



From,

Krishna Swaroop Dhar Dwivedi, HJS,
Registrar (J)(Confidential),
High Court of Judicature at
ALLAHABAD.

To,

- 1. All the District Judges**
Subordinate to the High Court of Judicature at
ALLAHABAD
- 2. The Director, Judicial Training & Research Institute, Lucknow**

Letter No. **555**/2021/Cf.(C)

Allahabad: June 16, 2021

Subject:- **Process flow for recording the first year Annual Confidential Remarks of the newly recruited Judicial officers of Nyayik Seva by the Director, Judicial Training & Research Institute in Self Assessment in eServices module.**

Sir/Madam,

I am directed to refer to the Court's letter nos. 4955/2021/Cf (C) dated 13.04.2021 and 5399/2021/Cf.(C) dated 10.05.2021 and to say that the Hon'ble Court has been pleased to adopt eServices module for recording the first year Annual Confidential Remarks of the newly recruited Judicial officers of Nyayik Seva.

A sequence of the process flow in Self Assessment in eServices module is annexed herewith for ready reference & kind perusal.

I am, therefore, to request you to kindly follow the process flow in Self Assessment in eServices module as annexed and forward a copy of its annexure to the Principal Judge (s), Family Court & Presiding Officer (s), MACT, LARRA & Commercial Court in the District for information and necessary action in the matter.

With regards,

Encl: As above

Yours faithfully,

Registrar (J)(Confidential)

**Process flow in Self Assessment in e-Services module
(Applicable for newly recruited Judicial Officers of UP Nayayik Sewa)**

The following field will now appear to the Judicial Officer (of UP Nayayik Sewa) in his Self Assessment Form →

“Whether Annual Assessment is being filled for the first time after joining the service.”

Sl.	Option filled by Judicial Officer in “Whether Annual Assessment is being filled for the first time after joining the service.”	Remark
1.	NO	On the e-Services module, the Self Assessment application follows the path:- (Fig. 1) <i>“Judicial Officer → District Judge → Confidential Section C → Registrar Confidential ...”</i>
2.	Yes (a) and when the Ld. D.J. has not seen the work of the Officer for minimum prescribed period, or such other contingencies.	On the e-Services module, the Self Assessment application of the Officer is forwarded by his District Judge to the Confidential Section. The Confidential Section will then assign the relevant District Judge for recording the remark. The assigned relevant District Judge is to thereafter record his remark and then the application will automatically reach to the Director, JTRI. (Fig. 2) <i>“Judicial Officer → District Judge → Confidential Section C → Assigned District Judge (records remark) → Director, JTRI → Confidential Section C → Registrar Confidential ...”</i>
3.	Yes (b) and when the present District Judge Remark becomes relevant on account of him, having seen the work of the Officer for minimum prescribed period.	On the e-Services module, the Self Assessment application reaches to the Director JTRI, directly after the Remark of the Ld. District Judge. (Fig. 3) <i>“Judicial Officer → District Judge → Director, JTRI → Confidential Section C → Registrar Confidential ...”</i>

Step for Director, JTRI for recording his remarks:-

After logging in e-Services portal through the Supervisory mode, The Director, JTRI is to record his Remark (and submit 'Attachments) in Self Assessment Application of the Officer in a tab following the tab for the remark of the Ld. District Judge and then forward his remark by clicking the button “Record Remark” at the end of the Page.

Option "NO" filed by Judicial Officer (Fig. 1)

1. The option available to the Judicial Officer

Annual Assessment filled for the first time?

Whether Annual Assessment is being filled for the first time after joining the service.*

YES

NO

2. Application will avail to the District Judge for recording the remark.

01-Remarks given by the District Judge regarding:

01 (a). Integrity of the Officer- whether beyond doubt, doubtful or positively lacking*

Enter Remarks of the Officer, whether beyond doubt, doubtful or positively lacking.

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?*

Enter Remarks, all in detail, whether in favour of the public and Bar.

01 (c). If he is cool minded and does not lose temper in court.*

Enter Remarks, all in detail, whether in favour or against.

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?*

Enter Remarks, all in detail, whether in favour or against, to be estimated by the public.

1 (e). CONTROL OVER THE FILES IN THE MATTER OF:

01 (e)(i)(a). Proper fixation of cause list.*

Enter Proper fixation of cause list.

01 (e)(i)(b). Whether sufficient number of cases are fixed by him to keep him engaged during full court full court hours?*

Enter whether sufficient number of cases are fixed by him to keep him engaged during full court full court hours.

01 (e)(ii). Avoidance of unnecessary adjournments.*

Enter whether necessary adjournments are avoided.

3. After forwarded by District Judge application available to confidential section.

Office Note

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Select Hon'ble Judge, to whom this application is required to be forwarded.*

Select Hon'ble Judge



Option "YES" filled by Judicial Officer and without District Judge Remark (Fig. 2)

1. The option available to the Judicial Officer

3 MONTHS COMPLETION

Whether 3 Months are complete for remarks of DISTRICT JUDGE? YES NO

On deputation

Whether the judicial officer is on deputation or not? Yes No

Annual Assessment filled for the first time?

Whether Annual Assessment is being filled for the first time after joining the service. YES NO

2. Either the District Judge not able to fill remark(Due to three month completion) or District Judge Not willing to record the remark.

2a. Not willing to record

Skip remark

Whether you want to record ACR of Disbarred Judicial Officer? YES NO

Application Case ID: localhost

Case ID:

Are you sure you don't want to record ACR of Concerned Judicial Official?

OK Cancel

3 MONTHS COMPLETION

OR

2b. Not able to record due to non completion of three months.

Note for approval / remarks

Remark / Recommendation*

B / I [Rich Text Editor Icons] Save Note as Draft

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3. After forwarded by District Judge application available to confidential section.

Office Note

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Select Hon'ble judge, to whom this application is required to be forwarded.

Select Hon'ble Judge

Submit Assign District Judge Send to Director J.T.R.I. Raise Objection

4. Confidential Section avail with the Assign District Judge button, for assigning the application to the concerned District Judge

3

Submit **Assign District Judge** Send to Director J.T.R.I. Raise Objection

5. Application available to the concerned District Judge for Recording the Remark

01-Remarks given by the District Judge regarding:

01 (a). Integrity of the Officer- whether beyond doubt, doubtful or positively lacking?

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?

01 (c). If he is cool minded and does not lose 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?

1 (e). CONTROL OVER THE FILES IN THE MATTER OF:

01 (e)(i)(a). Proper fixation of cause list?

01 (e)(i)(b). Whether sufficient number of cases are fixed by him to keep him engaged during full court full court hours?

01 (e)(ii). Avoidance of unnecessary adjournments?

6. Application available to the Director J.T.R.I. After forwarded by the concerned District Judge.

Performance of judicial officer

Remark*

B *I* **U** **L** **UL** **LL** **UL** **LL** **UL** **LL**

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Attachment from Director J.T.R.I.

Attachments  Add New Attachment

Heading

File

Action

- Allowed extensions are pdf
- Maximum size for uploading file less than 10 MB

7. After Inputting the appropriate remark by the Director J.T.R.I., Remark is recorded by clicking the "Record Remark" button, and application forwarded to the Confidential Section.



8. After forwarded by District Judge application available to confidential section.

Office Note

B *I*

P

Select Hon'ble Judge, to whom this application is required to be forwarded.*

Select Hon'ble Judge

[Submit](#) [Assign District Judge](#) [Send to Director JTR](#) [Approval](#)

Option "YES" filled by Judicial Officer and with District Judge Remark (Fig. 3)

1. The option available to the Judicial Officer

3 MONTHS COMPLETION

Whether 3 Months are complete for remarks of DISTRICT JUDGE? YES NO

On deputation

Whether the judicial officer is on deputation or not? Yes No

Annual Assessment filed for the first time?

Whether Annual Assessment is being filled for the first time after joining the service. YES NO

5. Application available to the District Judge for Recording the Remark

01-Remarks given by the District Judge regarding:

01 (a). Integrity of the Officer- whether beyond doubt, doubtful or positively lacking? Beyond doubt Doubtful Positively lacking

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 No

01 (c). If he is cool minded and does not lose temper in court. Yes No

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? Yes No

1 (e). CONTROL OVER THE FILES IN THE MATTER OF:

01 (e)(i)(a). Proper fixation of cause list? Yes No

01 (e)(i)(b). Whether sufficient number of cases are fixed by him to keep him engaged during full court full court hours? Yes No

01 (e)(ii). Avoidance of unnecessary adjournments? Yes No

6. Application available to the Director J.T.R.I. After forwarded by the concerned District Judge.

Performance of judicial officer

Remark

B *I* **U** **UL** **UL** **UL** **UL** **UL** **UL** **UL** **UL**

test

Attachment from Director J.T.R.I.

Attachments Add New Attachment

Heading	File	Action
<ul style="list-style-type: none">Allowed extensions are pdfMaximum size for uploading file less than 10 MB		

7. After Inputting the appropriate remark by the Director J.T.R.I., Remark is recorded by clicking the "Record Remark" button, and application forwarded to the Confidential Section.



8. After forwarded by District Judge application available to confidential section.

Office Note

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Select Hon'ble Judge, to whom this application is required to be forwarded.*

Select Hon'ble Judge

Cancel Send to District Judge Send to Director J.T.R.I. Release/Assign

