

**GOVERNMENT OF JAMMU AND KASHMIR**  
**Department of Law, Justice & Parliamentary Affairs**  
(Notary Section) Civil Secretariat,  
Srinagar/Jammu

**CIRCULAR**

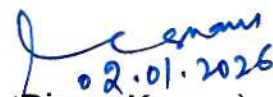
**Subject: Launching of online Notary portal in the Department of Law, Justice and Parliamentary Affairs and constitution of Inspection teams for physical verification of the notaries in the Union Territory of Jammu and Kashmir.**

*Renew*  
Rule-4 of the Notaries Rules, 1956 provides that a person may make an application for appointment as a notary online in Form I or Form II as applicable, addressed to such officer or authority of the appropriate Government as that Government may, by notification in the official Gazette, designate in this regard. Further, Rule-8B of the said Rules, which provides for renewal of the Certificate of Practice, specifies inter-alia, that an application for renewal of Certificate of Practice shall be submitted online in Form XVI to the appropriate Government before six months from the date of expiry of its period of validity. Besides, Rule-14 of the said Rules mandates that every notary shall, in the first week of January every year, submit to the appropriate Government, an annual return online in Form XIV of the notarial acts done by him during the preceding year.

In keeping with the aforesaid mandate of the Notaries Rules, 1956 and with a view to ensure accountability, transparency and efficiency in the appointments and functioning of the notaries in the Union Territory of Jammu and Kashmir and also to make it more convenient for the notaries so appointed or seeking appointments in future, the Government of Jammu and Kashmir intends to launch online notary portal for registration and appointment of notaries, renewal of the Certificate of Practice of the notaries and for online submission of annual returns by the notaries, which would be available in public domain. All the notaries related information will be available on the said portal, which can be assessed by the general public 24x7 and any grievances related to the notaries can be registered on the said portal.

With a view to enable the expeditious launching of the said dedicated platform for the notaries related services, it is enjoined upon the Directors of Litigation, Jammu/Kashmir to constitute dedicated inspection teams under the supervision of District Litigation Officers to conduct the physical verification of the notaries in their respective districts and to obtain all the relevant data related to the said notaries within **one week positively** so as to facilitate their further onboarding on the said notaries portal. Any discrepancy noticed in this regard may be brought into the notice of this department for further necessary action in accordance with the provisions of the Notaries Act, 1952 and the Notaries Rules, 1956. It is also enjoined upon the notaries appointed by the Government of Jammu and Kashmir to provide all the requisite assistance to the said inspection teams within the said stipulated period and in case, any notary fails to provide the requisite data to the said inspection teams, he/she shall be proceeded in accordance with the provisions of the Notaries Act/Rules.

For any technical assistance in this regard, Rohit Bhat-JLA can be contacted on his Cell No. 9622038736.

  
02.01.2026  
(Binny Kumar)

Assistant Legal Remembrancer,  
Department of Law, Justice and PA

No: LAW (Notary) 50/2021

02.01.2026  
Dated: 02.01.2026

Copy to:

1. Director Litigation Jammu/ Kashmir for information and necessary action.
2. Private Secretary to Secretary to Government, Department of Law, Justice and P.A for information.
3. All District Litigation Officers.
4. All concerned Notaries appointed by the Government of Jammu and Kashmir.
5. Incharge website, Department of Law, Justice and Parliamentary Affairs for uploading on the Website.
6. Concerned file.