

HIGH COURT OF CHHATTISGARH, BILASPUR

NOTIFICATION

No. **18** (Mis.) /
II-14-18/2018

Bilaspur, dated **21** February, 2018

In exercise of the powers conferred under Article 229 of the Constitution of India and in supersession of all other rules/regulations/norms governing writing of the annual confidential report of the officers and staff of the High Court, the Chief Justice of the High Court of Chhattisgarh, Bilaspur, frames the following Rules:

1. **Short Title and Commencement:**

- (a) These rules shall be called "The Chhattisgarh High Court Services (Annual Confidential Report) Rules, 2018."
- (b) These rules shall come into force with effect from the date of issuance of the notification.

2. **Definitions:**

In these rules the definitions will be same as are in Chhattisgarh High Court Services (Appointment, Conditions of Service and Conduct) Rules 2017

3. **Application:**

These rules shall apply to all the Officers (including Judicial Officers posted in the Registry and in C.S.J.A. on deputation) and staff appointed on the establishment of this High Court before or after the commencement of these rules.

The Reporting Authority, Reviewing Authority and Accepting Authority in respect of the officers and employees of the Registry is mentioned in table-I, II, III, IV and V below:

TABLE -I

Sl. No.	Particulars of the Officers	Reporting Authority	Reviewing Authority	Accepting Authority
(1)	(2)	(3)	(4)	(5)
1	Registrar General, Registrar (I.&E.)/ Registrar (Vig.)/ Registrar (Computerization)/ Registrar (Judicial)/ Registrar (S&A Cell) / Registrar (M) of the High Court.	--	--	Hon'ble the Chief Justice (Reporting and Accepting Authority)
2.	Other Judicial Officers posted in the Registry (except those mentioned at Sl.No.1)	Registrar General	--	Hon'ble the Chief Justice
3.	Class-I Officers posted in the Court of Hon'ble the Chief Justice	--	--	Hon'ble the Chief Justice (Reporting and Accepting Authority)
4.	Class-I Officers posted in the Court of Hon'ble Judges	Hon'ble Judge concerned	--	Hon'ble the Chief Justice
5.	Class-I Officers [other than Judicial Officers & Registrar(M)] posted in the Registry	Registrar General	--	Hon'ble the Chief Justice

TABLE – II

Sl. No.	Particulars of the Officers	Reporting Authority	Reviewing Authority	Accepting Authority
(1)	(2)	(3)	(4)	(5)
1.	Class-II officers (Asstt. Registrar-cum-PS , Private Secretary, posted in the Court of Hon'ble the Chief Justice	--	--	Hon'ble the Chief Justice (<i>Reporting and Accepting Authority</i>)
2.	Class-II officers (Asstt. Registrar-cum-PS , Private Secretary, posted in the Court of Hon'ble Judges	Hon'ble Judge concerned.	--	Hon'ble the Chief Justice
3.	Class-II officers posted as Reader /Asstt. Reader in the Court of Hon'ble the Chief Justice	Registrar/ Addl. Registrar (Judicial)	Registrar General	Hon'ble the Chief Justice
4.	Class-II officers posted as Readers/Asstt. Readers in the Court of Hon'ble Judges.	Registrar/ Addl. Registrar (Judicial)	Hon'ble Judge concerned	Hon'ble the Chief Justice.
5.	Class-II officers posted in the office of Registrar General	Registrar (M) / Joint Registrar/ Addl. Registrar (M)/Dy. Registrar posted in the O/o Registrar General	--	Registrar General
6	Class-II officers posted in the office of Registry Officers except Registrar General	Concerned Registry Officer	--	Registrar General
7.	Class-II Officers , posted in Judicial Branch	Concerned Jt. Registrar/ Additional Registrar (M)/ Deputy Registrar	Registrar (J)/ Addl. Registrar (J) / other I/c (Judicial Officer), as the case may be.	Registrar General
8.	Class-II Officers posted in Accounts and Budget sections	Budget Officer/ Accounts Officer/ Deputy Registrar (A/c), as the case may be.	--	Registrar General
9.	Class-II Officers posted in other sections of Administrative Branch [except Section Officer (Protocol)/ Protocol Officers and Court Officers]	Concerned Jt. Registrar/ Addl. Registrar (M)/ Deputy Registrar	Concerned Registrar/ Addl. Registrar	Registrar General
10.	Section Officer (Protocol)/ Protocol Officer/ Court Officer	Additional Registrar (A)	Registrar General	Hon'ble the Chief Justice

TABLE – III

Sl. No.	Particulars of the employees	Reporting Authority	Reviewing Authority	Accepting Authority
(1)	(2)	(3)	(4)	(6)
1.	Class III employees including Stenographers posted in the Court of Hon'ble the Chief Justice	PPS/PS to Hon'ble the Chief Justice	Registrar General	Hon'ble the Chief Justice
2.	Class-III employees including Stenographers posted in the Courts of Hon'ble Judges.	PS to Hon'ble Judge	Hon'ble Judge concerned	Hon'ble the Chief Justice
3.	Class III employees including Stenographer posted in the O/o Registrar General	Registrar (M)/ Jt. Registrar / Additional Registrar (M)/ Deputy Registrar/ Assistant Registrar/ Section Officer/ as the case may be	--	Registrar General
4.	Class III employees including Stenographer posted in the services of Registry Officers except Registrar General	The concerned Registry Officer	--	Registrar General
5.	Class-III employees posted in the sections of Judicial Branch	Assistant Registrar/ Section Officer (Under whose direct control the employee concerned is working in the section).	Registrar (J.)/ Additional Registrars (J) as the case may be.	Registrar General
6.	Class III employees posted in Accounts/ Budget Sections	Deputy Registrar/ Accounts Officer/ Section Officer/ (Under whose direct control the employee is working in the section)	Budget Officer	Registrar General
7.	Class-III employees posted in other sections of Administrative Branch	Deputy Registrar/Assistant Registrar/ Section Officer/ (Under whose direct control the employee is working in the section)	Concerned Registrar/ Additional Registrar	Registrar General

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TABLE - IV

Sl. No.	Particulars of the employees	Reporting Authority	Reviewing Authority	Accepting Authority
(1)	(2)	(3)	(4)	(6)
1.	Class IV employees posted in the Courts and in the Bungalows of Hon'ble the Chief Justice & other Hon'ble Judges	PPS/PS to Hon'ble the Chief Justice/ concerned Hon'ble Judge as the case may be	--	Registrar General
2.	Class IV employees posted in the Bungalow and office of the Registrar General	Registrar (M)/ Jt. Registrar / Additional Registrar (M)/ Dy. Registrar/ Asstt. Registrar/ Section Officer as the case may be	--	Registrar General
3.	Class IV employees posted in the services of Registry Officers except Registrar General	Concerned Registry Officer	--	Registrar General
4.	Class IV employees posted in various Sections	Deputy Registrar/ Accounts Officer/ Assistant Registrar/ Section Officer/ Librarian/ Asstt. Editor (I.L.R.) as the case may be (Under whose direct control the employee is working in the section)	Registrar concerned / Addl. Registrars (D.E.), J/ A/ Classi.)/Jt. Registrar / Additional Registrar (M)/ Budget Officer as the case may be	Registrar General

TABLE - V

Sl. No.	Particulars of the Officers/ employees	Reporting Authority	Reviewing Authority	Accepting Authority
(1)	(2)	(3)	(4)	(5)
1	Director of CSJA	Chairman of CSJA	--	Hon'ble the Chief Justice
2.	Additional Director and other Judicial Officers posted at CSJA	Director, CSJA	Chairman of CSJA	Hon'ble the Chief Justice
3.	Class-I officers other than the Judicial Officer posted in CSJA	Director, CSJA	Chairman of CSJA	Hon'ble the Chief Justice
4.	Class-II officers posted in CSJA	Additional Director CSJA	Director CSJA	Chairman of CSJA
5..	Class-III and Class-IV employees posted in CSJA	Additional Director CSJA	--	Director CSJA
6.	Class-IV employees posted in the Bungalow of Director CSJA	--	--	Director CSJA (Reporting and Accepting Authority)
7.	Class-IV employees posted in the Bungalow of Officers of CSJA except in the Bungalow of Director CSJA	Concerned Officers	--	Director CSJA

TABLE – VI

Sl. No.	Particulars of the Officers	Reporting Authority	Reviewing Authority	Accepting Authority
(1)	(2)	(3)	(4)	(5)
1.	Chief Court Manager	Registrar General	--	Hon'ble the Chief Justice
2.	Senior Court Managers	Registrar General/District Judge concerned, as the case may be.	--	Hon'ble the Chief Justice
3.	Court Managers	Registrar General/District Judge concerned, as the case may be.	--	Hon'ble the Chief Justice

4. Period of ACRs:

The ACRs should be written for each financial year (i.e. for the period from 1st April to 31st March). The Establishment & Confidential Sections shall send the prescribed ACR formats of the officers and employees to the concerned reporting officers by the 2nd week of March and all the Officers who are required to record the remarks in the formats shall record it in such a manner that after recording of their remarks the formats should reach the Accepting Authority by the last week of April.

5. **Writing of ACRs :**

- (i) The Reporting, Reviewing or Accepting Authority can write or record the confidential report of the officer/employee only if he/she has observed the performance of the officer/employee for at least 03 months.
- (ii) If any of the authorities (i.e. Reporting, Reviewing or Accepting) has retired without writing the ACRs of concerned officer/employee, and his successor is not authorised to write, the remarks recorded by other officer(s), shall be treated as valid.
- (iii) In case of transfer of Reporting Authority the ACRs of such officers/employees whose ACRs were to be written by the said authority, shall be written by concerned Reviewing Authority as Reporting Authority and thereafter, it may be sent to the Accepting Authority.
- (iv) In case of transfer/elevation/retirement of the Accepting Authority the remarks recorded by Reporting Authority/Reviewing Authority, shall be treated as valid and it may be treated as remarks of Accepting Authority.
- (v) In case of non-availability/posting of Reporting officers as mentioned in the column no. 3 of above tables, the Reviewing Authorities will be the Reporting Authorities as mentioned in the next columns of the tables. In case of non-availability of Reviewing Authority as mentioned in column no. 04 of above tables, after the remarks of Reporting Authority, it shall be sent to Accepting Authority, which shall be treated as the remarks of Reviewing Authority and Accepting Authority. If both the officers Reporting/Reviewing as mentioned in said tables are not available, the Accepting Authority will be the Reporting/Accepting Authority.

6. **Communication of remarks :**

It is necessary that every employee should know the remarks recorded in his ACR, therefore, all the remarks shall be communicated to the officer/employee concerned.

7. **Representation against adverse remarks :**

The officers and employees may submit their representation against adverse remarks communicated to him within a period of one month from the date of such communication failing which representation may not be entertained.

8. **Other Conditions :**

- (i) Subject to the provisions of these rules, the Rules and Orders for the time being in force and applicable to the officers and employees of the State Government shall be applicable to the members of the service.
- (ii) Any question arising as to which Rules or Orders are applicable to any case of the member of the service shall be decided by the Chief Justice.

9. **Interpretation :**

If any question arises as to the interpretation of these rules, the decision of the Chief Justice shall be final.

10. **Amendment :**

The Chief Justice may make any amendment in these rules at any time, as may be deemed necessary.

11. **Power to relax :**

Where the Chief Justice is satisfied that the operation of any of these rules causes undue hardship in any particular case or class, it may dispense with or relax the particular rule/regulation/norm to such extent and subject to such exception and condition as may be deemed necessary.

12. **Cessation :**

The High Court of Chhattisgarh (Annual Confidential Report) Rules, 2006 and all other rules and orders, if any, corresponding to these rules shall cease to apply to the members of the service from the date of commencement of these rules.

Provided that any order already made or action taken under the Rules and Orders so ceased shall continue to be in force and be deemed to have been made or taken under the corresponding provision of these Rules.

By order of Hon'ble the Chief Justice

Sd/-
(Gautam Chourdiya)
Registrar General

Endt. No. 1650 /
II-14-18/2018

Bilaspur, dated 21 February, 2018

Copy forwarded to:-

1. Private Secretary to Hon'ble the Chief Justice, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
2. Private Secretary to Hon'ble Shri Justice Pritinker Diwaker, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
3. Private Secretary to Hon'ble Shri Justice Prashant Kumar Mishra, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
4. Private Secretary to Hon'ble Shri Justice Manindra Mohan Shrivastava, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
5. Private Secretary to Hon'ble Shri Justice Goutam Bhaduri, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
6. Private Secretary to Hon'ble Shri Justice Sanjay K. Agrawal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
7. Private Secretary to Hon'ble Shri Justice P. Sam Koshy, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
8. Private Secretary to Hon'ble Shri Justice Sanjay Agrawal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
9. Private Secretary to Hon'ble Shri Justice Rajendra Chandra Singh Samant, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
10. Private Secretary to Hon'ble Shri Justice Sharad Kumar Gupta, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
11. Private Secretary to Hon'ble Shri Justice Ram Prasanna Sharma, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
12. Private Secretary to Hon'ble Shri Justice Arvind Singh Chandel, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
13. P.S. to the Registrar General, High Court of Chhattisgarh, Bilaspur,
14. Registrar (Vigilance/I.&E.), High Court of Chhattisgarh, Bilaspur,
15. The Principal Secretary, Law & Legislative Affairs Department, Government of Chhattisgarh, Mantralaya, Mahanadi Bhawan, Naya Raipur (C.G.) - with a request to get it published in the Gazette immediately and send 10 copies of same to this Registry,
16. Director (C.S.J.A.), High Court of Chhattisgarh, Bilaspur,
17. Registrar (Establishment), High Court of Chhattisgarh, Bilaspur,
18. Additional Registrar (D.E./Judl./Admn./Classi.), High Court of Chhattisgarh, Bilaspur,
19. Additional Directors (C.S.J.A.), High Court of Chhattisgarh, Bilaspur,
20. O.S.D.-cum-C.P.C., High Court of Chhattisgarh, Bilaspur,

21. Joint Registrars, High Court of Chhattisgarh, Bilaspur,
22. Budget Officer, High Court of Chhattisgarh, Bilaspur,
23. All Additional Registrars, High Court of Chhattisgarh, Bilaspur,
24. All Deputy Registrars, High Court of Chhattisgarh, Bilaspur,
25. All Assistant Registrars, High Court of Chhattisgarh, Bilaspur,
26. All Section Officers/Private Secretaries, High Court of Chhattisgarh, Bilaspur,
27. Librarian/Assistant Editor (ILR), High Court of Chhattisgarh, Bilaspur,

For information / necessary action.


(Gautam Chourdiya)
Registrar General