



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

CIRCULAR

Sub: Courts – Civil & Criminal – Re-fixation of Norms for disposal of cases by all Subordinate Judicial Officers – Instructions Issued – Reg.

- Ref: 1) High Court's Circular in Roc.No.2020A/2013/B5/NORMS dated 24.03.2015 & 29.01.2018
2) High Court's Circular in Roc.No.87188-A/2017/B5/NORMS dated 14.12.2018, 08.02.2019 & 04.07.2019

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The Hon'ble High Court, in its Full Court Meeting discussed 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:

QUANTITATIVE ASSESSEMENT**Units prescribed for each Cadre of Judicial Officers per month****CATEGORY – I****DISTRICT JUDGE OTHER THAN CHENNAI CITY**

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Principal District Judge / District Judge	14.00 Units	Less Than 7 units	Less than 10 units Or 10 units	14 units	21 units	More than 21 units	
2	Additional District & Sessions Judge (including Special Courts under SC & ST Act)	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	
3	Exclusive Special Court under SC/ST PoA Act	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
4	Tribunals under the MV Act (in the cadre of District Judge other than the cases settled in the Mega Lok Adalat)	20.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
5	Chairman/ Permanent Lok Adalat	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	

SENIOR CIVIL JUDGES OTHER THAN CHENNAI CITY

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Chief Judicial Magistrates	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
2	Principal Sub Judges / Sub Judges	16.00 Units	Less than 9 units	Less than 11 units or 11 units	16 units	24 units	More than 24 units	
3	Additional Sub Judges	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	
4	Tribunal under the MV Act (in the Senior Civil Judge cadre other than the cases settled in the Mega Lok Adalat)	20.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
5	Additional Chief Judicial Magistrate, Kumbakonam	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	Minimum 2 IDOL theft cases
6	Additional Chief Judicial Magistrate, Madurai.	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	Minimum 2 cases investigated by CBI
7	Forest Court	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
8	Special Court for Land Acquisition Cases	20.00 Units	Less than 13 units	Less than 17 units or 17 units	20 units	30 units	More than 30 units	

CIVIL JUDGES (OTHER THAN CHENNAI CITY)

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Principal District Munsifs	18.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	
2	Additional District Munsifs	20.00 Units	Less than 13 units	Less than 17 units or 17 units	20 units	30 units	More than 30 units	
3	Judicial Magistrates	25.00 Units	Less than 17 Units	Less than 20 units or 20 units	25 units	37 units	More than 37 units	
4	District Munsifs-cum-Judicial Magistrates	25.00 Units	Less than 17 Units	Less than 20 units or 20 units	25 units	37 units	More than 37 units	

CITY CIVIL COURTS, CHENNAI

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Principal Judge	14.00 Units	Less Than 7 units	Less than 10 units Or 10 units	14 units	21 units	More than 21 units	
2	Additional Judges	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	
3	Assistant Judges (Senior Civil Judges)	18.00 Units	Less than 12 units	Less than 14 units or 14 units	18 units	25 units	More than 25 units	
4	IX & X ,XXV, XXVI, XXVII, XXVIII Assistant Judges (dealing with Execution Proceedings)	25.00 Units	Less than 17 Units	Less than 20 units or 20 units	25 units	37 units	More than 37 units	

COURT OF SMALL CAUSES, CHENNAI

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Chief Judge	14.00 Units	Less Than 7 units	Less than 10 units or 10 units	14 units	21 units	More than 21 units	
2	II, III, IV Judges (dealing with Ejectment Suits and MCOPs)	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
3	V and VI Judges (dealing with MCOPs)	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
4	VII and VIII Judges (dealing with RCAs)	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
5	IX Judge (dealing with Suits and RCAs)	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
6	X Judge to XVI Judge (dealing with RCOPs)	20.00 Units	Less than 13 units	Less than 17 units or 17 units	20 units	30 units	More than 30 units	
7	Special Sub Judges-I & II dealing with MCOP cases	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	

METROPOLITAN MAGISTRATE COURTS

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Chief Metropolitan Magistrate	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
2	Additional Chief Metropolitan Magistrate (CBI Cases)	12.00 Units	Less than 6 units	Less than 9 units or 9 units	12 units	15 units	More than 15 units	
3	Additional Chief Metropolitan Magistrate, E.O.I & II	12.00 Units	Less than 6 units	Less than 9 units or 9 units	12 units	15 units	More than 15 units	
4	Metropolitan Magistrate	25.00 Units	Less than 17 Units	Less than 20 units or 20 units	25 units	37 units	More than 37 units	

FAMILY COURTS

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Principal Judge / Judge	18.00 Units	Less than 12 units	Less than 14 units or 14 units	18 units	25 units	More than 25 units	
2	Additional Principal Judges	20.00 Units	Less than 13 units	Less than 17 units or 17 units	20 units	30 units	More than 30 units	

LABOUR COURTS / INDUSTRIAL TRIBUNAL

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Presiding Officer, Principal Labour Court	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
2	Presiding Officer, Additional Labour Court	18.00 Units	Less than 12 units	Less than 14 units or 14 units	18 units	25 units	More than 25 units	
3	Presiding Officer, Industrial Tribunal	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	

MAHILA COURTS

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Sessions Judge, Mahila Court	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
2	Sessions Judge (FTC), Magaleer Needhimandram	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	
3	POCSO Court	14.00 Units	Less Than 7 units	Less than 10 units Or 10 units	14 units	21 units	More than 21 units	

SPECIAL COURTS

<i>Sl. No.</i>	<i>Designation Of The Officer</i>	<i>Bench Mark</i>	<i>Below Average/ Performance</i>	<i>Average/ Performance</i>	<i>Good/ Performance</i>	<i>Very Good/ Performance</i>	<i>Outstanding/ Performance</i>	<i>Remarks / Limitations</i>
1	Judge, Special Court under EC Act	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	Minimum of one commercial quantity case shall be disposed per month
2	Judge, Additional Special Courts under NDPS Act	15.00 Units	Less than 8 units	Less than 11 units or 11 units	15 units	22 units	More than 22 units	Minimum of one commercial quantity case shall be disposed per month
3	Additional Judges (CBI Cases)	12.00 Units	Less than 6 units	Less than 9 units or 9 units	12 units	15 units	More than 15 units	
4	Special Judges under TNPID Act	10.00 Units	Less than 5 units	Less than 7 units or 7 units	10 units	15 units	More than 15 units	
5	Special Judges under PC Act cases	10.00 Units	Less than 5 units	Less than 7 units or 7 units	10 units	15 units	More than 15 units	
6	Sessions Judges, Sessions Court for Trial of Bomb Blast Cases	10.00 Units	Less than 5 units	Less than 7 units or 7 units	10 units	15 units	More than 15 units	If there is no sufficient number of cases pending, the Principal Sessions Judges shall make over other Sessions Cases.

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7	Sessions Judge, Sessions Court for trial of cases relating to Communal Clashes	10.00 Units and 30 Witnesses	Less than 5 units	Less than 7 units or 7 units	10 units	15 units	More than 15 units	--
8	Additional Judges (TADA)	17.00 Units	Less than 10 units	Less than 12 units or 12 units	17 units	25 units	More than 25 units	--
9	Chairman, Sales Tax Appellate Tribunals	Norms as per category II	--	--	--	--	--	--
10	Additional Judicial Member, Sales Tax Appellate Tribunal	No Norms as per category II	--	--	--	--	--	--
11	Chairman, State Transport Appellate Tribunal	No Norms as per category II	--	--	--	--	--	--
12	Chairman, Taxation Appellate Tribunals	No Norms as per category II	--	--	--	--	--	--

Proceedings relating to Criminal Laws

<i>Sl. No.</i>	<i>Nature of the proceedings</i>	<i>Units prescribed (per case)</i>	<i>Remarks / Limitations</i>
1	Sessions Cases (including the cases under any special enactment)	1.00 Unit	Main Case
2	Sessions Cases (Provided all the materials witnesses should not have been treated as hostile) (Sessions cases under Sec. 302, 376 and the cases punishable with life or death)	1.50 Units	Main Case
3	Criminal Revision Petitions	0.25 Unit	Main Case
4	Cases under TNPD L Act (if the witnesses are below 10)	0.50 Unit	Main Case
5	Cases under TNPD L Act (if the witnesses are above 10 and below 20)	0.75 Unit	Main Case
6	Cases under TNPD L Act (if the witnesses are above 20)	1.00 Unit	Main Case
7	Calendar Cases (other than CCIW Cases and PC Act cases)	0.75 Unit	Main Case
8	Calendar Cases (CCIW and TNPID Cases and CBI Cases)	3.00 Units	Main Case
9	Calendar cases (CCB and DCB)	2.00 Units	Main Case
10	Cases under Domestic Violence Act u/s.12	0.75 Unit	Main Case
11	Summary Trial Cases (Contested)(Other than N.I. Act Cases)(the accused should not have admitted the offence at the time of questioning or <i>the questioning under 251 or 313 Cr.P.C</i>)	0.50 Unit	Main Case
12	Cases under N.I. Act (Contested)	0.75 Unit	Main Case
13	Cases under N.I. Act where the complainant and witnesses are examined and the complaint is withdrawn as compromised	0.25 Unit	Miscellaneous Case
14	Cases disposed under plea bargaining	0.10 Unit	Miscellaneous Case
15	Maintenance case (Sec.125 Cr.P.C)	0.50 Unit	Main Case
16	Criminal Appeals against the Judgments of Assistant Sessions Judges	0.75 Unit	Main Case
17	Criminal Appeals against the Judgments of Judicial Magistrates other than CCIW Cases	0.40 Unit	Main Case

<i>Sl. No.</i>	<i>Nature of the proceedings</i>	<i>Units prescribed (per case)</i>	<i>Remarks / Limitations</i>
18	Criminal Appeals against the Judgments of Judicial Magistrate in CCIW Cases	1.50 Unit	Main Case
19	Bail / Anticipatory Bail (Subject to the maximum of 2 units for achieving Good Performance)	0.02 Unit	Miscellaneous Case
20	Disproportionate Wealth cases (PC Act)	5.00 Units	Main Case
21	Bank Fraud Cases (PC Act)	5.00 Units	Main Case
22	Trap Cases (PC Act)	2.00 Units	Main Case
23	Other cases under PC Act	3.00 Units	Main Case
24	Cases under NDPS Act (NCB cases)	2.50 Units	Main Case
25	Cases under NDPS Act other than NCB (Contested)	1.00 Unit	Main Case
26	Recording statements of witnesses under Section 164 of Cr.P.C.	0.02 Unit	Miscellaneous Case
27	Recording of Dying declaration	0.50 Unit	Main Case
28	Conducting Test Identification Parade within the Sessions division	0.50 Unit	Main Case
29	Conducting Test Identification Parade outside the sessions division	0.75 Unit	Main Case
30	Recording of Confessions	0.50 Unit	Miscellaneous Case
31	Holding inquiry under the 176 (1)(A) of Cr.P.C.	1.50 Units	Main Case
32	JJB/ heinous offences (Contested)	1.00 Unit	Main Case
33	JJB Serious offences/ Petty offences(Contested)	0.50 Unit	Main Case
34	Preliminary assessment of a child	0.25 Unit	Main Case

Proceedings relating to Civil Laws

Sl. No.	Nature of the proceedings	Units prescribed (per case)	Remarks / Limitations
1	Suits for Declaration and Suits for Partition (Preliminary Decree) other than legal heir suits and declaration of death	1.50 Units	Main Case
2	Specific Performance Suits	1.50 Units	Main Case
3	Injunction Suits	1.00 Unit	Main Case
4	Money / Other Suits	1.00 Unit	Main Case
5	Small Cause Suits / Summary Suits/ suits relating to declaration of status of a person (Legal heir suit /Declaration of death)	0.50 Unit	Main Case
6	For passing final decrees (Except mortgage decree)	0.50 Unit	Main Case
7	For passing Final Decree (Mortgage Suit)	0.25 Unit	Main Case
8	Ex-parte Decrees	0.20 Unit	Miscellaneous Case
9	Civil Appeals against money decrees	0.50 Unit	Main Case
10	Civil Appeals against other than money decrees	0.75 Unit	Main Case
11	Civil Miscellaneous Appeals (other than TN Co-op Society CMAs)	0.25 Unit	Main Case
12	Civil Miscellaneous Appeals under the TN Co-op Societies Act and Inam CMA's.	0.50 Unit	Main Case
13	I.A. (Under Order 39, Rules 1,2 & 4 CPC) (Contested)	0.25 Unit	Miscellaneous Case
14	I.A. (Under Order 40, Rules 1 CPC)	0.25 Unit	Miscellaneous Case
15	I.A. (Under Order 34, Rules 5 CPC)	0.20 Unit	Miscellaneous Case
16	Petition for striking out and adding of Parties (Order 1 Rules 10 CPC) (Contested)	0.20 Unit	Miscellaneous Case
17	Petition for Amendment of Pleadings (Order 6, Rule 17 CPC) (Contested) (not consequential amendments) (Post Trial Amendments)	0.20 Unit	Miscellaneous Case
18	Other IAs Contested	0.10 Unit	Miscellaneous Case (Subject to the maximum of 1 unit for achieving Bench Mark)
19	Petitions / Order rejecting Plaint (Order 7, Rule 11 CPC)	0.50 Unit	Miscellaneous Case

<i>Sl. No.</i>	<i>Nature of the proceedings</i>	<i>Units prescribed (per case)</i>	<i>Remarks / Limitations</i>
20	Order rejecting the Plaint even before numbering the Suit	0.25 Unit	Miscellaneous Case
21	Disposal of Application for Attachment before Judgment on merits	0.25 Unit	Miscellaneous Case
22	Disposal of Application filed for Disobedience or Breach of Injunction (if not disposed of with the suit)	0.25 Unit	Miscellaneous Case
23	Disposal of Application for Restitution (144 CPC) (Not restoration)	0.25 Unit	Main Case
24	Petition under Order 38, Rule 8 CPC	0.25 Unit	Miscellaneous Case
25	Petition under Section 47 CPC	0.75 Unit	Miscellaneous Case
26	EA (Under Order 21, Rules 58 CPC)	0.75 Unit	Main Case
27	EA (Under Order 21, Rules 97 CPC)	0.75 Unit	Main Case
28	EA (Under Order 21, Rules 99 CPC)	0.75 Unit	Main Case
29	Petition under Order 21, Rule 90 CPC	0.50 Unit	Main Case
30	E.Ps (other than MCOP EPs) terminated on full satisfaction (only for courts IX & X ,XXV, XXVI, XXVII, XXVIII Assistant Judges (dealing with Execution and other courts dealing with Execution Proceedings exclusively on passing speaking orders)	0.50 Unit	Main case
31	E.P 's for courts other than IX & X ,XXV, XXVI, XXVII, XXVIII Assistant Judges and the court's dealing with Execution Proceedings on passing speaking orders	0.20 Unit	Main case
32	MCOP EP's	0.10 Unit	Miscellaneous case
33	Order under Order 7 rule 10 CPC presenting before proper forum (not for rectification of defects)	0.10 Unit	Main Case

Proceedings relating to Special Laws

Sl. No.	Nature of the proceedings	Units prescribed (per case)	Remarks / Limitations
1	Election Petitions under various Acts	1.00 Unit	Main Case
2	Insolvency Petition (Contested)	0.50 Unit	Main Case
3	Petition under Sec. 4, 11 (4) , & Sec.14 of The Tamil Nadu Buildings (Lease and Rent Control) Act	0.25 Unit	Miscellaneous Case
4	Petition under Sections 8 & 9 of The Tamil Nadu Buildings (Lease and Rent Control) Act	0.25 Unit	Miscellaneous Case
5	Other Rent Control Cases	1.00 Unit	Main Case
6	Rent Control Appeals & RLTA	0.50 Unit	Main Case
7	Petitions under Section 166 & 163A of MV Act 1988	0.25 Unit	Main Case
8	Petitions under Land Acquisition Act (LAOPS)	0.50 Unit	Main Case
9	Other O.Ps including OPS / Probate / GWOP / EIOP / Pre-emption OP / MHOP / Trust OP/ Arbitration OP and other OPs under special acts	0.50 Unit	Main Case
10	Transfer Petitions u/s.408 and Sec.24 of CPC	0.25 Unit	Main Case(Maximum four petitions for achieving grade of Good performance)
11	Divorce OPs / Restitution OPs	0.75 Unit	Main Case
12	Divorce by Mutual Consent	0.25 Unit	Main Case
13	All Petitions for Child custody and Visitation Rights	0.25 Unit	Main Case
14	Petition for Child Adoption and Foreign Adoption Cases	0.25 Unit	Miscellaneous Case
15	Petitions for Alimony / Maintenance	0.25 Unit	Miscellaneous Case
16	STAT / Sales Tax Appeals	0.25 Unit	Main Case
17	Cases relating to provisions under Section 10 (i) of ID Act (Employment & Workmen) 2-k	2.00 Units	Main Case
18	Cases relating to provisions under Section 10 (i) of ID Act / Other reference	1.50 Units	Main Case

<i>Sl. No.</i>	<i>Nature of the proceedings</i>	<i>Units prescribed (per case)</i>	<i>Remarks / Limitations</i>
19	Cases relating to provisions under 33 (1) (a), Section 33 (1)(b) or Section 33(2) of ID Act	0.50 Unit	Main Case(Maximum 10 Cases for achieving good performance/Bench Mark)
20	Cases relating to provisions under Section 33 (C)(2) of ID Act	0.50 Unit	Main Case(Maximum 10 Cases for achieving good performance/Bench Mark)
21	Cases relating to provisions under 33-A of ID Act	1.00 Unit	Main Case
22	Proceedings under Section 75 of the Employees State Insurance Act	1.00 Unit	Main Case
23	Proceedings relating to Employees State Insurance Act (other than the proceedings under section 75 of the ESI Act)	0.25 Unit	Miscellaneous Case
24	Proceedings relating to standing Orders covered under Industrial Disputes Act	0.50 Unit	Main Case
25	Second Appeals under Shops & Estt. Act	0.50 Unit	Main Case
26	STAT (Transport) appeal or Revision Petitions)	0.25 Unit	Main Case
27	Permanent Lok Adalat Award (Per Award)	1.50 Units	Main Case
28	Petition u/s.9 of City Tenants Production Act	0.50 Unit	Miscellaneous Case

ADMINISTRATIVE WORK

Sl. No.	Nature of the proceedings	Units prescribed (per case)	Remarks / Limitations
1	Annual Inspection (Per Court (PDJ, PJ , Chennai, CJM, CMM, Chief Judge, Small Cause Court)	1.50 units	Main Case
2	Prison visit <i>Inspection Home visit by PDJ/CJM/</i> Principal Magistrate JJB(Per Inspection)	0.25 Unit	Miscellaneous Case
3	If the prison visit / Inspection is in other district	0.50 Unit	Miscellaneous Case
4	Lock up visit (Per visit)	0.20 Unit	Miscellaneous Case
5	Surprise Visit/ Inspection by Unit head	0.25 Unit	Miscellaneous Case
6	Order passed u/s.14 of SARFAESI Act	0.10 Unit	Miscellaneous Case
7	Holding inquiry, as Enquiry Officer, in Disciplinary Proceedings	1.00 Unit	Main Case
8	Passing of final order in Disciplinary Proceedings	0.50 Unit	Main Case
9	Presenting Officer in Disciplinary Proceedings	0.50 Unit	Main Case
10	Presenting Officer if attending the enquiry at the Head Quarters from Taluk	0.75 Unit	Main Case
11	If the presenting Officer is attending the enquiry from outstation	1.00 Unit	Main Case
12	The awards pass under victim compensations schemes by Chairman, DLSA	0.10 Unit	Main Case

OTHER STIPULATIONS

<i>Sl. No.</i>	<i>Nature of the proceedings</i>	<i>Units prescribed (per case)</i>	<i>Remarks / Limitations</i>
1	Cases settled by the Officer himself on mediation as Judge Mediator or otherwise (Other than MCOP's)	0.50 Unit	Main Case
2	Matrimonial Cases disposed of by Mediation by the Officer himself (per case)	0.50 Unit	Main Case

<i>Sl. No.</i>	<i>Nature of the proceedings</i>	<i>Units prescribed (per case)</i>	<i>Remarks / Limitations</i>
1	Order of Discharge u/s.226 r/w. 227 of Cr.PC / Petitions u/s.173(5) Cr.PC. /Protest / Further investigation/173(8) /Order u/s.203 of Cr.PC. / Order u/s. 193 Cr.PC (Cognizance) / Order u/s.319 Cr.PC/ u/s.219 Cr.PC.	0.20 Unit	Miscellaneous Case
2	Discharge Petitions / Petitions u/s.173(5), Cr.PC. / Protest / Further investigation /173(8), Order u/s.258, 167(5) Cr.PC./ 320 Cr.PC / Order u/s.468 Cr.PC / Order u/s.319 Cr.PC. Order u/s. 451 / 457 Cr.PC./ Order u/s.473 Cr.PC./Delay excuse application/Order u/s.219 Cr.PC / Sec. 45 Evidence Act / Order u/s. 446 Cr.P.C. (Final Order)	0.20 Unit	Miscellaneous Case
3	U/s.203 of Cr.PC. Order	0.10 Unit	Miscellaneous Case
4	Remand / Custody Orders Sec. 167 Cr.P.C.	0.05 Unit	Miscellaneous Case
5	Surety Verification (per case)	0.02 Unit	Miscellaneous Case
6	Warrant Cancellation Petition	0.02 Unit	Miscellaneous Case
7	Order U/s. 125 (3) & 128 Cr.P.C.	0.20 Unit	Main Case
8	Cases disposed on Admission	0.02 Unit	Miscellaneous Case
9	Committal Order u/s. 207 Cr.P.C.	0.05 Unit	Miscellaneous Case
10	Cases transferred to LPC or disposed of after examination of witnesses u/s. 299 of Cr.P.C. (other than Sessions Cases)	0.50 Unit	Main Case
11	Cases transferred to LPC or disposed of after examination of witnesses u/s. 299 of Cr.P.C. in Sessions Cases.	1.00 Unit	Main Case

CATEGORY - II

Norms fixed for Mahe and Yanam of Puducherry Union and other courts specified above

The Officer shall dispose off 1.5 times of the disposal norms by computing the disposal for preceding 5 years and by dividing the same by the factor 60 (60 months)

Example:

Total number of disposal for 5 years / 60 * 1.5 = Very good performance

1500 / 60 * 1.5 = 37.5 per month

(The backlog / disposal shall be calculated in units as per the relevant cases)

<i>Sl. No.</i>	<i>Case Type</i>	<i>Alternative</i>
1	E.P. above 5 years	1.5 E.P.
2	E.P. above 10 years	3 E.P.
3	O.S. above 5 years	1.5 O.S.
4	O.S. above 7 years	2 O.S.
5	O.S. above 10 years	3 O.S.
6	Other categories above 5 years	1.5 cases
7	Other categories above 10 years	2 cases
8	Other categories above 15 years	3 cases

OTHER INSTRUCTIONS / STIPULATIONS:

- 1) The Officer shall reach norms only by disposing 75% of main cases for reckoning the norms in respect of Grade of Good performance. (Bench Mark)
- 2) The Officer may reach the units to be graded as very good performance and outstanding performance by computing the work done dehors the limitations and the specification of 75% to be by the main case.
- 3) If an Officer disposes of any case while he is incharge of another court, that disposal can also be counted as against his account.
- 4) The norms may be computed to the proportionate no. of working days subject to the limit that he avails leave more than 3 days either consecutively or with intervals (If the Officer has availed 3 days or less than 3 days either consecutively or with intervals, the norms shall be calculated without any deduction as if he has worked on all days).
- 5) If the Officer is on Other Duty on working day, then the norms can be computed by deducting the said date.

e.g., if in a month, the Officer has worked for less than the number of actual working days due to leave (not less than 3 days) and 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 days : 22 days
- Number of days Officer worked : 18 days
- Norms fixed for the Officer : 17 Units
- For 18 days norms to be achieved : 17

$$\text{----} \times 18 = 13.90 \text{ Units}$$

22

Rounded off to 14.00 Units

- 6) 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.

- 7) The Officer can carry forward the norms to next month / months within the Quarter for computing good performance.
- 8) The limitation of reaching of 75 % norms by main cases is not applicable for outstretching from **good performance** to **very good performance** and **outstanding performance** subject to the cap of one year.
- 9) In so far reaching very good performance and outstanding performance, the norms can be carried forward annually, i.e., from January to December of every calendar year. (For **very good performance** and **outstanding performance** alone).
- 10) There will be a compendium of Judicial Officers with their grades will be circulated to all the Officers and the Officers had not achieved the bench mark/ good performance atleast for 3 Quarters will be provided with the training by mentoring or otherwise.
- 11) The Officer can round off the units in the ascending unit to the extent of point 0.25 units for the purpose of reaching good performance/Bench Mark and very good performance.

12) **Miscellaneous Work:** (To be limited to 25% of norms)

- i. The miscellaneous work shall be limited to 25% for achieving good performance/Bench Mark and in respect of other grades, the limitation will not apply.
- ii. The Officer, who is holding the charge of Taluk Legal Service Authority, can reach the norms by deducting one unit for the **Bench Mark/ Good Performance** accordingly for all the Grades.
- iii. The Officer, who was not able to reach the norms due to unforeseen circumstances such as pandemic, riot or any other calamity or otherwise can be the reason for not reaching the Bench Mark, provided the Officer had already reached the Bench Mark in the prior months or quarter.
- iv. The Proforma to the norms should state the number of witnesses examined and the number of witnesses treated as hostile in each case in respect of Criminal Cases.
- v. The Proforma of the norms should state the number of witnesses examined and whether cross examined or not in each case in respect of Civil Cases.

Name of the Officer :

Designation :

CONSOLIDATED QUARTERLY STATEMENT

(For the _____ Quarter of the Year _____)

(Period from _____ to _____)

Total Units achieved :

Required Norms :

Whether norms / Bench Mark reached or not :

Remarks of the Officer, if any
for not reaching the Bench Mark :

Remarks of the Unit Head

Signature of the Unit Head

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

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

This Circular takes effect from 1.4.2022

The receipt of the Circular is required to be acknowledged by e-mail.

Email Id: sob5norms.mhc@tn.gov.in

HIGH COURT, MADRAS
DATED: 29.03.2022

REGISTRAR GENERAL

To

- 1) All the Principal District Judges/District Judges/Head of unit
- 2) The Principal Judge, City Civil Court, Chennai
- 3) The Chief Judge, Court of Small Causes, Chennai
- 4) The Chief Judge, Puducherry
- 5) The Chief Metropolitan Magistrate, Egmore, Chennai
- 6) All the Chief Judicial Magistrates

With a request to communicate this Circular to all the Judicial Officers, functioning in their Unit/District

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Copy to:

- 1) All the Registrars, High Court, Madras & Madurai bench of Madras High Court, Madurai
- 2) Director, Tamil Nadu Mediation and Conciliation Centre
- 3) Director, Tamil Nadu State Judicial Academy
- 4) The Section Officers, B Section / F Section / G Section, High Court, Madras
- 5) The Section Officer, B Section / B5 Section / F Section / G Section Madurai Bench of Madras High Court, Madurai
- 6) The Record Keeper, A.D. Records, High Court, Madras & Madurai Bench of Madras High Court, Madurai.

Spare: +15 Copies.