

**SUPREME COURT OF INDIA**  
**PUBLIC RELATIONS OFFICE**

F.No. 01/Misc/20/SCI(PR)  
Date : 08.08.2020

**CIRCULAR**

In order to streamline the entry of Advocates/Party-in-person who have to deposit documents/payments etc. with concerned Sections/Branches on the directions of different Benches of Hon'ble Supreme Court, the competent Authority has directed that wherever it is not possible/advisable to hand over the documents at front counters in the Main Campus, the concerned Dealing Assistant/Branch Officer shall send a message in writing with Emp. ID of officer/official or through ICMIS Communication to Emp. ID 4362, Reception Office for issuance of Photo Entry Pass for the Advocates/Party-in-person for visiting the Judicial Section/Branch at Additional Building Complex. The concerned Advocate/Party-in-person shall also be informed to get the photo entry pass made at Reception Office (East Block Main Campus). Apart from that Advocates/Party-in-person can also avail e-Visitor pass services available at web portal [www.sci.gov.in](http://www.sci.gov.in). For the present, the Photo Entry Pass of such Advocates/Party-in-person shall be issued by Reception Office with 'ABC' marked on it. The pass-holder, Advocates/Party-in-person shall enter the Additional Building Complex from Gate No.1 to proceed to the concerned Judicial Branch/Section.

This would apply till further orders in this regard.

(Rakesh Sharma)  
Deputy Registrar (PR)

Copy to :

1. Additional Registrar (Security)
2. DCP, Supreme Court Security
3. Branch Officers/Assistant Registrars of all Judicial Branches/Sections
4. Secretary Supreme Court Bar Association
5. Secretary Supreme Court Advocate On Record Association