

APPLICATION FOR SELF ASSESSMENT

Case Id : A00034612022	Employee Id : 2291
3 MONTHS COMPLETION	
Whether 3 Months are complete for remarks of DISTRICT JUDGE?	No

SELF ASSESSMENT FORM PART I

1.	Self Assessment Period	01/04/2021 - 31/03/2022	
2.	Name of the Officer	SMT. NITIKA RAJAN	
3.	Designation	Secretary	
4.	Date of Joining Service / Length of Service	11/01/2017 (5 Years 3 Months and 1 Days)	
5.	Place of Posting	District Legal Services Authority Posting Details During Self Assessment Period 1. Kannauj-Civil Judge (Junior Div.)	
6.	Any other charge held during the financial year	N.A	
7.	Year wise break up of cases	File Attached	Attachment Available
8.	Courts held during the financial year	Civil Judge (Junior Division) from 1.4.2021 to 12.4.2021	
9.	In how many cases have you framed the issues	3 Files	
10.	In how many cases have you framed the charge	N.A	
11.	Number of cases in which Judgment not delivered within 15 days of conclusions of argument	0	
12.	Percentage of appeals remanded by the officer	N.A	
13.	Inspections	N.A	
14.	Remarks if any	Secretary (Full Time) District Legal Services Authority, Kannauj from 1.04.2021 to 31.03.2022	
15.	Details of the works by the officer	Civil Judge (Junior Division) from 1.4.2021 to 12.4.2021 and Secretary, District Legal Services Authority from 12.4.21 to 31.3.2021	Attachment Available
16.	Performance in Lok Adalat	Secretary, District Legal Services Authority Total disposal of cases in National Lok Adalat held on 10.07.2021 = 33405 cases total disposal of cases in National Lok Adalat held on 11.09.2021 = 35794 cases	

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HIGH COURT OF JUDICATURE AT ALLAHABAD

Total disposal of cases in National Lok Adalatheld on 11.12.2021 = 40808 cases

Total disposal of cases in National Lok Adalatheld on 12.03.2022 = 30999 cases

SELF ASSESSMENT FORM PART II

1.	Brief description of duties	Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2021 Secretary (Full Time) District Legal Services Authority Kannuj from 12.04.2021 to 31.03.2022 Internal Complaint Committee for Sexual Harrassment of Women at Workplace Member of Committee related to Honorarium of Paralegal Volunteers	
2.	Norms set and achieved in respect of disposal of cases.		
	Target	Achievements	
	Total pendency of cases on 1.04.2021 in the court of Civil Judge (Junior Division) Kannauj= 2990 Units to be Achieved from 1.04.2021 to 12.04.2021= 32.8	Total disposal of cases in the court of Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2021=11 Total units achieved from 1.04.2021 to 12.04.2021= 41.25	
2A.	Steps taken to dispose of old matters which are more than 5 years old.		Attachment Available
	Target	Achievements	
	Total pendency of cases which are more than five years old in the court of Civil Judge (Junior Division) Kannauj on 1.04.2021= 845	1.Total cases disposed which are more than five years old in the court of Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2021= 5 2. (i)Old cases taken up for hearing on priority basis (ii) short dates were fixed in files (iii) witnesses examined consequently (iv) Avoiding unnecessary adjournments (v) Speedy disposal of interim applications	
2A(i).	Pendency of such matters at the commencement of the year.		Attachment Available
	Target	Achievements	
	Total pendency of cases which are more than five years old in the court of Civil Judge (Junior Division) Kannauj on 1.04.2021 = 845	Total cases disposed which are more than five years old in the court of Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2021 = 5	
2A(ii).	Number of such matters disposed of during the year.		Attachment Available
	Target	Achievements	

HIGH COURT OF JUDICATURE AT ALLAHABAD

	Total Pendency of such matters in the court of Civil Judge (Junior Division) Kannauj on 1.04.2021 =845	Total Disposal of such matters in the court of Civil Judge (Junior Division) in thr court of Civil Judge(Junior Division) kannauj from 1.04.2021 to 12.04.2021= 5	
2B.	Steps taken to dispose of old matters which are more than 10 years old.		
	Target	Achievements	
	Total pendency of cases which are more than ten years old in the court of Civil Judge (Junior Division) Kannauj on 1.04.2021 = 175	1.Total disposal of matters which are more than five years old in the court of Civil Judge (Junior Division) from 1.04.2021 to 12.04.2021= 2 2.(i) Old cases were taken on priority basis (ii) short dates were fixed in files (iii) witnesses examined consequently (iii) Avoiding unnecessary adjournments (iv) speedy disposal of interim applications	
2B(i).	Pendency of such matters at the commencement of the year.		Attachment Available
	Target	Achievements	
	Total pendency of cases which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj on 1.04.2021= 175	Total disposal of cases which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj from 1.04.2021 to 12.04.2021 = 2	
2B(ii).	Number of such matters disposed of during the year.		Attachment Available
	Target	Achievements	
	Total pendency of cases which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj on 1.04.2021= 175	Total disposal of cases which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj from 1.04.2021 to 12.04.2021= 2	
2C.	Steps taken to dispose of cases of persons with more than 65 years of age.		
	Target	Achievements	
	Total pendency of cases of persons with more than 65 years of age which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj on 1.04.2021= 757	1.Total disposal of cases of persons with more than 65 years of age in the court of Civil Judge(Junior Division) Kannauj from 1.04.2021 to 12.04.2021 =3 2. (i)Old cases taken up for hearing on priority basis (ii) short dates were fixed in files (iii) witnesses examined consequently (iv) Avoiding unnecessary adjournments (v) Speedy disposal of interim applications	

2C(i).	Pendency of such matters at the commencement of the year.		Attachment Available
	Target	Achievements	
	Total pendency of cases of persons with more than 65 years of age which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj on 1.04.2021= 757	Total disposal of cases of persons with more than 65 years of age in the court of Civil Judge(Junior Division) Kannauj from 1.04.2021 to 12.04.2021= 3	
2C(ii).	Number of such matters disposed of during the year.		Attachment Available
	Target	Achievements	
	Total pendency of cases of persons with more than 65 years of age which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj on 1.04.2021= 757	Total pendency of cases of persons with more than 65 years of age which are more than ten years old in the court of Civil Judge(Junior Division) Kannauj on 1.04.2021= 3	
3.	Please state briefly the shortfalls with reference to the targets / objectives referred to at S. No. 02 above. Please specify constraints, if any, in achieving the targets.		
	Target	Achievements	
	No Shortfalls Units to be achieved from 1.04.2021 to 12.04.2021 =32.8	Total disposal of cases from 1.04.2021 to 12.04.2021 =11 Disposal of cases which are more than 5 years of old in the court Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2011 = 5 Disposal of cases which are more than 10 years of old in the court Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2011 = 2 Disposal of cases of persons who are more than 65 years of age court Civil Judge (Junior Division) Kannauj from 1.04.2021 to 12.04.2011 = 3 Disposal of execution cases from 1.04.2021 to 12.04.2021 = 2 Disposal of cases before year 2000 in the court Civil Judge (Junior Division) from 1.04.2021 to 12.04.2021 = 1 One Exparte Judgment diposal Units achieved from 1.04.2021 to 12.04.2021 = 41.25	
4.	Academic and professional achievements during the year, including degree(s) obtained and/or books/articles published.		
	Target	Achievements	
	Nil	Nil	
5.	Whether attended any workshop, course, programme, etc., organized by Judicial Academy and/or any other organization during the period in question? If so, give details.		
	Target	Achievements	

	<p>1. One day online training programme on the topic " Court Management & Case management for Speedy Dispensation of Justice" on 27.06.2021</p> <p>2. One day online training programme on the topic " Justice and Protection of Dignity of Women appearing in the Courts in Different Capacities like Victims, Witnesses , Petitioners and Accused with Special reference to Aparna Bhatt vs State of Madhya Pradesh AIR 2021 SC 1492 on 1.08.2021</p> <p>3. One day Programme at Judicial Training & Research Institute Lucknow under guidance of National Legal Services Auhtority and Uttar Pradesh State Legal Services Authority.</p> <p>4. Cluster training programme for Judicial Officers on 23.09.2021</p>	<p>1.Attended one day online training programme on the topic " Court Management & Case management for Speedy Dispensation of Justice" on 27.06.2021</p> <p>2. Attended one day online training programme on the topic " Justice and Protection of Dignity of Women appearing in the Courts in Different Capacities like Victims, Witnesses , Petitioners and Accused with Special reference to Aparna Bhatt vs State of Madhya Pradesh AIR 2021 SC 1492 on 1.08.2021</p> <p>3. Attended one day Programme at Judicial Training & Research Institute Lucknow under guidance of National Legal Services Auhtority and Uttar Pradesh State Legal Services Authority.</p> <p>4. Attended Cluster training programme for Judicial Officers on 23.09.2021</p>	
6.	Whether visited Judicial Academy as Faculty Member. If so, give details about the nature of lecture(s) given/topic(s) discussed.		
	Target	Achievements	
	Nil	Nil	

Applying Date

Date 12/04/2022

01-Remarks given by the District Judge regarding:

01 (a).	Integrity of the Officer- whether beyond doubt, doubtful or positively lacking	Beyond doubt
	Note- If the officer's integrity is doubtful or positively lacking, it may be so stated with all relevant fact, reason(s) & supporting material.	
01 (b).	If he is fair and impartial in dealing with the public and Bar?	Yes, she is fair and impartial in dealing with public and bar.
01 (c).	If he is cool minded and does not lose temper in court.	Yes. she is cool minded and never loose temper in court.
01 (d).	His private character is such as to lower him in the estimation of the public and adversely affects the discharge of his official duties?	She holds good private character.
1 (e).	CONTROL OVER THE FILES IN THE MATTER OF:	
01 (e)(i)(a).	Proper fixation of cause list:	She was secretary D.L.S.A from 12-04-2021 onward and holding court from 01-04-2021 to 12-04-2021
01 (e)(i)(b).	Whether sufficient number of cases are fixed by him to keep him engaged during full court full court hours?	Yes
01 (e)(ii).	Avoidance of unnecessary adjournments:	Unnecessary adjournments avoided
01 (e)(iii).	Disposal of old cases(Give number and year of old cases decided):	<p>She mentioned to have decided 05 cases of five years old cases.</p> <p>She mentioned to have decided 02 cases of ten years cases.</p> <p>But the table attached shows that 03 cases five years old cases decided and 02 cases of ten years old disposed off.</p>
01 (e)(iv).	Progress and disposal of execution cases:	01 execution cases decided by the officer as per statement attached

01 (e)(v).	Whether interim order, injunction being granted, refused or retained for sufficient reasons?	Not applicable
01 (e)(vi).	Are cases remanded on substantial grounds?	Not applicable
01 (e)(vii).	Performance with regard to decision of Motor Accident Claims related to death / injury	Not applicable
01 (f).	Whether Judgment on facts and on law are on the whole sound, well-reasoned and expressed in good language?:	Judgments delivered by the officer is expressed in good language
Note:- The following factors should also be indicated in filling up this column:		
01 (f)(i).	Marshalling of facts;	Proper
01 (f)(ii).	Appreciation of evidences;	Proper
01 (f)(iii).	Application of law.	Proper
01 (g).	Whether disposal of work is adequate.(Give percentage and reasons for short disposal, if any)	From period 01-04-2021 to 12-04-2021. It is shown in a table attached that outturn of work is 41.25 units. It is also mention that units to be achieved are 32.8 units but it is not mention as to how this target was fixed as no detail of days to be excluded given. So I would prefer to not mention as to adequacy of work done for that period.
Note:- The following factors should also be indicated in filling up this column:		
01 (g)(i).	Number of cases decided after actual full contest;	None
01 (g)(ii).	Number of cases decided wherein all witnesses of fact turned hostile and the case ended in acquittal.	Not applicable
01 (g)(iii).	Number of civil cases decided on compromises / alternate dispute resolution.	01 compromise case decided as per the work done statement attached by the officer
01 (g)(iv).	Number of cases wherein after conclusion of arguments and reserving them for judgment, rehearing was ordered.	Not applicable
01 (h).	Control over the Office and Administrative capacity and tact:	She has to learn and follow the rules and practise of administrative functions for the reason mentioned in the remark column.
01 (i).	Relations with members of the Bar(mention incidents, if any):	Good relation with Bar
01 (j).	Behavior in relation to brother Officers(mention incidents, if any):	Good
01 (k).	Whether the officer has made regular inspections of his court and offices in his charge and whether such inspections were full and effective?	No statement of inspection annexed
01 (l).	His punctuality and regularity in sitting on the dais in court during court hours?	From 13-04-2021 onward she was D.L.S.A. secretary. and punctual in D.L.S.A. office.
01 (m).	Whether amenable to the advice of the District Judge and other superior officers?	Yes
01 (n).	Behaviour towards women(respect and sensitivity exhibited towards them)	Respect full behaviour towards women
2.	Over all assessment of the merit of the officer(Outstanding, Very Good, Good, Average, Poor)	'Very Good' <i>Asif</i> 21/4/2023
3.	State of Health, with remarks, if any?	Good Health

4.	Other remarks, if any:	<p>1- She communicated through official letter with administrative judge of kannuj without intimation/proper channel of president/ District Judge D.L.S.A.</p> <p>2- For the selection of members of permanent Lok Adalat an advertisement was to be published in news paper. District information officer communicated that if the request for publication of advertisement is sent to the Lucknow office than from there it can be permitted to be published in the news paper free of cost. So she was told by me to send request for publication of advertisement to Lucknow office but she instead of doing so sent the request to the district information office of kannuj despite knowing very well that we were not having any budget for bearing expenses of advertisement publication. She should be careful for the future in communication with High Court and obeying the direction of controlling authority.</p>
5.	Name of the District Judge:	Virjendra Kumar Singh (JO Code- UP 6525) 30.06.2022

Annual remarks recorded by the Administrative Judge/Reviewing and Accepting Authority

Mohd. Faiz Alam Khan (HON'BLE JUDGE)

Perused the remarks given by the District Judge, Kannauj.

The Officer, namely, Smt. Nitika Rajan remained posted as Civil Judge (J.D.), Kannauj from 01.04.2021 to 12.04.2021 and as Secretary, District Legal Services Authority from 12.04.2021 to 31.03.2022. Her out turn during this period is shown as 41.25 units against the target of 32.8 units from 01.04.2021 to 12.04.2021, She is shown to have disposed of 5 cases pertaining to five years old cases as Civil Judge (J.D.). She is also stated to be fair and impartial in dealing with public and Members of Bar, cool minded and no incident has been reported to me with regard to her losing temper in court. Her relation with the Officers and Members of Bar were cordial and judgement passed by her also appears to be sound on facts and law and have been expressed in good language. She also appears to be punctual and regular in sitting on dais in court and no complaint has been made to me about his work, conduct and integrity. She is also amenable to the advice of the District Judge. The District Judge pertaining to the Column 1(e)(iii) opined that the Officer had mentioned to have decided 5 cases in the category of five years old cases, while the statement attached with the self assessment reveals that the Officer had disposed of three cases pertaining to five years old and two cases pertaining to ten years category and with regard to the Column 1(g) the District Judge opined that the Officer has shown out turn of 41.25 units from 01.04.2021 to 12.04.2021 while units to be achieved were 32.08, however, it is not mentioned that how this target was fixed. Pertaining to Column No.1(h) it is opined that the Officer has to learn and follow rules and practice of administrative functions and with regard to Column No.4 Other remarks, if any, the District Judge has remarked that the Officer had communicated directly with the Administrative Judge, Kannauj without proper channel and also that in Selection of Members of Permanent Lok Adalat, she despite directed given the advertisement for publication to the District Information Officer while the same was required to be given at Lucknow.

The Officer in her representation has explained that the communication to the then Administrative Judge, Kannauj was made only once pertaining to the information of disposal of cases in National Lok Adalat as this was being done by the earlier Secretary, District Legal Services Authority and thereafter no communication was made by her with the Hon'ble Administrative Judge, Kannauj. The Officer has also given explanation with regard to the sending of advertisement for appointment of Members of Permanent Lok Adalat for publication to the District Information Officer and in the considered opinion of the undersigned, the explanation submitted by the Officer appears to be genuine and worth acceptance. Thus, it is directed that the remarks pertaining to Column work done by the Officer shall be read as adequate and the remarks of the District Judge made in Column No.4 of the out turn, in the category of Other remarks, if any and with regard to Column 1(g) and 1(e)(iii) of the self assessment shall not be read as adverse to her.

Her overall Assessment is assessed as 'Very Good'.

Integrity certified as beyond doubt.

Overall assessment	Very Good
Integrity	Certified

Vide order dated nil read with Court Remarks dated 28.02.2023 recorded by the then Administrative Judge, Kannauj for the year 2021-22, col. no. 4 shall not be read as adverse to the officer and overall assessment of merit of the officer upgraded as 'Very Good'.

Aswini
21/3/2023
Registrar General