



NOTIFICATION No. 454/2019

R.O.C.NO. 52340-A/2017/D8

The Madras High Court has proposed to issue Entry Passes to Registered Advocate Clerks, to enable them to have access into the High Security Zone of the High Court.

The proforma prescribed for this purpose is available in the High Court's Website, "www.hcmadras.tn.nic.in".

Registered Advocate Clerks are requested to download the proforma, fill up the same and submit the filled-in-proforma at the "ID Card Processing Unit", located behind the Information Centre, within the High Court Premises.

After Processing of the application, intimation will be sent through SMS to the mobile numbers furnished by the applicants as to the date and time at which they should make themselves available for taking photographs. Cards will be printed and issued thereafter.

//BY ORDER//

**HIGH COURT, MADRAS
DATE : 20 /11/2019**

**Sd/- K. Indumathi,
REGISTRAR(ADMINISTRATION)**



APPLICATION FOR ISSUANCE OF ADVOCATE CLERK ENTRY PASS

1	Name of the Advocate Clerk		(Affix Recent Passport size Colour Photograph)	
2	Name of the Father/Spouse			
3	Date of Birth			
4	High Court Registered Advocate Clerk Registration No. [Copy of ID to be enclosed]			
5	Gender	Male/Female		
6	Educational Qualification			
7	Residential Address			
8	Contact Details	Mobile No		
		Email ID		
9	Details of the Advocate-Employer			
	1) Name			
	2) Enrolment No (Copy of Enrollment Certificate to be enclosed)			
	3) Address			
	Chamber/Office Address:		Permanent Address:	Residential Address:
4) Contact Number				
	Office:	Residence:	Mobile:	
5) E-Mail ID				

10	Reference by Two advocates with Bar Experience of minimum 10 years.	I	1.	Name of the Advocate	
			2.	Enrollment No. [Enroll. certificate to be enclosed]	
			3.	Address	
			4.	Mobile No.	
			5.	Signature	
		II	1.	Name of the Advocate	
			2.	Enrollment No. [Enroll. certificate to be enclosed]	
			3.	Address	
			4.	Mobile No.	
			5.	Signature	
15	Identify Proof of the Regd.Adv.Clerk (Any two of the following)				
	i) Aadhar Card				
	ii) Voter ID Card				
	iii) Passport				
	iv) Family Card				
	v) Driving License				

UNDERTAKING

- I) I hereby certify that the above particulars are true to the best of my knowledge and belief.
 II) I also undertake to update any change in any of the above particulars whenever they occur.
 III) I undertake to abide by the condition that the Entry Pass is revocable any time, if any discrepancy were to be found in the above particulars.
 IV) I hereby affirm that I am not involved/connected in any criminal case(s) or declared tout previously.

DATE :
PLACE :

SIGNATURE OF THE INDIVIDUAL

[*] ORIGINALS TO BE PRODUCED FOR VERIFICATION AT THE TIME OF ISSUANCE OF THE ENTRY PASS

UNDER TAKING BY THE ADVOCATE-EMPLOYER

I certify that the applicant Mr./Mrs./Ms....., is employed under me as a Clerk. I undertake to be responsible for all his acts and deeds done on my behalf in the discharge of his duties as my Clerk while attending to my professional business in Courts and offices attached thereto.

Self Attested Photo of the Advocate- Employer

SIGNATURE OF THE ADVOCATE-EMPLOYER