

**RAJASTHAN HIGH COURT, JODHPUR**

**STANDING ORDER**

No. 0.01/S.O./2023/

Date : 12.01.2023

In compliance of the resolution passed by Hon'ble the Administrative Committee in the meeting dated 04.01.2023, necessary guidelines to provide Sticker LOGO for identification of the vehicles of in-service officers/officials, are issued as under:-

1. Approved Sticker LOGO, shall only be issued to the serving officers/officials of Rajasthan High Court on their requisitions in the prescribed proforma annexed herewith as **Annexure-A**
2. The Joint Registrar/ Deputy Registrar(Admn.), Rajasthan High Court Jodhpur/Bench Jaipur shall be the Officer In-charge to maintain the record of Sticker LOGO for which, a register shall be maintained by him in the prescribed Proforma annexed herewith as **Annexure-B**.
3. To obtain Sticker LOGO, in service officers/officials will have to submit the requisition along with self attested photocopy of Registration Certificate of the vehicle to Rajasthan High Court Non-Gazetted Ministerial Staff Association, Jodhpur/Jaipur.
4. In case, the vehicle is not registered in the name of applicant officer/official, an undertaking in the form **Annexure-C** shall be attached with the requisition to the effect that the vehicle is registered in the name of his/her family member and the same is used by him/her specifying the name and address of such registered owner and relation thereto.
5. One set of two sticker LOGO shall be issued for one vehicle to each applicant. One additional set of two Sticker LOGO will only be issued on specific request furnishing necessary details of both the vehicles, which should invariably be registered in the name of applicant.
6. The requisitions fulfilling the prescribed conditions shall be forwarded to the Joint Registrar/ Deputy Registrar (Admn.), Rajasthan High Court, Jodhpur/Bench Jaipur.

*Chandern Prakash Sharma*  
12.1.2023

7. The Sticker LOGO shall be got prepared/printed by the Rajasthan High Court as per approved format and shall be handed over to the office of Joint Registrar/ Deputy Registrar (Admn.), Rajasthan High Court, Jodhpur/ Bench Jaipur.
8. In turn, the Joint Registrar/ Deputy Registrar (Admn.) shall ensure that the name of concerned officer/official and Registration Number of the vehicle are correctly entered on the Sticker LOGO. Thereafter, necessary entries of the same will be made in the prescribed register. Signature of the Registrar (Admn.) shall be obtained on the Sticker LOGO and the same will be delivered to the concerned officer/official.
9. Officer/official concerned shall affix the Sticker LOGO at the top of left corner and backside of the four wheeler. In two wheeler, at the appropriate place in the front and in rear if there is space available, shall be affixed accordingly. LOGO shall be affixed on the four/two wheeler excluding the number plate.
10. All the officers/officials obtaining Sticker LOGO will ensure that the same is not misused by himself/herself or by any other person, failing which, appropriate disciplinary action may be taken against him/her.
11. In case, the issued Sticker LOGO is lost/destroyed/mutilated, concerned officers/officials shall have to apply to re-issue the Sticker LOGO along with an undertaking (**Annexure-D**) to the issuing Authority, that previously issued Sticker has been lost/destroyed/mutilated.
12. In case, any officer/official retires, otherwise does not remain in service or sells/transfers his/her vehicle in any manner, he/she shall ensure that the Sticker LOGO already affixed on the vehicle are removed and destroyed.

BY ORDER

*Chandra Anand Singh*  
REGISTRAR GENERAL

12/1/2023

No. Gen/XV/91/2022/ 150

Date: 12.01.2023

Copy of the Guidelines is forwarded, for information and necessary action to :-

1. The Registrar- Cum- Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. P.S. to all the Hon'ble Judges, Rajasthan High Court.
3. Registrar(Admn.)/(Vigilance)/(Class.)/(Rules)/(Wirts)/(Exam.)/(Judl.)/O.S.D.(F&I)/ O.S.D./ Registrar-cum-C.P.C., Rajasthan High Court Jodhpur/Jaipur Bench, Jaipur.
4. Registrar(Classification), Rajasthan High Court Jodhpur/ Jaipur Bench, Jaipur for uploading the same on the official website.
5. All Joint Registrars/Deputy Registrars/ Assistant Registrars, Rajasthan High Court Jodhpur/Jaipur Bench, Jaipur.
6. Joint Registrar / Deputy Registrar (Admn.), Rajasthan High Court, Jodhpur/ Bench Jaipur
7. All A.O.J., Rajasthan High Court, Jodhpur/ Bench, Jaipur with the direction that it may be circulated amongst the staff.
8. The President/ Vice President, Rajasthan High Court Non-Gazetted Ministerial Staff Association.
9. Notice Board.

*Chandra Prakash Sharma*  
REGISTRAR GENERAL

12/1/2023

Annexure-A

For use by officers/officials in Rajasthan High Court for obtaining stickers for their Vehicles			
1.	Name, Designation and Official address of the applicant with contact number	:	
2.	Residential address of the applicant	:	
3.	Whether the vehicle is registered in the name of the applicant.	:	
4.	Registration number of the vehicle(s) for which LOGO is required.	:	
5.	If the answer to the question at S.No. 3 is negative:- i. Name along with residential, office address & contact number of the person(s) in whose name the vehicle is registered. ii. His/Her relationship with the applicant;		
6.	In case the Sticker (LOGO) has already been issued, then specify the date of issuance of the sticker (LOGO) and Registration Number of Vehicle.		

DECLARATION

I hereby certify that the information details given by me in this application is correct and that no material information has been withheld. I also undertake that the above vehicle shall be used by me, and I will ensure that Sticker (LOGO) is not misused in any manner.

Signature of Applicant

Date:

Name & Designation

Contact No.

Enclosure:

- (i) Self Attested copy of registration certificate of the vehicle.
- (ii) Undertaking if required as per guidelines.

ANNEXURE-B  
REGISTER FOR ISSUING STICKER (LOGO)

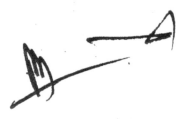
Sr. No.	Date of Application	Name of Officer/ Official	Designation	Place of posting	Vehicle Number	Documents enclosed	Date of Issuance/ Re issuance	Signature	Remarks

B →

**ANNEXURE-C**

(Undertaking when vehicle is not registered in the name of applicant)

I.....S/O.....,  
Post ..... presently posted as ..... do  
hereby furnish the undertaking that the vehicle No. ....  
Make/Model ..... is not registered in my name and  
the same is registered in the name of  
Mr./Ms./Mrs.....(R/C Holder) who is my family  
member/relative. (Please mention the detailed residential address  
and contact number, if any of the R/C Holder)  
I have applied for Sticker (LOGO) for the above mentioned vehicle  
as the same will be used by me.



Name and Signature of applicant.

**ANNEXURE-D**

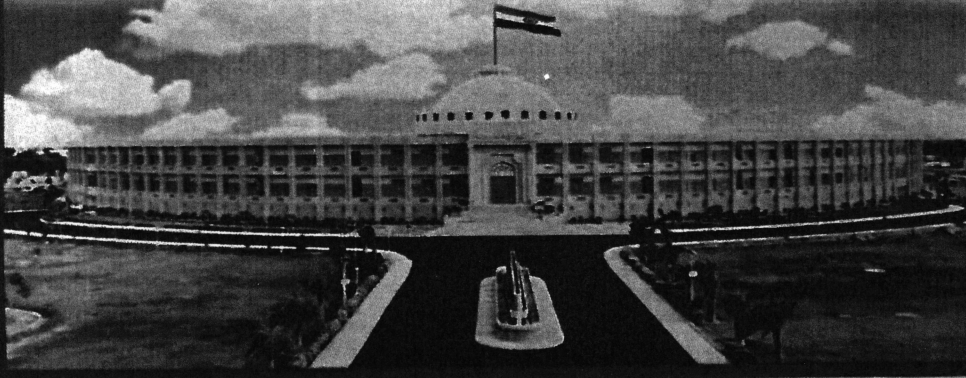
I.....S/O.....,  
posted as ..... do hereby furnish the undertaking  
that I was allotted Sticker (LOGO) for vehicle number  
..... Make/Model. ....

I undertake that previously issued Stickers has been  
lost/destroyed/mutilated (Check whichever is applicable) and I am  
applying for re-issuance thereof.

Name and Signature of applicant

A handwritten signature consisting of a stylized 'M' followed by a horizontal line, with an arrow pointing to the right above it.

# RAJASTHAN HIGH COURT JODHPUR



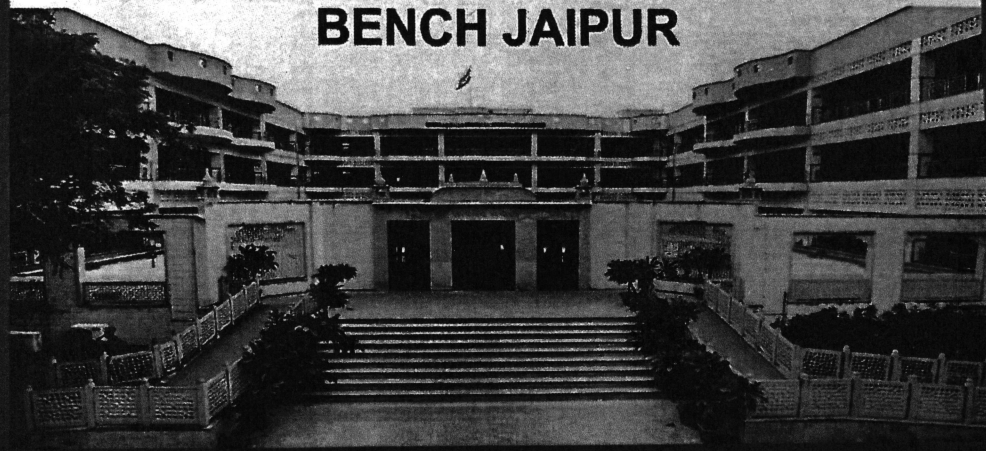
Officer's/Official's Name : .....

Designation : .....

Registration No. of Vehicle : .....

**REGISTRAR ADMINISTRATION  
RAJASTHAN HIGH COURT**

# RAJASTHAN HIGH COURT BENCH JAIPUR



Officer's/Official's Name : .....

Designation : .....

Registration No. of Vehicle : .....

**REGISTRAR ADMINISTRATION  
RAJASTHAN HIGH COURT**