

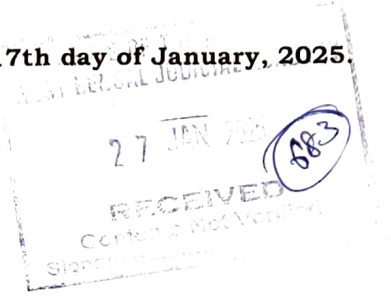
2025
IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

Memo. No.388-R (Insp-I)

Dated, 17th day of January, 2025.

From:

Sri Abhijit Som
Registrar (Inspection-I),
High Court, A.S.,
Calcutta



To

The District Judge

- 1) Jalpaiguri, 2) Coochbehar, 3) 24-Parganas(S), 4) 24-Parganas(N), 5) Birbhum, 6) Bankura, 7) Malda, 8) Uttar Dinajpur, 9) Dakshin Dinajpur, 10) Purba Midnapore, 11) Paschim Midnapore, 12) Nadia, 13) Darjeeling, 14) Purulia, 15) Howrah, 16) Purba Burdwan, 17) Paschim Burdwan, 18) Hooghly, 19) Murshidabad, 20) A & N Islands at Port Blair, 21) Kalimpong, 22) Jhargram, 23) Alipurduar.
- 24) The Chief Judge, City Civil Court, Calcutta.
- 25) The Chief Judge, City Sessions Court, Calcutta.
- 26) The Chief Judge, Presidency Small Cause Court, Calcutta.
- ✓ 27) The Director, West Bengal Judicial Academy.
- 28) The Member Secretary, SLSA.

Sir/Madam,

I am directed to inform your goodself that all the Judicial Officers under Your Judgeship be informed to submit their e-ACR alongwith your comment (where applicable) for the year 2024 through Personal Information System (PIS) Software on or before 1st March, 2025 positively alongwith 10(ten) copies of judgements (both civil & criminal) of the relevant year covering different branches of law.

The Judicial Officers on deputation postings shall submit their ACR in offline mode as usual on or before 30th April, 2025 with exception that the Judicial Officers posted as Sr. Municipal Magistrate, Municipal Magistrates and the Judicial Officers posted at W.B. Judicial Academy, JJB, CBI Courts and Special Courts, Secretaries of DLSA and Member Secretary SLSA with other Officers attached thereon will submit their ACR for the Assessment Year 2024 in online mode.

In case of any difficulty in filling up of the e-ACR, the Judicial Officers may contact the helpdesk through the email id: pis.calcuttahighcourt@gmail.com provided at the right upper corner of the Judicial Officer's dashboard in the "PIS" software. A tutorial for filing up of e-ACR has also been provided for the Judicial Officers in "PIS".

Your goodself is further requested to inform the same to all the Judicial Officers posted in your Judgeship / Academy to upload their e-ACR for the year 2024 through "Personal Information System" ("PIS") Software. The Judicial Officers on leave/ away from station may also be informed.

Yours faithfully,

Registrar (Inspection-I)