

**HIGH COURT OF JAMMU & KASHMIR & LADAKH AT JAMMU**  
**(VESTED WITH POWERS OF STATE BAR COUNCIL U/S 58 OF**  
**ADVOCATES ACT, 1961)**

**Subject: GUIDELINES FOR ISSUANCE /RENEWAL OF IDENTITY**  
**CARDS TO ENROLLED ADVOCATES.**

**NOTIFICATION**

No:- 679 of 2024/RG/LP. Dated: 24-04-2024.

In exercise of the powers conferred under the Constitution of India and Sections 34 r/w section 57 of the Advocates Act 1961 and all other enabling provisions in this regard, High Court of Jammu & Kashmir and Ladakh (vested with the powers of State Bar Council U/S 58 of Advocates Act, 1961), hereby frames and issues the following guidelines/instructions for issuance/renewal of **Identity Cards** to the Advocates.

**1. Eligibility:**

Any person enrolled as an Advocate with the High Court of Jammu & Kashmir and Ladakh (vested with the powers of State Bar Council U/S 58 of Advocates Act 1961), shall be eligible to apply for issuance of Identity Card in his favour unless disqualified to act as an Advocate, for any reason.

**2. Application:**

Application for issuance/renewal of the Identity Card shall be submitted in prescribed **FORM-A** to these Guidelines or such other form as may be prescribed by the High Court, to the office of Registrar Judicial of the High Court Jammu/Srinagar (as the case may be), together with necessary documents & fee of Rs 500/- or such other fee, as may be prescribed in this behalf.

**3. Documents Required to be submitted with the Application:**

An application for issuance of **Identity Card**, shall be supported by a copy of the Certificate of Enrolment, Adhar Card, Address proof, Recommendation Letter of Bar Association concerned or of two Advocates having at least 7 years standing at Bar, two latest passport size photographs and an affidavit stating that applicant has not applied for or obtained identity card already.

4. **REGISTER OF APPLICATIONS & ACCOUNTS:**

Office of the Registrar Judicial, shall maintain a Register of applications, in which all the applications received, for issuance of Identity Cards shall be entered in seriatim as per the date of the receipt of the application. Registrar Judicial shall also maintain a Savings Bank A/C for deposition of fee received with the applications and shall maintain a proper account of the same.

5. **SCRUTINY OF APPLICATION:**

Office of Registrar Judicial after receiving the application shall scrutinise the application to see if same is in prescribed Form and complete in all respects.

6. **DEFICIENCY TO BE INFORMED:**

Where the application is found deficient or not in conformity with the prescribed form, the office of Registrar Judicial shall inform and require the applicant to rectify the deficiency/ do the needful within 7 working days and the office shall make a note in this regard in the Register of applications.

7. **FAILURE TO REMOVE DEFICIENCY:**

In case the applicant fails to remove the deficiency intimated within the stipulated time frame, the application shall not be processed further and an entry in this regard shall be made in the Register of Applications. Such, an applicant, however, shall, have a right to apply again after removing the deficiency.

8. **APPLICATION COMPLETE IN ALL RESPECTS TO BE PROCESSED:**

Office of the Registrar Judicial concerned on receipt of application which is complete in all respects, shall process the same for issuance of Identity Card.

9. **SUBMISSION OF UNDERTAKING BY APPLICANT:**

After the Identity Card is ready, Registrar Judicial concerned shall obtain an undertaking from the applicant to the effect that on expiry of the validity of the Identity Card or on his leaving practice or on his ceasing to practice as an Advocate, he/she shall surrender the same forthwith before the concerned issuing Authority.

**10. ISSUANCE OF THE IDENTITY CARD:**

After the submission of undertaking by the applicant, identity card shall be issued to the applicant in **Form-B or B-1 to these Guidelines**, under the seal of Registrar Judicial concerned, against a proper receipt to be obtained on Register of Applications.

**11. VALIDITY OF THE IDENTITY CARD**

The identity Card issued to an Advocate holding Absolute Enrolment Certificate, shall be valid, unless cancelled/suspended/revoked earlier, for a period of 7 years or till the time he remains on the rolls of Bar Council whichever is earlier. However, the validity of the Identity Card issued to an Advocate enrolled, provisionally, shall be valid for the period, unless cancelled/suspended/revoked earlier, of his/her provisional enrolment i.e. 2 years from the date of his/her provisional enrolment and the Identity Card issued to such an Advocate shall prominently bear the word "**Provisional**".

**12. LOSS, DAMAGE OR MISUSE ETC TO BE REPORTED**

It shall be the duty of the Advocate to whom the Identity Card is issued to promptly report misuse, damage, loss or theft of the Identity Card, to the issuing authority thereof.

**13. RENEWAL**

On expiry of the validity period, enrolled Advocate may apply for renewal of the validity of the Identity Card.

**14.** For renewal of the Identity Card after expiry of its earlier validity period, recommendation of the concerned Bar Association or two Advocates, shall not be required provided application for renewal is submitted prior to the date of expiry of the validity period.

**15.** Where the renewal of identity card is sought after the expiry of validity of Identity Card, recommendation of Bar Association or two Advocates with 7 or more years of practice shall be required. In case of renewal, Registrar Judicial, may relax the condition of recommendation by two Advocates or Bar Association concerned, for reasons to be recorded.

**16. SURRENDER OF IDENTITY CARD**

It shall be duty of Advocate to surrender the Identity Card to Issuing Authority, where the Advocate; -

- a) leaves the practice.

- b) engages in any business, job or profession not consistent with the Provisions of Advocates Act, 1961.
- c) His name is removed from the rolls or his enrolment is suspended; or
17. for any other reason ceases to practice as an Advocate.

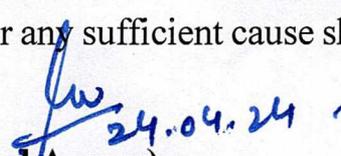
**SUSPENSION / CANCELLATION OR REVOCATION OF IDENTITY CARDS**

In case of any misuse of the identity card issued or any expedient reason, Registrar Judicial Jammu/Srinagar, shall have the power to suspend, cancel or revoke the Identity Card issued after issuing show cause notice to the Advocate concerned and considering the same.

**18. APPEAL:**

An appeal may be preferred by the aggrieved advocate against the order of Registrar Judicial, suspending or cancelling the Identity Card issued to him/her within 30 days from the date of passing of order, to the Registrar General, whose decision thereon shall be final. Any delay in filing the appeal may be condoned by the Appellate authority, for any sufficient cause shown.

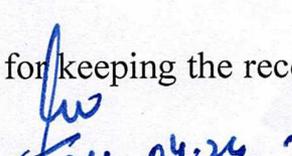
By Order

  
(Shahzad Azeem)  
REGISTRAR GENERAL

No: 15014-24/RG/LP. Dated 24-04-2024

Copy To :-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of J & K and Ladakh.
2. Registrar Vigilance High Court of J & K and Ladakh, Jammu
3. Registrar Rules, High Court of J & K and Ladakh, Jammu. This is in reference to your Communication No.71/R /Rules/JMU dated 01.04.2024
4. Registrar Judicial Jammu/Srinagar for information & necessary action.
5. Principal District & Session Judge \_\_\_\_\_ for information and necessary action.
6. CPC, E-Courts , High Court of J&K and Ladakh, Jammu for uploading the same on the official website of the High Court.
7. Manager Government Press, Jammu for publication of the same in the next Government Gazette.
8. In-charge, Library, High Court Wing Jammu/Srinagar for keeping the record of the same.

  
REGISTRAR GENERAL

FORM-A

**APPLICATION FORM FOR ISSUANCE/RENEWAL OF IDENTITY CARD**

- \* Fill the Application form in Capital Letters.
- \* Do not fold or smudge the application form

PHOTOGRAPH
------------

<b>FOR OFFICE USE ONLY</b>
APPLICATION NO:
REGISTER NO:

DETAILS OF ADVOCATE	
NAME OF THE ADVOCATE	
FATHERS NAME	
DATE OF BIRTH	
ENROLMENT NUMBER	
DATE OF ENROLMENT	
DATE OF PASSING OF AIBE	
MAIN PLACE OF PRACTICE	
RESIDENCE	Permanent:  Present:
NAME OF BAR ASSOCIATION (If recommended by any Bar Association)	
NAMES OF TWO ADVOCATES WITH ENROLMENT NUMBERS ( If recommended by Advocates)	1. (a) NAME (b) Enrol. No (c) Total Practice at Bar (d) Ph. No: 2. (a) NAME (b) Enrol. No (c) Total Practice at Bar (d) Ph.No:
PHONE NUMBER	
SIGNATURE OF THE APPLICANT	

Verified By:

Place:

Date:

**FORM-B**

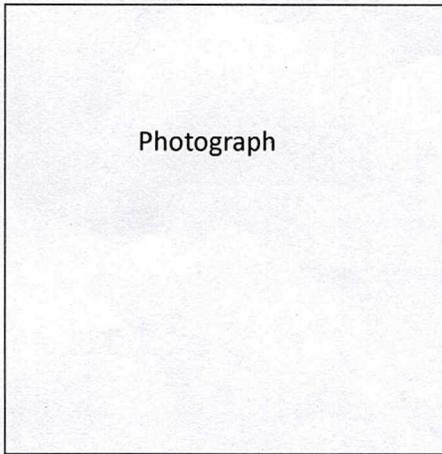
**(FOR ADVOCATES HOLDING ABSOLUTE ENROLMENT)**



**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**

**IDENTITY CARD**

**SR. NO:** \_\_\_\_\_



Photograph

**NAME:** \_\_\_\_\_

\_\_\_\_\_

**ENROLMENT NO:** \_\_\_\_\_

**DATE OF ISSUE:** \_\_\_\_\_

**VALID UPTO:** \_\_\_\_\_

Sd/- with seal)

**REGISTRAR JUDICIAL**  
**(High Court of J & K and Ladakh)**

P—2

**S/O** \_\_\_\_\_

**RESIDENCE:**

**(a) Permanent:** \_\_\_\_\_

\_\_\_\_\_

**(b) Present:** \_\_\_\_\_

**(c) CONTACT NUMBER: (1) MOBILE NO.:** \_\_\_\_\_

**(2) LAND LINE NO.:** \_\_\_\_\_

**(d) Identification Mark:**

\_\_\_\_\_

1. This card shall be non-transferable and the holder shall be bound to produce it on demand.
2. In the event of its loss, misuse or damage the holder shall inform the issuing authority immediately.

**SIGNATURE OF THE HOLDER**

**FORM-B-1**

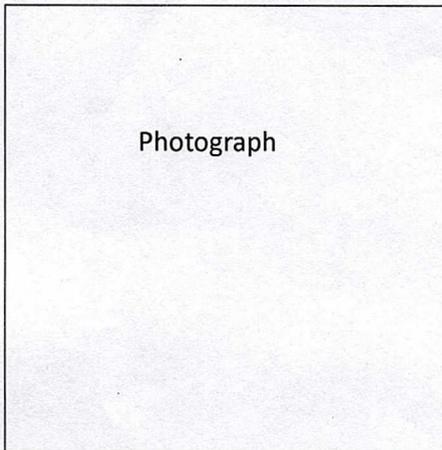
**(FOR ADVOCATES HOLDING PROVISIONAL ENROLMENT)**



**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**

**PROVISIONAL IDENTITY CARD**

**SR. NO:** \_\_\_\_\_



Photograph

**NAME:** \_\_\_\_\_

\_\_\_\_\_

**ENROLMENT NO:** \_\_\_\_\_

**DATE OF ISSUE:** \_\_\_\_\_

**VALID UPTO:** \_\_\_\_\_

Sd/- with seal)

**REGISTRAR JUDICIAL**  
**(High Court of J & K and Ladakh)**

P—2

**S/O** \_\_\_\_\_

**RESIDENCE:**

**(a) Permanent:** \_\_\_\_\_

\_\_\_\_\_

**(b) Present:** \_\_\_\_\_

**(c) CONTACT NUMBER: (1) MOBILE NO.:** \_\_\_\_\_

**(2) LAND LINE NO.:** \_\_\_\_\_

**(d) Identification Mark:**

\_\_\_\_\_

1. This card shall be non-transferable and the holder shall be bound to produce it on demand.
2. In the event of its loss, misuse or damage the holder shall inform the issuing authority immediately.

**SIGNATURE OF THE HOLDER**