HIGH COURT OF JAMMU & KASHMIR and Ladakh, JAMMU

Office of Registrar Judicial, Jammu

ORDER

No.: 310/ACCTS/RI/2021

Dated:16.12.2021

It is hereby notified for the information of all concerned that this office is required to update employee information online in the JK-CPIS website, comprising 07 nos of forms (enclosed herewith), as mandated by NIC, Secretariat, as such, it is hereby enjoined upon all officials/officers posted in High Court Wing, Jammu to submit each form duly signed and complete in all respects (including email), along with the following documents, in the Accounts Section by or before 20-12-2021 positively.

- 1. Copy of Appointment order.
- 2. Copy of all promotions orders.
- 3. Copy of first page of service book
- 4. Copy of transfer/posting order, if any.

The officers/officials can download all forms to be filled from the official website of High Court.

(STA Gandhi) Registran Judicial

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Dated:16.12.2021

No.: 8016/RJ/2021

Copy to:

- 1. Jt. Registrar (Judl/Protocol), High Court Wing, Jammu, for information.
- 2. All Addl Registrars/Secretaries/Jt. Registrars/Deputy Registrars/ARs/I/C section for information and with the request to circulate the circular among their staff for necessary compliance.
- 3. I/C NIC, High Court Wing, Jammu to upload the circular along with annexures for the purpose.
- 4. Office Copy.

Registrar Judicial

Form-1

Instruction: This form required to be duly filled up and submitted by the prospective employees while reporting for duty on Old/ fresh appointment. The officer before whom the prospective employee reports for duty and the appointing authority required to counter sign the duly filled up form submitted by the prospective employee. After getting the form counter signed by the DDO Subject Assistant will feed the data into JKCPIS and obtain Employee Code from the system and write down it in the box provided below for the purpose

Specimen Signature	Specimen Signature	recently taken passport
		size photo
PART-A (For Office use)		
Employee Code	OID	
PART-B PERSONAL DETA (To be filled up by the pr	spective employee)	
Department	Office	
Permanent Resident Cer	ficate File No.	
First Name (In capital letters)		
Last Name (In capital letters)		
Date of birth (DD/MM/YY)	Sex (M/F)	
Name of Father		
Name of Mother		
Category (General/Reserved)	SC/ST/OBC/RBA/ALC/ Sports/PHC/Ex-serviceman	
Nationality	Religion	·
Blood Group (Optional)	Marital status (unmarried/married/divorce	ee)
Spouse's Name	Profession of Spouse (State Govt./ GOI/Public Sector/Private/ None)	
If spouse working in Gov	ernment/Public Sector Departmen	t
Name of the Department	Designation	

Signature of employee Dated Signature of DDO SEAL Dated



Welcome : ASSISTANT REGISTRAR HIGH COURT, J&K, JAMMU J (DCJLAW0016)

Logout

Employee Details

DDO	ASSISTANT REGISTRAR HIG DCJLAW0016	SH COURT, J&K, JAMMU J	
Department .	Law Department		
Field Department	Law Department		
Aadhaar No		PRC File No	
First Name*	,	Last Name	
DOB*		Religion*	-Select Y
Birth Place District	Select v	Service Type*	-Select- V
Father Name		Mother Name	
Category*	-Select V	Sub-Category	Select
Nationality	INDIAN	Sex*	Select Y
Blood Group	-Select v	Marital Status *	Select v
Spouse Name		Spouse Profession	Select
If spouse working in Govt. Department			
Spouse Department	Select		~)
Spouse Designation	Select ,		~
Upload Photo	Choose File No file chosen Image size should be 20 KB(O	nly JPEG Format)	
	Save	e	

evansita Dasigned, Developed and Hosted by National Informatics Centre, Jammu & Kalannir Content Provided and Maintained by respective department of Government of Jammu & Kalannir,

Form-2

Joining Details	
Date of Appointment	Order No.
Initial Joining Department	Initial Joining Office
Date of Joining	Initial . Designation
Pay Band of Initial Post *	Initial Grade Pay
Initial Basic Pay *	Permanent/Temp orary Employee
Employee initial cadre . State/Div./Distt	Gaz./ Non- Gaz./Class IV
Present DDO Code*	* optional fields
Salary Details	
Current Pay Band	PAN No.
Grade Pay	Basic Pay
Personal/Special Pay	GPF/ PRAN No.
Dearness Allowance/ Dearness Pay/COLA YES/NO	Deduction Type GPF/CPF(NPS)
Non-practicing Allowance(NPA) YES/NO	GIS/SLI Member YES/NO
Charge Allowance YES/NO	GIS/SLI Number
City Compensatory Allowance YES/NO	Defined Contributory Pension - 10% Employer's Share for NPS
Medical Allowance YES/NO	2 1/2 days Pay YES/NO
Temporary Move Allowance YES/NO	Pocket Money YES/NO
House Rent Allowance YES/NO	Settlement Allowance
Risk Allowance YES/NO	Fixed T.A.
Border Allowance/ Compensatory Allowance YES/NO	Record Allowance
Ration Money Allowance YES/NO	, Special Duty Allowance
Hardship Allowance YES/NO	Any Other Allowance
Kit Maintenance Allowance YES/NO	
Conveyance Allowance YES/NO	Total Salary(including Allowances)
Name of Salary Bank Branch	Saving A/c No.

Entitlement of Pension (Defined benefit/NPS)	
Contribution to NPS(Employer + Employee) :	
Accumulations under NPS (including earnings from investment of Contribution):	

Leave Details

Accumulations of	AS on Date		:
Earned Leave	Total number of days	EL accumulated	
Period of EL availed	Recently) - From:	Tos	
Number of times Mat	ernity Leave availed:		
Accumulations of	AS on Date		
Half Pay Leave	Total number of days	accumulated	
Period of HPL availed	(Recently) - From:	To:	<u> </u>
Period of Suspension	(if any)		

Major Penalty imposed, if any	
Monthly Income of Parents from all sources	

Signature of employee : Dated

Signature of DDO : SEAL Dated

Form-3

Employee office details	
Current Designation	Current Post
Current Cadre: State/ Div./ District	Current office
Present address	Permanent address
House No/ Street No	House No/ Street No
Street Name	Street Name
Place	Place
Pin	Pin
State	State
District	District
Tehsil	Tehsil
Village	Village
Phone No.	Phone No.
Home Town	Home Town
New Application of the Control of th	
Mobile No.	Email address
. ,	
Whether Govt. accommodation allo	tted in Jammu/Srinagar :
Details of accommodation, if hired(Y/N)

Signature of employee Dated Signature of DDO SEAL Dated

Form - 4

	ACADEMIC QUALIF	CATION		
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grad
	,		·	
	TECHNICAL QUALIF	ICATION	l:	
Degree/Diploma	Name of Board/ University	Marks Obtained (In:%)	Year of Passing	Grad
			·	
	PROFESSIONAL QUAL	IFICATION		
Degree/Diploma	Name of Board/ University	Marks Obtained (In %)	Year of Passing	Grad
Martin Ma				
			 	
ecialized Training, if	anv			1
efresher/Training Cou	A description of the second of			···

Signature of Employee Dated DDO

Educational Detail

Signature of

SEAL Dated

Form-5

Promotion Details				
Date of Promotion	Name of the office	Designation	Govt. Order No./ Date	
		المعالم المستعدد الم		

Signature of employee: Dated

Signature of DDO : SEAL Dated

Form - 6

Posting Details

	Name of the	Designation	Tenure of	Postings
	office		From	То
Initial appointment	Manager and the second			
02 nd posting				
03 rd posting				
04 th posting	•			
05 th posting	•		A. I.	
06 th posting				
07 th posting		,		
08 th posting	Halling transfer of the second			-
09 th posting			***************************************	
10 th posting				
11 th posting				
12 th posting				<u> </u>
13 th posting				
14 th posting				
15 th posting			- Art - Tanuar - Wallian - La	
16 th posting				
17 th posting				

Signature of employee : Dated Signature of DDO : SEAL Dated

Form - 7

	Relationship with	Date of Birth	Share of
Name of Nominee(s)	employee	of Nominee	amount (%
	employee.	Of Routines	amount (20
*			
			· · · · · · · · · · · · · · · · · · ·
annonimo in incomenzario del contrato del contrato del contrato del contrato del contrato del contrato del con			
lomination Details (Gratui	ty):		
Name of Nominee(s)	Relationship with employee	Date of Birth of nominee	Share of amount (%
Froup Insurance/SLI Nomi	nee Details	Posto of Bladh	Charage
Group Insurance/SLI Nomi Name of Nominee(s)	Relationship with	Date of Birth	
	nee Details Relationship with employee	Date of Birth of nominee	Share of amount (%
	Relationship with		
	Relationship with		
	Relationship with		
Name of Nominee(s)	Relationship with employee		
	Relationship with employee		
Name of Nominee(s)	Relationship with employee	of nominee	amount (%
Name of Nominee(s)	Relationship with employee	of nominee	
Name of Nominee(s)	Relationship with employee	of nominee	amount (%

Declaration by the prospective employee

The information furnished by me in this joining report is correct to the best of my knowledge and are based on valid documents. I also hereby produce original documents in respect of all the information given below before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Signature of Employee Dated

VERIFICATION

Signature of DDO SEAL Dated