

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**

**Office of Registrar (Judicial), Jammu**

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No.: 07A/C-RJ/2023

Dated:16.01.2023

**ORDER**

**Subject: Information regarding implementation of Jammu and Kashmir Human Resource Management System-JKHRMS .**

In pursuance to Hon'ble High Court Order No. 36 of 2023/RG/GS dated 10.01.2023, all judicial officers/officers and officials of High Court Wing, Jammu are hereby asked to complete their registration as well as filling/uploading the requisite information/orders online on the JKHRMS portal by or before 30.01.2023.

The officials of e-Court, High Court Wing, Jammu shall provide technical assistance to the officers/officials for updating/uploading the information on the JKHRMS portal.

Every officer/official shall carry following documents with them while updating/uploading the information on the JKHRMS portal.

1. Appointment order.
2. First page of service book
3. Adhaar card.
4. Pan Card
5. All promotions orders.
6. All transfer orders.
7. All qualification certificates/marksheets.
8. One Passport size coloured photograph.

Further, after updating/uploading the information on the JKHRMS portal, every officer/officer shall submit hard copy of the same to the concerned DDO for further necessary action in the matter.

  
**(S.R. Gandhi)**  
Registrar Judicial  


No.: - 87A/C-RJ/2023-94A/c-RJ/2023 Dt. 16-01-2023

**Copy to:**

1. Principal Secretary to Hon'ble The Chief Justice (A), High Court of J&K and Ladakh for kind information of His Lordship.
2. Registrar General, High Court of J&K and Ladakh, for information.
3. CPC, E-Court, High Court of J&K & Ladakh for information and necessary action.
4. Joint Registrar (Judl/protocol), High Court Wing, Jammu for information.
5. Addl. Registrar (Admn.), High Court Wing, Jammu for information.
6. Addl. Registrar/Secretaries/Private Secretaries, with the request to circulate the above order among their staff for necessary immediate compliance
7. All Joint Registrars/Deputy Registrars/Assistant Registrars, High Court Wing, jammu for information with the request to circulate the above order among their staff for necessary immediate compliance.
8. I/c NIC, for information and uploading the order on the website of High Court of J&K and Ladakh.

  
Registrar Judicial  
