



ROC.No.87188-A/2017/B5/NORMS

OFFICIAL MEMORANDUM

Sub: Norms - Norms for disposal of cases by the Subordinate Judicial Officers in the State of Tamil Nadu and Union Territory of Puducherry - Requesting to furnish the disposal of cases (AFT) by the Judicial Officers in the Proforma-I & II, prescribed by this Registry - for assessing the performance of the Judicial officers - Certain directions issued - Reg.

Ref: High Court's Circular in P.Dis.No.196/2018 in Roc.No.87188-A/2017/B5/ Norms, dated 14-12-2018.

-o0o-

Kind attention of the Principal District Judges / District Judges / Chief Judicial Magistrates and the Heads of Units are drawn to the High Court's circular under reference cited above, in and by which, it was directed to furnish the monthly work done statement of the Judicial Officers to this Registry on or before 10<sup>th</sup> of every month.

All the Principal District Judges / District Judges / Chief Judicial Magistrates and the Heads of Units are required to furnish the work done statement of the Judicial Officers to this Registry in the prescribed **Proforma - I & II** enclosed herewith. Further the Hard copy of the said Proforma I and II shall reach this Registry on or before 10<sup>th</sup> of every month and the soft copy (Ms-excel format) of the same shall be sent to the e-mail ids' (as and when made ready) of the Principal Seat of Madras High Court and Madurai Bench of Madras High Court, Madurai, which are mentioned in the footnote of this Official Memorandum.

The **Proforma-I** shall be prepared by the respective Judicial Officers and forwarded to the Principal District Courts and Chief Judicial Magistrate Courts, as the case may be, on or before 5<sup>th</sup> of every month.

The **Proforma-II** shall be prepared only by the Principal District Court / Chief Judicial Magistrate Court, based on the particulars furnished in **Proforma-I**.

All the Presiding Officers functioning in the Special Courts in the State of Tamil Nadu and Union Territory of Puducherry are hereby directed to furnish the work done statement of their respective courts to the Principal District Court / Chief Judicial Magistrate Court, as the case may be, for onward transmission to this Registry.

All the Judicial Officers functioning in the state of Tamil Nadu and Union Territory of Puducherry are hereby directed to strictly follow the instructions given in the foot note of **Proforma-I**. Further, it is informed that the Judicial Officers shall ensure that the particulars entered in the **Proforma-I** are correct and complete. Any incorrect / incomplete particulars that are noticed in the **Proforma-I and II** will be returned to the respective Principal District Courts / Chief Judicial Magistrate Courts for necessary rectification and return.

All the Principal District Judges/ District Judges /Chief Judicial Magistrates and Heads of Units are hereby requested to circulate this Official Memorandum along with the enclosures to the court's under their control.

The receipt of this Official Memorandum is required to be acknowledged at once.

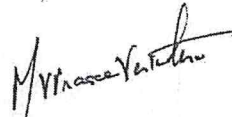
**HIGH COURT, MADRAS.**

**DATED: 03.02.2019**

/True Copy/Forwarded/By Order/

**Sd/-C.KUMARAPPAN,**

**REGISTRAR (IT-CUM-STATISTICS)(FAC)**



**DEPUTY REGISTRAR (GROUPING)**

**Encl :** 1) Proforma -I  
2) Proforma -II  
3) Category of Cases

e-mail ID: [normshcms@gmail.com](mailto:normshcms@gmail.com) (Principal Seat)  
[normshcmb@gmail.com](mailto:normshcmb@gmail.com) (Madurai Bench)



To

01. All the Principal District Judges/District Judges/Head of unit | with a request to
02. The Principal Judge, City Civil Court, Chennai | communicate this
03. The Chief Judge, Court of Small Causes, Chennai | Circular to all the
04. The Chief Judge, Puducherry. | Judicial Officers,  
| functioning in  
| their Unit/District
05. The Administrator General and Official Trustee, Chennai
06. The Additional Chief Metropolitan Magistrate (E.O.I), Egmore, Chennai
07. The Additional Chief Metropolitan Magistrate (E.O.II), Egmore, Chennai
08. The Presiding Officer, Principal Labour Court/I Additional Labour Court/  
II Additional Labour Court/III Additional Labour Court, Chennai
09. The Presiding Officer, Labour Court, Coimbatore/ Cuddalore/ Madurai/ Salem/  
Tiruchirappalli/Tirunelveli/Puducherry
10. The Presiding Officer, Principal/Additional Labour Court, Vellore
11. The Special District Judge, Special District Court to deal with MCOP Cases,  
Dharmapuri, Erode, Krishnagiri, Madurai, Salem, Thanjavur, Tiruchirappalli &  
Villupuram.
12. The Special Judge, Special Court under EC/NDPS Act cases, Coimbatore/  
Madurai /Pudukottai/Thanjavur & Salem.
13. The Presiding Officer, Industrial Tribunal, Chennai.
14. The Additional District Judge and Presiding Officer, Special Court under  
Essential Commodities Act, Chennai/Coimbatore /Madurai/ Pudukottai/ Salem/  
Thanjavur
15. The District & Sessions Judge, Karaikal.
16. The Judge, Additional Special Court for Exclusive trial of cases under NDPS Act,  
Chennai.
17. The Principal Judge and I to VII Additional Principal Judges Family Courts,  
Chennai
18. The Judge, Family Court, Ariyalur /Coimbatore /Cuddalore /Dharmapuri  
/Dindigul /Erode/ Kancheepuram/ Kanyakumari/ Karur/ Madurai /Namakkal/  
Udhagamandalam /Salem/ Sivagangai/ Tiruchirappalli/ Tirunelveli/ Tiruvallur  
Vellore/ Virudhunagar @ Srivilliputhur/Villupuram/Puducherry/Karaikal.

19. The Special Judge, Special Court under TNPID Act, Chennai/Coimbatore/Madurai
20. The Sessions Judge, Sessions Court for Trial of Bomb Blast Cases, Chennai at Poonamallee/Coimbatore.
21. The Director/Additional Director, Tamil Nadu State Judicial Academy, Chennai, Coimbatore and Madurai
22. The Chairman, (Tamil Nadu) Sales Tax Appellate Tribunal, Chennai
23. The Member Secretary, Tamil Nadu State Legal Services Authority, Chennai
24. The Secretary, High court, Legal Services Committee, Chennai.
25. The Member Secretary, Pondicherry Legal Services Authority, Pondicherry
26. The State Transport Appellate Tribunal Chennai 104, by its Chairman
27. The Chairman,/Judicial Officer, Taxation Appeals Tribunal, Corporation of Chennai, Chennai
28. The Sessions Judge, Special Court for (CBI Cases), Chennai/Coimbatore/Madurai.
29. The III Additional District Judge (PCR), Madurai/II Additional District Judge (PCR), Tirunelveli
30. The I Additional District Judge (PCR), Thanjavur/Tiruchirappalli
31. The Sessions Judge, Sessions Court for Trial of Cases relating to Communal Clashes, Madurai
32. The Sessions Judge, Mahalir Neethimandram, Chennai/ Coimbatore/ Madurai/ Perambalur/ Salem/Tirunelveli/Cuddalore/Chengalpattu/Tiruchirappalli/Pudukottai.
33. The Sessions Judge, (FTC) Magalir Neethimandram, Ariyalur, Dharmapuri, Dindigul, Erode, Kanyakumari, Karur, Krishnagiri, Nagapattinam, Namakkal, Nilgiris, Ramanathapuram, Sivagangai, Thanjavur, Theni, Thoothukudi, Tiruppur, Tiruvallur, Tiruvannamalai, Tiruvarur, Vellore, Villupuram, Virudhunagar.
34. All the Chief Judicial Magistrates/Chief Metropolitan Magistrate, Egmore, Chennai.

**(All the Heads of Units are requested to communicate this Circular to all the Subordinates under their control)**

Copy to :

01. The Registrar (Vigilance), High Court of Madras, Chennai.
02. The Registrar (IT-cum-Statistics), High Court of Madras, Chennai.
03. The Registrar (Judicial), High Court of Madras, Chennai.



04. The Director, Tamil Nadu Mediation and Conciliation Centre, High Court of Madras, Chennai.
05. The Registrar (Management), High Court of Madras, Chennai.
06. The Registrar (Special Cell), High Court of Madras, Chennai.
07. The Registrar-cum-Private Secretary to the Hon'ble The Chief Justice, High Court of Madras, Chennai.
08. The Registrar (District Judiciary), High Court of Madras, Chennai.
09. The Additional Registrar I (Vigilance), High Court of Madras, Chennai.
10. The Registrar(Administration.), High Court of Madras, Chennai.
11. The Registrar-cum-Special Officer (Liaisoning), High Court of Madras, Chennai.
12. The Registrar (Recruitment), High Court of Madras, Chennai.
13. The Official Assisgnee, High Court of Madras, Chennai.
14. The Additional Registrar General, Madurai Bench of Madras High Court, Madurai.
15. The Additional Registrar II (Vigilance), Madurai Bench of Madras High Court, Madurai.
- 16.The Registrar (Judicial), Madurai Bench of Madras High Court, Madurai.
- 17.The Registrar (Administration.), Madurai Bench of Madras High Court, Madurai.
18. The Additional Registrar (IT & Statistics), Madurai Bench of Madras High Court, Madurai.
19. The Section Officers, B, B5, F & G High Court, Madras and Madurai Bench of Madras High Court, Madurai.
20. The Record Keeper, A.D. Records, High Court, Madras.



Statement showing the Disposal (AFT) particulars of the Judicial Officers for the month of <b>2019</b>					
<b>Sl.No.</b>					
1	Name of the District	:			
2	Name of the Court	:			
3	Name of the Officer	:			
4	Post held by the Officer (Regular or FAC)	:			
5	Period of holding the said post	:	From	To	
6	Total number of Court Working days	:			
7	No. of Days worked by Judicial Officer	:			
8	No. of Days Not worked	:			
	<b>Reasons thereof</b>	:	<b>No. of Days (Date to be specified in Sl.No.9 below)</b>		
(a)	CL	:			
(b)	RH	:			
(c)	EL	:			
(d)	ML	:			
(e)	OD	:			
(f)	ADVOCATE BOYCOTT	:			
(g)	Others	:			
9		:			
		:	<b>Date on which officers not worked</b>		
(a)	CL	:			
(b)	RH	:			
(c)	EL	:			
(d)	ML	:			
(e)	OD	:			
(f)	ADVOCATE BOYCOTT	:			
(g)	Others	:			
10	<b>Disposal of Cases After Full Trial (AFT)</b>	:			
	<b>Category of Case (please specify the correct category of case in this Column)</b>	:	<b>No. of Cases Disposed (list of case numbers to be furnished separately in Proforma-II)</b>		
		:	<b>below 7 years</b>	<b>above 7 years</b>	<b>above 15 years</b>
(i)	SC	:			
(ii)	OS	:			
(iii)	AS	:			
(iv)	CMA	:			
(v)	MCOP	:			
11	<b>Category of Case (please specify the correct category of case in this Column)</b>	:	<b>Case No.</b>	<b>Case year</b>	<b>Date of Original filing</b>
(i)	SC	:			
(ii)	OS	:			
(iii)	AS	:			
(iv)	CMA	:			
(v)	MCOP	:			
		:			
		:	<b>Signature of the concerned Judicial Officer</b>		
12	<b>Remarks of the PDJ / CJM / Head of Unit</b>				
	<b>Signature of the PDJ/CJM/Head of Unit</b>				
	<b>Note:</b>				
(i)	Separate Proforma to be submitted for each Judicial Officer for each Court				
(ii)	Separate Proforma to be submitted for each Judicial Officer for his/her Regular post and Full Additional Charge				
(iii)	Number of cases disposed, shown in Sl.No.10 to be tally with the list of case numbers furnished in Sl.No.11				



CASE TYPE (Present Category)			CASE TYPE (Proposed Category)			
CODE	SHORT NAME	FULL NAME	CODE	SHORT NAME	FULL NAME	UNDER NATURE
301	ADOP	Adoption Original Petition	316	OP	Original Petition	Adoption
302	AS	Appeal Suit	302	AS	Appeal Suit	
303	ARBOP	Arbitration Original Petition	316	OP	Original Petition	Arbitration
304	CC	Calendar Case	304	CC	Calendar Case	
305	CMA	Civil Miscellaneous Appeal	305	CMA	Civil Miscellaneous Appeal	
306	CRLA	Criminal Appeal	306	CRLA	Criminal Appeal	
307	EA	Execution Application	307	EA	Execution Application	
308	EP	Execution Petition	308	EP	Execution Petition	
309	GWOP	Guardian and Wards Original Petition	316	OP	Original Petition	Guardian and Wards
310	HMOP	Hindu Marriage Original Petition	316	OP	Original Petition	Hindu Marriage
311	DOP	Indian Divorce Original Petition	316	OP	Original Petition	Indian Divorce
312	LAOP	Land Acquisition Original Petition	316	OP	Original Petition	Land Acquisition
313	MC	Maintenance Case	313	MC	Maintenance Case	
314	IA	Interlocutory Application	314	IA	Interlocutory Application	
315	MCOP	Motor Accidents Claim Original Petition	315	MCOP	Motor Accidents Claim Original Petition	
316	OP	Original Petition	316	OP	Original Petition	
317	OS	Original Suit	317	OS	Original Suit	
318	POP	Pauper Original Petition	316	OP	Original Petition	Pauper
319	PRC	Preliminary Register Case	319	PRC	Preliminary Register Case	
320	RCOP	Rent Control Original Petition	316	OP	Original Petition	Rent Control
321	SC	Sessions Case	321	SC	Sessions Case	
322	SOP	Succession Original Petition	316	OP	Original Petition	Succession
323	STC	Small Cause Calendar case / Summary Trial Case	323	STC	Small Cause Calendar case / Summary Trial Case	
324	SPLCC	Special Calendar Case	324	SPLCC	Special Calendar Case	
325	CRLMP	Criminal Miscellaneous Petition	325	CRLMP	Criminal Miscellaneous Petition	
326	CRLR	Criminal Revision Petition	326	CRLR	Criminal Revision Petition	
327	ELOP	Election Original Petition	316	OP	Original Petition	Election
328	OS	Original Suit (Money)	317	OS	Original Suit	Money



Proforma - II

Sl. No	NAME OF THE COURT	NAME OF THE PRESIDING OFFICER	PERIOD		WHETHER REGULAR POST (OR) FULL ADDITIONAL CHARGE	Working Days	NO. OF CASES DISPOSED OF (AFT)										NORMS FIXED BY THE HIGH COURT	NORMS REACHED OR NOT REACHED FOR HIGH COURT'S use only	REMARKS OF THE DISTRICT JUDGE
			FROM	TO			8	9	10	OTHER CATEGORIES	for HIGH COURTS use only	14	15	16					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
		Thru/Thru	FROM	TO		Working Days	SESS.	O.S.	A.S.	Catego ries	No. of Cases	Catego ries	No. of cases	Catego ries	No. of cases				
1	Principal District Court (or) Court concerned		01-01-2019	31-01-2019	REGULAR /FAC	Working Days OD EL ML RH CL Advocates boycott Others	2	2	9	****		SC	4 SC	R					
													2 OS	E					
													&	SF					
													12 AS						
													AFT per month						

Abbr.: R Reached  
E Excess  
SF Short Fall

Note:

1. The Court Concerned shall mention against each category of cases as to the cases are of above 7 years or above 15 years old.
2. Proforma 1 should be Officer wise.
3. The Court Concerned can also add category of cases, if any left.

\*\*\*\* Name of Category of cases to be mentioned as per the list annexed.



CASE TYPE (Present Category)			CASE TYPE (Proposed Category)			
CODE	SHORT NAME	FULL NAME	CODE	SHORT NAME	FULL NAME	UNDER NATURE
329	OS	Original Suit (Title)	317	OS	Original Suit	Title
330	CP	Claim Petition	330	CP	Claim Petition	
331	IP	Insolvency Petition	331	IP	Insolvency Petition	
332	AS	Appeal Suit (Title)	302	AS	Appeal Suit	Title
333	AS	Appeal Suit (Money)	302	AS	Appeal Suit	Money
334	CRP	Civil Revision Petition	334	CRP	Civil Revision Petition	
335	SPL.SC	Special Sessions Case	335	SPL.SC	Special Sessions Case	
336	DVC	Domestic Violence Case	336	DVC	Domestic Violence Case	
337	SCC	Small Cause Suit	337	SCC	Small Cause Suit	
338	RCA	Rent Control Appeal	338	RCA	Rent Control Appeal	
339	ID	Industrial Disputes	316	OP	Original Petition	Industrial Dispute
340	OS	Orginal Suit(Trade Mark)	317	OS	Original Suit	Trade Mark
341	EP_MCOP	Execution Petition (MCOP)	308	EP	Execution Petition	MCOP
342	EP	Execution Petition(OS)	308	EP	Execution Petition	OS
343	EP	Execution Petition(OPs)	308	EP	Execution Petition	OPs
344	EP_RCOP	Execution Petition (RCOP)	308	EP	Execution Petition	RCOP
345	EP_SCC	Execution Petition (Small Cause)	308	EP	Execution Petition	Small Cause
346	EP	Execution Petition (Maintenance)	308	EP	Execution Petition	Maintenance
347	EP	Execution Petition (Chit Case)	308	EP	Execution Petition	Chit Case
348	EP	Execution Petition (INAM)	308	EP	Execution Petition	INAM
349	EP	Execution Petition(WAKF)	308	EP	Execution Petition	WAKF
351	CMA	Civil Miscellaneous Appeal (CS)	305	CMA	Civil Miscellaneous Appeal	CS
352	CMA	Civil Miscellaneous Appeal (HM)	305	CMA	Civil Miscellaneous Appeal	HM
353	CMA	Civil Miscellaneous Appeal (TAX)	305	CMA	Civil Miscellaneous Appeal	TAX
354	CMA	Civil Miscellaneous Appeal (LA)	305	CMA	Civil Miscellaneous Appeal	LA
355	CMA	Civil Miscellaneous Appeal (Successive)	305	CMA	Civil Miscellaneous Appeal	Succession
356	OS	Original Suit(Trust)	317	OS	Original Suit	Trust
357	EP	Execution Petition(Consumer)	308	EP	Execution Petition	Consumer
358	EP	Execution Petition(Ar.OP)	308	EP	Execution Petition	Ar.OP
359	SOA	Standing Order Appeal	359	SOA	Standing Order Appeal	



CASE TYPE (Present Category)			CASE TYPE (Proposed Category)			
CODE	SHORT NAME	FULL NAME	CODE	SHORT NAME	FULL NAME	UNDER NATURE
360	AP	Approval Petition	360	AP	Approval Petition	
361	Tr.OP	Transfer Original Petition	316	OP	Original Petition	Transfer
362	Trust O.P	Trust Original Petition	316	OP	Original Petition	Trust
363	RC	Reference Case	363	RC	Reference Case	
364	RP	Review Petition	364	RP	Review Petition	
365	WAKF.OP	Wakf Original Petition	316	OP	Original Petition	WAKF
366	ESI.OP	Employee State Insurance Original Petition	316	OP	Original Petition	Employee State Insurance
367	PROB.OP	Probate Original Petition	316	OP	Original Petition	Probate
368	SMOP	Special Marriage Original Petition	316	OP	Original Petition	Special Marriage
369	MHOP	Mental Health Original Petition	316	OP	Original Petition	Mental Health
370	SFCOP	State Financial Corporation Original Petition	316	OP	Original Petition	State Financial Corporation
371	LPOP	Latter Patent Original Petition	316	OP	Original Petition	Latter Patent
372	TPOP	Transfer of Property Original Petition	316	OP	Original Petition	Transfer of Property
373	FOP	Finance Original Petition	316	OP	Original Petition	Finance
374	EOCC	Economic Offence Case	374	EOCC	Economic Offence Case	
375	VAC	Vigilance & Anti-Corruption	324	SPLCC	Special Calendar Case	Vigilance & Anti-Corruption
376	C	Complaint Petition	376	C	Complaint Petition	
377	SPL.C	Special Case	324	SPLCC	Special Calendar Case	
378	HMGOP	Hindu Minority and Guardianship Original Petition	316	OP	Original Petition	Hindu Minority and Guardianship
381	RAIAT A	RAIAT APPEAL	302	AS	Appeal Suit	RAIAT
383	OA	Original Application	383	OA	Original Application	
384	MTA	Municipal Taxation Appeal	384	MTA	Municipal Taxation Appeal	
387	JC	Juvenile Case	387	JC	Juvenile Case	
389	Dist Application	Distress Application	389	Dist Application	Distress Application	
390	Co-op.Appeal	Co-operative Appeal	305	CMA	Civil Miscellaneous Appeal	CS
391	Eit Appeal	Ejectment Appeal	302	AS	Appeal Suit	Ejectment
392	Ejectment Suit	Ejectment Suit	317	OS	Original Suit	Ejectment
393	NT Application	New Trial Application	393	NT Application	New Trial Application	



CASE TYPE (Present Category)			CASE TYPE (Proposed Category)			
CODE	SHORT NAME	FULL NAME	CODE	SHORT NAME	FULL NAME	UNDER NATURE
394	PWA	Payment Wages Appeal	394	PWA	Payment Wages Appeal	
395	EP(Ejection Suit)	Execution Petition (Ejection Suit)	308	EP	Execution Petition	Ejection