



“Do's and Dont's” for eGate Pass

1. Full Name of Visitor, his/her Email ID, Complete Address, mobile number, passport size recent photograph, details of ID Proof and complete visiting details are mandatory. In absence of any of said required details, the eGate pass will not be issued.
2. For appearance/argument in any pending cases fixed before any Court, the visitor must apply for eGate Pass not later than 24 hours prior to the date of hearing.
3. No eGate Pass shall be issued to any advocate, whose name is not mentioned in the Cause list/Vakalatnama of the Courts on the given day.
4. If for any reason, name of any Advocate does not get published in the Cause list/Vakalatnama, he may mention this fact while applying for eGate Pass.
5. For any other work, the visitors are required to apply for the eGate Pass, a day before till 01.00 PM.
6. For appearance/argument in any urgent matter viz. Remand, Bail, release of vehicle and stay matters etc., the visitors may apply for the eGate Pass same day till 11:30 AM.
7. The visitor must carry the **Identity Card** which was mentioned by the visitor at the time of applying for e-Gate Pass.
8. For depositing the hard copies of matters, the eGate Pass shall not be required as one deposition box has been placed near gate also.

NOTE: If you have any problem/query for applying eGate pass you may contact on:



9412364377 (Sri Anand Joshi, System Assistant)

9837841001 (Sri Chandra Shekhar Tiwari, Steno)