

**INTEGRATED SECURITY GUIDELINES FOR THE HIGH COURT OF  
PUNJAB AND HARYANA AT CHANDIGARH**

1. Entry of members of the Punjab and Haryana High Court Bar Association, employees of the Punjab and Haryana High Court, staff of Society for Centralized Recruitment of staff in Subordinate Courts (SSSC), staff of the advocates, staff in the office of Advocate Generals for the State of Punjab and Haryana and Law Researchers in the High Court Building, which for the purpose of these guidelines shall mean the Main High Court building from Court Room No.1 to 9, Extension Block from Court Room No. 10 to 69, Room No.B-10 to B-29 and area around gate no. 6 from Gate No.1 to 3 and 5 and from the Bar Room to the High Court Building will be only through RFID Cards after passing through Door Frame Metal Detector (DFMD) with frisking on suspicion.
2. High Security Vehicle Stickers would also be mandatory for the vehicles of the above referred persons to gain entry into the High Court premises.
3. Entry of the litigants and all other persons who do not possess a valid RFID Card into the High Court Building and the Court Rooms will be only on the strength of a valid e-Pass issued online or from the Main Gate Pass Counter near High Court Museum/Reception Area, Gate No.3. However, the aforesaid persons can enter the High Court premises and the Bar Room through Gate No.4 without a pass. Adequate security arrangements be provided at Gate No.4. Frisking of every entrant from Gate No.4 and scanning of every baggage would be mandatory.
4. Separate gate entry pass shall be issued by Registrar (Security) for the staff deputed by the Chandigarh Administration for providing services in the High Court Building.
5. All bags carrying files/belongings of every person entering the High Court Building would be scanned through x-ray baggage machines installed at Gate No. 1 to 5.
6. Within two weeks, the functionality of all RFID cards, already issued to the Members of the Punjab and Haryana High Court Bar Association, their staff and the employees of this Court shall be checked and verified by the respective card holders. In this regard, message be circulated by the Punjab and Haryana High Court Employees Welfare Association and Punjab and Haryana High Court Bar Association and the same be also flashed on the official website of this High Court. For this purpose two turnstile gates on every High Court entry gate will remain active during the above period.
7. In case RFID Cards are found to be non-functional then staff members, Members of the Punjab and Haryana High Court Bar Association, Advocates and all concerned are required to fill their particulars in the common form meant for issuance of RFID Cards and High Security Vehicle Stickers and submit the same in the office of the Registrar (Security) between 10 A.M. to 05:00 P.M. on any working day on or before 18.10.2025.
8. The common application form for issuance of RFID Cards and High Security vehicle Stickers can also be downloaded from the link circulated by the Punjab and Haryana High Court Employees Welfare Association, Punjab and Haryana High Court Bar Association and the same be also flashed on the official website of this High Court. All concerned, may download the form for applying for the issuance of RFID Cards as well as High Security Vehicle Stickers and submit the duly filled up form in the office of Registrar (Security) on or before 18.10.2025.
9. Duly filled application forms for High Security Vehicle Stickers be also submitted by Members of the Punjab and Haryana High Court Bar Association, employees of the Punjab and Haryana High Court, staff of the Members of the Punjab and Haryana High Court Bar Association, staff of the offices of Advocate Generals for the State of Punjab and Haryana, employees of the Society for Centralized Recruitment of staff in Subordinate

Courts (SSSC) and Law Researchers in the office of the Registrar (Security) between 10 A.M. to 05:00 P.M. on any working day on or before 18.10.2025.

10. The duly filled up common form for issuance of RFID Cards and High Security Vehicle Stickers shall be verified by the E-I branch of the Punjab and Haryana High Court in case of High Court employees, staff of Society for Centralized Recruitment of staff in Subordinate Courts (SSSC) and Law Researchers; attested by the authorised officer of the Punjab and Haryana High Court Bar Association in case of Advocates; in case of staff of the Advocates the form shall be attested by the advocate himself with whom the staff is attached and for the employees of the offices of the Advocate Generals for the State of Punjab and Haryana by an officer authorised by the Advocate Generals of Punjab or Haryana.

11. The duly verified application forms will be handed over by the office of the Registrar (Security) to the Nodal Officer deputed by Chandigarh Administration, who will forward the same to the Engineering Department for preparation of RFID cards and High Security Vehicle Stickers. The office of Registrar (Security) and the appointed Nodal Officer shall maintain a register/record wherein the details of the form, date of its receipt and date of issuance of the RFID Cards and High Security Vehicle Stickers shall find mention.

The Nodal Officer will hand-over the prepared RFID Cards and High Security Vehicle Stickers in the office of the Registrar (Security).

12. When RFID Cards and High Security Vehicle Stickers are ready, all concerned shall be informed. RFID Cards and High Security Vehicle Stickers shall be issued by the office of the Registrar (Security) to the applicant or his/her duly authorised person but only after verifying the identity of the recipient. The signature of the recipient shall be obtained on a register to be maintained in the office of the Registrar (Security). Under no circumstances RFID Cards and/or High Security Vehicle Stickers shall be handed over to any other person except the applicant or the person duly authorised by the applicant.

13. After the entry in the High Court Premises would be made fully operational, through RFID Cards and High Security Vehicle Stickers, in the event of:

- a) Misplacement of Card, intimation of misplacement has to be given to the office of Registrar (Security) and till the time new card is not issued, Advocate/Employee/Law Researcher can gain entry in the High Court Building after getting issued a Gate pass or monthly pass to be made personally by the Registrar (Security).
- b) In the case of malfunctioning of the RFID Card, the holder is required to submit the old RFID Card in the office of the Registrar (Security) and till the time a new card is not issued, the said person can gain entry in the High Court Building through a Gate pass or monthly pass to be made personally by the Registrar (Security).

14. All bags carrying files/belongings of all entrants would be scanned through x-ray baggage machines installed at Gates No. 1 to 5.

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# **PUNJAB & HARYANA HIGH COURT AT CHANDIGARH**

*{Common application form }*

## **1. For issuance of High Security Vehicle Sticker**

## **2. For issuance of RFID Card**

*(Please tick one of the above or both as per requirement)*

- i) **Name of Applicant** : \_\_\_\_\_
- ii) **Designation** : \_\_\_\_\_
- iii) **Date of Birth** (in case of issuance of RFID card) : \_\_\_\_\_
- iv) **Blood Group** (in case of issuance of RFID card) : \_\_\_\_\_
- v) **Employee Code/Enrolment/NoR.**  
(attach copy of I-card duly attested by President of concerned Employee/Bar Association) : \_\_\_\_\_
- vi) **Mobile No.**  
(preferably whatsapp number) : \_\_\_\_\_
- vii) **Address**  
(Attach copy of DL/Passport duly attested by the President of Concerned Employee/Bar Association) : \_\_\_\_\_
- viii) **Registered Number of Vehicle**  
(in case of issuance of parking sticker)  
**Note: 1. Attach copy of registration certificate (Notary attested).**  
**2. If applicant has more than one vehicle than mention those vehicles numbers** : \_\_\_\_\_
- ix) **Name of the owner of Vehicle**  
(in case of issuance of parking sticker) : \_\_\_\_\_
- x) **Category of vehicle(Two/Four wheeler)**  
(in case of issuance of parking sticker) : \_\_\_\_\_
- xi) **If vehicle registration is in the name of family member kindly mention relationship with the applicant(proof of relationship as father, mother, spouse, unmarried sister, son, unmarried daughter, brother thereof be attached).**  
(in case of issuance of parking sticker) : \_\_\_\_\_

Photograph

- I certify that all the information stated above are true and correct to the best of my knowledge and belief. I shall be liable for giving any false information.
- I certify that I would be fully responsible for misusing and/or any tampering with the issued sticker.
- In case of the transfer of vehicle by any means, intimation be given to the office of Registrar (Security).
- Applicant has to furnish affidavit that at the time of transferring the vehicle parking sticker has been destroyed.

Dated: \_\_\_\_\_

(Signature of Applicant)

**FOR OFFICE USE**

**\*In case of High Security Vehicle Sticker:-**

Serial No. \_\_\_\_\_

Sticker No. \_\_\_\_\_

Date of Expiry \_\_\_\_\_

(Authorized Signatory)