



# SUPREME COURT BAR ASSOCIATION (REGD.)

SUPREME COURT OF INDIA, TILAK MARG, NEW DELHI-110001 (INDIA)

Mr. Vikas Singh (Sr.)  
President

Mr. Pradeep Kumar Rai (Sr.)  
Vice-President

Mr. Rahul Kaushik  
Hony. Secretary

Mr. Rohit Pandey  
Joint Secretary

Ms. Yugandhara Pawar Jha  
Treasurer

Mr. Reepak Kansal  
Joint Treasurer

## SENIOR EXECUTIVE MEMBERS

Ms. Rachana Srivastava (Sr.)

Ms. Sonia Mathur (Sr.)

Mr. Brijender Chahar (Sr.)

Mr. Dinesh Kr. Goswami (Sr.)

Mr. Vikas Pahwa (Sr.)

Mr. Ranji Thomas (Sr.)

## EXECUTIVE MEMBERS

Ms. Seema Patnaha

Mr. Kumar Gaurav

Mr. Mukesh Kumar Singh

Mr. Vikas Gupta

Ms. Anjali Chauhan

Mr. Upendra Mishra

Ms. Nandani Gupta

Mr. Satbir Singh Pillania

Ms. Sangeeta Singh

SCBA/Registry/31/2022/

23.05.2022

## CIRCULAR

Respected Members,

Supreme Court has issued a Circular dated 07.05.2022 (copy enclosed) related to new Proximity Cards to be applied online. Those members not having Proximity Card and also all existing Proximity Card holders will also have to submit fresh applications online on the link available on the home page of Supreme Court website under the heading **Proximity Card**. In case of any technical difficulty on the portal, users/applicants may avail of the Help Desk service available from 10:00 AM to 6:00 PM on all working days of the Registry on the following numbers:- (i) 011-23116565 (Extn. 6565) (ii) 011-23116566 (Extn. 6566);

Some members were complaining that they were facing problems in submitting Proximity Cards online on the Supreme Court website. We had requested the Registry to provide two staff from the Registry along with computers to help members in submitting Proximity Card online. Supreme Court Registry has accepted our request to provide dedicated Facilitation Desk in the air-conditioned Waiting Area, adjacent to the Plaza Canteen where Registry staff will help members in filling application for Proximity Card from Monday, 23.05.2022 and the Facilitation Desk will be operational on and from Monday, 23rd May, 2022 from 10:00 A.M. to 1:00 P.M. and 2:00 P.M. to 4:00 PM on all working days of the Registry.

It is however requested that members who are computer savvy do it online on the Supreme Court website so that the Facilitation Desk could be used by the members who are facing problems to apply for Proximity Cards online themselves.

Those Members who are facing difficulty in submitting online proximity cards are requested to bring the following documents for filling up Proximity Card application in the Facilitation Desk in the air-conditioned Waiting Area, adjacent to the Plaza Canteen where two Registry staff would be there to help the members:-





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Mr. Satbir Singh Pillania

Ms. Sangeeta Singh

1. Mobile number registered in the name of the Applicant/Advocate.
2. Valid email ID of the Applicant/Advocate.
3. Applicant's recent passport size colour photo with white background.
4. Photo of applicant's signature on a WHITE PAPER using BLACKPEN.
5. Copy of applicant's existing Proximity Card (Front side & Back side).
6. Copy of the following supporting documents:
  - i. Enrolment Certificate.
  - ii. SCBA Identity Card.
  - iii. Proof of Identity and Residential Address such as Aadhar Card/Election Voter Card/Valid Passport etc.
7. Blood Group of the Applicant/Advocate.
8. Copy of FIR, if existing Proximity Entry Card is lost.

**RAHUL KAUSHIK**

Hony. Secretary  
9205368120

Encl: Registry Circular dated 07.05.2022 & 21.05.2022



# **SUPREME COURT OF INDIA**

(Admn. General Branch)

F. No. PC/Proximity Card/2021/SCA(G)

Dated 07<sup>th</sup> May, 2022

## **CIRCULAR**

Preparatory to launch of the new Access Control System (ACS) and with a view to facilitate users (including existing proximity card holders) to register themselves and apply for new Proximity Cards online, the Proximity Card Registration Portal has been activated on and from 07.05.2022 on the Supreme Court website.

A user manual to facilitate all users/applicants to register themselves and thereafter submit online application(s) in their respective category will also be available on the portal.

Upon their online submission, all the applications will be automatically forwarded to the respective verifying authorities, who shall duly verify and forward the applications online to the Registry, for further process. As and when the new proximity cards are ready, the respective users/applicants shall be duly notified and they would be required to collect the same personally from the designated counter(s);

In case of any technical difficulty on the portal, users/applicants may avail of the Help Desk service available from 10:00 a.m. to 06:00 p.m. on all working days of the Registry on the following numbers:- (i) 011-23116565 (Extn. 6565) (ii) 011-23116566 (Extn. 6566);

The existing proximity card holders are also required to register themselves on the said portal and submit fresh applications online.

Sd/-

(Mahesh T. Patankar)  
Additional Registrar (AG)

Copy to : All concerned.

# **SUPREME COURT OF INDIA**

(Admn. General Branch)

F. No. PC/Proximity Card/2021/SCA(G)

Dated 21<sup>st</sup> May, 2022

## **CIRCULAR**

In continuation of Circular No. PC/Proximity Card/2021/SCA(G) dated 07.05.2022, it is hereby informed that a 'Facilitation Desk' has been setup by the Registry to assist Supreme Court Bar Association (SCBA) Member Advocates holding Proximity Card of earlier system, in submitting their online application form on the newly launched 'Online Proximity Card Registration Portal' in the Supreme Court website. **The Facilitation Desk will be operational on and from Monday, 23rd May, 2022 from 10:00 A.M. to 1:00 P.M. and 2:00 P.M. to 4:00 PM on all working days of the Registry in the air-conditioned Waiting Area, adjacent to the Plaza Canteen.**

A list of documents (**Annexure-A**), which the Ld. Members of the SCBA/Applicants are required to carry while coming to the 'Facilitation Desk' is published herewith.

Sd/-

(Mahesh T. Patankar)  
Additional Registrar (AG)

Copy to : All concerned.



**CHECKLIST OF DOCUMENTS REQUIRED FOR SUBMITTING ONLINE APPLICATION FORM ON THE NEWLY LAUNCHED 'ONLINE PROXIMITY CARD REGISTRATION PORTAL'**

**Category: SCBA Advocates**

1. Mobile number registered in the name of the Applicant/Advocate.
2. Valid email ID of the Applicant/Advocate.
3. Applicant's recent passport size colour photo with white background.
4. Photo of applicant's signature on a **WHITE PAPER** using **BLACKPEN**.
5. Copy of applicant's existing Proximity Card (Front side & Back side).
6. Copy of the following supporting documents:
  - i. Enrolment Certificate.
  - ii. SCBA Identity Card.
  - iii. Proof of Identity and Residential Address such as Aadhar Card/Election Voter Card/Valid Passport etc.
7. Blood Group of the Applicant/Advocate.
8. Copy of FIR, if existing Proximity Entry Card is lost.