

PART D.—CHARACTER ROLLS

With the previous sanction of the Punjab Government, the following instructions are issued for information and guidance:—

1. A separate file of annual reports shall be maintained for every member of the superior service (as defined by Article 396, Civil Service Regulations) in the Judicial Department, for whom a separate character roll has hitherto been maintained, and also for all bailiffs and process servers. The former character rolls maintained for these officials shall be filed on this file along with annual reports made each year.
2. The annual reports shall be submitted in Civil Form No. 278, as amended (See, Part III of Volume VI-A of High Court Rules and Orders.)
3. In the first week of January every year, blank forms should be submitted to Subordinate Judges by the Superintendents to the District and Sessions Judges and the Clerks of Court to Senior Subordinate Judges, for General line and Process-serving establishment respectively, for them to record remarks on the work of the officials serving under them. The personal files of any officials against whom adverse remarks have been made in the previous year should accompany these forms to enable the Subordinate Judges to state expressly what steps, if any, have been taken by the persons concerned to remedy the defects communicated to them previously. The Subordinate Judges should after getting page 1 of the form completed by the officials and recording their remarks, transmit the forms in a closed cover to the District Judge or the Senior Subordinate Judge, according as the official concerned is a member of the General line or Process-serving establishment. A Subordinate Judge on leaving a district should, if he has not already furnished a report, obtain copies of the prescribed form from the office of the Senior subordinate Judge, record his remarks on the officials working under him, and transmit the forms to the District Judge or the Senior Subordinate Judge, as the case may be.
4. The District and Sessions Judge and Senior Subordinate Judge of each district should take steps to see that annual reports on the work of all officials in the district are received by them not later than the 15th January each year. After they have recorded their own remarks these reports should be kept confidentially in their offices. Adverse remarks, if any, made on the work of any official, should be communicated to him. In deciding all questions affecting increments of pay and promotions, due regard should invariably be paid to the entries made in the file of annual reports.
5. Every entry in ACR should be communicated to every Officer/Official concerned within a reasonable period enabling officer/official to represent timely, if required.

{Rule 5 inserted vide C.S. no. 86 Rules/II.D4 dated 17.08.2023}
