

**GAUHATI HIGH COURT
ITANAGAR PERMANENT BENCH
NAHARLAGUN**

No.HC(IB)-2018/VOL-I/ 672-680

Dated Naharlagun, the 4th September, 2025.

NOTIFICATION

The Gauhati High Court, Itanagar Permanent Bench, Naharlagun is pleased to inform all learned advocates that online submission of advocate details form for CIS database has been launched and made functional. Henceforth, physical form shall not be accepted from 5th September, 2025. Learned advocates are requested to visit the official website of this Registry in URL www.ghcitanagar.gov.in for online submission of form.

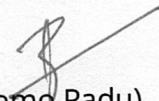
Sd/-
(Lobsang Tenzin)
Registrar

Memo No.HC(IB)-2018/VOL-I/ 672-680

Dated Naharlagun, the 4th September, 2025.

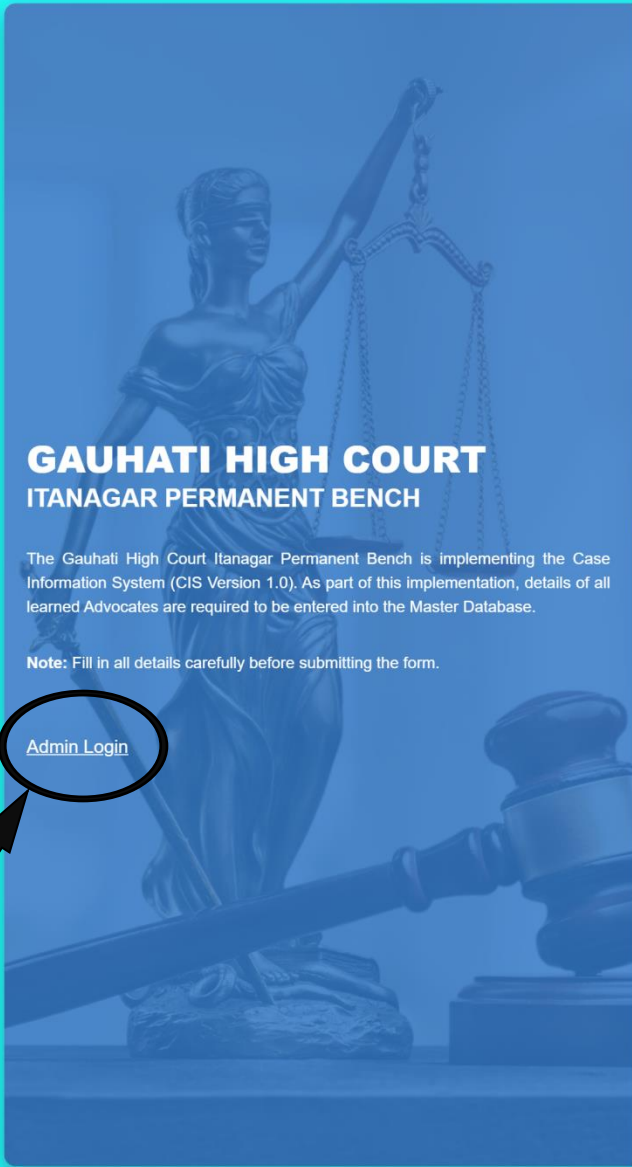
Copy to :-

1. The Joint Registrar (Admin), Gauhati High Court, Itanagar Permanent Bench, for information.
2. The Deputy Registrar (Judicial), Gauhati High Court, Itanagar Permanent Bench, for information.
3. The Deputy Registrar, Gauhati High Court, Itanagar Permanent Bench, for information.
4. The Librarian-cum-Research Officer, Gauhati High Court, Itanagar Permanent Bench for information.
5. ✓ The System Analyst, Gauhati High Court, Itanagar Permanent Bench. She is directed to upload the notification in the Registry's website.
6. The President, GHCIPPBA, for information.
7. The General Secretary, GHCIPBBA, for information.
8. The SPA to the Registrar, Gauhati High Court, Itanagar Permanent Bench for information.
9. Notice Board
10. Office copy.


(Domo Padu)
Joint Registrar (IT)

FORM-A (Advocate Master data entry)

This enables Advocates to fill their basic details required for CIS master data entry through online portal. Available in the URL <https://ghcitaservices.in/forma/index.html> Learned Advocates are required to fill their valid bar enrolment number along with document attachment either in pdf or image(.jpe/.jpeg) format with other basic details.



GAUHATI HIGH COURT ITANAGAR PERMANENT BENCH

The Gauhati High Court Itanagar Permanent Bench is implementing the Case Information System (CIS Version 1.0). As part of this implementation, details of all learned Advocates are required to be entered into the Master Database.

Note: Fill in all details carefully before submitting the form.

[Admin Login](#)

FORM-A

Name of Advocate*

Date of Birth*

Bar Enrolment Number* **Year***

Document for Bar Enrolment Number (PDF/JPG)*

No file chosen

Gender*

Email ID*
(Important: Advocate code after registration into the CIS master data will be sent into this email)

Mobile Number*

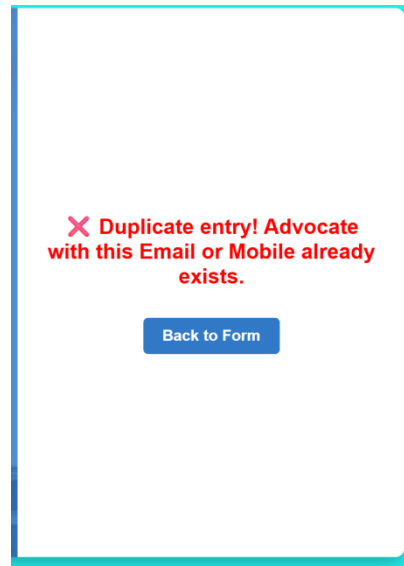
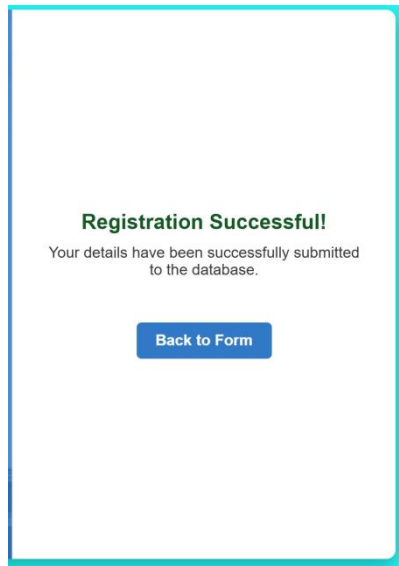
Office/Chamber Address*

Residence Address*

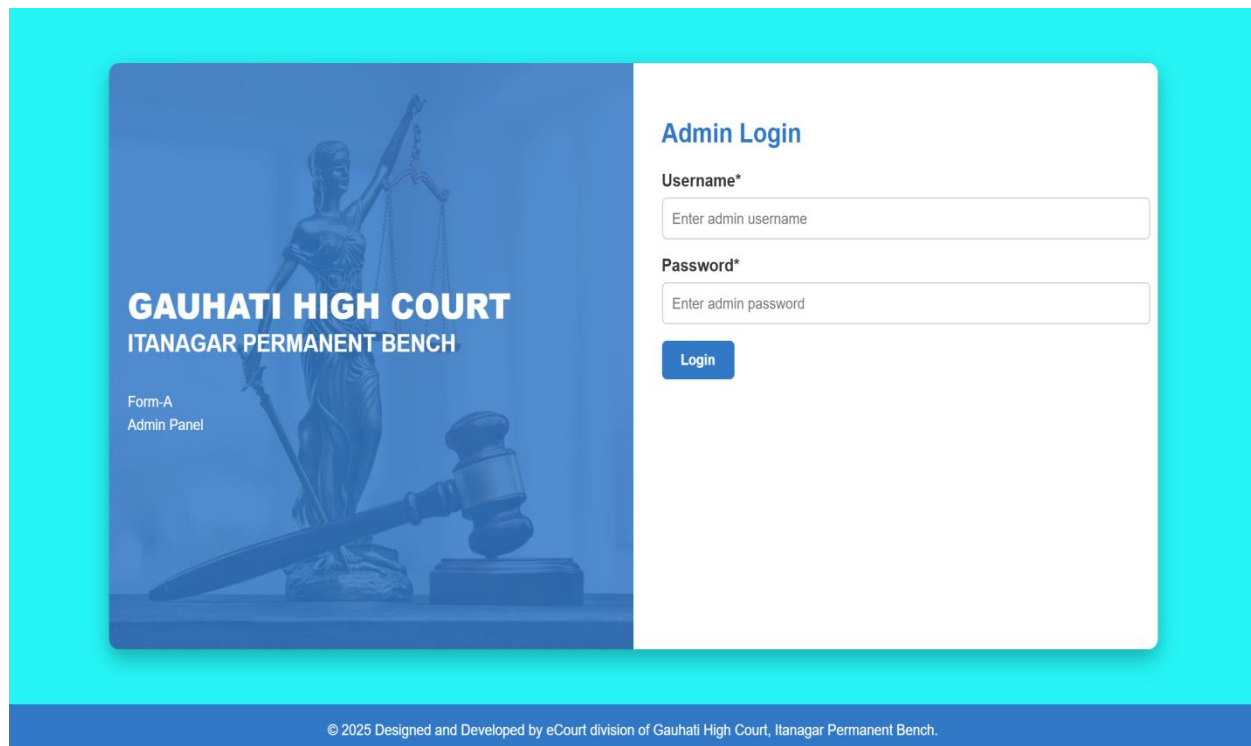
☐ I agree to the data submitted above.

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After successfully completion of the form it generates a successful message. Email Id and Phone number must be unique, If the entered email id or phone number was already used before then it will generate an error message.



Admin of the portal can handle the further steps for each entered data. Admins are provided with their credential (userid and password) to login to the admin panel.



After login a dashboard appears to view all the entered data filled by Advocates. Attached files (pdf or image) can also be viewed by clicking "view" button to authenticate the entry of respective Advocate.

Admin Dashboard - Advocate Submissions 1											Logout
Submitted Advocate Entries											
S.No.	Name	DOB (DD-MM-YYYY)	Bar Number	Gender	Email	Mobile	Office Address	Residence Address	Attached File	Advocate Code	Action
1	Dipak Roy	18-08-1996	25 of 2024	M	wickedguitarguy@gmail.com	7005485395	D-Sector, naharlagun, 791110	E-Sector, Itanagar, 791111	View	<input type="text" value="Enter Code"/> Save	Register
2	Bidyut Gogoi	06-12-1998	12 of 2025	M	abc@gmail.com	9879879879	asdasd13	dfghf45	View	1536	Registered
3	Dormie Gogoi	01-08-2025	66 of 2023	F	dipakroy18@gmail.com	8884938497	123qw	3425	View	1123	Registered

After entry, these values in CIS, CIS generates a unique "Advocate code" which needed to be filled in the space shown above followed by "save". After this step "Register" button needs to be clicked to go to an acknowledgement page. After confirming the details an email can be send by clicking "send email" button as shown below.

Acknowledgement Slip

Name of Advocate:
Dipak Roy

Mobile Number:
7005485395

Email ID:
wickedguitarguy@gmail.com

Advocate Code:
5223

[Send Email](#)

[Dashboard](#)

Acknowledgement Slip

Name of Advocate:
Dipak Roy

Mobile Number:
7005485395

Email ID:
wickedguitarguy@gmail.com

Advocate Code:
5223

[Dashboard](#)

✓ Email sent successfully to wickedguitarguy@gmail.com

The newly generated Advocate code will be sent to the corresponding email id provided by the Advocate confirming the completion of the steps.