OFFICE OF THE
PRINCIPAL DISTRICT AND SESSIONS JUDGE SRINAGAR
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CIRCULAR NO: 04 /PDJS/CIR/2026
D A T E D: 13-05-2026

As approved by Worthy Pr. District and Sessions Judge Srinagar, in order to restrict the unauthorized entry of vehicles into the court premises, it is hereby directed that:

1. Only authorized vehicles belonging to the Lawyers, Court staff and other authorized persons shall be allowed entry into the Court Complex and for this purpose, vehicle entry passes shall be issued to the authorized persons possessing Valid Driving License .
2. Authorized vehicles shall be parked at the designated parking places meant for Lawyers , Court Staff and other officials of various offices within the Court Complex. The parking areas shall be monitored by security personnel to ensure that only authorized vehicles are parked in the premises and if any unauthorized vehicle is found parked in the premises, that shall be immediately towed away, and the owner of the vehicle shall be fined under law.
3. The advocates belonging to other Bar Associations of Kashmir Division seeking their entry into court premises shall have to apply for temporary passes before one day or one hour before their entry into the court premises for issuance of temporary passes and the passes for the said advocates shall be issued accordingly for a limited period .
4. No vehicle shall be allowed to be parked on the roads leading to Judicial Academy and Judges Entry Gate. Any vehicle found parked in these areas shall be immediately towed away, and the owner of the vehicle shall be fined.
5. The passes which were earlier issued in favour of Officials/Advocates and got expired ,are directed to apply for renewal of vehicle entry passes.
6. The passes shall be issued against a payment of **Rs 100/=** to the Nazarat Section of Pr. District Court Srinagar. For obtaining Vehicle entry passes, authorised persons can collect the forms and submit the duly filled up forms before Nazarat Section of Pr. District Court Srinagar.
7. Section Officer (Adm) shall act as the Nodal officer for issuance of temporary passes to advocates as per direction No. 3 of this circular.

(Rubina Akhter)
Chief Administrative Officer
District Court Srinagar

No: 1094-1105/ PDJS/Adm/2026 **Dated:** 13/5/2026.

Copy to:

1. All the Ld. Judicial Officers of District Srinagar with the request to direct their respective staff members to obtain vehicle entry passes as per procedure laid down.

2. Secretary DLSA, with the request to direct the staff members to obtain vehicle entry passes as per procedure laid down.

3. Public Prosecutor , District Court Srinagar with the request to circulate the same among all the PP's , APPs and their respective staff members for obtaining vehicle entry passes as per procedure laid down.

4. Secretary, Bar Association, Srinagar with the request to inform all the Bar members and their authorized clerks to obtain vehicle entry passes as per procedure laid down.

5. Treasury Officer , Sadder Court Treasury and Branch Manager, J and K Bank Ltd. Branch Sadder Court Srinagar with the request to obtain vehicle entry pass and also inform all the other officials to obtain vehicle entry passes as per procedure laid down.

6. Incharge R & B and other Engineering Wings of District Court, Srinagar with the request to direct their respective staff members to obtain vehicle entry passes as per procedure laid down.

7. President Petition writers Association, Pvt typists , Stamp vendors, Ameeni Adalats, PhotoStat operators etc . with the request to inform & circulate the same among all the authorized Petition Writers, Pvt. Typists, Stamp Vendors etc to obtain vehicle entry passes as per procedure laid down.

8. Manager Food Court , Srinagar with the request to obtain vehicle entry pass and also obtain vehicle entry passes for authorized staff as per procedure laid down.

9. Proprietors of all the authorized canteen holders, Shop owners and other authorized vendors housed in District Court Complex ,Srinagar , with the request to obtain vehicle entry passes and also obtain vehicle entry passes for authorized staff as per procedure laid down.

10. In charge Security Main Gate for information and strict compliance in light of the directions contained in this circular.

11. System Officer, e- court section for uploading the same on official website of District Court Srinagar .

12. Notice board

(Rubina Akhter)
Chief Administrative Officer
District Court Srinagar