

SUPREME COURT OF INDIA
ADMN. GENERAL BRANCH

User Manual of Proximity Card Portal

Instructions for Filling Online Application Form

(Read the instructions/ Pre-requisite carefully before filling the online application form)

Before proceeding to apply, please ensure that you have:

1) Mobile number registered in the name of the applicant.

2) Valid eMail ID of the applicant.

3) Applicant's recent passport size color photo with following specification.

- Photograph should be taken in clear white background, preferably in prescribed uniform.
- Photograph should be taken in full face view with both ears visible and eyes open and in .jpg or .jpeg, .png format only.

4) Scanned copy of applicant's signature with following specifications.

- Signature should be signed on **WHITE PAPER** using **BLACK PEN**.
- Scanned signature should be clearly visible after uploading the same in .jpg or .jpeg, .png format only.

5) Scanned copy of applicant's existing Proximity Card (Front side & Back Side), in .jpg or .jpeg, .png and .pdf format only.

6) Scanned copy of other requisite supportive documents: Identity Proof and Address Proof in .jpg or .jpeg, .png and .pdf format only.

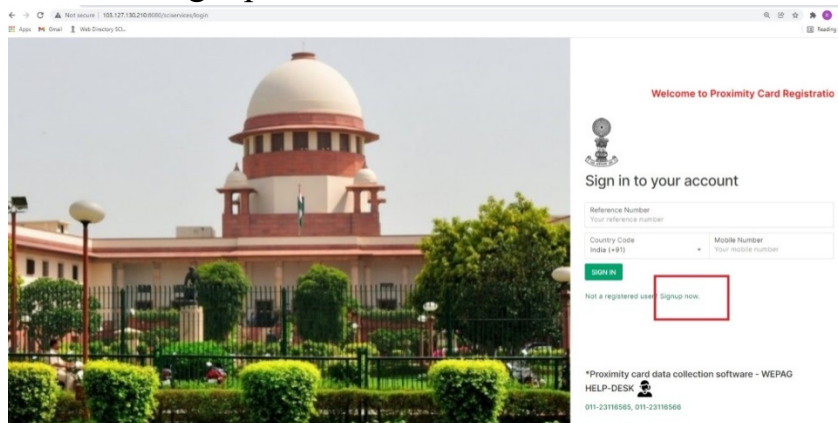
7) Scanned copy should not bear any watermark covering the content of the original.

A) Online application can be submitted only by the Registered Users.

B) New User must register themselves online and provide their mobile number and valid eMail ID on Proximity Card Portal.

New User Registration/Signup process:


1. Click on 'Signup' button.



2. Preliminary Registration page will open.

A screenshot of the 'Preliminary Registration for Proximity Card' form. The form is titled 'Preliminary Registration for Proximity Card' and includes a note: 'This registration is valid for 15 days. Kindly ensure that application is submitted successfully within this period.' The form fields are: 'Name' (text input), 'Country Code' (dropdown menu set to 'India (+91)'), 'Mobile Number' (text input), 'Date of Birth' (text input with format 'dd-mm-yyyy' and a calendar icon), and 'Email' (text input). Below the fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. At the bottom are 'CLEAR' and 'SUBMIT' buttons. A 'Back to log in' link is on the bottom left, and a note 'All fields are mandatory' is on the bottom right.

3. User will type his/her Name, Mobile number, Date of Birth and valid eMail ID in the given fields.
4. Verify the 'Captcha'.
5. Click on **SUBMIT** button.
6. OTP verification page will open.



Enter OTP received on your mobile. Kindly also check email-id for Reference number and OTP

Please enter below the six digit OTP sent in your mobile number

6-Digit Code
Enter your OTP here

Time Left 9 : 52

[VERIFY OTP](#)
[Resend OTP](#)

7. Enter correct OTP received on the given Mobile number and eMail ID
8. Click on VERIFY OTP button.
9. Upon successful online verification, the User Registration is complete and unique Reference Number-ACS-XXXXXXX is notified on the registered mobile and eMail ID.
10. User will be automatically redirected from online verification page to 'User Dashboard'.

Proximity Card is not an Identity card. Test Headline

Select the Category to apply for Proximity Card

<p>RETIRED HON'BLE JUDGES OF SUPREME COURT/HIGH COURT/ADVOCATE GENERAL OF STATES/SENIOR ADVOCATES.</p> <p>Click To Fill Up The Application</p>	<p>OFFICERS/STAFF OF SUPREME COURT REGISTRY.</p> <p>Click To Fill Up The Application</p>	<p>LAW CLERK-CUM-RESEARCH ASSISTANT.</p> <p>Click To Fill Up The Application</p>
<p>ADVOCATE (SCBA).</p> <p>Click To Fill Up The Application</p>	<p>ADVOCATE (AOR).</p> <p>Click To Fill Up The Application</p>	<p>ADVOCATE/MEMBER OF BAR COUNCIL (OTHER THAN SCBA MEMBER).</p> <p>Click To Fill Up The Application</p>
<p>CLERK OF SCBA ADVOCATE.</p> <p>Click To Fill Up The Application</p>	<p>REGISTERED CLERK OF AOR.</p> <p>Click To Fill Up The Application</p>	<p>OTHERS I.e. OFFICERS/STAFF OF CGHS WELLNESS CENTRE/ PAO/ CPWD-SCPD/ SCS,DCP OFFICE/ ACEB/ NIC/ NALSA/ SCLSC/ ILI / CAS/ AGI OFFICE/ SGI/ASGI OFFICE/ SCBA OFFICE/ SCAORA OFFICE/ MTNL/ OTHERS.</p> <p>Click To Fill Up The Application</p>

11. If User wishes to proceed further, click on applicable Category.
12. Fill up the form online correctly giving details as required in the given fields.
13. Upload Photograph, Signature and Supportive Documents as per instructions at Page No.1.

Login process of Registered User with the Reference Number:



1. Login with Reference Number-ACS-XXXXXXX
2. Enter your registered mobile number.
3. Click on 'Sign In' Button.
4. OTP verification page will open.

5. Enter correct OTP received on the given Mobile number and eMail ID
6. Click on VERIFY OTP button.
7. Upon successful online verification User will be automatically redirected to 'User Dashboard'.

8. If User wishes to proceed further, click on applicable Category.

9. Fill up the form online correctly giving details as required in the given fields.
10. Upload Photograph, Signature and Supportive Documents as per instructions at Page No.1.

Note :

1. Applicant/User will be notified about application status through SMS and email on Registered Mobile number and eMail ID respectively.
2. Applicant /User may also check his/her application status by login to the portal.
3. Facility of **Help-Desk**, notified on login page, may be used in case of technical difficulty faced on the portal.