

HIGH COURT OF MADHYA PRADESH

RAJENDRA KUMAR VANI  
REGISTRAR GENERAL

Jabalpur

D.O. No. 34 /Confdl. /2021  
II-2-1/2021

Dated 08 January, 2021

Subject: **Scheme for Self- Appraisal, Impact Assessment and Performance Evaluation.**

Dear District Judge,

As directed, I am to forward "**Scheme for Self- Appraisal, Impact Assessment and Performance Evaluation**" (Effective w.e.f. 01.01.2021), with a direction to circulate the same to all Trainee Civil Judges (Entry Level) and Trainee District Judges (Entry Level) posted in your district for information and guidance with a further information that the same shall be considered at the time of their posting in regular court.

With regards,

  
08.1.21  
(RAJENDRA KUMAR VANI)  
sb

To,  
**The District & Sessions Judge,**  
**(All in the State)**

Endt. No. 35 /Confdl. /2021  
II-2-1/2021

Dated 08 January, 2021

Copy forwarded to:-

- 1 OSD-cum-P.P.S. to Hon'ble the Chief Justice, High Court of Madhya Pradesh, Jabalpur, for placing the same before Hon'ble the Chief Justice for kind information.
- 2 Secretary to Hon'ble Shri Justice \_\_\_\_\_, High Court of M.P., Jabalpur for placing the same before His Lordship for kind information.

- 3 Secretary to Hon'ble Shri Justice \_\_\_\_\_,  
High Court of M.P., Bench Indore for placing the same before His Lordship for  
kind information.
- 4 Secretary to Hon'ble Shri Justice \_\_\_\_\_,  
High Court of M.P., Bench Gwalior for placing the same before His Lordship  
for kind information.
- 5 Director, Madhya Pradesh State Judicial Academy, Jabalpur for information and  
necessary action.

**NOTE :-** Vide Registry Order No. Reg(IT)(SA)/2018/368, dated 01.03.2018, it has been directed to stop Printing/ Photocopying/ Cyclostyle of all general Administrative Orders like transfer, posting etc. and the same Orders / Circulars etc. are to be made available in the official website of the High Court, accordingly, in compliance of the same, all concerned are hereby informed to download a copy of the Order/ Circular and accordingly, ensure necessary action, if any.

  
08.1.24  
\* (RAJENDRA KUMAR VANI)  
REGISTRAR GENERAL  
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## **MADHYA PRADESH STATE JUDICIAL ACADEMY HIGH COURT OF M.P., JABALPUR**

### **SCHEME FOR SELF-APPRAISAL, IMPACT ASSESSMENT AND PERFORMANCE EVALUATION**

(with effect from 1<sup>st</sup> January, 2021)

#### **OBJECT**

As per the Scheme for Judicial Education and Training, it shall be mandatory for every Civil Judge (Entry Level) to attend and complete the Induction Training Course for a period of one year (12 months/52 weeks) and for every District Judge (Entry Level) recruited directly from the Bar to attend and complete the Orientation Training Course for a period of six months (26 weeks) as per the said Scheme. According to the Scheme, the aforementioned training courses are being imparted in two different natures i.e Field Training and Institutional Training. After the completion of the Training Course, District & Sessions Judge concerned has to submit a report, whereas, the Director, MPSJA has to submit a report regarding completion of Institutional Training. However, there is no structured scheme for performance evaluation of the trainee Judge and impact assessment of the training course for being considered suitability of such Trainee Judge for posting in the Court with independent charge.

The Committee for "overall working of Judicial Officers' Training and Research Institute (MPSJA) and all matters relating thereto" (Committee No.7), has resolved in its meeting dated 28.11.2019 that Director, MPSJA shall prepare scheme for impact assessment of institutional and field training that is being imparted to newly appointed District Judges (Entry

Level) directly appointed from Bar and newly appointed Civil Judges (Entry Level).

Therefore, a scheme for self appraisal, impact assessment and performance evaluation is required to achieve these objectives. Hence, this "Scheme" namely; "Scheme for Self Appraisal, Impact Assessment and Performance Evaluation".

## **APPLICATION**

This Scheme is applicable to the Civil Judge (Entry Level) recruited as per the Madhya Pradesh Judicial Services (Recruitment and Conditions of Service) Rules, 1994 and District Judge (Entry Level) recruited directly from the Bar as per the Madhya Pradesh Higher Judicial Services (Recruitment and Conditions of Service) Rules, 2017.

For the purpose of this Scheme the Civil Judge (Entry Level) and District Judge (Entry Level) recruited directly from the Bar may be referred as "Trainee Civil Judge" and "Trainee District Judge" respectively.

In this Scheme, the "Scheme for Judicial Education and Training" is referred as "Training Scheme".

## **SELF-APPRAISAL**

- a. The Trainee Civil Judge after completion of the Induction Training Course and Trainee District Judge after completion of the Orientation Training Course as per the Training Scheme shall submit Self-Appraisal Report (SAR) to the Director, MPSJA.
- b. The Trainee Civil Judge shall submit Self Appraisal Report (SAR) in prescribed format **Proforma- A** and Trainee District Judge shall submit Self-Appraisal Report (SAR) in prescribed format **Proforma- B**.

## **IMPACT ASSESSMENT AND PERFORMANCE EVALUATION**

### **A. Field Training:**

(i) The District & Sessions Judge may observe and inspect or may direct the concern Judicial Officer who is deputed as In-charge Training as per the Training Scheme to observe and inspect the work of the Trainee Judge during field training course during each phase and shall forward the general comments of informative nature regarding impact of fieldtraining of each phase to the Director, MPSJA who shall consider the same while assessing the impact of training.

(ii) The Director/Judicial Officers of MPSJA may observe and inspect the Field Diary maintained by the Trainee Judge as per the Training Scheme while assessing the impact of training of each phase.

### **B. Institutional training:**

During all phases of induction course and orientation course as per the Training Scheme, respectively;

(i) The Director, MPSJA may observe and inspect or may direct any Judicial Officer of the MPSJA to observe and inspect the work and performance of the Trainee Judge during institutional training course.

(ii) While observing and inspecting the work and performance of the Trainee Judge during institutional training course, the draft of exercises, orders, judgments, performance in simulation/mock drill, responsiveness, promptness, aptitude etc. may be taken in to consideration.

(iii) The Trainee Judge shall be given questionnaire on daily or weekly basis on particular day's or week's learning who shall submit the solutions/answers thereon. Judicial Officers of MPSJA shall examine the same and assess the impact of training.

(iv) The Director, MPSJA may direct any Judicial Officer of the MPSJA to observe the Trainee Judge discretely generally as well as on the following points such as; adherence of joining rules of MPSJA, punctuality,

resourcefulness, interpersonal relationship, discipline, general behaviour, attitude, cognition, etc.

(v) The Officer of MPSJA concern, shall submit a Note on the impact assessment and performance of to the Trainee Judge.

## REPORT

On the basis of Self Appraisal Report (SAR) submitted by the Trainee Judge, comments received from the District & Sessions Judge (if any) as well as the Note submitted by the Faculty of MPSJA, the Director, MPSJA on the basis of such observation and inspection shall prepare an "Impact Assessment and Performance Evaluation Report" in the given format containing impact assessment and performance evaluation along with opinion of the training imparted to the Trainee Judge as "Satisfactory" or "Not-satisfactory".

## ANNEXURES

Proforma-A [Self Appraisal Report by Trainee Civil Judge]


Proforma-B [Self Appraisal Report by Trainee District Judge]

Proforma-C [Impact Assessment and Performance Evaluation Report]

**Jabalpur**  
**21<sup>st</sup> December, 2020**

  
**DIRECTOR**  
**MPSJA**

*Approved by Hon'ble the Acting Chief Justice vide order dated 21.12.2020*

  
**(Ramkumar Choubey)**  
**Director, MPSJA**

**INDUCTION TRAINING COURSE FOR CIVIL JUDGES (ENTRY LEVEL)**

**SELF APPRAISAL REPORT**

(To be filled in by the Trainee Civil Judge)

**PERSONAL DETAILS**

**Name** : .....

**Designation** : .....

**Place of posting** : .....

**Educational qualifications** : .....

**Date of joining** : .....

**Period of absence from training course** :

Casual leave	Optional leave
Vacations	Earned leave
Journey period	Commuted leave
Training	Other

**Training course details:**

**Field Training Course:**

First Phase: From ..... to .....

Residuary Period: From ..... to .....

Second Phase: From ..... to .....

Residuary Period: From ..... to .....

Final Phase: From ..... to .....

**Institutional Training Course:**

First Phase: From ..... to .....

Second Phase: From ..... to .....

Final Phase: From ..... to .....

## A. Field Training Course

Assess your performance on following parameters :

1. Punctuality

.....  
.....

2. Sincerity

.....  
.....

3. Absence from training, if any (reasons)

.....  
.....

4. Inter-personal Relationship

.....  
.....

5. Health and Personal well-being

.....  
.....

6. Learning of law and procedure

a. Learning from other departments :



.....  
.....

b. Learning from sections :

.....  
.....

c. Learning from Court Proceedings :

.....  
.....

d. Learning from disposed off case files :

.....  
.....

e. Give two instances of learning experience during independent holding  
of Court.

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.....

f. Difficulties, if any, faced during Field Training.

.....  
.....

**7. Work done statement:**

<b>STATEMENT SHOWING WORK DONE DURING FINAL PHASE OF FIELD TRAINING COURSE</b>			
CLASS OF CASES	NO. OF ALLOTTED CASES	NO. OF DISPOSAL	
		CONTESTED	UNCONTESTED
CIVIL SUITS CLASS "A"			
CIVIL SUITS CLASS "B"			
CIVIL EXECUTIONS			
MISC. CIVIL CASES			
REGULAR CRIMINAL CASES			
MISC. CRIMINAL CASES			
ANY OTHER WORK			
<b>TOTAL</b>			

Signature  
Trainee Civil Judge

VERIFICATION

Signature  
In-charge Training

## **B. Institutional Training Course**

Assess your performance on following parameters :

1. Punctuality

.....  
.....

2. Sincerity

.....  
.....

3. Absence from training, if any (reasons)

.....  
.....

4. Inter-personal Relationship

.....  
.....

5. Health and Personal well-being

.....  
.....

6. Learning of law and procedure

.....

7. Difficulties, if any, faced during Institutional Training

.....

8. Statement showing work done during Institutional Course

STATEMENT SHOWING WORK DONE DURING FINAL PHASE OF INSTITUTIONAL TRAINING COURSE			
TYPES OF EXERCISES	NO. OF EXERCISES GIVEN	DATE OF SUBMISSION	REMARKS
Case study work/ writing orders, judgments etc.			
Mock drill, presentations, group discussions participated etc.			

Note: Additional sheets may be attached if needed.

Signature  
Trainee Civil Judge

VERIFICATION

Signature  
In-charge Judicial Officer  
of MPSJA

**ORIENTATION TRAINING COURSE FOR DISTRICT JUDGES (ENTRY LEVEL)**

**(Recruited directly from Bar)**

**SELF APPRAISAL REPORT**

**(To be filled in by the Trainee District Judge)**

**PERSONAL DETAILS**

**Name** : .....

**Designation** : .....

**Place of posting** : .....

**Educational qualifications** : .....

**Date of joining** : .....

**Period of absence from training course** :

Casual leave	Optional leave
Vacations	Earned leave
Journey period	Commuted leave
Training	Other

**Training course details:**

**Field Training Course:**

Previous Phase: From .....to.....

Residuary Period: From ..... to .....

(if any)

Final Phase: From .....to .....

**Institutional Foundation Course:**

Previous Phase: From .....to.....

Final Phase: From .....to .....

## A. Field Training Course

Assess your performance on following parameters :

1. Punctuality

.....  
.....

2. Sincerity

.....  
.....

3. Absence from training, if any (reasons)

.....  
.....

4. Inter-personal Relationship

.....  
.....

5. Health and Personal well-being

.....  
.....

6. Learning of law and procedure

a. Learning from other departments :

.....  
.....

b. Learning from sections :

.....  
.....

c. Learning from Court Proceedings :

.....  
.....

d. Learning from disposed off case files :

.....  
.....

e. Give two instances of learning experience during independent holding of Court.

.....  
.....

f. Difficulties, if any, faced during Field Training

.....  
.....

**7. Work done statement:**

<b>STATEMENT SHOWING WORK DONE DURING FINAL PHASE OF FIELD TRAINING COURSE</b>			
CLASS OF CASES	NO. OF ALLOTTED CASES	NO. OF DISPOSAL	
		CONTESTED	UNCONTESTED
CIVIL SUITS CLASS "A"			
CIVIL SUITS CLASS "B"			
CIVIL EXECUTIONS			
MISC. CIVIL CASES			
MOTOR ACCIDENT CLAIM CASES			
REGULAR CIVIL APPEALS			
MISC. CIVIL APPEALS			
SESSIONS TRIAL CASES			
MISC. CRIMINAL CASES			
CRIMINAL APPEALS			
CRIMINAL REVISIONS			
BAIL APPLICATIONS			
ANY OTHER WORK			
<b>TOTAL</b>			

Signature  
Trainee District Judge

VERIFICATION

Signature  
In-charge Training



## **B. Institutional Training Course**

Assess your performance on following parameters :

1. Punctuality

.....  
.....

2. Sincerity

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.....

3. Absence from training, if any (reasons)

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4. Inter-personal Relationship

.....  
.....

5. Health and Personal well-being

.....  
.....

6. Learning of law and procedure

.....

7. Difficulties, if any, faced during Institutional Training

.....

8. Statement showing work done during Institutional Course

STATEMENT SHOWING WORK DONE DURING FINAL PHASE OF INSTITUTIONAL TRAINING COURSE			
TYPES OF EXERCISES	NO. OF EXERCISES GIVEN	DATE OF SUBMISSION	REMARKS
Case study work/ writing orders, judgments etc.			
Mock drill, presentations, group discussions participated etc.			

Note: Additional sheets may be attached if needed.

Signature  
Trainee District Judge

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VERIFICATION

Signature  
In-charge Judicial Officer  
of MPSJA



**MADHYA PRADESH STATE JUDICIAL ACADEMY  
HIGH COURT OF M.P., JABALPUR**

**IMPACT ASSESSMENT AND  
PERFORMANCE EVALUATION  
REPORT**

**DESCRIPTION OF THE TRAINEE CIVIL JUDGE**

**Name** : .....

**Designation** : .....

**Place of Posting** : .....

**Date of Joining** : .....

**Details of the Training Course attended**

**Field Training Course:**

First Phase: From.....to .....

Residuary Period: From ..... to .....

Second Phase: From.....to .....

Residuary Period: From ..... to .....

Final Phase: From.....to .....

**Institutional Training Course:**

First Phase: From.....to .....

Second Phase: From.....to .....

Final Phase: From.....to .....

**A. FIELD TRAINING COURSE**

**Assessment on the basis of Self Appraisal, Field Diary and comments of the District & Sessions Judge (if any) :**

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**B. INSTITUTIONAL TRAINING COURSE**

**(a) Observation and inspection:**

**I. General observation**

**i. Adherence of joining rules of MPSJA**

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.....

**ii. Punctuality**

.....  
.....

**iii. Resourcefulness**

.....  
.....

**iv. Interpersonal relationship**

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.....

**v. Discipline**

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vi. General behaviour

.....

.....

vii. Attitude

.....

.....

viii. Cognition

.....

.....

ix. Any other special observation

.....

.....

**II. Academic observation and inspection**

i. Responsiveness

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.....

ii. Promptness

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.....

iii. Aptitude

.....  
.....

iv. Solutions/answers to daily/weekly questionnaire

.....  
.....

v. Quality of draft orders/judgments

.....  
.....

vi. Performance in simulations/mock drills

.....  
.....

vii. Any other special observation

.....  
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**C. OPINION WITH COMMENTS**

**i. Whether training course imparted found**

**Satisfactory/Not Satisfactory:**

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**ii. Special remarks, if any.**

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**Signature**

**Director, MPSJA**





**MADHYA PRADESH STATE JUDICIAL ACADEMY  
HIGH COURT OF M.P., JABALPUR**

**IMPACT ASSESSMENT AND  
PERFORMANCE EVALUATION  
REPORT**

**DESCRIPTION OF THE TRAINEE DISTRICT JUDGE**

**Name** : .....

**Designation** : .....

**Place of Posting** : .....

**Date of Joining** : .....



.....  
.....

**B. INSTITUTIONAL TRAINING COURSE**

**(a) Observation and inspection:**

**I. General observation**

i. Adherence of joining rules of MPSJA

.....  
.....

ii. Punctuality

.....  
.....

iii. Resourcefulness

.....  
.....

iv. Interpersonal relationship

.....  
.....

v. Discipline

.....  
.....

vi. General behaviour

.....  
.....

**vii. Attitude**

.....  
.....

**viii. Cognition**

.....  
.....

**ix. Any other special observation**

.....  
.....

**II. Academic observation and inspection**

**i. Responsiveness**

.....  
.....

**ii. Promptness**

.....  
.....

**iii. Aptitude**

.....  
.....

iv. Solutions/answers to daily/weekly questionnaire

.....  
.....

v. Quality of draft orders/judgments

.....  
.....

vi. Performance in simulations/mock drills

.....  
.....

vii. Any other special observation

.....  
.....

**C. OPINION WITH COMMENTS**

**i. Whether training course imparted found**

**Satisfactory/Not Satisfactory:**

.....  
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.....  
.....  
.....  
.....

**ii. Special remarks, if any.**

.....  
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**Signature**

**Director, MPSJA**