

HIGH COURT FOR THE STATE OF TELANGANA

ROC.NO. 1205/2019-C1

DT:27. 11.2019

CIRCULAR

Sub: Public Services - TJMSS – Issue of Identity Cards to the staff of the Subordinate Judiciary - Regarding.

Ref:- Letter in Dis. No. 4785, dt. 11-09-2019 from the Chief Judge, City Civil Court, Hyderabad

All the Principal District Judges/Unit heads are hereby instructed to issue Identity Cards to the Staff of the Subordinate Judiciary working under their control and the expenditure for making of such Identity cards shall be borne under the Head-132 Other Office Expenses.

A model format of the card and the particulars that are to be entered in a register to be maintained are communicated herewith.



Receipt of this Circular may please be acknowledged.


REGISTRAR (ADMINISTRATION)

To

1. All the Principal District Judges/Unit Heads.
2. The Principal Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana.
3. All the Personal Secretaries to the Hon'ble Judges, High Court for the State of Telangana.
4. All the Registrars, High Court for the State of Telangana.
5. The Registrar (IT)-cum-Central Project Coordinator, High Court for the State of Telangana, Hyderabad, **(with a request to place the same in the Official Website of the High Court.)**
6. The Section Officer, Special Officer's Section, High Court for the State of Telangana.
(With a request to incorporate the Circular in the compendium of Circulars)

FRONT SIDE

 सत्यमेव जयते	GOVERNMENT OF TELANGANA JUDICIAL DEPARTMENT _____ DISTRICT	
IDENTITY CARD		
PHOTO 	NAME:	
	FATHER/HUSBAND NAME:	
	DESIGNATION:	
	EMPLOYEE I.D. NO.:	
SIGNATURE OF THE DISTRICT JUDGE/ UNIT HEAD		

BACK SIDE

DATE OF ISSUE:
DATE OF BIRTH:
BLOOD GROUP:
ADDRESS:
MOBILE NO.:
SIGNATURE OF THE HOLDER:
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1. To be carried while on duty and produce as and when required.
2. Report immediately to issuing Authority in case of Loss.
3. If found please drop this in the nearest Post Box.

PARTICULARS TO BE MAINTAINED IN THE REGISTER

1. Name of the employee :
2. Name of the Father/Husband :
3. Address with Telephone/Mobile Number :
4. Date of Birth as per Service Records :
5. Designation :
6. Blood Group :
7. Date of issue of the Identity Card :
8. Signature of the employee :
9. Remarks :