

ORDER

Registrars, Joint Registrars, Deputy Registrars, Registrar cum Principal / Head Bench Secretary as the case may be, are requested to send Annual Confidential Reports of the officers working under their supervision with their full name, designation and employee number, regarding their work and conduct pertaining to the year 2023-2024, in the prescribed proforma attached herewith, so as to reach the undersigned latest by April 30, 2024. The Annual Confidential Reports of those officers, who have worked under their supervision for a period of three months or more should be recorded.

While recording Annual Confidential Reports, care shall be taken to indicate facts, figures and instances, if any, in support of the remarks. The report should be based on actual appraisal of work and conduct of the concerned officer. It should not be recorded lightly or in a routine manner.

On the basis of over all performance of concerned officer, one of the following grading must be indicated in the end of A.C.R, as required in G.O.

No.36/1/78-Ka-2/93 dated 5.3.1993 :-

- I. OUTSTANDING
- II. VERY GOOD
- III. GOOD
- IV. SATISFACTORY
- V. UNSATISFACTORY/BAD

Note :

1. No officer should be graded in Outstanding grade unless he is found to be extra ordinary in his work and qualities thereof along with specific reasons.
2. All the Reporting Officers of this High Court are hereby directed to mention the 'Grade : (Outstanding / Very Good / Good / Satisfactory / Unsatisfactory, as the case may be)', in his / her own writing at the time of recording of remarks.


27/02/24
(RAJEEV BHARATI)
REGISTRAR GENERAL

ENCL: Proforma of A. C. R. for the year 2023-2024

Email id :

ANNUAL CONFIDENTIAL REPORTS

Year 2023 - 2024

Section.....
(To be filled by the officer)

1. Name and Employee No. :
2. Designation (Permanent/Temporary) :
3. Brief particulars of postings for 3 months or more (during the period of April to March of relevant year) and work allocated during that period :
4. Duration of present posting in the section and work : allotted.
5. Appreciation or warning or special remark or penalty communicated during the period, if any :

Date:

(Signature with full name of officer)

(To be filled by the Reporting Officer)

6. Regularity in attendance and Punctuality :
7. Efficiency in timely performing the entrusted Work:
8. Quality of drafting notes/letters etc. :
9. Understanding of rules, regulations, G.Os. etc. :
10. Whether the officer takes initiative in assigned work ?:
11. Whether amenable to the advice of superior officer ? :
12. Aptitude of supervision in maintenance of files and other records :
13. Willingness to share responsibility ? :
14. Behaviour with colleagues :
15. Behaviour with seniors :
16. Behaviour towards women :
(i.e. respect and sensitivity exhibited towards them)
17. Special remarks, if any :
18. Integrity :
19. Grade
(on overall assessment of work, conduct and behavior):
 - (a) Outstanding
 - (b) Very Good
 - (c) Good
 - (d) Satisfactory
 - (e) Unsatisfactory/Bad

Date:

Full Signature with name and designation of Registrar or Joint Registrar or Deputy Registrar or Registrar cum Principal Bench Secretary / Head Bench Secretary, as the case may be

(2)

Name:

Employee No.....

(To be filled by the Confidential Section)

20. Whether any departmental enquiry is pending against the officer concerned or special remark or warning or penalty communicated during the year, if any ? :

Date:

(Full signature with name of
Section Officer / concerned assistant)

REMARKS OF ACCEPTING AUTHORITY

Date:

REGISTRAR GENERAL

ORDER

All the Section Officers shall send Annual Confidential Reports of Assistants, working under their supervision, as the case may be, with their full name, designation and employee number, regarding their work and conduct pertaining to the year 2023-2024, in the prescribed proforma attached herewith **through the highest officer - Incharge** (Registrar or Joint Registrar or Deputy Registrar or Assistant Registrar, as the case may be) of their sections, so as to reach the undersigned latest by April 30, 2024. The Annual Confidential Reports of those officials, who have worked in a particular section or pool for three months or more should be recorded by the Section Officer of that section or Pool as the case may be.

While recording Annual Confidential Reports, care shall be taken to indicate facts, figures and instances, if any, in support of the remarks. The report should be based on actual appraisal of work and conduct of the concerned officials. It should not be recorded lightly or in a routine manner.

The Section Officers must also indicate the out turn of work given by the concerned assistant, where quantum of work is fixed.

In the end of report, one of the following grading, on the basis of over all performance of concerned official, must be indicated as required in G.O.

No.36/1/78-Ka-2/93 dated 5.3.1993 :-

- I. OUTSTANDING
- II. VERY GOOD
- III. GOOD
- IV. SATISFACTORY
- V. UNSATISFACTORY/BAD

Note :

1. *No officer should be graded in Outstanding grade unless he is found to be extra ordinary in his work and qualities thereof along with specific reasons.*
2. *All the Reporting Officers of this High Court are hereby directed to mention the 'Grade : (Outstanding / Very Good / Good / Satisfactory / Unsatisfactory, as the case may be)', in his / her own writing at the time of recording of remarks.*


27/02/24
(RAJEEV BHARTI)

REGISTRAR GENERAL

ENCL: Proforma of A. C. R. for the year 2023-2024

Email id :.....

ANNUAL CONFIDENTIAL REPORTS
Year 2023- 2024

Section
(To be filled by the official)

1. Name and Employee No. :
2. Designation :
(Permanent/Temporary)
3. Brief particulars of postings for 3 months or more :
(during the period of April to March of relevant year) and work allocated during that period
4. Duration of present posting in the section and work :
allotted.
5. Appreciation or warning or special remark or :
penalty communicated during the period, if any

Date:

(Signature with full name of official)

(To be filled by the Reporting Officer)

6. Regularity in attendance and Punctuality :
7. Efficiency in timely performing the entrusted Work:
8. Quality of drafting notes/letters etc. :
9. Understanding of rules, regulations, G.Os. etc :
10. Whether the official takes initiative in assigned work ?:
11. Whether amenable to the advice of superior officer ? :
12. Typing Speed/knowledge of Computer Operation :
(Speed and Accuracy)
13. Maintenance of files and other records :
14. Willingness to share responsibility ? :
15. Behaviour with colleagues :
16. Behaviour with seniors :
17. Behaviour towards women :
(i.e. respect and sensitivity exhibited towards them)
18. Special remarks, if any :
19. Integrity :
20. Grade
(on overall assessment of work, conduct and behaviour):
 - (a) Outstanding. []
 - (b) Very Good. []
 - (c) Good. []
 - (d) Satisfactory []
 - (e) Bad/Unsatisfactory []

Date:

Full Signature with name and designation

(2)

Name:

Employee No.....

REMARKS OF REVIEWING OFFICER

Date:

Signature with full name of concerned Registrar or Joint Registrar or Deputy Registrar or Assistant Registrar, as the case may be.

(To be filled by the Confidential Section)

21. Whether any departmental enquiry is pending against the Officer/official concerned or special remark or warning or penalty communicated during the year, if any ?

Date:

(Full signature with name of Section Officer/
concerned assistant)

REMARKS OF ACCEPTING AUTHORITY

Date:

REGISTRAR GENERAL

Email id :

ANNUAL CONFIDENTIAL REPORTS OF DRIVER

FOR THE YEAR 2023-2024

**ATTACHED IN POOL /
ATTACHED TO HON'BLE JUDGE**

(To be filled by the driver)

1. Name and Employee No. :
2. Designation (Permanent/Temporary) :
3. Brief particulars of postings for 3 months or more
(during the period of April to March of relevant year) :
4. Duration of present posting :
5. Appreciation or warning or special remark or
penalty communicated during the period, if any :

Date:

(Signature with full name of driver)

(OPINION OF THE REPORTING OFFICER / REGISTRAR STAFF CAR)

6. Regularity in attendance and Punctuality :
7. Efficiency :
8. Understanding of traffic rules, regulations :
9. Whether amenable to the direction of
Hon'ble Judge / Reporting Officer :
10. Driving Skill :
11. Maintenance of vehicle :
12. Willingness to share responsibility :
13. Conduct :
14. Behaviour towards women
(i.e. respect and sensitivity exhibited towards them) :
15. Special Remarks, if any :
16. Integrity :
17. Grade
(On overall assessment of Work, Conduct and Integrity) :

- i. OUTSTANDING
- ii. VERY GOOD
- iii. GOOD
- iv. SATISFACTORY
- v. UNSATISFACTORY/BAD

(Specific reason, in case of outstanding category)

Date: -----

**Signature of the
Reporting Officer / Registrar Staff Car
(P.S. to Hon'ble Judge)**

(2)

Name:

Employee No.....

(To be filled by the Confidential Section)

18. Whether any departmental enquiry is pending against the Official concerned or special remark or warning or penalty communicated during the year, if any ? :

Date:

(Full signature with name of
Section Officer / concerned assistant)

REMARKS OF ACCEPTING AUTHORITY

Date: -----

REGISTRAR GENERAL