

राजस्थान सरकार
विधि एवं विधिक कार्य विभाग

क्रमांक: प.27(13)न्याय/2024

जयपुर, दिनांक:— E-Signed Date

:: परिपत्र ::

विषय:—स्थानान्तरण पश्चात कार्यग्रहण रिपोर्ट **Legal Officer Portal** के माध्यम से प्रेषित करने बाबत।

विधि सेवा संवर्ग के अधिकारीगण/कार्मिकों को यह सूचित किया जाता है कि विभाग द्वारा जारी किये गये स्थानान्तरण/पदस्थापन आदेश के पश्चात प्रत्येक कार्मिक स्वयं की कार्यग्रहण रिपोर्ट स्वयं की एस.एस.ओ. आई.डी. से लॉगिन करते हुये **Legal Officer Portal** के माध्यम से 7 दिवस में प्रेषित करें। अन्य किसी माध्यम यथा भौतिक/ई-मेल/ई-डाक से प्रेषित की गई कार्यग्रहण रिपोर्ट स्वीकार नहीं की जायेगी।

Legal Officer Portal के माध्यम से कार्यग्रहण रिपोर्ट प्रेषित करने का संक्षिप्त प्रोसेस निम्नानुसार है:—

SSO Login	➡	Legal Officer Portal(LOP)	➡	Transfer order details	➡	Update Date of Joining(DOJ)	➡	update
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नोट:— अद्यतन करते समय कार्मिक पोर्टल पर स्वयं के डेटा की जांच कर लें, किसी प्रकार की त्रुटि होने की स्थिति में विभाग के नम्बर 0141-2924524 पर सम्पर्क करें।

(आशीष कुमार कुमावत)
संयुक्त शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:—

1. निजी सचिव, प्रमुख शासन सचिव, विधि।
2. राजस्थान विधि सेवा संवर्ग के अधिकारीगण/कार्मिक।
3. एनालिस्ट-कम-प्रोग्रामर (उप निदेशक), विधि विभाग को विभागीय वेबसाईट पर अपलोड करने हेतु।
4. संबंधित विभाग/रक्षित पत्रावली।

RajKaj Ref No.:
23347738

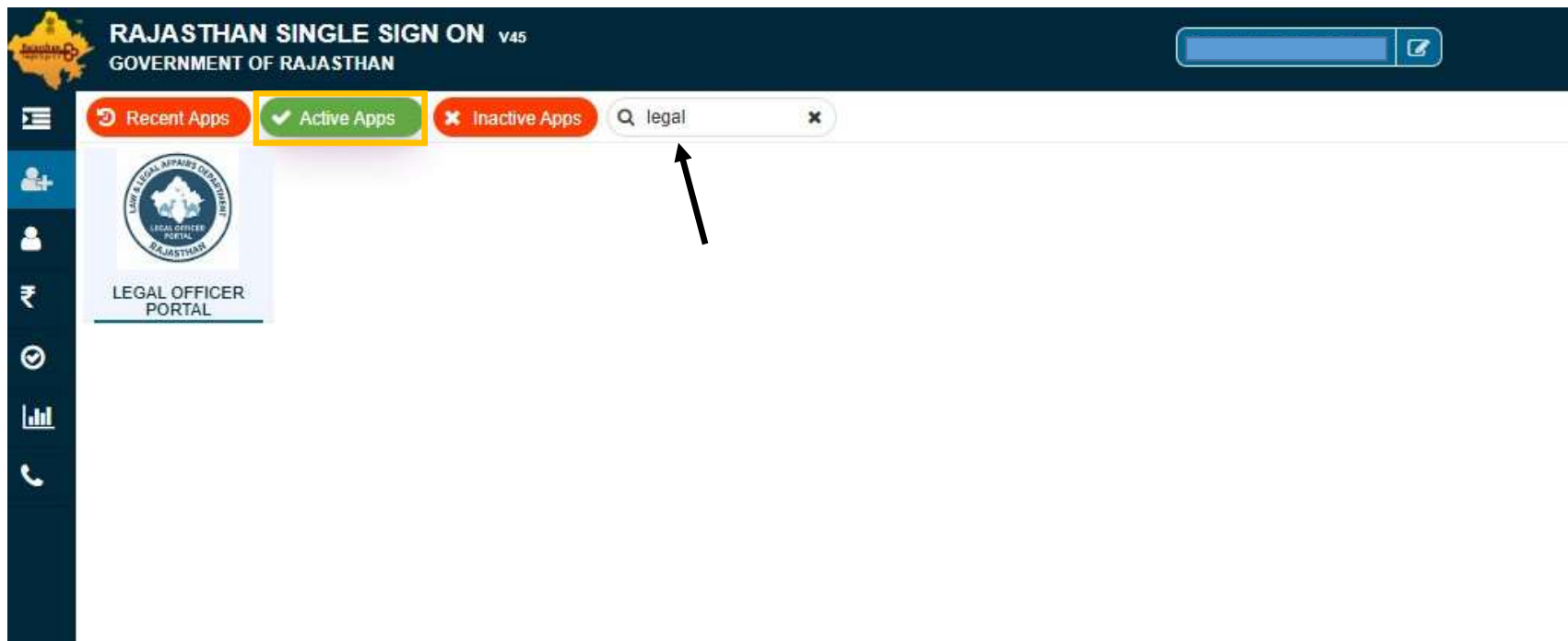
Document certified by Ashish Kumar
Digitally Signed by ASHISH
KUMAR KUMAR
Designation: Joint Secretary
Date :10-07-2026 04:10:57

Update Joining Details

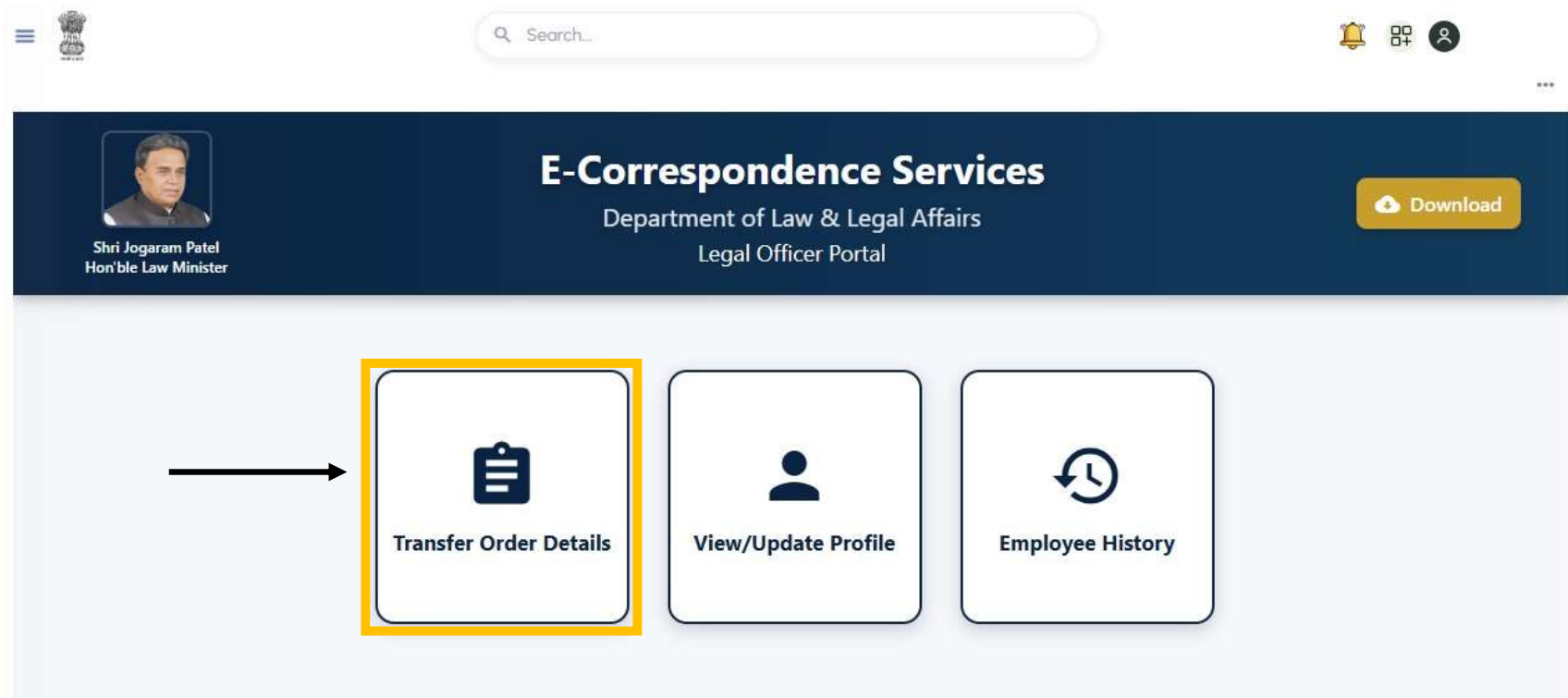
On Legal Officer Portal



Login to your SSO ID & search for Legal Officer Portal



To update joining, Click on Transfer Order Details from dashboard



To update joining details, Click on Update DOJ



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Shri Jogaram Patel
Hon'ble Law Minister

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Department of Law & Legal Affairs
Legal Officer Portal

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Employee Posting Detail

Present Post	Proposed Post	Transfer Type	Order Date	Join Date	Employee Name	Status	Action
SENIOR LEGAL OFFICER, CHIEF ENGINEER PUBLIC HEALTH ENGINEERING DEPARTMENT, JAIPUR	ASSISTANT LEGAL REMEMBRANCER, ADVOCATE GENERAL OFFICE, JAIPUR	Transfer	-	-		APPROVAL PENDING	Update DOJ

Update joining details & upload document (Joining Letter) in PDF format

The screenshot shows a web application interface for updating joining details. The form is titled "Update Joining Date" and contains several input fields and a file upload section. A yellow border highlights the entire form area. A black arrow points to the "Update" button at the bottom left. Another black arrow points to the "Refresh FormLoad" button in a dropdown menu on the right. The form fields are as follows:

Field	Value
Transfer Type	Transfer
Service Name	RLS
Relieving Post	SENIOR LEGAL OFFICER, CHIEF ENGINEER PUBLIC HE...
Officer Proposed Post *	ASSISTANT LEGAL REMEMBRANCER, CHIEF ENGINEE...
Department Remarks	
Doc.No.	Auto
Officer Name	
Relieving Date	
Join Date *	
Days Elapsed	
DocDate	10/07/2026
Order Date	10/07/2026
Joining Time *	-- Select --
Upload Joining File (Max.- 5 MB)	

Fields to be updated-

1. Relieving Date
2. Join Date
3. Joining Time
4. Upload Joining File

Buttons: Update, Remove, Refresh FormLoad

Note: Check the post details, contact department if data is not correct
If proposal details not fetched, click on Refresh FormLoad button.

Joining Status will be updated after document uploaded



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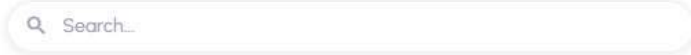
Department of Law & Legal Affairs
Legal Officer Portal

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Employee Posting Detail

Present Post	Proposed Post	Transfer Type	Order Date	Join Date	Employee Name	Status	Action
SENIOR LEGAL OFFICER, CHIEF ENGINEER PUBLIC HEALTH ENGINEERING DEPARTMENT, JAIPUR	ASSISTANT LEGAL REMEMBRANCER, CHIEF ENGINEER, PUBLIC WORKS DEPARTMENT, JAIPUR	Transfer	10-07-2026	10-07-2026		APPROVAL PENDING	Update DOJ

If Joining details rejected for some reason, it will be reflected on dashboard & joining details have to be re-submitted





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Legal Officer Portal



Employee Posting Detail

Present Post	Proposed Post	Transfer Type	Order Date	Join Date	Employee Name	Status	Action
SENIOR LEGAL OFFICER, CHIEF ENGINEER PUBLIC HEALTH ENGINEERING DEPARTMENT, JAIPUR	ASSISTANT LEGAL REMEMBRANCER, CHIEF ENGINEER, PUBLIC WORKS DEPARTMENT, JAIPUR	Transfer	10-07-2026	10-07-2026		REJECTED	

If Joining details approved from department, status will be updated here as approved



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Employee Posting Detail

Present Post	Proposed Post	Transfer Type	Order Date	Join Date	Employee Name	Status	Action
SENIOR LEGAL OFFICER, CHIEF ENGINEER PUBLIC HEALTH ENGINEERING DEPARTMENT, JAIPUR	ASSISTANT LEGAL REMEMBRANCER, CHIEF ENGINEER, PUBLIC WORKS DEPARTMENT, JAIPUR	Transfer	10-07- 2026	10-07- 2026		APPROVED	Approved

Thank You