

HIGH COURT OF JAMMU AND KASHMIR
(Office of the Registrar General at Srinagar)

To

All the Judicial Officers,
Of the State of Jammu and Kashmir.

No: 3991-4030/RS

Dated: 17/5/2019

Subject: Guidelines for Transfer of Judicial Officers.

Sir/Madam,

On the subject cited above, I am desired to request you to furnish the details mentioned in the format annexed hereto within a period of one week from today. The information may be furnished through the following official e-mail of the High Court.

- i. rg.jkhc@indiancourts.nic.in
- ii. hcjmu-jk@nic.in

The matter may be treated as most urgent.

Yours faithfully,

(Sanjay Dhar)
Registrar General

No: 3991-4030/RS

Dated: 17/5/2019

Copy of the above forwarded to:

- i. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Srinagar for information of Her Lordship.
- ii. CPC-eCourts High Court of Jammu and Kashmir with the request to upload the same on the official website of the High Court.

Registrar General

FORMAT FOR PERSONAL INFORMATION.

1.	Officer's name & Father's name.	
2.	Officer's Home District.	
3.	<p>(i) Place (with District) where the officer or his/her "family" (*) resides.</p> <p>Whether any litigation is pending involving the officer or any member of his/her family in that District.</p>	
	<p>(ii) Place (with District) where the officer or his/her "family" holds property. (give details of property in brief)</p> <p>Whether any litigation is pending in respect of above-mentioned property in that District.</p>	
4.	<p>(i) Places (with districts) where "in-laws' family" (**) resides.</p> <p>Whether any litigation is pending involving any member of "in-laws' family" in that District.</p>	
	<p>(ii) Places (with districts) where "in-laws' family" holds property. (give details of property in brief)</p> <p>Whether any litigation is pending in respect of above-mentioned property in that District.</p>	
5.	Places (with districts) where any member of his "family" or any other "near relative" (***) is a legal practitioner (State relationship)	
6.	Present station, with date of posting.	
7.	Three (03) previous stations of postings along with the period of stay (dates at each).	

8.	a) Does he/she desire transfer from the present station before expiry of usual term or not: OR b) Before expiry of usual term even if stations mentioned in column 9 are not available. (give specific reasons for transfer).	
9.	Stations of choice, in order of preference, with reasons for each choice, if any.	
10.	Stations to which he/she does not wish to be posted, with reasons thereof.	
11.	Any other circumstance(s) which he/she would wish to be considered in the matter of his/her transfer.	

Signature:
Designation:
Unique Identity Code:

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| (*) Officer's "family" includes: spouse, parents, children, brothers/sisters and grandparents. |
| (**) "In-laws' family" includes: parents of spouse, brothers & sisters of spouse. |
| (***) "near relative" means nephew/niece on either side, uncle/aunt on either side, brother-in-law/sister-in-law on either side, son-in-law/daughter-in-law and father-in-law/mother-in-law: |

Note:

(i) Once the officer has furnished information in his/her aforesaid transfer report Proforma – then in case of his/her non-submission of transfer report in subsequent year(s), it will be presumed that there has been no change in the said information as furnished by him/her in his/her last transfer report.

(ii) For the purpose of this "Transfer Report Proforma", the officer need not provide information regarding residence or property in respect of his/her "family" or "In-laws' family" which is situated outside the State.