

G.L. No. 3/IVf-80 dated 1st April,1953

When an officer, particularly a junior one, is deficient in his work, it is not always enough to make an entry to that effect in his character roll and to communicate it to him. Efforts should rather be made to give such officer an opportunity of learning and for effective improvement in his work. A District Judge should, therefore, take more personal interest in the work of Judicial Officers subordinate to him and in case the work of any one is not up to the mark, he should point out to him his failings and defects at a personal interview and either help him with personal advice or put him in touch with one of the more experienced Officers at the station. Junior Officers should also be encouraged to take advantage of any help and guidance that senior Officers in the judgeship may be able and willing to give them and should not hesitate to consult them and seek their guidance.

(iv) Care and caution to be observed in writing Annual Confidential Remarks.

C.L. NO.15/2014/Cf(C) dated: Allahabad 27.05.2014

Upon consideration of one of the suggestions made by the Hon'ble Judges who participated in a conference held on 14-15 April, 2012 at National Judicial Academy, Bhopal on the subject "Enhancing Quality, Efficiency and Timeliness of Adjudication and Sharing of Experiences" pertaining to care and caution to be observed in writing Annual Confidential Remarks, the Hon'ble Court has desired to impress upon all the District and Sessions Judges to observe absolute care and caution while recording Annual Confidential Remarks of the Officers under their Administrative control as that would have positive impact on raising quality of judgments and increasing efficiency in timely adjudication.

I am therefore to request you to kindly observe these norms in their right spirit.