is noticed that despite issuance of the circular referred supra wherein the mistakes frequently committed by the Officers are mentioned and informed about the correct entries made by them in the Annual Confidential Reports, some of the Judicial Officers are committing the same mistakes and sending the Annual Confidential Reports (Part-I and Part-II of proforma) through concerned Unit Heads, which is resulting in abnormal delay in processing the Annual

Confidential Reports and also for grant of Assured Career Progression Scales to the Judicial Officers.

It is further noticed that some of the Unit Heads have not even sent the Annual Confidential Reports of the Judicial Officers of their Unit from the year 2017.

Therefore, it is hereby directed that all the Unit Heads shall bestow their personal attention and send all the pending Annual Confidential Reports in their unit duly filled in the proper form, by following the Circular Roc.No.No.516/2013-B.Spl., dated 15.03.2017 (copy enclosed) without any further delay. If the Annual Confidential Reports are received with mistakes the officers concerned will be held responsible.

Any deviation in following the above instructions will be viewed seriously.



REGISTRAR (I. T-CUM-C.P.C.)
FAC REGISTRAR (VIGILANCE)

TO

All the Prl. District and Sessions Judges at Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizainagaram and West Godavari (with a request to communicate the above Circulars to all the Judicial Officers working in their Unit, kindly acknowledge receipt of the circular)

HIGH COURT OF JUDICATURE :: HYDERABAD
FOR THE STATE OF TELANGANA AND THE STATE OF ANDHRA PRADESH

ROC.No.516/2013-B.Spl.

Dated 15.03.2017

C I R C U L A R

SUB:- ANDHRA PRADESH STATE JUDICIAL SERVICES - Annual Confidential Reports (ACR) of Judicial Officers - Rules and Instructions for maintenance and Scrutiny of Confidential Reports (Personal Files) of Judicial Officers in the States of Telangana and Andhra Pradesh, 2012 - Instructions to all the Judicial Officers in the States of Telangana and Andhra Pradesh for sending Revised Annual Confidential Report Forms (ACRs) to the High Court - Issued - Sending of ACR Report Forms by Unit Heads and Judicial Officers without the required information - Further instructions to all the Unit Heads and Judicial Officers in the States of Telangana and Andhra Pradesh - Issued.

- Ref: 1. High Court's Letter ROC.No.18/SO/1972, Dated 12.01.2012.
2. High Court's Circular ROC.No.549/WRC/2012 dated 05.10.2012
3. High Court's Letter ROC.No.516/2013-B.Spl., dated 19.01.2013.
4. High Court's Circular ROC.No.516/2013-B.Spl., dated 07.04.2014.
5. High Court's Letter ROC.No.516/2013-B.Spl., dated 04.09.2014.
6. High Court's Letter ROC.No.516/2013-B.Spl., dated 02.2016.

Attention of all the Unit Heads and Subordinate Judicial Officers in the States of Telangana and Andhra Pradesh is invited to the Rules and Instructions issued by the High Court in the year 2012 for maintenance and Scrutiny of Confidential Reports (Personal Files) of the Judicial Officers (for short 'the Rules') and the Circular instructions issued and letters addressed by the High Court in the references cited.

I

Rule 2 (i) of the Rules specify that District Judges shall submit the form prescribed in the annexure appended (hereinafter referred to as 'the revised proforma') to the Rules on or before 15th January each year, a separate confidential report for the period from 1st January to 31st December of the previous year on the work and character of all the Judicial Officers serving under them. Subsequently, on 19.01.2013, vide reference 2nd cited, all the Unit Heads were informed to send the Annual Confidential Reports (ACRs) in the revised proforma after filling up Item Nos.1 to 8 and 11 of Part-I (Personal Data) along with Part-II of the said proforma to the High Court in the month of February/March of every calendar year. In the letter dated 19.01.2013, the Unit Heads were also informed to obtain the information relating to Part-II of the said proforma from Senior Civil Judges and Junior Civil Judges working in their Unit and forward the same to the High Court in the month

of February/March of every calendar year after filling up Part-III of the said proforma i.e. Remarks of the Unit Head also.

It is noticed that the Unit Heads are not sending the Confidential Reports of Judicial Officers of the Subordinate Courts (ACRs) in the revised proforma, as prescribed in Rule 2 (i) of the Rules, within time, despite fixing the time schedule for submission of the same in the month of February/March of every calendar year. It is also noticed that some Unit Heads are not sending Annual Confidential Reports, even after the end of the next calendar year. Therefore, all the Unit Heads are directed to send the Annual Confidential Reports of the Judicial Officers working in their Unit, in the revised proforma, within the time prescribed without fail.

It is further noticed by the High Court that while filling up Part III of the revised proforma of the Judicial Officers, after appending their signatures, the Unit Heads are not writing their names and date, though there is a specific mention in the revised proforma for writing the name in block letters and date. As there has been breach rather than compliance of such direction, all the Unit Heads are directed to ensure that their names are written in block letters with date underneath the signatures appended by them in Part III of the revised proforma.

It is also noticed that the Unit Heads are not scrutinizing the information furnished by the Judicial Officers working in their Unit in Part I and Part II, before forwarding the Confidential Report in Part III to the High Court.

The Unit Heads are directed to bestow their personal attention and ensure proper filling up of Part I and II of the Confidential Report Forms by all the Judicial Officers working in their Unit. They shall also ensure enclosure of two contested judgments pronounced by the Judicial Officers along with Part III of the Confidential Report of the Officer concerned.

II

It is noticed by the High Court that some of the Judicial Officers are either not properly filling up the columns in Parts I and II of the Confidential Report Forms or not sending the duly attested two photocopies of the contested judgments delivered by them during the relevant year. Despite issuance of instructions/clarifications, vide references cited, and addressing several letters to all the Unit Heads and also to the individual Officers concerned, some of the Judicial Officers are committing the same mistakes as a result of which, the Annual Confidential Reports of the Officers

concerned could not be placed before the Administrative Judge in time. These lapses committed by the Judicial Officers are resulting into unnecessary delay on administrative side in the High Court in updating Annual Confidential Reports of the Officers leading to delay in grant of Assured Career Progression Scales (ACPs) etc. Therefore, in order to avoid the multitudinous work of addressing letters to the Unit Heads and the individual Officers concerned and seeking correct information, and for the benefit of the Officers, the recurring mistakes committed by the Judicial Officers, as noticed by the High Court, are referred hereunder:

Mistake committed by Officers	Correct entry to be made
<p>Sl.No.5 in Part I 1) Mentioning the total period of the previous place of posting, but not mentioning for which particular year the information was furnished. 2) Not mentioning about present place of posting and date on which the Officer was posted etc.</p>	<p>Present and previous places of posting should be shown separately with dates</p>
<p>Sl.No.6 in Part I Not giving the full particulars with regard to period of absence from duty during the relevant year viz., on leave/training etc.</p>	<p>Full particulars as required in S.No.6 of Part I have to be given. There should not be any incomplete information.</p>
<p>Sl.No.3 in Part II - Targets & Achievements 1) Mentioning case count in Targets and Achievements 2) Not mentioning the Targets and Achievements and keeping it blank 3) Mentioning Work Review Remarks for Targets and Achievements 4) Mentioning as "Targets Achieved" etc.</p>	<p>The Officer must state the required number of units required to be achieved for the working days in pursuance of the Circular ROC No.549/WRC/2012 dated 05.10.2012 and the relevant Circulars issued by the High Court subsequent thereto and the Units achieved for the relevant year.</p> <p>The District Judge must examine the Units stated by the Officer concerned, while making endorsement in respect of the quantitative remarks required to be made in Column No.10 of Part III.</p> <p>While considering the qualitative disposal and making a remark in Column No.10 of Part III, the District Judge must abide to the Circular ROC No.549/WRC/2012 dated 05.10.2012 issued by the High Court and examine the number of identified cases disposed of by the Officer.</p> <p>District Judge shall certify the figures given by Judicial Officers in Part II.</p>

<p>Sl.No.3A, 3B, 3C, 3D, 3E & 3F in Part II</p> <p>Some of the Officers are either filling up these columns with units achieved or repeating the figures mentioned in the earlier columns etc.</p>	<p>Case count and reasoning, if any required, is to be given.</p>
<p>Signature of Judicial Officer, place and date at the end of Part II</p> <p>Some Officers are -</p> <ol style="list-style-type: none"> 1) putting their signature and not writing name & designation 2) putting their signatures in place of the Officer, whose particulars in Part II are to be sent. 3) Officers who are presently working in that particular Court are putting their signatures as "true copy" by keeping blank in the place earmarked for signature of the Judicial Officer, whose particulars are furnished in Part II. 	<p>The Officer whose ACR is submitted shall have to fill up and subscribe his signature in Part II, write his name and designation at the relevant time. Separate statement showing the details of disposals are to be signed by the Judicial Officer presently working in the said station.</p>
<p>Sending of two contested judgments:</p> <ol style="list-style-type: none"> 1) Illegible copies of the judgments are being sent 2) Contested Judgments sent are not attested by the Officer concerned 	<p>Only legible and neat copies of judgments certified by the Officer concerned as "true copy" are to be sent.</p>

Note:

- 1) All the Judicial Officers in both the States, particularly the Unit Heads, shall strictly adhere to the time schedule fixed by the High Court.
- 2) Officers are very casually and mechanically filling the columns without realizing the importance of information to be furnished to the High Court. They shall have to fill up the columns properly and furnish sufficient information to the High Court.

Any deviation in following the above instructions will be viewed seriously.


REGISTRAR GENERAL 5/3

To

1. All the Principal District and Sessions Judges/Unit Heads, Chief Judge, City Civil Court, Hyderabad, Chief Judge, City Small Causes Court, Hyderabad and Metropolitan Sessions Judges of Hyderabad, Vijayawada, Visakhapatnam and L.B. Nagar, Ranga Reddy District, with a request to communicate the above Circular to all the Judicial Officers working in their Unit. Kindly acknowledge receipt of the Circular.