

BAR COUNCIL OF PUNJAB & HARYANA CHANDIGARH INDEX

Name : _____ Mobile No. _____

Date of birth: _____ Email: _____

The required documents/copies should be attached as per index given below:-

Sr. No.	Description of Document	Page No.
1	Enrolment Form-B	1-10
2	L.L.B Original Provisional Certificate and its Two self attested Photocopies. OR Two self attested photocopies in case of original L.L.B degree (See enclosure page-5)	
3	Original Attendance Certificate with minimum 70 % attendance and its two self attested photocopies (See enclosure page-5)	
4	Self attested photocopy of all DMC of LL.B. Three Year/Five Year (See enclosure page-5)	
5	Self attested photocopy of Matriculation Certificate with (DOB) (See enclosure page-5)	
6	Self attested photocopy of 10+2 Certificate. Also calculate percentage of marks	
7	Self attested photocopy of all DMC of Graduation and degree with percentage	
8	Affidavit of Law degree and stamp duty (Specimen attached)	
9	Affidavit of AIBE (Specimen attached)	
10	Self attested photocopy of residence proof of PB, H RY,CHD, Aadhar Card , Voter Card, Driving Licence, Passport	
11	Self attested photocopy of Reserve Category certificate	
12	Service Certificate (Column No.11,if any ,as per enclosure at page-5)	
13	Documents relating to column No.12,13 (A) & (B and 14,if any(See page-5)	
14	Gap Affidavit, if any, before joining graduation/LLB or after LL.B	
15	Additional affidavit/ documents, if any	
16	Any other documents	

Date

Application's Signature

Important Note:- The applicant is requested to fill the Enrolment Form neatly and all columns should be filled properly. Leaving any column blank may cause delay of disposal and Enrolment case. Form should be submitted in person to avoid delay.

For official use only Scrutiny Report.

This file consists of pages _____ to _____ which have been indexed above and submitted on _____. I have checked the form, which is completed in all respect or form is incomplete and short coming are listed below.

- | | |
|---------|---------|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

Signature of the checking official

Bar Council of Punjab & Haryana, Chandigarh

Application Form No. 1-B prescribed under Section 25 of the Advocate Act, 1961

for Enrolment as an Advocate **To be presented in Person**

(Application form to be filled up by the applicant ON HAND IN CAPITAL LETTERS)

1. **Name of the applicant:** As in the Law Degree:
2. Nationality of the applicant:
2. (a) Category of the Applicant General OBC SC/ST Handicaps/Blinds
3. Date of Birth and Age:
4. Father's/Husband's name:
5. Permanent address of the applicant
WhatsApp Mobile No.
Email Address;
6. (a) Name of the University of LL.B Course:
(b) If the applicant has passed Two Years LL.B Course through correspondence only, it's particular.
7. Date on which the applicant obtained the law degree or provisional certificate in law:
8. In case of 5 year Law course, give details of 10+2 Examination,
 - a) Name of Board
 - b) Date of certificate
 - c) Percentage of marks
- 8.(A) In case of 3 year LL.B Course, give details of Graduation Degree,
 - d) Name and place of College
 - e) Name and place of University:
 - f) Sessions/Period of Graduation:
 - g) Date of Graduation Degree:
 - h) Percentage of marks in Graduation:
 - 0 Name/Nature of Graduation course:
- 8 (B) In case, admission in LL.B Three Year Course Is based upon Post Graduation degree give details of such Post Graduation like a column 8(A) (with original duly signed and stamp certificate from the concerned college/university to the effect that admission in LL.B Course was based upon Post Graduation.

Correspondence Address :

9. Name and Place of LL.B College
- 9(a) Name and Place of University which issued LL.B Degree
- (i) Date/Month of Admission in LL.B Course
 - (ii) Date/Month of Completion of LL.B Course
 - (iii) Duration of LL.B Course (3 or 5 Year)
 - (iv) Date of issuance of LL.B Provisional Certificate/Degree
 - (v) Date/Month of LL.B Final Year Examination.
 - (vi) The Name/Nature of Professional LL.B degree
 - (vii) The medium of instructions in the law Course
 - (viii) State as to LLB Course is done by private Study or by attending regular classes.
10. Place and District of practice after Enrolment within the jurisdiction of the Bar Council of Punjab & Haryana
11. Whether or not, the applicant holds or ever held any appointment under Government, Local body, statutory authority or in any other concern if so, the nature of such appointment. Particulars of service, with date of joining & date of retirement. (attached necessary proof with duly issued character certificate in original from HOD).
12. Whether or not, the applicant is engaged or, ever been engaged in any trade, business or profession: If so the nature of such trade, business or profession and the place where it is or was carried on supported/attested copies of documents.
13. a) Whether the applicant has been convicted by a Criminal Court: If so full particulars of conviction with certified copy of final order.

13. (b) Whether any Criminal Proceedings pending against the applicant: if so, its full particulars as to the name of the Court, date and nature of proceedings. Attached attested copy of FIR, certified copy of Bail order if any.
14. Whether the applicant has been dismissed/terminated/suspended/removed from the Service of Govt., Local Body, other Statutory Authority or from any other service. if so, give its particulars to show that dismissal/ termination/removal or suspension was not due to conduct rendering him unfit to be enrolled as an Advocate (also attach the order of such dismissal etc.)
- 15 Whether or not, the applicant has ever been declared insolvent: If so, whether the applicant has been discharged and full particular and proof to show that his insolvency was due to misfortune or circumstances beyond his control.
- 16 Whether the applicant has previously applied for Enrolment as an Advocate to any High Court or Bar Council. If so, with what result? Also attached certified copy of final order.
- 17 Mode of payment of Enrolment fee and particulars thereof.

- UP I/UTR/ Bank Draft No. Date & Time Rs. /-
- Name of payment mode such as Googlepay/Paytm/Phonepay etc.
- In case of draft, Bank name and place: _____ -

Ideclare that the facts stated above are true to my knowledge.

Dated.....

Signature of the applicant

FOR OFFICE USE ONLY

Main Fund	(BCI Fund)
Receipt No.....	Receipt No.
Dated	Dated.....
for Rs.	for Rs.
Issued against Bank Draft	Issued against Bank Draft
No.....	No.....
Dated	Dated.....
Sign.	Sign.

DECLARATIONS

1. I..... declare that the facts stated below are true to my knowledge.
2. I further declare that:-
 - (a) I have completed 21 years of my age on OR before the date of this application.
 - (b) I am a citizen of India or a National of a countrywhere citizens of India, duly qualified, are permitted to practice in law.
 - (c) I am not in full or part time employment or service and I am not engaged in any trade business or profession except as follows. (Full particulars to be given here)
 - (d) My Name is not borne on the roll of any other State Bar Council in India.
 - (e) I will not, so long my name is on the roll of Bar Council of Punjab and Haryana apply for enrolment to any other State Bar Council.
 - (f) I have obtained Law degree from
University which has been recognised by the Bar Council of India u/s 24 (i) (c)(iii) of the Advocates Act 1961 and the Law College.....where I studied for three/five years is also recognised by the Bar Council of India for imparting Legal Education and is affiliated withUniversity.
 - (g) The statements made in this application are true to my own knowledge.

Date

Signature of Applicant

UNDERTAKING

I hereby declare and undertake that:-

1. I shall abide by the canons of professional ethics and others rules laid down from time to time by the Bar Council of India and the Bar Council of Punjab & Haryana.
2. If after my Admission as an Advocate I accept full or part-time service or employment or I am engaged in any trade, business or profession, I shall forthwith inform to the Bar Council or such service, employment or engagement and shall cease to practise as an Advocate forthwith and I shall surrender my Original Enrolment Certificate and Identity Card to the Bar Council along with my application for voluntarily suspension of practice.
3. I shall not accept any employment which in the opinion of the Bar Council, is derogatory to the status of an advocates.
4. I shall notify any change in the place of my permanent residence/place of practice to the Bar Council within 90 days of such change.
5. I undertake to produce original law degree awarded by the University before Bar Council, within one year from the date of my Enrolment as an advocate.

Date

Signature of Applicant

NECESSARY ENCLOSURES/INSTRUCTIONS

(Incomplete Form will not be accepted)

- (i) **Original degree of Law** (professional) recognised by Bar Council of India alongwith Two sets of self attested photo copies of original.

OR

In case of completion of law course within in period less than one year of submitting enrolment application, Original Provisional Certificate of LL.B. (non-returnable) from the University recognized by Bar Council of India duly signed and sealed, alongwith self attested Two spare photocopies.

- (ii) **Original Attendance Certificate (non-returnable) of minimum 70%** attendance in each year of the LLB Course from the Competent authority of LLB College/ University along with its one self attested photocopy.
- (iii) **Duly self attested one photocopy of all Mark-sheets of LL.B. and Graduation course.**
- (iv) **Duly self attested one photocopy of Matriculation Certificate of Board with mention of DOB.**
- (v) **Duly self attested two photocopies of 10+2 certificate.**
- (vi) **Duly self attested two photocopies of graduation degree.**
- (vii) **Affidavits as per given specimens with regard to production of Law degree, Stamp duty and about clearance of AIBE.**
- (viii) **Duly self attested one copy of address proof such as Aadhar Card/voter card/driving licence/passport/ authenticated residence proof**
- (ix) **Duly self attested one copy of certificate of reserve category.**
- (x) In case the applicant belongs to reserved category "and having less than 45% in 10+2 or graduation, as the case may be, as provided under rule 7 of Rules of Legal Education, 2008, he is required to produce a certificate duly stamped, bearing dispatch No with date from the Principal of the concerned Law College/University, that he was admitted to **LL.B.** course under the reserve category/ as notified by the concerned Government and his admission is valid as per the Rules of University/ Bar Council of India.
- (xi) In case the applicant has been in the service of Government or a Local body or other Statutory authority or in any concern, a certificate from the Head of department duly Stamped to the effect that his/her Character and conduct while in service were good and that his/her resignation has been accepted (or Retired and that he/she is no longer in service)
- (xii) In case, the law degree has been obtained during service period, a copy of department permission to join LL.B. course as a regular student, proof of posting from department during law course, proof of study leaves / examinations days from department duly certified, should be attached with application Form an affidavit showing distance (one side) between place of law college and posting, timings of law college and timings of office during the law course.
- (xiii) In case, print of provisional law degree or attendance certificate is web-based then such print/copy must be countersigned signed and sealed by the competent authority of the concerned University.
- (xiv) In case the applicant is or was engaged in any trade or business, original partnership deed/ retirement/dissolution deed from business along with a copy thereof, attested.
- (xv) Three stamp size photographs. Two of them to be affixed on the form and one is to be attached.
- (xvi) Proof of Nationality OR A duly sworn affidavit by the applicant about his Nationality, given at page 6 (To be attested by Notary/ Oath Commissioner.)
- (xvii) Two Certificates given at page-7 of the form are to be filed and signed by the Advocates having practice of 10 years or more, who are not relative of the applicant.
- (xviii) **No cash is accepted. All payments including enrollment fee etc. can only be paid either through QR Code or through BANK DRAFTS. (See Enrolment fee details on page no. 8)**
- (xix) Payment through QR code is to be made only on the day of submission of form and not on any earlier date and that too from the applicant's own account. UPI/UTR number etc. and detailed are to be mentioned in the form. Any payment made through QR code earlier to submission of enrollment form shall not be valid. **Payment made incorrectly and incorrect QR code shall not be refundable so be careful while making payment**

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- Note No. 1.** The application Form duly filled in and completed in all respect, should be handed over in the office of the Bar Council on any working day either **PERSONALLY BY THE APPLICANT** OR by an Advocate duly authorized in this behalf by the applicant.
2. If any statement or facts stated in the application is found to be false at any time, the name of the applicant shall be liable to be struck off from the Roll of Advocates under Proviso to Section 26 of the Advocates Act, 1961,
3. The applicant is required to come in advocate dress at the time of receiving licence and bring all original certificates.

(To be attested by Notary/Oath Commissioner)

The Bar Council of Punjab & Haryana Chandigarh

Affidavit of Shri/Ms. son/
daughter/wife of Shriresident
of District.....

I, the above name deponent do hereby solemnly affirm and declare as under.

- (i) That I was born in India and I am a permanent resident of the Country, I was born at
..... District State.....
- (ii) That my nationality is Indian and I am a citizen of India.
- (iii) That I have obtained my Bachelor of Laws Degree from the.....
University after undertaking a course of study in Law for a minimum period of three years,
(after graduation) OR five years after 10+2 classes.

DEPONENT

VERIFICATION

I, above named deponent, do hereby solemnly affirm and declare that the statement of mine are true and correct to the best of my knowledge, no part thereof is false and nothing has been kept concealed therein.

PLACE

DATED

DEPONENT

The Bar Council of Punjab & Haryana Chandigarh

FORM NO. 2
(APPLICATION FOR ENROLMENT)
CERTIFICATE

I hereby certify that Sh/Miss Son/
daughter/wife of Shri. has been known to me
personally for about..... years OR has been introduced to
me by Shri Advocate, who is personally known to me.

I believe him/her to be a person of good character and conduct and fit to be admitted as
an Advocate on the Roll of the Bar Council of Punjab & Haryana.

I hereby also certify that I have ten year's standing at the Bar, as an Advocate, on this date.

Dated the day of 202

Name and Address of the Advocate :

Signature of the Advocate
No. on the Roll P/ /
Bar Council of Pb. & Hry.

The Bar Council of Punjab & Haryana Chandigarh

FORM NO. 2
(APPLICATION FOR ENROLMENT)
CERTIFICATE

I hereby certify that Sh/Miss Son/
daughter/wife of Shri. has been known to me
personally for about..... years OR has been introduced to
me by Shri Advocate, who is personally known to me.

I believe him/her to be a person of good character and conduct and fit to be admitted as
an Advocate on the Roll of the Bar Council of Punjab & Haryana.

I hereby also certify that I have ten year's standing at the Bar, as an Advocate, on this date.

Dated the day of 202

Name and Address of the Advocate :

Signature of the Advocate
No. on the Roll P/ /
Bar Council of Pb. & Hry.

DETAILS OF ENROLMENT FEE

Note:- Cash will not be accepted.

(A) Rs. 600/- (Rupees six hundred only) through Bank Draft in favour of "Bar Council of Punjab and Haryana", payable at Chandigarh or QR Code.

Rs. 150/- (Rupees one hundred fifty only) through Bank Draft in favour of "Bar Council of India", payable at Chandigarh

(B) Rs. 100/-(Rupees one hundred only) in case of SC/ST through Bank Draft in favour of "Bar Council of Punjab and Haryana", payable at Chandigarh or QR Code.

Rs. 25/-(Rupees twenty five only) SC/ST through Bank Draft in favour "Bar Council of India", payable at Chandigarh.

ORDER OF THE ENROLMENT COMMITTEE

The applicant Shri/Miss.....

Son/daughter/wife of Shri

be enrolled as an Advocate under the provisions of the Advocates Act, 1961. OR

The applicant Shri/Miss.....

Son/daughter/wife of Shri is not entitled to be

enrolled as an Advocate under the provisions of the Advocates Act, 1961, for the reasons given separately.

**CHAIRMAN
ENROLMENT COMMITTEE
Dated :**

MEMBER

MEMBER

IDENTIFICATION OF THE APPLICANT BY ANY ADVOCATE

I know Shri/Ms. personally and identify him/her.

Dated :

Signature of the Advocate.

Name and Address of the Advocate :

**Enrolment No. P/ /
Bar Council Punjab & Hry**

The Bar Council of Punjab & Haryana Chandigarh

I son/daughter/wife of
Shri resident of Distt.....

do hereby solemnly affirm and declare as under :-

- (h) I shall uphold the constitution and the laws.
- (i) I shall faithfully discharge every obligations cast on me by the Advocates Act, 1961 and the rules framed thereunder.

PLACE : CHANDIGARH

DATED :

Signature of the Deponent

Subscribed before me by the above named deponent

Dated :

Signature of the Chairman

The Bar Council of Punjab & Haryana Chandigarh

CERTIFICATE OF ENROLMENT AS ADVOCATE

Under the Advocates Act, 1961

Affix Photo

Number on the Roll / PH //202

This is to certify that Shri/Miss.....
son/daughter/wife of Shriof
Districthas this day been admitted to be an Advocate of the Bar
Council of Punjab & Haryana and that his/her name has been entered in the Roll of
Advocates maintained by this Council under Section 17 of the Advocate Act, 1961 (Act
No. 25 of the 1961).

Given under my hand and the seal of the Bar Council, this.....
day of202

**Chairman
Bar Council of Punjab & Haryana
Chandigarh**

(Attach Two attested Photographs here)

BAR COUNCIL OF PUNJAB & HARYANA

Law Bhawan, Dakshin Marg, Sector 37-A, Chandigarh, Phone : 0172-2688519

Application for issue of Identity Card

To,

The Secretary,
Bar Council of Punjab & Haryana
Chandigarh

Dear Sir,

Kindly issue me an identity Card along with my Enrolment Certificate as an advocate of your Bar Council. **Two Copies of my stamp size (3cm x 2.5 cm) Photograph** duly attested duly attested by a Member Bar Council/Magistrate 1st Class are enclosed.

My Particulars are as under

Name
(As given in Law Degree) _____

S/o, D/o, W/o _____

Date of Birth _____

Resi Address _____

Email; _____

Phone/Mobile No. _____

Enrolment No. **PH** _____ Enrolment Date _____

Identity Cards No. _____ Date of issue _____

Hony. Secretary



Specimen Signature given below & Photograph of the Applicant Attested

**Signature & Seal
of Magistrate**

Or

**Signature
Member Bar Council**

Applicant's Signature
(with Black Pen)

Three Specimen Signature of Applicant (with Black Pen)

SPECIMEN

To be Issued on the Letter Pad of the Department/College

ATTENDANCE CERTIFICATE

Ref. No

Dated

Certificate that

Son/Daughter of Shri was a regular student of LL.B First, Second and Third Year/Five Year Classes of this College during the Sessions Respectively.

His/her first date of admission in this college was

He/she has completed 70% minimum attendance in LL.B 3 years or five year law course & he/she passed his/her LL.B. Professional under Roll No. of the University.

To the best of my knowledge and belief, he/she bears a good moral character.

The details of Lectures attended by the student are as under.

Class Session	Max. No. Of Lectures organised	Lectures		Percentage	of
		Attended	Actually Attendance		
L.L.B. 1st year
L.L.B. 2nd year
L.L.B. 3rd year
L.L.B. 4th year
L.L.B. 5th year

Place •

Date :

(Principal)

(Seal of Law College)

SPECIMEN

(To be typed on Rs. 3/- non Judicial Paper and to be attested by Oath Commissioner or Public Notary)

Before The Bar Council of Punjab & Haryana Chandigarh

Affidavit of Sh S/o, D/o. Sh
resident of Tehsil..... District.....

I hereby solemnly affirm and declare as under :-

1. That I have passed LL.B. Professional (Three year/Five years Law Course) from
University, as a regular student of Law College from academic Session
to and attended regular classes for three years/five years. I was residing during the law course on the following
address (Mention complete address)
2. That I am applying to the Bar Council of Punjab & Haryana for enrollment as an Advocate on the basis of provisional
certificate of LL.B./Law degree issued to me by the above said university. My date of admission in
LL.B. 1st year was.....
 1. LL.B. 1st semester or year University Roll No Exam. (Month & Year) all held in the year
 2. LL.B. 2nd semester or year University Roll No Exam. (Month & Year) all held in the year
 3. LL.B. 3rd semester or year University Roll No Exam. (Month & Year) all held in the year
 4. LL.B. 4th semester or year University Roll No Exam. (Month & Year) all held in the year
 5. LL.B. 5th semester or year University Roll No Exam. (Month & Year) all held in the year
 6. LL.B. 6th semester or year University Roll No Exam. (Month & Year) all held in the year
 7. LL.B. 7th semester or year University Roll No Exam. (Month & Year) all held in the year
 8. LL.B. 8th semester or year University Roll No Exam. (Month & Year) all held in the year
 9. LL.B. 9th semester or year University Roll No Exam. (Month & Year) all held in the year
 10. LL.B. 10th semester or year University Roll No Exam. (Month & Year) all held in the year
3. That the convocation of University has not yet taken place and as such I am unable to produce original law
degree with application form.
4. That I undertake to produce original Law degree of L.L.B., along with a copy attested by Member Bar Council/Magistrate,
within one year from the date of my Enrolment as an advocate, if failed
5. That Matric, Senior Secondary, Graduation, Provisional Certificate of L.L.B./Law degree, all Mark-Sheets of L.L.B, attendance
certificate of Law College, and all certificates, are genuine and pertains to the deponent. In case any of the certificates is found
forged/false by Bar Council, after verification from the concerned University, and Law Colleges, Board then the deponent
would be liable for legal action by the Bar Council.
6. That the deponent did not join any Govt./Semi-Govt or Pvt. Service after passing 10+2 or graduation in the year
.....till the date of submission of the application form for Enrolment as an Advocate, in the month
of.....20.....nor the deponent was engaged in any business as partner or proprietor of any firm during the
above-said period and as such, I was also not doing any Govt/Private Service or business during the law course
from.....to.....
7. That in case, the deponent fails to produce original law degree within one year from the date of Enrolment, the Enrolment
Committee of the Bar Council shall be at liberty to reconsider my enrolment case and I shall abide by any order of the
committee which may be passed.
8. I hereby promise to display my Enrolment Certificate in my office in a prominent place in view of resolution dated 24th
August, 2001 passed by Bar Council of India, as advised.
9. That in view of the Pb. Govt's letter No.23/11/06/ST/6236/.dt.25/10/91 regarding payment of 750/-as provided
under instrument No.30 Schedule 1-A-appended to the Indian Stamp Act 1899 and read with clause (f of Sub Section (1)
of Section 24 of the Advocates Act 1961.1 hereby under take to deposit Stamp Duty payable to the concerned authority
as and when i am called upon to do so.
10. I, undertake after being enrolled as an Advocate, shall abide by all the Rules and Regulations of the Bar Council of Punjab
and Haryana including contribution to Benevolent Fund, Insurance Scheme, Welfare Fund/Scheme, Building Fund,
Verification Charges and for Administration, Maintenance of the Enrolment record including necessary infrastructure and
any other such Finance Scheme which are applicable under the Act, Rules and Regulations and amended from time to
time, to enable fulfilment and carry out the functions as mandated in Section 6 of the Advocates Act.

Dated •

Place

VERIFICATION

Deponent

I, above named deponent, do hereby solemnly affirm and declare that the statement of mine are true and correct to the
best of my knowledge, no part thereof is, false and nothing has been kept concealed therein.

Dated •

Place •

Deponent

**Note : Necessary changes may be made in Para 6 if any during gap period may be explained with full details, as to
what deponent had been doing during the gap period, with documentary proof, if any.**

UNDERTAKING/BY WAY OF AFFIDAVIT

TO BE TYPED ON Rs. 10/- Non Judicial Paper and attested by Notary

I _____ S/oD/o _____

R/o _____

bearing Enrolment No PH/ _____ 202 have been enrolled in the State Bar Council of Punjab and Haryana in the year _____. I have Obtained law degree during the academic year _____. I have to apply to the next All India Bar Examination. I undertake that I will practice as an advocate provisionally till I qualify the All India Bar Examination and I shall pass this examination within two years from the date of Enrolment whichever is earlier. I further undertake that in case, I do not qualify the All India Bar Examination within two years from the date of my Enrolment. I will not practice as an advocate before any court in India I shall be abide by the decisions of Bar Council of India.

Date :

Signature.....

Place :

Name.....

Enrollment No.....

Address.....

DETAILS OF ENROLMENT FEES
NOTE:- Cash will not be accepted
(QR CODE)

(Bar Council of Punjab and Haryana)

- (A) (i) Rs 600/- (Six Hundred only)
(ii) Rs 100/- (One Hundred only) in case of SC/ST Category



(Bar Council of India)

- (B) (i) Rs 150/- (One Hundred fifty only)
(ii) Rs 25/- (Twenty Five only) in case of SC/ST Category

