

HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(OFFICE OF THE REGISTRAR GENERAL AT SRINAGAR)

Subject: Digitization of Administrative Record of the High Court of J&K and Ladakh.

ORDER

No: 963 of 2022/RG/C.P.C. Dated 25-8-2022

The attention of In-charge /Section Officers of all the Sections of the Main wing of the High Court is drawn to the Circular No. 05 dated 06.07.2020, issued by this office on the subject. All the In-charge / Section Officers of the Main wing are hereby directed to strictly comply the said Circular and complete the files under their control as per the guidelines issued in the Circular within one week, so that the process of digitizing the Administrative record is started forthwith . The Copy of the Circular is attached.

By Order.

Sanjeev Gupta
(Registrar General)

No: 27826-36/RG/C.P.C. Dated: 25-8-2022

Copy to:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh,
..... for information of his Lordship.
2. Secretary to Hon'ble Mr. Justice Ali Mohammad Magrey, Chairperson I.T Committee,
3. Secretary to the Hon'ble Mr. Justice Sanjeev Kumar, Member I.T Committee,
4. Secretary to the Hon'ble Mr. Justice Rajnesh Oswal, Member I.T Committee,
...for information of their Lordships.
5. Registrar Judicial, wing Jammu/Srinagar, High Court of J&K and Ladakh,
..... for information.
6. Registrar Administration, Main wing, High Court of J&K and Ladakh,
.....for information and circulation amongst all the concerned for strict compliance.
7. CPC e-Courts, High Court of J&K and Ladakh at Srinagar, for information and for uploading the same on the official website of High Court of J&K and Ladakh.
8. Director Finance, High Court of J&K and Ladakh at Srinagar, for information.
9. Chief Librarian, High Court of J&K and Ladakh, for maintaining record.
10. Office file.

15-8-2022
(Registrar General)

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

CIRCULAR

No:- 05

Dated:- 06/07/2020

Subject: Digitization of Administrative Records of Main Wing of the High Court.

For seamless scanning, digitization, integrated archival and retrieval of the digitized record, all Incharge/Section Officers of all the sections of the Main Wing of the High Court are directed to complete the exercise of filing up of Meta data form as per the contents of the file and pasting the same on outer side of all the files required to be digitized (Current as well as Disposed of) as also to complete the page numbering of the files, both on Note side as well as on Correspondence side within 10 days from the date of issuance of this circular. Format of Meta Data is attached as Annexure A.

By Order


Jawad Ahmed
(Registrar General)

No.: 2034-76/R-9

Dated: 06/07/2020

Copy of the above forwarded to the:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu;
2. Secretary to Hon'ble Mr./Mrs. Justice _____
.....for information of their Lordships.
3. Registrar Vigilance, High Court of J&K, Jammu;
4. Registrar Rules, High Court of J&K, Jammu;
5. Registrar Computers, High Court of J&K, Jammu;
6. Registrar Judicial, High Court of J&K, Jammu/Srinagar;
.....for information.
7. All Incharges of the Sections/SOs of the main wing of the High Court for information and immediate compliance.


Registrar General

META DATA FORM

1. Branch:
2. Head:
3. Sub Head:
4. Number of the file:
5. Number of the file already deposited in the Record Room:
6. Subject:
7. Category :
8. Modification Date:
9. Modified by:
10. Dealing Code:
11. Employee Code:
12. UID:
13. Date of Birth:
14. Date of Joining:
15. Date of Retirement:
16. Name of the Official:
17. Designation on initial appointment:
18. Present Designation:
19. State/UT:
20. District:
21. Month/Year:
