

PESHAWAR HIGH COURT, PESHAWAR

Inspection Proforma for PERs Of Senior Civil Judge (Admin) In District Judiciary

Date of Visit: _____, District _____

COURT OF _____, _____

Assessment Period: From _____ to _____

Domain	Indicator	Remarks	Checklist
1) Administrative Management (Total Marks=20)			
1.1- Human Resource Management	Timely Filling of Vacant Positions and compliance of Rues & Regulations <u>Total Marks: 2</u>		Sanctioned & working strength of establishment APT rules 1989 & recruitment policy 2003 Maintenance of Service Books and Personal Files
	Process Serving Agency <u>Total Marks: 2</u>		Entrustment and return of Processes Provision of Facilities (POL, Uniform and e-gadgets etc.) Efficiency and compliance
	Rotation of Staff <u>Total Mark: 1</u>		Tenure based posting transfer Stopgap arrangements
	Effective Compliance of Standards for Monitoring efficiency and conduct <u>Total Marks: 2</u>		Record pf disciplinary proceedings PER and Assets declaration
	Capacity Building Initiatives <u>Total Mark: 1</u>		Training Plans
1.2- Cooperation and Liaison	Meetings <u>Total Marks: 1</u>		Judicial Officers Bench Bar Criminal justice system Etc.
	Supervision of Infrastructure and allied facilities <u>Total Mark: 2</u>		Local Inspections and Reports Repair and maintenance Cleanliness of premises , horticulture etc.
	Assistance in Service Delivery Processes <u>Total Marks: 2</u>		Information KIOSK Copy Branch Record Room Cabins Canteens
	Assistance towards monitoring of Paralegal <u>Total Mark: 2</u>		Oath Commissioners Notary Public Petition/Deed Writers Stamp vendors Identity Cards
	Measures for Eradication of Corrupt Practices <u>Total Marks: 1</u>		Available mechanism
1.3 Logistics	Court Assets Services <u>Total Mark: 2</u>		Furniture Stationary Printed Register IT Equipment Toiletries Maintenance and repair
	Assets Management (Stocks and Disposal of unserviceable items) <u>Total Mark: 2</u>		Stock Registers

2- Financial Management (Total Marks=20)			
2.1. Budgetary Processes	Annual Plan Total Marks: 3		Overview of Budgetary allocations, demands , expenditures and book keeping.
	Demand & Expenditure Total Marks: 2		
	Reasons of Surrender Total Mark: 1		
2.2 Judicial Accounts	Sheriff's Petty' Total Marks: 3		Deposit/withdrawal Registers Inspections and findings Compliance of Rules and Instructions
	Civil Court Deposits Total Marks: 3		Deposit/withdrawal Registers, Cashbook, Inspections and findings Compliance of Rules and Instructions
	Minors' Account Total Marks: 2		Deposits and Payments Maintenance of Records
2.3 Procurement	Need Assessment, Planning, and supply Total Marks: 2		Facilities for courts and premises.
	Adherence to Procedures Total Mark: 1		
2.4 Internal Audit	Reports and Findings Total Mark: 1		Reports available or not
	Compliance of Rules, Guidelines and Instruction Total Mark: 1		
	Corrective Measures Total Mark: 1		

Total Achieved Score = _____

OVERALL GRADING (including judgments) as per Total Achieved Score

A	B	C	D
31-40	21-30	11-20	0-10

SPECIAL REMARKS/OBSERVATIONS: