

SUPREME COURT OF INDIA

CITIZEN'S CHARTER

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History

The Supreme Court of India is the highest judicial authority as outlined in the Constitution of India. Article 124 of the Constitution declares, "There shall be a Supreme Court of India." The Supreme Court was established on 26 January 1950, coinciding with the implementation of the Constitution, and was inaugurated on 28 January 1950. The Supreme Court began its proceedings initially in a section of the old Parliament House. The present main building at Tilak Marg was inaugurated by the first President of India, Dr. Rajendra Prasad, on 4 August 1958.

Proceedings at the Supreme Court are held in English. The working practices and procedures of the Registry regarding the judicial side are governed by the Supreme Court Rules, 2013, along with the Handbook on Practice and Procedure and Office Procedure, 2017. The Supreme Court Officers and Servants (Conditions of Service and Conduct) Rules, 1961 outline the regulations concerning the service conditions and conduct of the personnel associated with the Supreme Court of India.

Constitution of the Supreme Court

The Supreme Court of India consists of the Chief Justice of India and upto 33 other Judges appointed by the President of India. The Judges of the Supreme Court are required to retire upon reaching the age of 65. To qualify for appointment as a Judge of the Supreme Court, an individual must be an Indian citizen and must have served as a Judge of a High Court for at least five years, or have practiced as an Advocate of a High Court for a minimum of 10 years, or must be deemed a distinguished jurist by the President.

The fundamental structure of the Indian Constitution encompasses the independence of judiciary. A Supreme Court Judge cannot be removed from position except through a directive from the President, which must follow an address in both Houses of Parliament and be backed by a majority of the total membership in each House, along with a two-thirds majority of those present and voting. Furthermore, anyone who has served as a Judge of the Supreme Court is prohibited from practicing law in any court or before any other authority in India.

The Registry

The Registry is the Supreme Court's administrative branch. It is organized into two main wings, Administration and Judicial, which are further subdivided into several Divisions, Branches, Sections, and Cells to ensure effective job disposal and methodical operation. The seniormost administrative officer of the Supreme Court is the Secretary General (SG), who holds a position equivalent to that of the Secretary to the Government of India. Registrars, Additional Registrars, Deputy Registrars, Assistant Registrars, and other officers, officials, and personnel support the SG in the working of the Registry.

The Advocates

There are three categories of Advocates who are entitled to practise law before the Supreme Court of India:

1. Senior Advocates

Any advocate recognised as such under sub-section (2) of Section 16 of the Advocates Act, 1961, as well as any advocate whose name was on the list of the Court's senior advocates immediately before to the start of Chapter III of the Advocates Act, 1961, are referred to as “senior advocates”. A Permanent Committee called the “Committee for Designation of Senior Advocates” handles all issues pertaining to the designation of Senior Advocates in the Supreme Court of India.

The Supreme Court vide judgment dated 13 May, 2025 passed in *Jitender @ Kalla vs. State (Govt. of NCT of Delhi) and Anr.* [Criminal Appeal No. 865 of 2025], (2025 INSC 667), opined that there is a need for modification of norms/guidelines, which govern the exercise of designation of Senior Advocates by the Supreme Court and all High Courts of the country, in terms of the directions issued in the judgment.

2. Advocates-on-Record

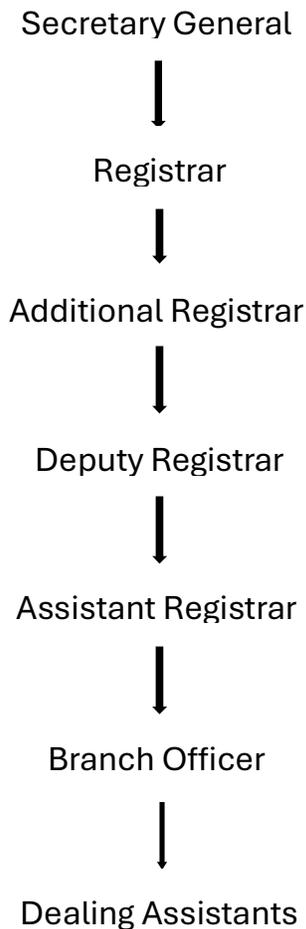
An “advocate-on-record” is an advocate who is entitled under the Supreme Court Rules, 2013 to act as well as to plead for a party in the Court¹. It is also mentioned in the Rules that “no advocate other than the Advocate-on-record for a party shall appear, plead and address the Court in a matter unless he is instructed by the advocate-on-record or permitted by the court.” Only these advocates have the right to submit any case or document (file a case or submit documents) to the Supreme Court. They may also submit an appearance or represent a party in the Supreme Court.

3. Advocates

These are the advocates whose names are registered on the roster of any State Bar Council upheld under the Advocates Act, 1961. They may appear and present any issue for the limited purpose for a party in the Supreme Court, but they are not authorised to submit any document or matter to the Court.

¹ Supreme Court of India. Supreme Court Rules, 2013. Gazette of India, 27 May 2014. Rule 2(1)(b).

ORGANIZATIONAL FLOWCHART



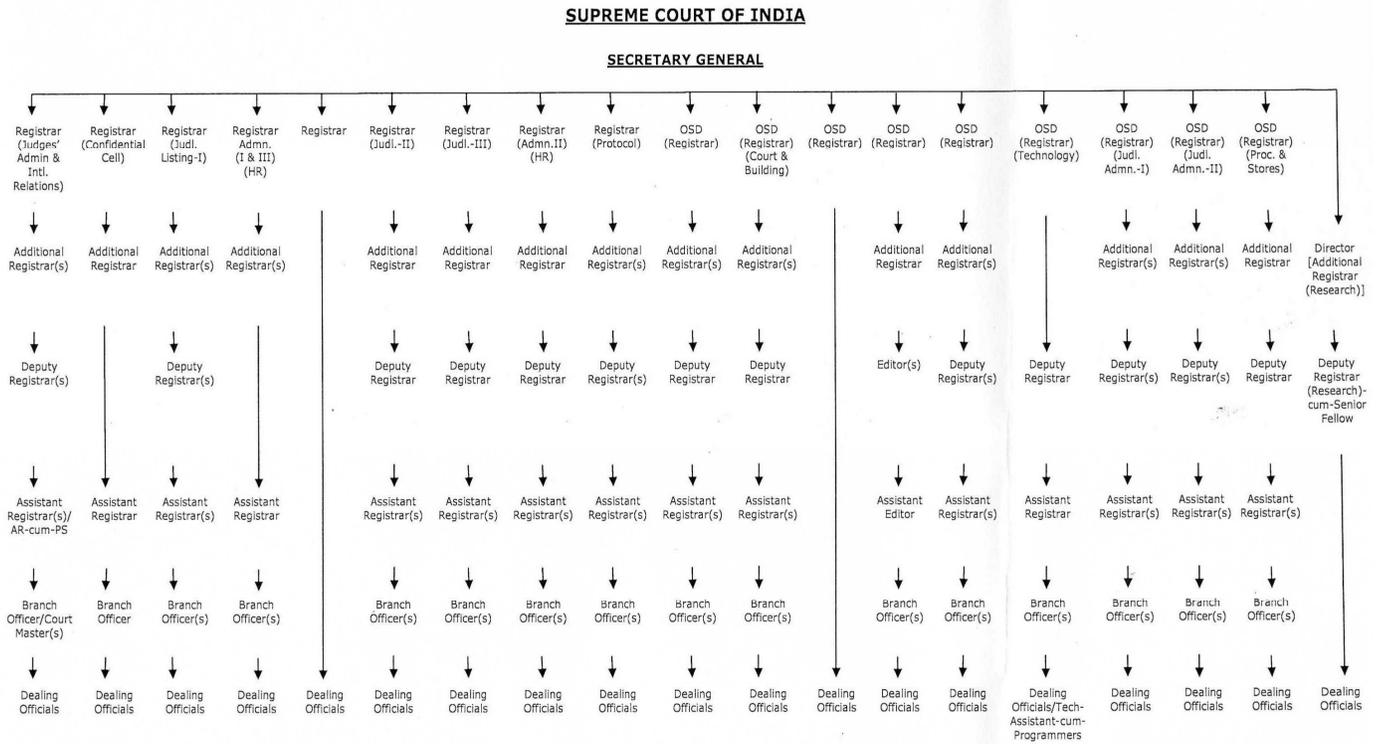
This flowchart outlines the structure within the Supreme Court for effective and efficient administration and management of the institution. It reflects the structured chain of responsibility designed to ensure timely and accessible judicial services.

At the top of the hierarchy is the Secretary General, who acts as the supervisory authority and provides strategic guidance. The Secretary General is assisted by Registrars and Additional Registrars who are assigned work of specific branches and they, in turn, are assisted by Deputy Registrars, Assistant Registrars and other officers/staff.

At the operational level are the Dealing Assistants, who interact directly with litigants, advocates, and the public. They handle document submissions, provide case updates, and assist in service delivery as per the Court's prescribed norms.

ORGANIZATIONAL STRUCTURE

The organizational structure of the Supreme Court is as follows:



PARTICULARS

Location

Supreme Court of India is located at Tilak Marg, New Delhi-110001

Working Hours²

- Offices of the Court remain open daily from **10.00 am to 5.00 pm**
- On Saturdays, the offices remain open from **10.00 am to 1.00 pm**
- A counter always remains open from **5.00 pm to 7.00 pm** for the purpose of filing of fresh cases where limitation expires on the date of filing.

The Benches

The Benches of the Court ordinarily sit as follows:

- **Tuesday, Wednesday and Thursday:** From 10.30 am to 4.00 pm
- **Monday and Friday:** From 10.30 am till the work is over

Partial Working Days

- The Chief Justice may choose to appoint one or more Judges/benches to hear matters during the partial working days or Christmas holidays.

Vacation Officer

- A Vacation Officer is appointed for every month and their details are published on the website for the purpose of hearing cases of urgent nature on a Saturday, holiday or after court hours on a working day.

The Supreme Court Website

- The website of the Supreme Court, www.sci.gov.in contains a plethora of Tabs/links, including Cause List, Case Status, Daily Orders, Judgments, Office Reports, Public Notices, Court Rules, Display Boards, Latest Notifications and updates, Listing Notices, and more.
- The Supreme Court website offers various information for the benefit of litigants as well as general public. Besides, the links of several online services such as e-filing, SCR, RTI, e-Sewa Kendra etc. are also available on the Home Page of the website of the Court.

² Supreme Court of India. "Order II, Rule 1-4." The Gazette of India, 27 May 2014, Part I.

COURT SERVICES

Cause List

The daily, weekly, and supplementary cause lists are published for the convenience of stakeholders to provide the public and litigants access to information about the scheduling of cases before different benches in advance. This would enable lawyers and other parties to prepare better for the hearings.

Case Status

The Supreme Court website provides a searchable feature through which one can access the real-time status of any pending or disposed case before the Supreme Court.

The users can search for their cases by putting the case number, party name, advocate name, or diary number.

The link displays the present stage of the matter, the next date of hearing, and also publishes the court orders/ judgments datewise.

Daily Orders and Judgments

Daily orders and judgments passed by the Hon'ble Judges are uploaded on the website for easy and timely access to the public. It enables the users to download the authenticated order in PDF format.

Office Report

The website provides access to the users to procedural updates and remarks made by the Registry pertaining to the matters concerned/pending cases.

Caveat

This works as a link to lodge a caveat which ensures that no order is passed ex-parte without hearing the caveator. This promotes timely intervention by interested parties.

e-Filing

This functions as a portal for electronic filing of cases, addition of documents or petitions. This helps in making the filing process more simple and accessible. The portal also facilitates digital payment of court fees.

This, as a whole, helps in reducing paperwork, save time and promote environment friendly practices.

Any case can be filed online as part of the e-filing process through the website of the Supreme Court, i.e., www.sci.gov.in by paying the prescribed court fee. No additional court fee or processing fee is to be paid for e-filing.

Display Boards

There are provisions for real time display of the courtroom proceedings and the case numbers being heard, across the premises of the Supreme Court as well as the website. These display boards provide live updates on the cases being heard and indicate the upcoming listings before each bench as well. This helps in ensuring that the courts are not overcrowded and helps the litigants to manage their time in a better manner.

Live Streaming

The Supreme Court provides live streaming of the Constitution Bench hearings and important public interest matters. This is not only useful to the parties and litigants, but also to the general public who want to witness such proceedings.

Latest Information

The Supreme Court website also provides a list of updates, judgments, orders and listing notices which have been added recently. This keeps the stakeholders updated about the holidays, changes in listing, or administrative updates.

The Supreme Court website, under the “Right to Information” section, includes a link which takes one to the *Suo Moto* Disclosures under the Right to Information Act, 2005 in compliance to Section 4(1)(b). This ensures that the information which is to be disclosed by the organization on a *suo moto* basis is accessible to the public. This ensures easier access to information and increased transparency. (Link: <https://www.sci.gov.in/document-search/>)

INFORMATION ON JUDGMENTS

Landmark Judgment Summaries

This portal (in the Supreme Court website) provides access to simple summaries of various landmark decisions of the Supreme Court. This helps the users including the parties, students, media persons and legal professionals to easily comprehend the ruling without the need to read lengthy judgments.

SCR (Supreme Court Reports)

The SCR portal provides digital access to the Supreme Court judgments in a format which is userfriendly and comprehensible. This portal offers authenticated legal precedents for use in research, argumentation, and academic work.

NJDG (National Judicial Data Grid)

The NJDG is a portal that provides real time access to data regarding the pending as well as the disposed of cases across various courts within the country. This helps in promoting judicial transparency, monitoring backlogs as well as enhancing the performance and efficiency of the judiciary.

Live Transcription

The Supreme Court has introduced live transcription of select court proceedings, particularly Constitution Bench hearings with the help of artificial intelligence. This initiative enables real-time conversion of oral arguments into text, promoting transparency and easy access to public.

The live transcripts are displayed during hearings and made available through the official webcast portal. While not yet extended to all cases, this marks a significant step toward open and accessible justice. Argument Transcripts of some cases could also be accessed on the website of the Supreme Court of India via this link: <https://www.sci.gov.in/argument-transcripts-2/>

Translation of Judgments

The Supreme Court in collaboration with various High Courts are working towards translation of e-SCR Judgments in 18 vernacular languages. The Hon'ble Chief Justice of India has constituted the Artificial Intelligence Assisted Legal Translation Advisory Committee, headed by a Judge of the Supreme Court of India, to monitor the translation of Supreme Court Reportable Judgments (e-SCR) into vernacular languages by using Artificial Intelligence Tools. A similar Committee has been constituted in all the High Courts, headed by a Judge of the respective High Court.

RIGHT TO INFORMATION

Supreme Court has a separate section with a senior officer, who also functions as the Central Public Information Officer (CPIO), to address the RTI applications being filed under the RTI Act, 2005. This ensures transparency, accountability and timely replies to RTI. The details of CPIO, First Appellate Authority, Transparency Officer have been provided on the website of the Supreme Court under the Tab: 'Right to Information'.

GSICC (GENDER SENSITIZATION AND INTERNAL COMPLAINTS COMMITTEE)

GSICC has been constituted primarily to address sexual harassment complaints and promote gender sensitivity within the Supreme Court. It has been constituted by the powers conferred on Hon'ble the Chief Justice of India under Regulation 4 of the Gender Sensitization & Sexual Harassment of Women at the Supreme Court of India (Prevention, Prohibition and Redressal), Regulations, 2013 (hereinafter 'GSICC Regulations').

The GSICC's role is to prevent and prohibit sexual harassment of women within the Supreme Court of India. It also serves as the body responsible for the redressal of complaints related to such harassment. Essentially, the GSICC is tasked with creating a gender-sensitive environment and providing a formal mechanism for addressing and resolving issues of sexual harassment within the Supreme Court's precincts. The Committee shall consist of: -

- “(a) one or two Judges of the Supreme Court in terms of the judgment in the case of Vishaka, one of whom shall be the Chairperson of the Committee, to be nominated by the Chief Justice of India;*
- (b) one or two senior members of the Supreme Court Bar, with at least 20 years of membership of the Supreme Court Bar Association or the Supreme Court Advocates-on-Record Association to be nominated by Hon'ble the Chief Justice of India, one of whom being a woman;*
- (c) one or two members to be elected by General Ballot of the Supreme Court Bar Association who shall be registered member of the Supreme Court Bar Association for at least 10 years out of whom at least one shall be a woman;*
- (d) one woman member being a member of the Advocates-on-Record Association elected by General Ballot of the Advocates-on-Record Association;*
- (e) one woman member being a member of the Supreme Court Clerks Association elected by General Ballot of the Supreme Court Clerks Association;*
- (f) at least one and at the most two outside members to be nominated by the Chief Justice of India, persons who are associated with the Social Welfare Department or non-government organization having experience in the field of social justice, women empowerment, and/or gender justice, out of whom at least one member shall be a woman;*
- (g) one woman officer in the service of the Supreme Court of India not below the rank of a Deputy Registrar to be nominated by Hon'ble the Chief Justice of India, who shall function as the Member Secretary of the GSICC; and*
- (h) any other member that the Chief Justice of India may deem fit to nominate.*

Provided that it shall be ensured that the majority of the members of GSICC shall be woman members.”

STATUE OF MAHATMA GANDHI

The Supreme Court houses a life-sized figure of Mahatma Gandhi, which was unveiled by the 26th Chief Justice of India on 1 August 1996. The statue stands as the epitome of truth and non-violence. The statue has been placed in the courtyard facing the Chief Justice’s Court. The presence of such a statue of Mahatma Gandhi at the very premises of the nation's supreme judicial body acts as a constant reminder that justice should be led by ethical principles, honesty and empathy. It inspires everyone who approaches the Court to stick by the principles of truth and fairness while in search of justice.

STATUE OF DR. B. R. AMBEDKAR

The statue of Dr. B. R. Ambedkar, the Chief Architect of the Indian Constitution, was unveiled by the Hon’ble President of India in the presence of the 50th Chief Justice of India, on the premises of the Supreme Court of India on 26 November 2023. The statue stands seven feet tall and depicts Dr. Ambedkar holding a copy of the Constitution while in a lawyer’s attire. This statue represents his contribution to the development of India's legal and democratic system. The statue, which stands on the Supreme Court's front lawn, is a strong depiction of justice and equality. The figure symbolises Dr. Ambedkar’s dedication towards constitutional principles, his fight for social reforms and his vision of an inclusive India.

AMENITIES

Online Appearance Portal

This portal allows the advocates and litigants to lodge their appearance online during virtual proceedings.

SuSwagatam (e-Pass)

SuSwagatam is a secure, role-based digital visitor management system developed by NIC (National Informatics Centre) for entry to the Supreme Court premises with multiple user profiles including Visitor, Officers, Security/Reception, etc. Visitors can create, reschedule, or cancel visit requests through their Aadhaar linked profiles with automatic notifications and reminders. Officers can generate and approve visit requests, and issue QR code-based digital badges for smooth and secure check-ins. Security personnel can also register visits, capture visitor photos, track carried items, generate passes, and monitor entry/exit.

Judges Library

The Judges Library of the Supreme Court provides access to a curated collection of legal books, journals, and online resources for Judges as well as advocates. It is a network of libraries including the Main Library spread over four floors (Ground + 3 floors) of the A Block, Administrative Buildings Complex, 34 Residential Libraries, 14 Court Room Libraries and three Digital Court Libraries for the three paperless Courts. It is functional throughout the year except on three National Holidays, Holi and Diwali.

SCLSC (Supreme Court Legal Services Committee)

The Supreme Court Legal Services Committee aims to offer legal support and help to the underprivileged and disadvantaged groups within society who cannot access the Hon'ble Court due to financial constraints, social or economic disadvantages, or any other impairment. The website of SCLSC gives detailed information regarding the process for availing legal services.

Justice Clock

Within the Supreme Court premises, a Justice Clock has been installed to visually represent the instituted, pending and the disposed cases. This digital display showcases real-time data, promotes transparency and public awareness.

Court Fee Vendors

The court fee in the Supreme Court can be paid solely through Court fee Stamps. Stamp sellers offer stamps for court fees in the Supreme Court Complex, available for cash payment. The e-Stamping or e-court fee collection has been in effect at the Supreme Court of India since July, 2014. The e-Stamping system is entirely web based system of gathering stamp duty for the Government.

E-Sewa Kendra

E-Sewa Kendra has been brought about to bridge the digital divide by providing e-filing services to lawyers as well as litigants. This can act as a saviour for those who cannot access technology otherwise.

“The following services are provided at e-Sewa Kendras:³

- Handling inquiries about case status, next date of hearing and other details.
- Facilitate online applications for certified copies.
- Facilitate e-Filing of petitions right from the scanning of hard copy petitions, appending e-Signatures, uploading them onto CIS and generation of filing number.
- Assist in online purchase of e-Stamp papers/ePayments.
- Help in applying and obtaining Aadhaar based digital signature.
- Publicise and assist in downloading the Mobile App of eCourts for Android and IOS.
- Facilitate in the booking of eMulakat appointments for meeting relatives in jail.
- Handling queries about Judges on leave.
- Guide people on how to avail free legal services from the District Legal Service Authority, High Court Legal Service Committee and Supreme Court Legal Services Committee.
- Facilitate disposal of traffic challan in virtual Courts as also online compounding of traffic challans and other petty offences.
- Explaining the method of arranging and holding a video conference court hearing.
- Provide soft copies of judicial orders/judgments via email, WhatsApp or any other available mode.

The establishment of e-Sewa Kendras thus facilitates virtual hearings, scanning facilities and access to e-Courts facilities, enhancing overall efficiency and thus contribute to time saving, eliminating extensive travel, and reducing expenses.”

E-Alerts

SMS alerts and e-mail alerts have been made functional about the Filing of Case, Listing of Case, Defects Notifications etc. Office Reports are transferred electronically via e-mail to concerned Advocate-on-Record.

3 Press Information Bureau. e-Sewa Kendras in Courts. 9 Aug. 2024, 12:35 p.m., PIB Delhi, <https://pib.gov.in/PressReleasePage.aspx?PRID=2043471>.

Medical Facilities

A First Aid Station, equipped with a Dental Clinic, a Physiotherapy Department, and a Pathology Laboratory, is operational in the West Wing on the ground level of the Supreme Court Main Building. Additionally, three doctors, one Physiotherapist and one Refractionist are available every day during office hours. The services of consulting Cardiologist, Medical Expert, Pathologist, Ophthalmologist, ENT Specialist, Orthopaedic Surgeons, Dermatologists, and Dental Surgeons are consistently available. Various other medical facilities have also been made available in the First Floor, C Wing, Administrative Buildings Complex including X-ray and USG. In 2015, a Health Centre/ Advocates Dispensary launched by the Delhi Government commenced operations in the Supreme Court area adjacent to Gate-B, Main Building, for lawyers, litigants, visitors, etc.

Railway Reservation Counter

A computerized Railway Reservation Counter was opened by the Northern Railways in the Supreme Court premises and the facility of reservation is available not only to Hon'ble Judges, staff and advocates but also to general public/litigants.

Canteen Facilities

The canteen for lawyers is operating within the Supreme Court premises alongside the departmental canteen for staff. A Cafeteria for litigants has also been established for the use of advocates and litigants since 2017. Besides these, an Indian Coffee House outlet is also available inside the Court premises.

Mitti Cafe

Mitti Social Initiatives Foundation is a non-profit organization which works towards providing employment and livelihoods to people with special needs. Their cafes are managed by people with special needs. Out of the 47 cafes that they run, one was inaugurated in the Supreme Court of India in November 2023. This cafe, within the premises of the Supreme Court serves food and beverages to lawyers, litigants and the court staff.

Press Lounge

The Supreme Court has dedicated "Press Lounges", i.e., Press Lounge-I & II, within the Court premises to provide the media personnel with facilities like access to free Wi-Fi, etc. For access to the Press Lounge, journalists can apply for passes on Suswagatam Portal. This lounge acts as a working space for media professionals covering the Supreme Court proceedings.

Post Office

A Post Office is functioning in the Supreme Court Complex since 1958 and is also being used by outside agencies and general public. The Court Fees of Re. 1/- to Rs. 2/- are also being sold to lawyers and litigants.

Bank and ATM

A UCO Bank branch has been operating within the Supreme Court compound since 1984 and providing banking services such as ATM access for all account holders. In 2014, a complete automatic E-lobby of UCO Bank was established inside the Supreme Court premises, allowing clients to execute cash deposits, cheque deposits, and access passbook services through these machines without needing to interact with bank staff.

The Bank of Maharashtra in 2024 opened a branch along with an ATM within the premises of the Supreme Court to fulfill the financial needs of the Court as well as its constituents.

National Judicial Museum & Archive (Supreme Court Museum)

The National Judicial Museum and Archive (NJMA) denote a significant transformation of the previous Supreme Court Museum into an active, technology-focused establishment. The NJMA provides an engaging experience that vividly showcases India's legal and judicial heritage using artificial intelligence and contemporary design.

The museum includes AI-driven virtual guides that assist visitors in exploring key rulings and constitutional ideas interactively, touchscreen kiosks, smart LED screens, and digital timelines offer easy access to significant events in judicial history.

Featuring a small auditorium, carefully selected exhibits, and an expanding assortment of digital and physical artefacts, NJMA functions as a lively educational environment for students, researchers, and the public, harmoniously merging history with innovation. The NJMA also houses an AI Lawyer who answers the legal questions and queries posed at him.

Group Passes

Visitors like Head of the Contractor, Institutions, or Delegations can submit ePass requests for groups, such as study tours or contractual work, as permitted by a Registry officer.

Guided Tours

The Supreme Court of India is open to the general public from 10.00 am to 5.00 pm on Monday to Friday and 10.00 am to 1.00 pm on every Saturday except on declared holidays. The Guided Tour of the whole Building Complex is conducted only on Saturdays.

On other working days students of educational institutions are permitted to self explore the National Judicial Museum & Archive Tour by applying for group passes. This is a great opportunity to gain inside access to the grand interiors of the Supreme Court building and admire the majestic structure in its full glory.

Chambers and Bar Rooms for Advocates

The Supreme Court of India offers specialized infrastructure and support amenities for lawyers. These consist of designated chambers for Advocates-on-Record, fully-equipped bar rooms featuring

seating, and workspace for advocates and litigants. These areas are kept to guarantee a professional and accessible atmosphere suitable for court-related preparations and engagements.

Newsletter: Supreme Court Chronicle

Supreme Court Chronicle is a monthly newsletter published by the Centre for Research and Planning in partnership with the Judges Library. The purpose of this newsletter is to highlight the current activities and accomplishments of the Supreme Court along with an understanding of the Court's functions. It informs readers about the happenings of this Court, both in and out of the courtroom.

Ayush Holistic Wellness Centre

The Ayush Holistic Wellness Centre is a cutting-edge facility offering comprehensive care that focuses on physical, mental, and emotional health, enhancing the overall wellness of the Judges and personnel of the Supreme Court of India. The establishment has been created with the active involvement of the All India Institute of Ayurveda under the guidance of the Ministry of Ayush.

Creche

The renovated creche was inaugurated in 2024 in the Administrative Buildings Complex of the Supreme Court. The facilities are available for children aged 6 months to 10 years, belonging to the following categories:

1. Members of the Supreme Court Bar Association (SCBA)
2. Members of the Supreme Court Advocates-on-Record Association
3. Female Registered Clerks engaged by Advocates-on-Record/Senior Advocates
4. Clerks of Advocates
5. SCBA staff
6. Officers and employees of the Registry

The Creche has a capacity to accommodate 60 children, with 6 seats (10% of the total) reserved for short-term use (1-2 days) and for children recommended by the Supreme Court Mediation Centre. The remaining 54 seats are allocated on a regular basis.

Yoga Centre and Gymnasium

The Supreme Court of India has a fully-equipped Gym and a specialized Yoga Centre for the advantage of its employees, officers, and staff. The gym is overseen by a certified fitness trainer, whereas the yoga classes are led by a qualified instructor.

These wellness centres encourage physical fitness, mental tranquility, and a balanced work-life, showcasing the organization's dedication to the overall well-being of its employees.