

GENERAL INSTRUCTIONS

- 1. The Inspection Programme of Hon'ble the Administrative Judge be sent at an early date preferably before four weeks from the date of inspection.
- 2. The Registry of the Court be instructed to write one month in advance to the District & Sessions Judge to obtain statements as per the questionnaire for inspection by Hon'ble the Administrative Judge **(as available in the High Court, Allahabad and placed below as Proforma-I and Proforma-II).**
- 3. On the basis of statements, received from the respective subordinate court, the Inspecting Team be directed to prepare a consolidated statements for the discussion of the statistics and also about working of the Judgeship to save time.
- 4. Before a suitable period of inspection by Hon'ble the Administrative Judge, an Inspecting Team consisting of required staff, as directed by Hon'ble the Administrative Judge be sent to the subordinate court for cross checking of the figures and statistics.
- 5. List of the Judicial Officers of the Judgeship be made available by the District & Sessions Judge at the time of inspection in the following proforma :-

LIST OF THE JUDICIAL OFFICERS OF THE JUDGESHIP OF.....

Sl. No.	Name of Officer	Designation	Special power, if any	Date of Joining	Name of predecessor
1	2	3	4	5	6

- 6. Before proceeding on inspection, Hon'ble the Administrative Judge may call for and peruse the service records of the Officers of the Judgeship to have a fair idea of the capabilities of a particular Officer.
- 7. Information about other points regarding behavior of the Officers with Bar, Public and other Officers as well as a report about knowledge of law, procedure of the Officer and standard of the judgment may also be obtained from the District Judge to form opinion about quality of judgments and orders.

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8. A monthly meeting of the Judicial Officers be regularly held to discuss and take steps for disposal of old cases and allied matters. The minutes of such meetings be placed before Hon'ble the Administrative Judge at the time of inspection.
9. While holding inspection of the courts by sitting with the Officers, the Hon'ble Administrative Judge must step down with the Officers in his Chambers to discuss their personal problems alongwith the problems of not disposing off sufficient number of cases.
10. Any guidance or general direction with respect to any matter given by the Hon'ble Administrative Judge must be followed punctiliously. Any report called for by the Hon'ble Administrative Judge with regard to the compliance with direction must be submitted forthwith.

PROFORMA –I

QUESTIONNAIRE FOR INSPECTION BY
HON'BLE THE ADMINISTRATIVE JUDGE.

1. Comparative statement of institution and disposal of all kinds of cases for two years viz. 20..... - 20.....
2. Yearwise pendency of all kinds of cases as it stood at the end of two previous years ending 20..... - 20.....
3. (a) Statement of out-turn of Judicial Officers showing the number of each type of cases disposed of during the period of 20.... together with the number of cases of different years so disposed of.

(b) Statement of out-turn (according to standard showing separately the civil and criminal work disposed of during the year ending 20....
4. Statement of cases in which more than six weeks have elapsed between the date of conclusion of evidence and date of delivery of judgment on the date of inspection.
5. Statement of cases in which parties were examined under order x rule 2 C. P. C. in the year 20.....
6. Statement of cases in which the following provisions of law were used during the year 20.....

(a) Order XI and XXXVII C. P .C.
(b) Section 205 and 206 Cr. P. C. (For Ministerial Courts only)
7. Statement of inspection made by each officer for the year 20.....
8. Statement of cases in which either copy of judgment and/or decree or record of the case has not been received after decision of the High Court or where judgment or decree has been received without record upto
9. Statement of injunction applications filed, injunction granted ex-parte, injunctions refused, and injunction orders confirmed after hearing both parties for the year 20.....
9. (a) Statement of cases in which final hearing of an injunction application has been combined with final hearing of the suit.

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10. Statement of cases in which order of attachment before judgment or appointment of receiver were passed during the year 20.....
11. Statement of cases stayed by order of High Court.
12. Statement of cases stayed by other superior courts.
13. Statement of cases wherein orders of remand or remitting or issues or taking of additional evidence have been passed during the year 20..... (applicable to appellate courts only).
14. A brief statement of work fixed and done during the week 20..... in the proforma below :-

Statement No.-14

A brief statement of work fixed and done during the week from to

Particulars of cases	Nature of cases of sections of offences	Purpose	Work done	Remarks
1	2	3	4	5

15. Statement of Sessions Trials decided showing percentage of acquittal and conviction.
16. Usual statement of different departments as were prepared for the inspection purposes till now. The departments to be inspected are Copying, Record-Room, Nazarat, Library, Amin and Administrative Office.
17. Statement of inspections made by the Munsarim during the year 20.....
18. Statement of total number of revisions, both civil and criminal filed and rejected summarily during the year 20.....
19. Statement of judgment reserved up to
20. Statement of total amount of fine imposed and realised during the year 20.....

Administrative Judge

PROFORMA-II

QUESTIONNAIRE FOR INSPECTION BY
HON'BLE THE ADMINISTRATIVE JUDGE

1. Statement of Institution and disposal of all kinds of cases from _____ to _____ from the record of D.J.'S office.
2. Year-wise pendency of all kinds of cases as it stood at the end from _____ to _____ from the record of D.J.'S office.
3. (a) Statement of out-turn of judicial officers showing the number of each type of cases disposed of during the period from _____ to _____ together with the number of cases of different years so disposed of from the record of D.J.'S office.
3. (b) The statement of out-turn (according to standards showing separately the civil and criminal work disposed of during the period from _____ to _____ from the record of D.J.'S office.
4. Statement of cases in which more than six weeks have elapsed between the date of conclusion of evidence and date of delivery of judgment of the date of inspection and where arguments were reheard.
5. Statement of inspection made by each court and office for the period from _____ to _____
6. Statement of cases in which either copy of judgment and/or decree or record of the cases has not been received after decision of the High Court or where judgment or decree has been received without record upto _____
7. Statement of injunction application filed, injunction granted ex-parte, injunctions refused, and injunction orders confirmed after hearing both parties for the period from _____ to _____.
8. Statement of cases in which final hearing of an injunction application has been combined with final hearing of the suit.
9. Statement of cases stayed by order of High Court with date of stay order and date of which enquiry made.
10. Statement of cases stayed by other superior courts with dates of stay order and enquiry made.

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11. Statement of cases wherein order of remand or remitting of issues of taking of additional evidence have been passed during the period from _____ to _____ (applicable to appellate courts only).

12. A brief statement of work fixed and done during the period from _____ to _____ in the proforma below :

Particulars of cases	Nature of cases or sections of offences	Purpose	Work done	Remarks

13. List of judgments delivered during a specified period upto _____ (Different dates may be earmarked for different officers) with their files.

14. Usual statement of different departments as were prepared for the inspection purposes till now. The departments to be inspected are Copying, Record-Room, Nazarat, Library, Amin and Administrative Office.

15. Statement of inspections made by the Munsarim during the period from _____ to _____

16. Statement of total number of revisions, both civil and criminal filed and rejected summarily during the period from _____ to _____

17. Statement of judgment reserved upto _____

18. List of cases in which record held up in appellate/revisional courts despite there being no stay of proceedings.

19. List of departmental enquiries with the date of initiation, stage and name of enquiry officer.

20. Whether declaration of assets made by all the judicial officers and when sent to High Court.

Administrative Judge