

# HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of Registrar General at Jammu)

e-mail: (non-gazettedsectionmainwing@gmail.com)

**Subject:** Issuance of Identity cards to the Daily Wagers/Sevaks of High Court of J&K and Ladakh.

## ORDER

**No. 420 of 2024/RG/NG-463(I) Dated: 02-04-2024**

It is hereby ordered that Photo Identity Cards in favour of all Daily Wagers/Sevaks of High Court of Jammu & Kashmir and Ladakh shall be issued by the concerned Registrar Judicial(s) for a period of two years on the following terms and conditions:

1. The concerned Registrar Judicial shall issue an Identity Card to every Daily Wager/Sevak shall contain a full-face colour-photo, Name, Designation, Temporary Identification No./CPIS No., the period of validity and Mobile No.;
2. The concerned Registrar Judicial shall maintain record, inducing a proper Register for the purpose, wherein, among other particulars, name, parentage, residence, designation of the Daily Wager/Sevak and shall exhibit the Serial number on the Identity Card as and when issued;
3. Every Daily Wager/Sevak shall carry the Identity Card on his person and shall be indebted to show it to any officer of the Registry on demand;
4. Any Daily Wager/Sevak who ceases to be a Daily Wager/Sevak shall surrender the Identity Card before the controlling officer;
5. Any loss or theft of Photo Identity Card shall immediately be brought to the notice of the concerned Registrar Judicial.
6. In case the Identity card is lost or mutilated, a fresh Identity Card shall be issued by the concerned Registrar Judicial on the application of the Daily Wager/Sevak which shall be accompanied by two recent photographs;
7. Every Daily Wager/Sevak file an undertaking to the effect that they will not misuse the Identity Cards and will surrender their Identity Cards as and when directed by the office; and
8. Where on receipt of a complaint or otherwise the concerned Registrar Judicial has reason to believe that any Daily Wager/Sevak has committed professional or other misconduct, it shall be brought immediately to the notice of the Registrar General for further action in the matter.

**By order.**

  
Additional Registrar (Adm.)

**No: 12341-60 of 2024/RG/NG Dated: 02-04-2024**

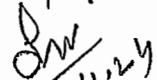
**Copy to: -**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Jammu for information of His Lordship.
2. Registrar Vigilance, High Court of J&K and Ladakh, Jammu, for information
3. Director, J&K Judicial Academy, Jammu
4. Registrar Judicial, High Court Wing, Jammu/Srinagar, for information and necessary action.
5. Registrar Computer (IT), High Court of J&K and Ladakh, Jammu
6. Registrar Rules, High Court of J&K and Ladakh, Jammu
7. Registrar (Adm.)/Recruitment, High Court Main Wing, Jammu

8. Director Finance, High Court Main Wing, Jammu
9. Joint Registrar (Judicial/Protocol) High Court Wing, Srinagar/Jammu
- ✓ 10. Central Project Coordinator, e-Courts, High Court of J&K and Ladakh, Jammu for uploading the same on the official website of the High Court.
11. Accounts Officer, High Court Wing, Jammu/Srinagar  
.....for information
12. In-Charge, Library, High Court Wing, Jammu/Srinagar for keeping of the record of the same.
13. Order Book

  
Additional Registrar (Adm.)

  
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