

HIGH COURT OF MEGHALAYA SHILLONG

NOTIFICATION

Dated, Shillong, the 21st August, 2026

No. HCM.II/23/2026/Estt/15: In pursuance of the approval accorded by Hon'ble the Chief Justice, High Court of Meghalaya, the **Norms and Standard Operating Procedure (SOP) for Grant of Assured Career Progression (ACP) to Judicial Officers**, as set forth in **Annexure-I**, are hereby notified for implementation with immediate effect.

By Order,

/

REGISTRAR GENERAL

Memo No.HCM.II/23/2026/Estt/15A Dated, Shillong, the 21st August, 2026
Copy to:

1. The Registrar and Principal Private Secretary to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for kind information of Her Ladyship.
2. The P.S to Hon'ble Mr. Justice H.S. Thangkhiew, Judge, High Court of Meghalaya, Shillong for kind information of His Lordship.
3. The P.S to Hon'ble Mr. Justice W.Diengdoh, Judge, High Court of Meghalaya, Shillong for kind information of His Lordship.
4. The P.S to Hon'ble Mr. Justice B. Bhattacharjee, Judge, High Court of Meghalaya, Shillong for kind information of His Lordship.
5. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for kind information.
6. The Director, Meghalaya State Judicial Academy, Shillong for kind information.
7. The Registrar (Judicial Service), High Court of Meghalaya for kind information and necessary action.
8. The District & Sessions Judge, Shillong/ Jowai/ Nongstoin/ Nongpoh/ Mawkyrwat/ Khliehriat/ Mairang/ Baghmara/Tura/ Ampati/ Resubelpara/ Williamnagar for kind information.
9. The Commissioner & Secretary to the Government of Meghalaya, Law Department, Shillong for kind information.
10. The Systems Analyst, High Court of Meghalaya with a request to upload this notification in the official website of the High Court.
11. Office File.

2839
21/8/26


REGISTRAR GENERAL

NORMS AND STANDARD OPERATING PROCEDURE (SOP)

For the Grant of Assured Career Progression (ACP) to Judicial Officers

PART-I: NORMS

1. Objective

To ensure uniformity, transparency, and fairness in the grant of Assured Career Progression (ACP) to Judicial Officers serving under the control of the High Court of Meghalaya, in line with the directions of the Hon'ble Supreme Court of India and in accordance with the applicable rules, resolutions, and the directions of the High Court and the Meghalaya Judicial Service Rules.

2. Applicability

These norms shall apply to all Judicial Officers belonging to the Meghalaya Judicial Service.

3. Legal Basis

These norms are framed pursuant to:

1. *All India Judges' Association & Ors. v. Union of India & Ors.*, (2002) 4 SCC 247 and subsequent orders.
2. Meghalaya Judicial Service Rules, as amended.
3. Resolutions and administrative decisions of the High Court of Meghalaya.

4. Entitlement

1. A Judicial Officer shall be entitled to financial upgradation under the ACP Scheme on completion of **5 years, 10 years, 20 years, and 30 years** of continuous and satisfactory service, if no regular promotion has been granted during the respective period.
2. Each ACP shall correspond to the **next higher pay scale** as prescribed by the competent authority.

5. Eligibility Conditions

(a) Eligibility for First ACP Grade: -

A Judicial Officer (Civil Judge, Junior Division or Civil Judge, Senior Division) shall be eligible for consideration for First Assured Career Progression Grade upon completion of five (5) years of continuous service in the respective cadre, provided that:

- (a) The officer has not been promoted during the said period;
- (b) The officer is found fit by the High Court for conferment of the First ACP Grade;

ACR Requirements:

Cadre	ACR Requirement	Disqualification
Civil Judge (Junior Division)	At least three Good gradings and not more than one Below Average in the preceding five years	Below Average grading more than once
Civil Judge (Senior Division)	At least one Very Good grading and two Good gradings and no Below Average grading in the preceding five years	Any Below Average grading

- (c) The officer shall not be denied ACP unless his/her work and disposal are consistently poor or there exists an adverse finding regarding integrity or honesty.

(b) Eligibility for Second ACP Grade: -

A Judicial Officer shall be eligible for the Second Assured Career Progression Grade upon completion of ten (10) years of service in the respective cadre, subject to:

- (a) The officer has not been promoted during the said period;
- (b) The officer is found fit by the High Court;

ACR Requirements:

Cadre	ACR Requirement	Disqualification
Civil Judge (Junior Division)	At least one Very Good grading and two Good gradings and no Below Average grading	Any Below Average grading
Civil Judge (Senior Division)	At least three Very Good gradings and not graded Average more than once	Two Average gradings

(c) The officer's average disposal over a continuous period of five years after grant of the First ACP shall fall within the 'Very Good' category as per norms fixed by the High Court.

6. Exclusions

1. ACP shall not be granted to an officer who has already received a promotion during the same span of service.
2. An officer under suspension or facing disciplinary/vigilance inquiry shall not be considered until exoneration.
3. ACP shall not confer any right to higher designation or duties, only financial upgradation.

7. Competent Authority

The **Hon'ble Chief Justice** shall be the competent authority to approve the grant of ACP based on the recommendation of the Screening Committee constituted for the purpose.

8. Periodicity

The process of ACP consideration shall ordinarily be undertaken **twice a year — in January and July.**

9. Review and Appeal

Any representation or review petition against the non-grant or deferment of ACP may be submitted to the Hon'ble Chief Justice within **30 days** from the date of communication of the order. The decision of the Chief Justice shall be final.

10. Record Maintenance

All ACP-related records shall be maintained in a **Master Register of ACP** by the Registrar (Judicial Service) and preserved for a period of **10 years**.

PART–II: STANDARD OPERATING PROCEDURE (SOP)

1. Purpose

To lay down a structured, time-bound process for identification, verification, recommendation, and approval of ACP cases for Judicial Officers under the High Court of Meghalaya.

2. Institutional Framework

- **Administrative Department:** Registrar (Judicial Service)
- **Supporting Sections:** Establishment, Confidential (ACR), Vigilance, and Accounts Branches
- **Decision-Making Body:** Screening Committee constituted by the Hon'ble Chief Justice

3. Steps in the ACP Process

Step 1 – Preparation of Eligibility List

- The **Establishment Section** shall, in **January and July** of every year, prepare a list of Judicial Officers completing 5, 10, 20, or 30 years of qualifying service within the half-year.
- The list shall be verified with service records and seniority registers.

Step 2 – Compilation of Records

- The **ACR Compilation Sheet (Form–A)** for the preceding five years shall be prepared.
- The **Registrar (Vigilance)** shall issue a **Vigilance Clearance Certificate (Form–B)** confirming that no case is pending.

Step 3 – Automatic Reference

- The Establishment Section shall issue an **Automatic Reference Memo (Form–C)** attaching service particulars, ACR compilation, and vigilance clearance for each eligible officer.
- The complete report shall be forwarded to the Screening Committee through the Registrar General.

Step 4 – Screening Committee Meeting

- The Committee, chaired by a Hon'ble Judge nominated by the Chief Justice, shall scrutinize eligibility and recommend eligible officers for ACP.
- Proceedings shall be recorded in Minutes.

Step 5 – Approval by the Chief Justice

- Recommendations of the Committee shall be placed before the Hon'ble Chief Justice for approval.
- Upon approval, the Registrar General shall issue a formal Office Order granting ACP with the effective date and pay scale.

Step 6 – Record-Keeping and Communication

- The **Establishment Section** shall update the **Master ACP Register**.
- Copies of the order shall be communicated to the officer, the Accountant General, the Treasury Officer, and the District & Sessions Judge concerned.

4. Monitoring and Audit

- The Registrar (Judicial Service) shall ensure that no eligible officer is overlooked.
- An annual internal audit shall be conducted to verify compliance with the norms and accuracy of financial upgradations.

5. Forms

Form-A: ACR Compilation Sheet

Form-B: Vigilance Clearance Certificate

Form-C: Automatic Reference Memo

6. Effective Date and Review

This SOP shall come into force with immediate effect upon approval by the Hon'ble Chief Justice and may be reviewed periodically as required.

FORM A

[illegible]

Summary of Annual Confidential Reports (Last 5 Years)

Year	Overall Grading	Integrity	Remarks (if any)

Overall Assessment:

☐ Below Benchmark ☐ Satisfactory ☐ Good ☐ Very Good ☐ Outstanding

Signature: _____

Verified by Registrar (Vigilance)

(Seal of the High Court)

FORM B

VIGILANCE CLEARANCE CERTIFICATE

1. Name of Officer: _____
2. Designation: _____
3. Present Place of Posting: _____
4. Date of Birth: _____

Vigilance Status

It is certified that:

1. No disciplinary proceedings are pending or contemplated.
2. No vigilance case or complaint is pending or under investigation.
3. Integrity is certified to be beyond doubt.

(If any case is pending, details shall be specified.)

Certified by: _____

Registrar (Vigilance), High Court of Meghalaya

(Seal)

FORM C

AUTOMATIC REFERENCE MEMO

Subject: Reference for consideration of Assured Career Progression (ACP) –
[Name of Officer]

1. **Name of Officer:** _____
2. **Designation:** _____
3. **Present Posting:** _____
4. **Date of Entry into Judicial Service:** _____
5. **Date of Last Promotion / ACP:** _____
6. **Date of Eligibility for Present ACP:** _____
7. **Total Qualifying Service:** _____ Years

Documents Attached:

1. Pay Statement 2. Service Particulars 3. Form-B 4. Form-A

Prepared by: _____

Verified by: _____

Approved by: **Registrar General**

(Seal of High Court)