

PESHAWAR HIGH COURT, PESHAWAR

Inspection Proforma for PERs Of Judicial Officers In District Judiciary

Date of Visit: _____, District _____

COURT OF _____, _____

Assessment Period: From _____ to _____

A. COURT MANAGEMENT

1) Administration:

			Checklist
Court Environment	Proper 2	Improper 0	1-Decorum of Court 2-Cleanliness of Court 3- Dress Code 4-Internal External Seating arrangements
Assets Management	Proper 2	Improper 0	Stock Register Maintained or not Physical Condition. Properly maintained or not.
Library/Books	Proper 1	Improper 0	Proper Register maintained or not Managed or Unmanaged Physical condition of books
Correspondence	Proper 2	Improper 0	Diary dispatch registers maintained or not maintained. Correspondence file maintained or not.
Registers and Files	Proper 1	Improper 0	Physical condition of registers and court files
Comments:			

A 7-8	B 5-6	C 3-4	D 0-2
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2) Judicial:

Court Diary and Time Management	Trend of Adjournments	Purposeful 2	Casual 0	Case Files
	Adherence to Civil Management Rules. (Scheduling)	Purposeful 2	Casual 0	Cases Files
	Case Prioritization	Observed 2	Not Observed 0	Chronological List. Peshi register/Court Diary Stagnant categories
File Management	Checklist	Properly Maintained 1	Not Maintained 0	Case Files/Checklist
	Order sheet	Proper 2	Improper 0	Instructions and format observed or not.
	Classification	Done 1	Not Done 0	Consigned Files Part A and Part B
	Consignment	Proper 1	Improper 0	Prescribed Time Observed or not
Register Management	Registers	Properly Maintained 1	Not Properly Maintained 0	Entries made as per prescribed columns or not. All Available or deficient
	Comments:			

Financial Management	<u>Fine Record</u>	Proper 1	Improper 0	NA	Fine Receipt book Fine register Reconciliation file Challan File Deposit Reconciliation
	Comments:				
	Local Commission 1- Register 2- Mode of Payment	Properly Maintained 1	Not Properly Maintained 0	NA	Local Commission Register Printed or otherwise. Entries column Wise Entries made or not Payment made through NAZIR or at the spot.
Process & Publication Fee	Deposit & Payment	Proper 1	Improper 0	NA	Case files and relevant register Payment made through NAZIR or otherwise.
	Diet Money	Proper 1	Improper 0	NA	Case files and relevant register Payment made through NAZIR or otherwise.
	Comments:				
Automation	Chronological List	Properly Maintained 1	Not properly Maintained 0		Updated Chronological List and Cause Lists
	Cause List	Computer Generated 1	Manual 0		
	Digitization of Record	Proper 2	Improper 0		Scanning of Record Physically check the scanned record in Computer. Either scanning is Ongoing Stage Wise or Ongoing but not regular or Not Carried Out
	Comments:				
Achieved Score					
<p><u>Achieved Score Calculation Tip:</u></p> <p>In the Table -2 (Judicial) there are three types of Indicators:</p> <ol style="list-style-type: none"> 1- All indicators are applicable to those courts dealing both with Civil and Criminal work, and total 20 marks are applicable. 2- In case of courts dealing only with criminal work, 15 marks are applicable excluding the indicators assigned to civil matters. 3- In case of courts dealing only with civil work, 19 marks are applicable excluding the indicators assigned to criminal matters. <p><u>Formula applicable to variable categories=</u> (Sum of Achieved Score X 20 / sum of Total category marks. e.g. $14 \times 20/15=18.6$ (Criminal)(round figure 19) e.g. $14 \times 20/19=14.73$ (Civil)(round figure 15)</p>					

A 16-20	B 11-15	C 6-10	D 0-5
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B. CASE MANAGEMENT

Scrutiny		Purposeful 1	Casual 0	Case Files Input of Presiding Officer at the time of institution. Cognizance procedure- Order V Rule 3, Order VII Rule 11, Order XLI Rule 3 CPC etc, section 204 ,241 A, 265 (C).Cr.PC.
Procurement of Attendance	Parties	Effective 1	Casual 0	Case Files Adherence to Provisions of Order V CPC, Order XVI , Order XVII CPC, and to relevant chapters of Cr.PC. and Family Court Rules 1965.
	Witnesses	Effective 1	Casual 0	
Procurement of Written Statement		Effective 1	Casual 0	Time Factor per Law
Discovery Management		Effective 1	Casual 0	Order X,XI,XII and XIII CPC.

Issues/Charge	Procedure Oriented 1	Casual 0	Order XIV Rule 3 , relevant provision of Cr.PC.	
Trial Scheduling / Trial Management	Effective 1	Casual 0	Scheduling Conference , Lawyers Database, Order of Examination of Witnesses.	
Evidence	Oral Statements	Recorded in Prescribed Manner 1	Casual 0	
	Documentary Exhibits	Signed 1	Not Signed 0	
Judgment	Timely Written & Consigned 2	Not Timely Consigned 0	Diary, Faisla Behi and Consignment Register	
Meritorious Disposal (Summary or Contested)	Within Statutory/Policy Time Frame 1	Casual 0	Faisla Behi and Case Files	
Achieved Score				
<i>Achieved Score Calculation Tip: As applicable to A2 as above</i>				
<i>Formula applicable to variable categories= (Sum of Achieved Score X 12 / sum of Total category marks. e.g. 8 x 12/10=9.6 (round figure 10)</i>				

A 10-12	B 7-9	C 4-6	D 0-3
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C. ACHIEVEMENT Vs. TARGET STATUS (To be provided by DAW)

Note: This Indicator is not applicable for current inspection and marks assigned to it shall apply in future inspection having regard to the percentage calculated by DAW based on targets in accordance with District Judiciary Performance Monitoring and Evaluation Policy (2020-25).

Total Score (Table A and B) = 40

Total Achieved Score (Table A and B)= _____

OVERALL GRADING (including judgments) as per Total Achieved Score

A 31-40	B 21-30	C 11-20	D 0-10
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SPECIAL REMARKS/OBSERVATIONS: