

# **SUPREME COURT OF INDIA**

(Admn. Genenal Branch)

F.No. A-G-24/1/2024-SCA(G)

Date: 24.01.2025

## **CIRCULAR**

All concerned are hereby informed that the Competent Authority has been pleased to launch the Premise Payment Management System (PPMS) developed for digitizing the process of payment of Licence Fee and other charges (for the Advocate Chambers', Canteen/Cafeterias and other areas allotted to Advocates, Contractors, Vendors, Licensees, etc. in the Supreme Court premises).

Learned Allottee-Advocates and other concerned are hereby requested to register for said facility by submitting the duly filled and signed user registration form with the relevant documents (enclosed herewith). After getting registered for the said facility, users can view their account and make online payment of their dues through the portal.

In order to facilitate the registration process, Help desk for all users will be set up inside the waiting Hall in front of Plaza, Main Campus and at the Ground Floor, D-Block, Administrative Buildings Complex between 10 A.M. to 5 P.M. from 27.01.2025 to 31.01.2025.

Users who have already furnished the duly filled registration form can now access the Premise Payment Management System (PPMS) portal through the following link: <https://bom-sci-quality.scoreme.in/ppms/#/user-login> which is available under 'e-Services' menu on website of the Supreme Court of India.

An SOP is also enclosed herewith for the users to understand the procedure to view the dues and make online payment through the portal.

Sd/-

(Subhash Negi)

Assistant Registrar (AG)

Copy to: **All concerned.**

## SCREEN-1 (USER LOGIN)



**PPMS | Premise Payment Management System**

### User Login

Please enter your login credentials.

Mobile Number\*  
9433907794

[Change Mobile Number](#)

OTP  
454321

[Resend OTP](#)

*M1PcQfh*

[Regenerate Captcha](#)

Enter Captcha Here  
M1PcQfh

[Log In](#)

For user registration, contact the Admin General Branch along with duly filled user registration form available here.  
User Registration form for Advocates (Twin Sharing) [Click here](#)  
User Registration form for Advocate (Single Allottee) [Click here](#)  
User Registration form for other than Advocate [Click here](#)

### Action:

- **Enter Required Details:**
- **Mobile Number:** Enter mobile number in the designated field.
- **Complete the Captcha:** Look at the captcha image and carefully enter the displayed characters in the "Captcha" field.
- **Send OTP:** Click on the "Send OTP" button to receive a One-Time Password (OTP) on your registered mobile number.
- **OTP Verification:** Enter OTP in the appropriate field to verify and proceed with the login.

### Result:

Upon entering the correct OTP and clicking "Continue," the user's mobile number will be verified, and they will proceed to the next step. If the OTP is incorrect, an error message will likely be displayed, and the user may be prompted to try again or request a new OTP. Enter OTP in the appropriate field to verify and proceed with the login.

## SCREEN -2 DASHBOARD

Supreme Court of India  
सर्वोदय सर्वेभ्यो

PPMS | Premise Payment Management System  
Version 1.0

Logout

Welcome to your Dashboard

Name: Hunny  
Category: Bank  
Location: 24, Ground Floor, B-Block, High Security Zone, Administrative Buildings Complex

**My Premise**

This section would allow you to view your profile & location details.

[View Chamber](#)

**View & Pay Bills**

This section would allow you to view/pay your bills.

[View Bills](#)

**Raise A Concern**

This section would allow you to raise a concern for any issues in the application.

[Raise Concern](#)
[View Concern](#)

Supreme Court of India  
सर्वोदय सर्वेभ्यो

PPMS | Premise Payment Management System  
Version 1.0


Logout

← My Chambers

|  |                                    |                        |                                 |
|--|------------------------------------|------------------------|---------------------------------|
| Name Of Alottee I<br>Hunny                   | Mobile Number<br>9650809903        | Category<br>Bank       | Allocation Type<br>Bank         |
| Room No./ Chamber No.<br>24                  | Floor<br>Ground Floor              | Block/Wing<br>B-Block  | Area Type<br>High Security Zone |
| Building<br>Administrative Buildings Complex | Premises<br>Supreme Court of India | Licence Fee<br>₹500.00 | Water<br>Undefined              |
| Service & Maintenance<br>₹200.00             | Electricity<br>As Per Consumption  | Remarks<br>-           |                                 |

Documents


| S.No. | File Type     | Action   |
|-------|---------------|--|
| 1.    | GOVERNMENT ID | <a href="#">Download</a><br><a href="#">View</a> |
| 2.    | PHOTO         | <a href="#">Download</a><br><a href="#">View</a> |



**Supreme Court of India**  
 सर्वोच्च न्यायालय


**PPMS** | Premise Payment Management System  
 Version 1.0


Logout

View & Pay Bills


**Invoice**  
 Invoice for your premise.  
[View Details](#)


**Pay Bill**  
[View Details](#)


**Pay in Advance**  
 Pay in advance for 3/6/9/12 months for your fixed bills.  
 You have paid Rs 0.00 in advance.  
[View Details](#)


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**PPMS** | Premise Payment Management System  
 Version 1.0

Logout

Invoice Details

Search Here

| S.No. | Bill Type                      | Period                   | Amount  | Status | Action                   |
|-------|--------------------------------|--------------------------|---------|--------|--------------------------|
| 1.    | LICENCE_FEE                    | 01-01-2025 to 31-01-2025 | ₹500.00 | UNPAID | <a href="#">Download</a> |
| 2.    | SERVICE_AND_MAINTENANCE_CHARGE | 01-01-2025 to 31-01-2025 | ₹200.00 | UNPAID | <a href="#">Download</a> |

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**\*\*This is Just a Pictorial description based on dummy data. Uniformity will be maintained in application.**


**Supreme Court of India**  
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**PPMS** | Premise Payment Management System  
 Version 1.0

Logout

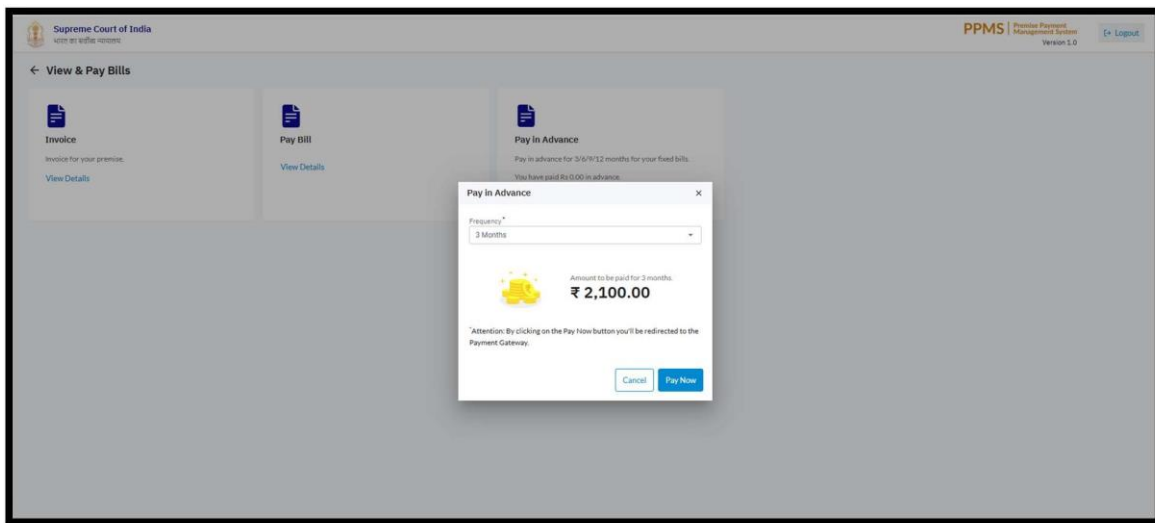
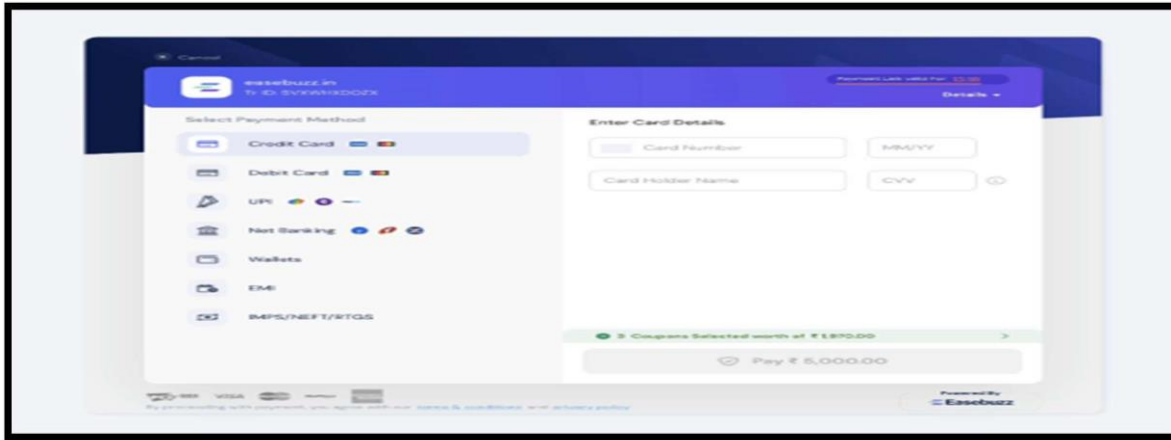
Pay Total Bill

| S.No.        | Bill Type                      | Period                     | Amount         |
|--------------|--------------------------------|----------------------------|----------------|
| 1.           | LICENCE_FEE                    | 01-Jan-2025 to 31-Jan-2025 | ₹500.00        |
| 2.           | SERVICE AND MAINTENANCE CHARGE | 01-Jan-2025 to 31-Jan-2025 | ₹200.00        |
| <b>TOTAL</b> |                                |                            | <b>₹700.00</b> |

Attention: By clicking on the Pay Now button you'll be redirected to the Payment Gateway

Cancel

Pay Now



#### Actions:

- View basic information, water usage details, service and maintenance dues, and electricity details.
- Pay total or advance bills for licenses and water through Ease buzz.
- Raise concerns with a mandatory reason.

#### Result:

The user's dashboard shall display a welcome message with the advocate's name and provide access to their basic info, water usage details, service and maintenance dues, and electricity details. Users can pay total or advance bills for licenses and water through Easebuzz, download transaction statements, and raise concerns with a required reason.

# SUPREME COURT OF INDIA

## REGISTRATION FORM

(for online payment of licence fee and other charges)

**Chamber No.** \_\_\_\_\_,

D-Block (Lawyers' Chambers Block)

Administrative Buildings Complex,

Supreme Court of India, New Delhi - 110001

Paste  
Latest  
Photograph  
Allottee (1)

Paste  
Latest  
Photograph  
Allottee (2)

| Allottee (1)                      | Allottee (2)                      |
|-----------------------------------|-----------------------------------|
| <b>Name:</b> _____                | <b>Name:</b> _____                |
| _____                             | _____                             |
| <b>Date of Birth:</b> _____       | <b>Date of Birth:</b> _____       |
| <b>Mobile No.</b> _____           | <b>Mobile No.</b> _____           |
| <b>Email ID:</b> _____            | <b>Email ID:</b> _____            |
| <b>Residential Address:</b> _____ | <b>Residential Address:</b> _____ |
| _____                             | _____                             |
| _____                             | _____                             |
| <b>SCBA Member ID:</b> _____      | <b>SCBA Member ID:</b> _____      |
| (please enclose copy)             | (please enclose copy)             |
| <b>Any Govt ID:</b> _____         | <b>Any Govt ID:</b> _____         |
| (please enclose copy)             | (please enclose copy)             |

**Signature of Allottee (1)**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of Allottee (2)**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Verified and forwarded

**Admin. Officer**  
**Supreme Court Bar Association**

**SUPREME COURT OF INDIA****REGISTRATION FORM**

(for online payment of licence fee and other charges)

**Chamber No. \_\_\_\_\_,****[Please tick (✓) as application]**

- ☐ Old Lawyers' Chamber Block,  
☐ M.C. Setalvad Lawyers' Chamber Block,  
☐ C.K. Daphtary Lawyers' Chamber Block,  
☐ Cubicle, D-Block(Lawyers' Chamber Block), ABC  
 Supreme Court of India, New Delhi

Paste  
Latest  
Photograph

**Name of the Allottee:** \_\_\_\_\_

\_\_\_\_\_;

**Date of Birth:** \_\_\_\_\_; **Mobile No.** \_\_\_\_\_;**Email ID:** \_\_\_\_\_;**Residential Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_;

**SCBA Member ID:** \_\_\_\_\_ (please enclose copy);**Any Govt ID:** \_\_\_\_\_ (please enclose copy).**Signature of Allottee****Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Verified and forwarded

**Admin. Officer**  
**Supreme Court Bar Association**

**SUPREME COURT OF INDIA****REGISTRATION FORM**

[for online payment of licence fee and other charges]

(for other than Advocate)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of the licensee: \_\_\_\_\_

\_\_\_\_\_;

Name of Authorised Person: \_\_\_\_\_

(In case of firm/company or Government Office etc.)

\_\_\_\_\_;

Paste  
Latest  
Photograph

Location/Space allotted: \_\_\_\_\_

\_\_\_\_\_;

Date of Birth: \_\_\_\_\_; Mobile No. \_\_\_\_\_;

Email ID: \_\_\_\_\_;

Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_;

Office ID: \_\_\_\_\_ (please enclose copy);

(in case firm/company or Government Office etc.)

Any Govt ID: \_\_\_\_\_ (please enclose copy).

Signature of Licensee

Signature Authorised Person  
(in case of firm/company or Government Office)

**Note:** In case of firm/company or Government Office etc., please enclose authorisation letter from the concerned office.