



ROC.No.2020A/2013/B5/NORMS

CIRCULAR

Sub : Courts – Civil and Criminal – Re-fixation of
Norms for disposal of cases by all the Subordinate
Judicial Officers - Instruction issued – Reg.

- Read :
- 1) High Court's Circular in Roc.No.1560A/2001/B5 dated 07-08-2001.
 - 2) High Court's Circular in Roc.No.2400A/2008/B5 dated 27-08-2009.
 - 3) High Court's Circular in Roc.No.4008A/2009/B5 dated 01-12-2009.
 - 4) High Court's Circular in Roc.No.3307/1999/B5 dated 18-11-1999.
 - 5) High Court's Circular in Roc.No.5727A/2010/B5/Statistics dated 28-10-2010.
 - 6) High Court's Circular in Roc.No.5277A/2006/B5/Stat dated 03-01-2007 & 26-04-2007.
 - 7) High Court's Circular in Roc.No.4278A/2007/B5 dated 05-11-2007.

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The Hon`ble High Court, in its Full Court Meeting discussed about the norms fixed for the Subordinate Judicial Officers and resolved to re-fix the norms for disposal of cases by the Subordinate Judicial Officers, as per the recommendations of the Hon`ble Norms Committee.

The revised norms for disposal of cases to all the Subordinate Judicial Officers in the State of Tamil Nadu and Union Territory of Puducherry, and the new guidelines are as follows:

..2..

8.00 AM
1.4.15

I. PERIOD OF REVIEW & GROUPING

The Qualitative and Quantitative work done by the Judicial Officers shall be assessed Quarterly in a year i.e., January to March, April to June, July to September and October to December.

The work done statement for the first quarterly shall be submitted before 10th of April.

The work done statement for the second quarterly shall be submitted before 10th of July.

The work done statement for the third quarterly shall be submitted before 10th of October.

The work done statement for the fourth quarterly shall be submitted before 10th of January of the next year.

Encl-R-No. 3900, dt 26-3-2015

Copy communicated to all the Judicial Officers in Tiruchirappalli District for information.

District Court,
Tiruchirappalli
Dt. 26-3-2015

Principal District Judge
Tiruchirappalli.

[Signature]
27.3.15

Copy to:

- 1) The Sherikhatdar, District Court, Tiruchirappalli.
- 2) The Bench Clerk Gr-I, Appeal / OP / Bail Sec. and the Translator, District Court, Tiruchirappalli.
- 3) The Executive Assistant / Stereo Grapher Gr.I, District Court, Tiruchirappalli. ..3..
- 4) 'A1' Section / Assistant (Statistics) District Court, Tiruchirappalli. ..3..

II. QUANTITATIVE ASSESSMENT

Units prescribed for each Cadre of Judicial Officers per month

DISTRICT JUDGES OTHER THAN CHENNAI CITY:

- 1) Principal District Judges / District Judges - 12.00 Units
- 2) Additional District & Sessions Judges [including Special Courts under SC & ST Act] - 15.00 Units
- 3) Tribunals under the MV Act [In the cadre of District Judge] - 20.00 Units

SENIOR CIVIL JUDGES OTHER THAN CHENNAI CITY

- 1) Chief Judicial Magistrates - 15.00 Units
- 2) Principal Sub Judges / Sub Judges - 15.00 Units
- 3) Additional Sub Judges (including the Judges holding the office of the Special Courts) - 17.00 Units
- 4) Tribunal under the MV Act [in the Senior Civil Judge cadre] - 20.00 Units
- 5) Addl. Chief Judicial Magistrates, Madurai & Kumbakonam - No Norms

CIVIL JUDGES [OTHER THAN CHENNAI CITY]

- 1) District Munsifs - 17.00 Units
- 2) Judicial Magistrates - 17.00 Units
- 3) District Munsifs- cum- Judicial Magistrates [Criminal Side 8.50 Units & Civil Side 8.50 Units] - 17.00 Units

CITY CIVIL COURTS, CHENNAI

- (1) Principal Judge - 12.00 Units
- (2) Additional Judges - 15.00 Units
- (3) Assistant Judges [Senior Civil Judges] - 17.00 Units
- (4) IX & X Assistant Judges [dealing with Execution Proceedings] - 17.00 Units

COURT OF SMALL CAUSES, CHENNAI

- | | |
|---|---------------|
| (1) Chief Judge | - 12.00 Units |
| (2) II, III, IV Judges [dealing with ejectment suits and MCOPs] | - 17.00 Units |
| (3) V and VI Judges [dealing with MCOPs] | - 20.00 Units |
| (4) VII and VIII Judges [dealing with RCAs] | - 17.00 Units |
| (5) IX Judge [dealing with suits and RCAs] | - 17.00 Units |
| (6) X Judge to XVI Judge [dealing with RCOPs] | - 17.00 Units |
| (7) Special Sub Judges-I & II dealing with MCOP cases | - 20.00 Units |

METROPOLITAN MAGISTRATE COURTS

- | | |
|--|---------------|
| (1) Chief Metropolitan Magistrate | - 15.00 Units |
| (2) Addl. Chief Metropolitan Magistrate [CBI cases] | - 12.00 Units |
| (3) Addl. Chief Metropolitan Magistrates, E.O.I & II | - 12.00 Units |
| (4) Metropolitan Magistrates | - 17.00 Units |

FAMILY COURTS

- | | |
|---------------------------------|---------------|
| (1) Principal Judge / Judge | - 12.00 Units |
| (2) Additional Principal Judges | - 12.00 Units |

LABOUR COURTS / INDUSTRIAL TRIBUNAL:

- | | |
|---|---------------|
| (1) Presiding Officer, Principal Labour Court | - 15.00 Units |
| (2) Presiding Officer, Additional Labour Courts | - 15.00 Units |
| (3) Presiding Officer, Industrial Tribunal | - 15.00 Units |

MAHILA COURTS

- | | |
|--|---------------|
| (1) Sessions Judge, Mahila Court | - 15.00 Units |
| (2) Sessions Judge [FTC], Magaleer Needhimandram | - 15.00 Units |

SPECIAL COURTS

- | | |
|--|-----------------|
| (1) Judge, Special Court under EC Act | - 15.00 Units |
| (2) Judge, Additional Special Courts under NDPS Act | - 10.00 Units |
| (3) Additional Judges [CBI Cases] | - 12.00 Units |
| (4) Special Judges under TNPID Act | - 10.00 Units |
| (4) Special Judges under PC Act cases | - 12.00 Units ✓ |
| (5) Sessions Judges, Sessions Court for Trial of Bomb Blast Cases | - No Norms |
| (6) Sessions Judge, Sessions Court for Trial of cases relating to communal clashes | - No Norms |
| (7) Additional Judges (TADA) | - No norms |
| (8) Chairman, Sales Tax Appellate Tribunals | - No Norms |
| (9) Addl. Judicial Member, Sales Tax Appellate Tribunals | - No Norms |
| (10) Chairman, State Transport Appellate Tribunal | - No Norms |
| (11) Chairman, Taxation Appellate Tribunals | - No Norms |

Proceedings relating to Criminal Laws

Sl.No.	Nature of the Proceedings	Units Prescribed [per case]
1	Sessions Cases	1.00
2	Criminal Revision Petitions in maintenance cases	0.20
3	Other Criminal Revision Petitions	0.25
4	Calender Cases [other than CCIW Cases and PC Act cases]	1.00
5	Calender Cases [CCIW]	3.00
6	Cases under Domestic Violence Act	0.75
7	Summary Trial Cases (Other than N.I. Act Cases)	0.50
8	Cases under N.I. Act (Contested)	1.00
9	Cases under N.I. Act where the complainant and witnesses are examined and the complaint is withdrawn as compromised	0.50
10	Cases under The Registration of Births and Deaths Act	0.10
11	Cases disposed under plea bargaining	0.25
12	Maintenance Cases	0.75
13	Criminal Appeals against the judgements of Assistant Sessions Judges	0.50
14	Criminal Appeals against the judgements of Judicial Magistrates other than CCIW Cases	0.20
15	Criminal Appeals against the judgements of Judicial Magistrates in CCIW Cases	0.75

Sl.No.	Nature of the Proceedings	Units Prescribed [per case]
16	Bail / Anticipatory Bail (Subject to a maximum of one Unit)	0.02
17	Disproportionate Wealth cases (PC Act)	7.00
18	Bank Fraud Cases (PC Act)	7.00
19	Trap Cases [PC Act]	4.00
20	Other cases under PC Act	4.00
21	Cases under NDPS Act	2.00
22	Criminal Miscellaneous Petitions for discharge	0.25
23	Examination of Witnesses [Magistrates / Metropolitan Magistrates] per witness [subject to the maximum of 3.00 Units]	0.10
24	CCIW cases: Examination of i) Upto 20 witnesses	0.50
	ii) Less than 50 witnesses and more than 20 witnesses	1.00
	iii) More than 50 witnesses	2.00
25	Recording statements of witnesses under Section 164 of Cr.P.C.	0.01
26	Recording of Dying declaration	0.25
27	Conducting Test Identification Parade	0.50
28	Recording of Confession	0.25
29	Holding inquiry under the 176(A) of Cr.P.C.	1.00
30	Holding enquiry, as enquiry officer, in disciplinary proceedings.	0.50

Proceedings relating to Civil Laws

Sl.No.	Nature of the Proceedings	Units Prescribed [per case]
1	Suits for Declaration and suits for partition (Preliminary Decree)	1.50
2	Specific Performance Suits	1.50
3	Injunction Suits	1.00
4	Money / Other Suits	0.75
5	Small Cause Suits	0.50
6	For passing final decrees	0.50
7	Ex parte Decrees in matters contested and party/parties remaining Ex parte subsequently	0.50
8	Other Ex parte decrees	0.10
9	Civil Appeals against money decrees	0.25
10	Civil Appeals against other than money decrees	0.50
11	Civil Miscellaneous Appeals (other than TN Co-op Society CMAs)	0.25
12	Civil Miscellaneous Appeals under the TN Co-op Societies Act	0.75
13	I.A (Under Order 39, Rules 1,2 & 4 CPC) (Contested)	0.50
14	I.A (Under Or.22, Rules 3 & 4 CPC) (Contested)	0.25

Sl.No.	Nature of the Proceedings	Units Prescribed [per case]
15	I.A. (Under Or.40, Rule 1 CPC)	0.50
16	I.A. (Under Or.34, Rule 5 CPC)	0.25
17	Petition for striking out and adding of Parties (Or.1 R 10 CPC) (Contested)	0.25
18	Petition for Amendment of Pleadings (Or.6, R 17 CPC) (Contested)	0.25
19	Petition for rejection of Plaint (Or.7, R.11 CPC) (Contested)	0.50
20	Disposal of Suit on Preliminary Issue	0.50
21	Disposal of Application for Attachment before Judgement on merits	0.25
22	Disposal of Application filed for Disobedience or Breach of Injunction	0.25
23	Disposal of Application for Restitution	0.25
24	Petition under Or.38 Rule 8 CPC	0.50
25	Petition under Sec. 47 CPC	0.50
26	EA (Under Or 21, Rule 58 CPC)	1.00
27	EA (Under Or 21, Rule 97 CPC)	1.00
28	EA (Under Or 21, Rule 99 CPC)	1.00
29	Petition under Or.21, Rule 90 CPC	0.50
30	All E.Ps(when orders pronounced on contest)	0.50

Proceedings relating to Special Laws

Sl.No.	Nature of the Proceedings	Units Prescribed [per case]
1	Election Petitions under various Acts	1.00
2	Insolvency Petitions [Contested]	0.50
3	Petition under Sec.11 (4) & S.14 of The Tamil Nadu Buildings [Lease and Rent Control] Act	0.50
4	Petition under Sections 8 & 9 of The Tamil Nadu Buildings [Lease and Rent Control] Act	0.25
5	Other Rent Control Cases	0.50
6	Rent Control Appeals	0.50
7	Petitions under Section 166 of MV Act 1988	0.25
8	Petitions under Section 140 of MV Act 1988	0.10
9	Petitions under Land Acquisition Act [LAOPS]	0.50
10	Other O.Ps excluding OPS under Sec.24, Or.33, R.4 CPC	0.50
11	Divorce OPs / Restitution OPs	1.00
12	Divorce by Mutual Consent	0.25
13	All Petitions for Child custody and Visitation Rights	0.25
14	Petition for Child Adoption and Foreign Adoption Cases	0.25

Sl.No.	Nature of the Proceedings	Units Prescribed [per case]
15	Petitions for Alimony / Maintenance	0.25
16	Petitions for deciding Jurisdiction of Court	0.25
17	STAT / Sales Tax Appeals	0.25
18	Cases relating to provisions under Sec.10 (i) of ID Act [Employment & Workmen]	3.00
19	Cases relating to provisions under section 10 (i) of ID Act / Other reference	1.00
20	Cases relating to provisions under 2-A (i) of ID Act	1.00
21	Cases relating to provisions under S 33 (1) (a), S 33 (1)(b) or S 33(2) of ID Act	0.50
22	Cases relating to provisions under Section 33 (C) (2) of ID Act	0.25
23	Cases relating to provisions under 33-A of ID Act	1.00
24	Proceedings under section 75 of the Employees State Insurance Act	0.50
25	Proceedings relating to Employees State Insurance Act [other than the proceedings under section 75 of the ESI Act]	0.25
26	Proceedings relating to Standing Orders covered under Industrial Disputes Act	0.50
27	Second Appeals under Shops & Estt. Act	0.50
28	STAT (Transport) appeal or Revision Petitions)	0.25

Other categories:-		
1	Cases disposed before Lok Adalat	0.25
2	Cases referred for Mediation [per reference].	0.20
3	Cases settled by the officer himself on mediation	0.50
4	Matrimonial Cases disposed of by Mediation by the officer himself [per case]	1.00
5	Settlement of cases by way of Mediation and conciliation	0.25

NOTE :-

1. For the Officers in the cadre of Senior Civil Judges, for whom the pendency of cases is less than 500, it is enough that they shall reach 13 units. [For other Officers there is no such relaxation]
2. If in a month, the officer has worked for less than the number of actual working days due to leave, other duty, etc., for such month, norms shall be proportionate to the number of days actually worked by him/her.

Illustration:-

- Number of court working : 22 days
 - Number of days officer : 18 days worked
 - Norms Fixed for the Officer : 17 units
 - For 18 days norms to be : 17 achieved
- $\frac{17}{22} \times 18 = 13.90$ units
- Rounded off to 14.00 units

3. If an officer disposes of any case while he / she is incharge of another court, that disposal shall also be counted as against his / her account

4. **Old Cases:-**

- (a) Disposal of seven years and more than seven years old money suits, norms shall be reckoned as 1 1/2 times of the units fixed for the money suits [which are less than seven years old]
- (b) Disposal of seven years and more than seven years old suits [other than money suits], norms shall be reckoned as 2 times of the units fixed for such suits or as 3 times of the units fixed for appeals [which are less than seven years old]
- (c) Disposal of seven years and more than seven years old criminal cases, norms shall be reckoned as 1 1/2 times of the units fixed for such cases [which are less than seven years old]
- (d) Disposal of seven years and more than seven years old cases under the provisions of The Prevention of Corruption Act or offences relating to Commercial Crimes, norms shall be reckoned as 2 times of the units fixed for such cases [which are less than seven years old]
- (e) Disposal of fifteen years and more than fifteen years old cases of all categories, the norms shall be reckoned as 3 times of norms fixed for such cases [which are less than seven years old]

FORM (for the month of _____ of the year _____)

<i>SL.NO</i>	<i>NATURE OF THE CASES DISPOSED OF</i>	<i>NUMBER OF CASES</i>	<i>UNITS</i>	<i>MAXIMUM UNITS PERMITTED</i>

(The quarterly statement shall be split into three that is for each month as per this form)

Total Units achieved :

Whether norms reached or not :

If in a month excess norms has been reached, the excess units can be counted against the previous months or against the next months.

SIGNATURE OF THE OFFICER

CONSOLIDATED QUARTERLY STATEMENT

(For the _____ quarter of the year _____.)

Total Units achieved :

Whether norms reached or not :

Remarks of the officer, if any for not reaching the norms :

SIGNATURE OF THE OFFICER

REMARKS OF THE UNIT HEAD

SIGNATURE OF THE UNIT HEAD

Accordingly, all the Principal District Judges / District Judges / Head of Units / Chief Judicial Magistrates and Chief Metropolitan Magistrate, Egmore, Chennai as the case may be, are required to bring this Circular to the notice of the all the Subordinate Judicial Officers, functioning in their respective Districts / Units, immediately without fail.

The Principal District Judges / District Judges / Head of Units / Chief Judicial Magistrates and Chief Metropolitan Magistrate, Egmore, Chennai, are hereby instructed to act accordingly.

This Circular takes effect from 1.4.2015

The receipt of the Circular is required to be acknowledged at once by return of Post.

HIGH COURT, MADRAS
DATED : 24-03-2015.


REGISTRAR GENERAL.

To

- 1) All the Principal District Judges / District Judges / Heads of Unit
- 2) The Principal Judge, City Civil Court, Chennai – 104.
- 3) The Chief Judge, Court of Small Causes, Chennai – 104.
- 4) The Chief Judge, Puducherry.
- 5) The Member Secretary, Tamil Nadu State Legal Services Authority, Chennai.
- 6) The Presiding Officer, Industrial Tribunal, Chennai.
- 7) The Presiding Officer, Principal Labour Court, I Additional Labour Court, II Additional Labour Court & III Additional Labour Court, Chennai.
- 8) Additional District Judge & Presiding Officer, Principal Special Court under EC Act cases, Chennai.

- 9) The Chairman, Sales Tax Appellate Tribunal, Chennai.
- 10) The Chairman, State Transport Appellate Tribunal, Chennai.
- 11) The Director, Tamil Nadu State Judicial Academy, Chennai.
- 12) The Additional Chief Metropolitan Magistrate, E.O – I & II, Chennai.
- 13) The Chairman / Judicial Officer, Taxation Appeals Tribunal, Corporation of Chennai, Chennai.
- 14) The Principal Judge, Family Court, Chennai.
- ✓ 15) The Judge, Family Court, Coimbatore, Dharmapuri, Dindigul, Erode, Nilgiris, Madurai, Salem, Sivagangai, Tirunelveli, Tiruvallur, Tiruchirapalli, Virudhunagar, Villupuram & Puducherry
- ✓ 16) The Presiding Officer, Labour Court, Coimbatore, Cuddalore, Madurai, Salem, Tirunelveli, Tiruchirapalli, Vellore and Puducherry.
- ✓ 17) The Special District Judge, Special District Court to deal with MCOP Cases, Dharmapuri, Erode, Krishnagiri, Madurai, Salem, Thanjavur, Tiruchirapalli & Villupuram.
- 18) The Special Judge, Special Court under EC / NDPS Act cases, Coimbatore/Madurai/Pudukottai/Thanjavur & Salem.
- ✓ 19) The Additional District & Sessions Judge, for PCR Act Cases, Tirunelveli / Tiruchirapalli / Thanjavur / Madurai
- 20) The District and Sessions Judge, Karaikal.
- 21) The Additional District and Sessions Judge, for Communal Clashes, Madurai.
- 22) The Sessions Judge, Special Court for Bomb Blast Cases, Chennai at Poonamallee and Coimbatore.
- 23) The Sessions Judge, Special Court for CBI Cases, Chennai, Madurai and Coimbatore.
- 24) The Special Judge, Special Court under TNPID Act, Chennai, Coimbatore & Madurai.
- ✓ 25) The Sessions Judge, Mahalir Neethimandram, Chennai/Coimbatore/Madurai/Perambalur/Salem/Tirunelveli/Cuddalore/Chengalpattu/Tiruchirapalli / Pudukottai.
- 26) The Sessions Judge, (FTC) Magalir Neethimandram, Ariyalur, Dharmapuri, Dindigul, Erode, Kaniyakumari, Karur, Krishnagiri, Nagapattinam, Namakkal, Nilgiris, Ramanathapuram, Sivagangai, Thanjavur, Theni, Thoothukudi, Tiruppur, Tiruvallur, Tiruvannamalai, Tiruvarur, Vellore, Villupuram
- 27) All the Chief Judicial Magistrates/Chief Metropolitan Magistrate, Egmore, Chennai.

Copy to:

- 1) The Registrar (Judicial), High Court, Madras.
- 2) The Registrar (Vigilance), High Court, Madras.
- 3) The Registrar (Admn.), High Court, Madras.
- 4) The Registrar (Management), High Court, Madras.
- 5) The Registrar-cum-Private Secretary to the Hon'ble the Chief Justice, High Court, Madras.
- 6) Officer on Special Duty, (IT-cum-Statistics), High Court, Madras.
- 7) Officer on Special Duty, (District Judiciary), High Court, Madras.
- 8) The Registrar (Judicial), Madurai Bench of Madras High Court, Madurai.
- 9) The Registrar (Admn.), Madurai Bench of Madras High Court, Madurai.
- 10) Section Officers, B Section / F Section, High Court, Madras.
- 11) Section Officers, B Section / B5 Section / F Section, Madurai Bench of Madras High Court, Madurai.
- 12) The Keeper, AD Records, High Court, Madras.