

To

All Advocates

Sir/Madam,

The Building Committee is in the process of updating the relevant details regarding allotment of Chambers in the High Court campus. All Allottees (Main/Joint/Co-allottees) are requested to furnish the details in the format appended along with necessary enclosures and submit the same in the office of the Registrar (Admn), High Court, Madras, at the earliest, preferably within 30 days from the date of receipt of this communication.

FORM OF DECLARATION TO BE FILED BY ALLOTTEES OF CHAMBERS

Passport Size
Photograph

Name with Educational Qualification	
Enrolment No (with proof)¹	
Bar Council I.D Card No., (with proof)²	
Residential Address (with proof)³	
E-mail ID	
Telephone No./Nos.	
Cell No./Nos.	
Chambers Number & copy of Allotment order	
Status of allotment (Main/Joint/Co-allottee/ permissive occupant)	
Address of office elsewhere in city	
Vehicle No. Two/Four Wheeler	
Seniors under whom practised/practising⁴	
References⁵ 1. 2.	

Note:-

The copies of the following documents are to be annexed to this format as enclosures:-

1. Copy of Bar Council Enrolment certificate/Bar Council I.D., Card/Association ID Card
2. Copy of Bar Council I.D., Card/Association ID Card
3. Copy of Voter ID/Ration Card/Passport/Bank Pass Book with attested photograph
4. Designated Senior Advocates may specifically indicate in this column.
5. For designated Senior Advocates this column is not required to be filled

TERMS AND CONDITIONS

1. a) The Main Allottee concerned is responsible for payment of rent.
- b) All the charges like rent, electricity charges, maintenance charges, etc., shall be paid by the Allottee on or before 5th of every English calendar month positively.
- c) If the payment is not made by the Allottee for three months consecutively, the concerned allotment will stand cancelled without prior notice.

2. The Allottees are permitted to use the Law Chambers only between 9.00 a.m. and 7.00 p.m., on all working days.

3. In case of any dispute/misunderstanding/difference of opinion in the Chambers, the same may be informed to the Office bearers of their respective associations for amicable settlement of the same by them.

4. On the demise or suspension of practice of an Allottee, the other occupants have to inform the Registrar (Admn.) within a fortnight.

5. The occupants of the Chambers shall use table only of size of 3 feet X 2 feet to facilitate best utilisation of space in the chamber.

6. No partition shall be made in the Chambers.

7. Air-conditioner shall be fixed only after express permission in writing from the Registry.

8. The Allottee is hereby informed that the Typist attached to his Office should be accommodated within the Chambers itself, so that the verandah could be kept free.

9. The Allottees shall not permit anyone else to occupy the Chambers.

10. The Allottees are entitled to have telephones in his/her name for the use of occupants in the Chambers on obtaining prior permission from the High Court.

11. The replacement of electrical gadgets viz., light and fan will be done only in the corridors and not inside any Chambers.

12. The Allottees shall keep the Chambers neat and clean and behave courteously with the other Advocates in the Chambers.

13. The Main Allottee shall furnish details of the Allottees, who are practising in his Chambers, every year, as on 1st July, and also as and when there is suspension of practice by any allottee.

Note: The term "Allottee" shall mean and include the Main/Joint/Co-Allottee and permissive occupant of Chambers.

DECLARATION

The information furnished by me is true and correct. I agree to abide by all the terms and conditions specified by the High Court. I am aware that, if any information furnished is found to be false, the allotment of Chambers in my favour is liable for cancellation without further notice.

Place:
Date:

Main Allottee/Joint Allottee/
Co Allottee/Permissive occupant