

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

Dated Guwahati the 1st March, 2025

No.HC.VII-29/2025/1307/A: It is hereby notified that, henceforth, all Judicial Officers of Assam Judicial Services including Retired Judicial Officers, are requested to apply for the issuance of Identity Card through the official website of the Gauhati High Court, Guwahati (<http://ghconline.gov.in/>)

All Judicial Officers of Assam Judicial Service including Retired Judicial Officers are requested to refer to the official website of the Gauhati High Court and access the Identity Card portal on **eServices>AJS Identity Card**. Stepwise instructions are given in the User Manual at **Annexure-I**.

Further, the Heads of the establishments are hereby requested to provide the details (*unique ID, name, phone number and email ID*) of the Judicial Officers working in their establishment as per the format given at **Annexure-II**, preferably on or before **5th March, 2025** in the email ID [ajsidcard@gmail.com].

By Order,

Sd/- Raktim Duarah
REGISTRAR GENERAL

Memo No.HC.VII-29/2025 / 1308-1320 /A

Dated 01.03.2025

Copy to:-

1. The District & Sessions Judge_____.
2. The Principal Judge, Family Court No.I, II and III Kamrup, Guwahati/Cachar/Silchar/Barpeta/Dhubri/ Nalbari.
3. The Member, MACT No.1, 2 & 3 Kamrup (M), Guwahati/Dhubri/ Nagaon/Nalbari/Barpeta/Silchar/Sonitpur, Tezpur/Goalpara/Kamrup, Amingaon.
4. The Presiding Officer, Industrial Tribunal, Guwahati/ Dibrugarh/Silchar.
5. The Presiding Officer, Labour Court, Guwahati/Dibrugarh.
6. The Special Judge, Assam, Guwahati.
7. The Special Judge, CBI & NIA, Assam, Guwahati.
8. Member Secretary, Assam State Legal Services Authority.
9. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
10. The Joint Registrar (_____), Gauhati High Court, Guwahati.
11. The Chief Judicial Magistrate_____.
12. The Project Manager, Gauhati High Court, Guwahati for uploading this Notification in the Gauhati High Court Website.
13. The CA to Registrar General/ Registrar (Vigilance)/Registrar (Admn.)/ Registrar (Judicial)/ Registrar (Estt. In charge), Gauhati High Court, Guwahati.
(The names of the above Officers are not necessarily in Seniority)


REGISTRAR GENERAL
GAUHATI HIGH COURT, GUWAHATI

VOL. 1.0



Online ID Card Generation

User Manual

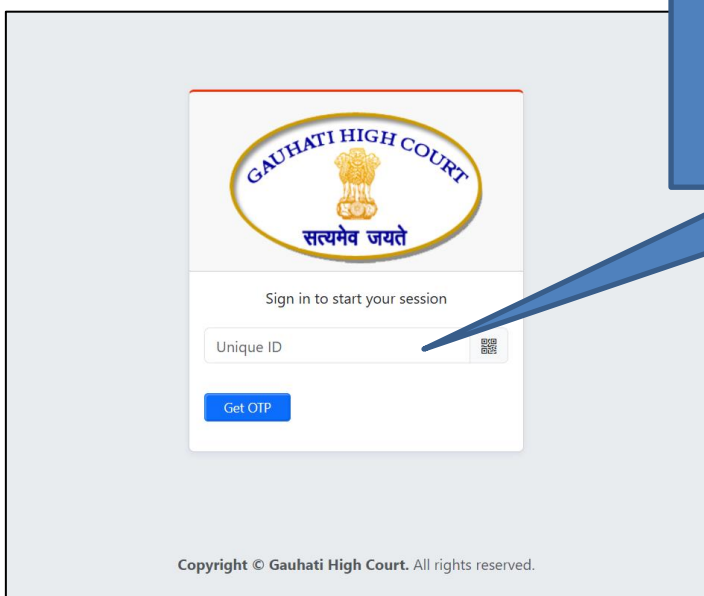
Introduction

Welcome to the Online ID Card Generation System, a revolutionary platform designed to streamline and enhance the ID card issue process for the serving and ret'd officers of the Assam Judicial Service.

Guidelines for use of Online ID Card Portal

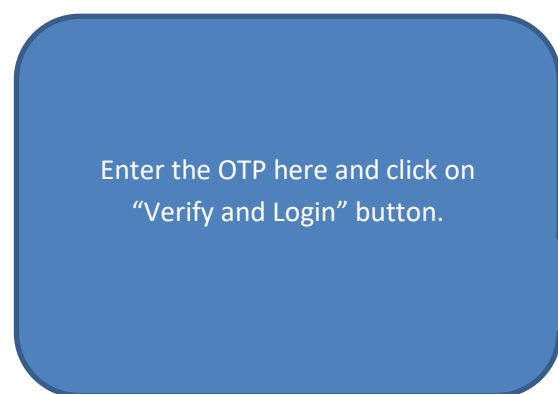
To request a new ID card through this portal, you must know your **unique Identification Number**, and *your mobile number must be updated in the system. If your mobile number is not updated, please contact the High Court.*

Login Page

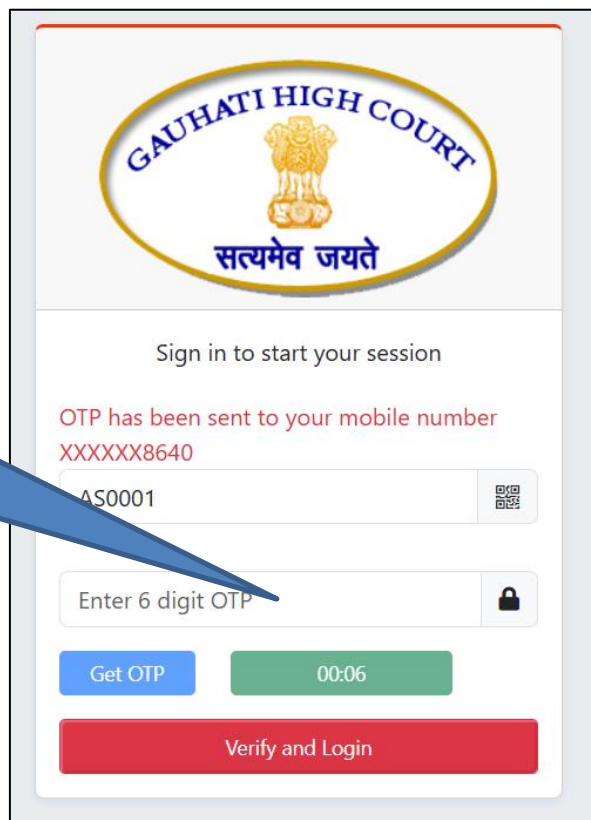


The screenshot shows the login page of the Gauhati High Court. At the top is the court's logo with the motto 'सत्यमेव जयते'. Below the logo, it says 'Sign in to start your session'. There is a text input field labeled 'Unique ID' with a QR code icon to its right. Below the input field is a blue button labeled 'Get OTP'. At the bottom of the page, it says 'Copyright © Gauhati High Court. All rights reserved.'

Enter your unique code and click on the 'Get OTP' button. An OTP will be sent to your registered mobile number.



Enter the OTP here and click on "Verify and Login" button.



The screenshot shows the login page after the OTP has been sent. The logo and motto are at the top. Below, it says 'Sign in to start your session'. A message in red text says 'OTP has been sent to your mobile number XXXXXX8640'. Below this is a text input field containing 'AS0001' with a QR code icon to its right. Below the input field is a text input field labeled 'Enter 6 digit OTP' with a lock icon to its right. Below the input fields are two buttons: a blue 'Get OTP' button and a green button showing a timer '00:06'. At the bottom is a large red button labeled 'Verify and Login'.

User Dashboard

After successfully logging in, you will see an interface as shown below. Before proceeding further, **please verify that your name is displayed in the 'Officer Name' field as well as in the top right corner of the page.**

From the Dashboard, you can apply for a new ID card, update your mobile number, and view the history of previously applied ID cards by selecting the appropriate option from the left-side menu bar.

The screenshot shows the 'User Dashboard' interface. On the left is a dark blue 'Side Menu' with options: Application Form, Profile, History, and Log Out. The main area is titled 'Personal Details' and contains a form with the following fields:

Unique Code *	Officer Name	Current Post*	District*
AS0001	Shri	Select Post	Select District

Date of Birth*	Contact Number *	Emergency Contact Number *	Blood Group
20-02-2005	Contact Number	Emergency Contact Number	Select Blood Group

Address*	Post Office	District
0/100 characters		Select District

Callouts in the image point to the 'Side Menu' on the left, the 'User Name' field (Shri) in the top right, and the 'Officer Name' field (Shri) in the form.

In order to **apply for a new ID card**, you must fill out the form above and click the 'Submit Data' button at the bottom of the form. *As soon as the data is submitted, an acknowledgment message will be displayed above the 'Submit Data' button.*

This section shows the controls for uploading a passport size photograph and a signature. At the top, it states: "(Only jpeg, jpg and png images with size are allowed)".

On the left, there is a file upload area with a "No file chosen" button and instructions: "Passport Size Photograph less than 5 MB".

On the right, there are two options for the signature: "Draw Signature" (selected) and "Upload Signature". Below these is a "Draw your signature" section with a "Draw It" button and a "Clear" button, followed by a large empty box for drawing the signature.

Use the above given controls to upload your passport size picture and signature. Passport size photograph should be in white background with proper dress code.

Similar to the photo upload, the control above can be used to upload your signature to the system. **Two options are provided:** you can either draw your signature or upload

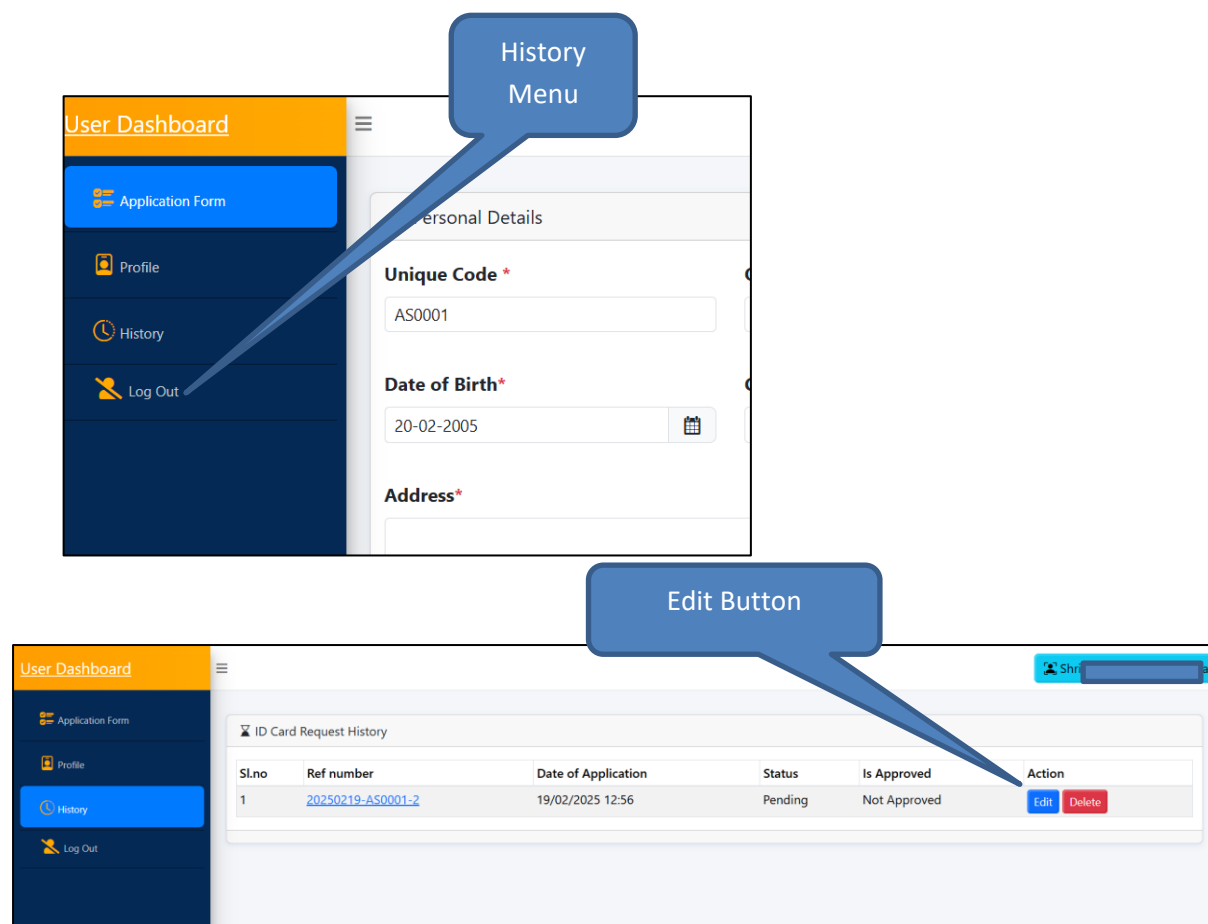
it from your gallery. To upload signature select “upload Signature” option and upload your signature accordingly.

N.B.: The passport photograph should be less than 5 MB in size, and the signature should be less than 200 KB in size.

Finally, click the “Submit Data” button at the bottom of the form.

Edit Data After Submission

If you need to edit your submitted data, navigate to the history tab and click on “edit” option.



For any further queries, please feel free to contact
The Gauhati High Court,
Mahatma Gandhi Road,
Guwahati – 781001, Assam, India.
E-mail: highcourt.ghc@gmail.com

***** Thank You *****

COURT ESTABLISHMENT: _____

DISTRICT: _____

Unique ID	Name of Judicial Officer	Phone Number	email

Signature and Seal of Head of Establishment