

HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT SRINAGAR
(Chief Justice's Secretariat)

Subject:- Annual Character Rolls (ACRs) of the employees working in the Subordinate Judiciary of UTs of J&K and Ladakh.

No. 635 of 2024/Psy **ORDER**

Dated: 03/06/2024

The attention of all the Presiding Officers of the District Courts is again invited to the order issued by the Registrar General, High Court of J&K and Ladakh, vide No. 875 dated: 25-03-2006 and this Secretariat order No. 207 of 2021/Psy dated 09-04-2021 (copies enclosed) with a request to take early action in the matter in light of the said orders and forward the Annual Character Rolls (ACRs) for 2024 of all the ministerial staff working in their Courts within one week on receipt of this order. Subsequently, Annual Character Rolls (ACRs) for each year should be submitted to the Chief Justice's Secretariat by or before 31st January of the following year, with proper details in a sealed cover, marked with proper name, seal and signature of the Presiding Officer.

Any deviation shall be viewed seriously.

(By Order)

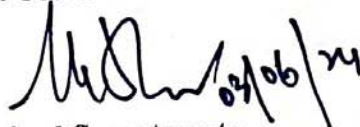

(M.K. Sharma)

Principal Secretary to
Hon'ble the Chief Justice

No. 833-40/Psy-572 Dated: 03/06/2024

Copy to the:

1. Registrar General, High Court of J&K and Ladakh.
2. Registrar Vigilance, High Court of J&K and Ladakh.
3. Registrar Rules, High Court of J&K and Ladakh.
4. Registrar Inspection, High Court of J&K and Ladakh.
..... for information
5. All Principal District & Sessions Judges of the UTs of J&K and Ladakh for information & necessary action. They are requested to circulate this order among all the Presiding Officers of Subordinate Officers working in their districts.
6. CPC e-Court, High Court of J&K and Ladakh, for information and with the request to upload same on the official website of the High Court.
7. Chief Librarian, High Court Wing, Jammu / Srinagar.
8. Order file.



Principal Secretary to
Hon'ble the Chief Justice

ORDER


No. 875

Dated 25/3/2006

All the Presiding Officers of Subordinate Courts are directed to henceforth (with effect from the Calendar year 2005) record the Annual Confidential Rolls, reflecting performance, work and conduct, of all the members of ministerial staff of Class III and above cadres (Jr. Assistants and Steno-typist onwards) in the format annexed herewith as annexure-I. The Presiding Officers shall write the Annual Character Rolls for a calendar year at the end of the year i.e. 31st December and submit the same to the Chief Justice' Secretariat by or on 31st January of the following year. In case a member of ministerial staff has worked in more than one courts in a calendar year, the Presiding Officer of Court(s) where such official worked for three or more months shall forward Confidential Rolls in the prescribed format for such period to the Presiding Officer of the Court where the official is posted at the end of the calendar year and the Presiding Officer of said Court shall write Annual Confidential Rolls of the official giving due consideration and weightage to the Confidential Rolls for three or more months received by the Officer.

Any official aggrieved by the adverse remarks or gradings i.e. 'below average', 'poor' or 'very poor' recorded in his Annual Confidential Rolls shall have a right to represent against such remarks/gradings with or without any supplementary material before Hon'ble the Chief Justice and the orders passed thereon by Hon'ble the Chief Justice shall be final.

By order.


(Hashain Masoodi)
Registrar General

No. 19684-19840/R9 Dated 25/3/2006

Copy to the: -

- 1) Principal Secretary to Hon'ble the Chief Justice.
- 2) Registrar Vigilance, High Court of J&K, Jammu.
- 3) Principal District & Sessions Judge, Jammu/Srinagar/Doda/
Poonch/Uhdampur/Kathua/Rajouri/Budgam/Baramulla/
Kupwara/Pulwama/Anantnag/Leh/Kargil.
- - - - - Judges.

ANNUAL CONFIDENTIAL REPORT OF THE MEMBERS OF MINISTERIAL STAFF, CLASS - III AND ABOVE (JUNIOR ASSISTANTS/STENO-TYPISTS ONWARDS), TO BE SUBMITTED TO CHIEF JUSTICE'S SECRETARIAT

Name & posting of the official _____

Date of first appointment _____

Date of promotion to the present grade/post _____

Annual Confidential Report for the calendar year _____

* Confidential Report for the period from _____ to _____

Ratings of the official, on a scale 1 - 10: -

- 1. Efficiency: _____
 - 2. Integrity: _____
 - 3. Behaviour towards lawyers and litigants: _____
 - 4. Behaviour towards other staff members: _____
 - 5. Behaviour towards superiors: _____
 - 6. Punctuality: _____
 - 7. Commitment to official work: _____
 - 8. Proficiency in Court language: _____
 - 9. Discipline: _____
 - 10. Honesty _____
- Total _____

** On the basis of above, how do you rate the official _____

Dated _____

Name, seal and signature of the Presiding Officer.

* To be used when the official is transferred before close of the calendar year.

** 90% and above - Outstanding, 80% to 90% - Very Good, 70% to 80% - Good, 60% to 70% - Average, 50% to 60% - Poor and below 50% - Very Poor.

**HIGH COURT OF JAMMU AND KASHMIR AT JAMMU
(Chief Justice's Secretariat)**

ORDER

No. 207 of 2021/Psy

Dated: 09-04-2021

Attention of all the Presiding Officers of the Subordinate Courts is invited to the order issued by the Registrar General, High Court of J&K, vide No. 875 dated 25.03.2006 (copy enclosed) and are requested to take early action in the matter in the light of the said order and forward the ACRs/ Annual Character Rolls for the year 2020 of all the members of the ministerial staff working in their Courts within a period of one week on receipt of this order and thereafter shall submit the ACRs/ Annual Character Rolls of a year to the Chief Justice's Secretariat by or on 31st January of the following year.

Any deviation shall be viewed seriously.

(By order)

Sdf
(Rajeev Gupta)

Principal Secretary to
Hon'ble the Chief Justice

No. 28-34/Psy - 572

Dated: 09-04-2021

Copy to the:-

1. Registrar General, High Court of J&K at Jammu.
2. Registrar Vigilance, High Court of J&K at Jammu.
3. Registrar Rules, High Court of J&K at Jammu.
4. Registrar Inspection, High Court of J&K at Jammu.
..... for information.
5. All Principal district & Sessions Judges of the UTs of Jammu & Kashmir and Ladakh for information and necessary action. They are requested to circulate this order among all the Presiding Officers of Subordinate Courts working in their districts.
6. Chief Librarian, High Court of J&K, Jammu/Srinagar.
7. Order file.

09/4/2021
Principal Secretary to
Hon'ble the Chief Justice