



**Supreme Court of India**

# SuSwagatam

(सुस्वागतम्)

***Service for litigants to visit the Supreme Court of India***



**SuSwagatam**  
Gateway To Visit Supreme Court of India

**Prepared for:**  
Visitor



**National Informatics Centre**  
**Ministry of Communications & Information Technology, New Delhi**

## Table of Contents

1.	SuSwagatam Portal .....	3
2.	Stakeholders .....	3
3.	Visitor / Litigant .....	4
4.	Visitor / Institution Login .....	5
4.1	Visitor Registration.....	6
5.	Visitor Dashboard.....	8
6.	ePass Request by Visitor/Litigant.....	10
6.1	Category/ Role: Senior Advocates /Advocates .....	11
6.2	Category / Role: Litigant .....	12
6.3	Category/Role: Party in Person (PIP).....	14
6.4	Category / Role: Law Clerk / Intern .....	16
6.5	Category / Role: Contractual Staff.....	18
6.6	Category / Role: Journalist .....	20
6.7	Category / Role: Other .....	21
7.	Visitor Category, Applicable Permit.....	22

## 1. SuSwagatam Portal

SuSwagatam is an initiative introduced by the Supreme Court of India to provide a seamless and straightforward process for obtaining, paperless ePasses required to visit the SCI for official or case-related purposes. The platform offers advanced features aimed at eliminating the cumbersome and tedious procedures involved in making visit requests.

The application is cloud-based software equipped with an easy-to-use graphical interface and robust security measures. It efficiently maintains all relevant visitor information, automatically saving it in a secure database.

The primary objective of this document is to outline the workflow for the Visitor/Litigant role on the SuSwagatam portal and the associated processes. This system ensures that visitors/litigants can easily apply for and receive ePasses, streamlining the overall visitation process to the Supreme Court of India.

## 2. Stakeholders

The SuSwagatam system involves five main types of stakeholders:

1. **Visitor/Litigant:** A visitor/litigant is an individual, who wish to visit the Supreme Court of India and apply for an online ePass to gain entry.
2. **Advocate on Record (AOR)/Senior Advocate:** AOR/Senior Advocate can approve or reject ePass requests submitted by litigants. AOR/Senior Advocate concerned can recommend one litigant in particular Court number and Item number and total 4 litigants can be recommended.
3. **Registry/Other Officers:** This group consists of officers from the Supreme Court of India, who are authorized to create, approve, or reject ePass requests for all types of visitors.

4. **Head of the Contractor, Institutions, or Delegations for Group Pass:** Individuals in this category can submit ePass requests for groups, such as study tours or contractual work, as permitted by the Registry officer.
5. **Reception Officials:** These officials are stationed at the reception area and are responsible for verifying the identity of visitors, capturing their ID documents and photos, and issuance of passes to walk-in and/or pre-approved visitors.

### 3. Visitor/Litigant

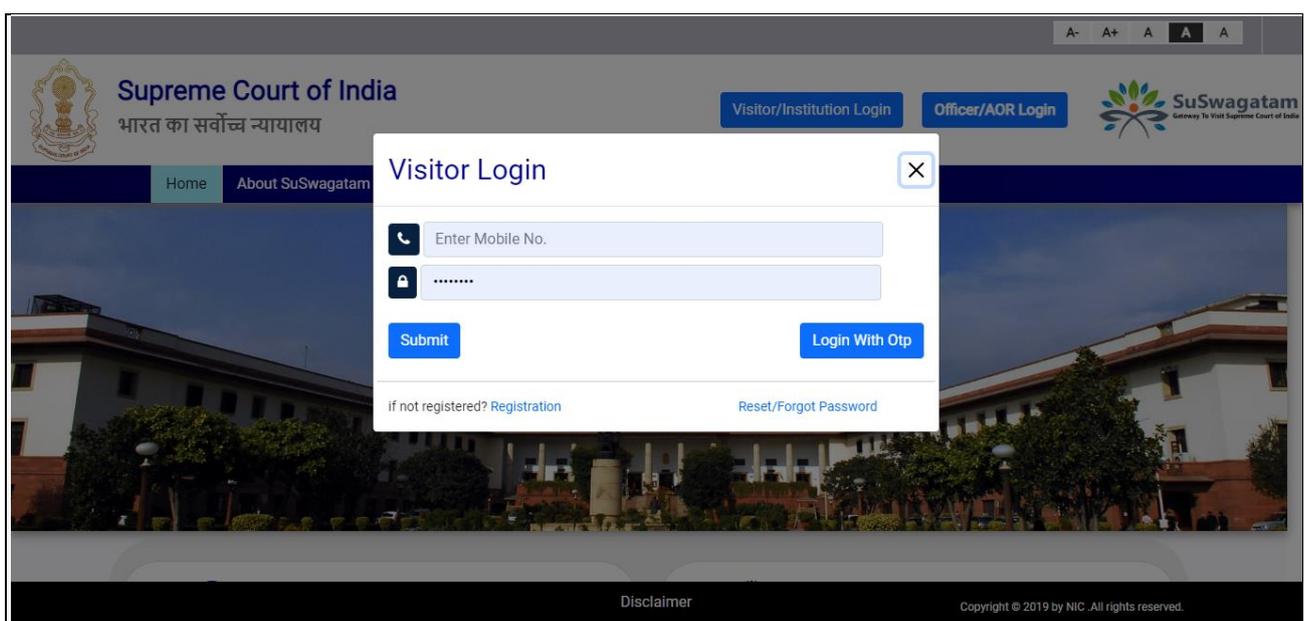
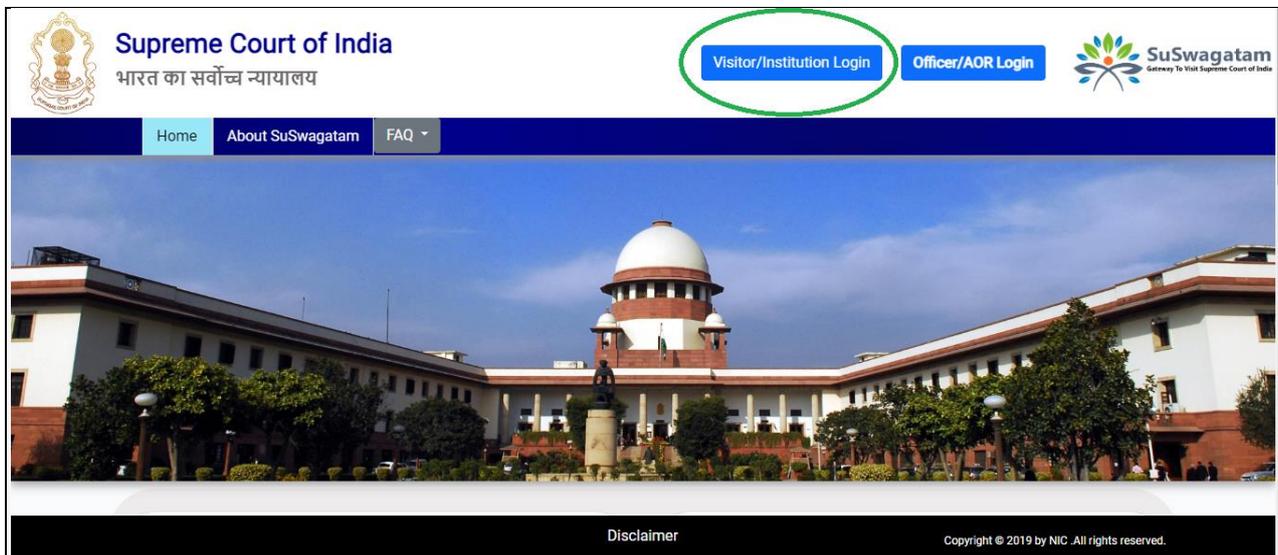
A Visitor/Litigant can submit an online request for ePass for the applicable permit based on their category and/or role. An ePass shall be issued to the visitor/litigant subsequent to the approval of their request by the concerned authority. On approval, an ePass will be issued and sent to the visitor/litigant's registered email, mobile or the same can also be downloaded from the SuSwagatam portal.

1. All Visitors must complete one-time registration process on the SuSwagatam portal to submit online ePass requests and receive ePasses from the approving authority.
2. During registration, visitors are required to provide their personal details, such as - name, mother/father/husband name, date of birth, address, occupation, email-ID, ID type and number, ID document, and photo. Please note that it is mandatory to capture live photo of the visitor for the process of registration.
3. On successful registration, a visitor will not be able to change name, mother/father/husband name, mobile phone number and date of birth.
4. Successfully registered visitor is referred to as "*Visitor with verified profile.*"
5. After registration, a visitor will have a personalized dashboard, where one can access all relevant information and perform ePass-related activities.
6. While approving the request for issuance of an ePass of the visitor, the approving authority can view the visitor's personal details, excluding ID details and address.
7. Once the concerned approving authority takes action on visitor's ePass request, visitor will be notified through SMS & email.
8. A visitor may either download the ePass through the SuSwagatam portal or through registered email ID.
9. The complete details of the visitor, including their ID document, can be viewed by the following authorities:

- a) Reception Official for creating passes at the reception, handling queries, and generating reports.
- b) Group/Institute Head authorized by an officer of the Registry, to create online group ePass of the group members.
- c) Monitoring Authority

## 4. Visitor / Institution Login

- a) Only a registered visitor can login from the registered mobile number either through one time password (OTP) or password set at the time of registration.
- b) An unregistered visitor may register by clicking on the registration link -



## 4.1 Visitor Registration

- a) The registration process by a visitor/litigant can be initiated by clicking on the registration link. A visitor/litigant must fill in the required details, and the mobile number shall be validated through OTP (One-Time Password). Please note that the details marked in red color asterisk(\*) are mandatory.
- b) On completion of initial registration, a visitor/litigant is required to update the profile details in the next step. This step is crucial to ensure that the ePass generation process is efficient and error-free.

The screenshot displays the 'Visitor Registration' form on the SuSwagatam portal. The form is titled 'Visitor Registration' and contains the following fields and elements:

- Name\***: A text input field with an asterisk indicating it is mandatory.
- Gender\***: A dropdown menu with 'SELECT' as the current option, also marked as mandatory.
- Mobile No\***: A text input field for the mobile number, marked as mandatory.
- CAPTCHA**: A verification step showing the characters 'tfwvze' and a refresh button. Below it, the instruction reads 'Type the characters you see in this Picture'.
- Buttons**: A green 'Send OTP' button and a red 'Cancel' button.

The page header includes the Supreme Court of India logo and the text 'Supreme Court of India' and 'भारत का सर्वोच्च न्यायालय'. The SuSwagatam logo is also present. The footer contains a 'Disclaimer' and 'Copyright © 2019 by NIC. All rights reserved.'

**Visitor Profile Page:** The Visitor' profile page is divided into four sections:

- a) **Personal Details**— such as name, mother/father/husband' name, gender, date of birth is to be filled by the user. Please note that the personal details once submitted are non-editable after it has been saved successfully. Please fill in the personal details carefully and accurately at the time of the registration process.

**Note:** *In case a visitor intends to change the personal details such as name, mother/father/husband' name, gender, date of birth and mobile phone number, the visitor must re-register on the SuSwagatam portal as per the approved process as a new user.*

Personal Details

Name \*      Gender      Date of Birth \*

Father/Mother/Husband Name \*

Next

## b) Address & Other Details

Address & Other Details

Is Differently Abled? \*      Occupation      Address \*

State \*      Email Id

Save & Next

## c) Category/Role & ID Details:

- SelectCategory / Role on the basis of which you will submit request for issuance of an onlineePass.
- A visitor can update one'sCategory/Role as per the requirement and canapplyfor issuance of ePass, subject to approval by the concerned approving authority.

Category/Role

Category/Role \*

Sr. Advocate/Advocate  
 Litigant  
 Party In Person  
 Law Clerk/Intern  
 Contractual Staff  
 Other  
 Journalist

Identity Proof \*      Aadhar \*

View Uploaded ID Document  
 Upload Your ID Document \*  
 Choose File      No file chosen      1 PDF size less than 2 MB

Previous      Save & Next

## d) Police Clearance Certificate (PCC)/Other Document & Photo of the visitor:

- Upload PCC, if you require ePass for more than a week as per your Category/Role
- Journalist may upload 'letter signed by Chief of Bureau and Editor' which is mandatory document for Journalist ePass.

The screenshot displays a web form for uploading a Police Clearance Certificate (PCC) or other document and capturing a photo. The form is divided into two main sections:

- Upload PCC / Other Document:** This section contains a file upload area with a 'Choose File' button and the text 'No file chosen'. Below this is a text input field labeled 'PCC Valid Upto'.
- Capture Photo:** This section features a placeholder for a photo, a 'Capture New Photo' button, and a 'Previous' button.

The form is part of a multi-step process, indicated by 'Step 4 - 4' in the top right corner. The navigation bar at the top shows four steps: 'Personal Details (Non-Editable)', 'Address & Other Details', 'Category/Role/ID Details', and 'Photo/PCC/Other Document'.

## 5. Visitor Dashboard

After successful registration and login, a visitor will have access to the personalized dashboard on the SuSwagatam portal. This dashboard will serve as a central hub where visitors can perform all ePass-related activities conveniently.

Some of the activities a visitor can perform from the personalized dashboard include:

- Submitting request for issuance of ePass to the concerned approving authority for their intended visits to the Supreme Court of India.
- Viewing the status of their submitted ePass requests.
- Downloading approved ePasses for their scheduled visits.
- Updating their profile information (where applicable) such as Category/Role, ID details, photo etc.
- Viewing the history of their previous ePass requests and approvals.

**SuSwagatam**  
Gateway to visit Supreme Court of India

Supreme Court of India

RAVI SINGH

Dashboard Request ePass Today's ePass Upcoming/ Active ePass Pending Request Rejected All Visited Visit

**RAVI SINGH**

9700397700  
vikas@scisupremecourt.gov.in  
[View Current ID](#)

**Other**

[Update Profile](#)

**Activity Log**

Last Pass issued: 26/07/2023

Registry Official(BRANCH OFFICER(RECEPTION)), Supreme Court Complex, Supreme Court of India

**ePass**

Today's ePass	0
Upcoming Approved Request(s)	0
Pending Request(s)	0
Rejected/Expired Request(s)	0
All Visited Visit(s)	0

## **6. ePass Request by Visitor/Litigant**

- a) ePass request can be submitted to concerned approving authority based on their Category/Role, which is saved in their profile page.
- b) Once a request is submitted by a visitor or litigant, the authorizing officers (such as AOR, Senior Advocate, or Registry Officer) will receive notification through email and short message service (SMS) text that require action on their part to approve or disapprove.
- c) Officer can approve/reject ePass request submitted by visitor either from the link sent on the registered email ID/SMS or by logging into the portal using the login credentials.
- d) On processing of the visitor/litigant' request by the approving authority, the visitor/litigant will receive a notification through email/SMS. On approval, the ePass will be sent through email and/or the same can also be downloaded from the portal.
- e) Category/Role can be updated by clicking on the 'Update Profile' link available on the dashboard. This feature enables the user to update the profile information and select a different Category/Role, if required.

## 6.1 Category/Role: Senior Advocates /Advocates

Senior Advocates/Advocates, upon uploading of a valid Bar Council details in profile page, are privileged to generate self-authorized ePass valid for a period of 30 days.

Dashboard	+ Request ePass	Today's ePass (0)	Upcoming/ Active ePass (6)	Pending Request (1)	Rejected (14)	All Visited Visit (14)
<h3>Request ePass</h3>						
<b>Applicant Role/Category*</b>						
Sr.Advocate/Advocate						
<b>Required Permit*</b>						
Court Room						
<b>Visit Purpose*</b>						
All Courts						
<b>Authorized By*</b>						
Self						
<b>Approving Authority*</b>						
<input checked="" type="checkbox"/> Advance Pass						
<b>Visit Date From</b>			<b>Valid To Date</b>			
<input type="text"/>			<input type="text"/>			
<b>Reason For Visit (Max 200 char)</b>						
<input type="text"/>						

## 6.2 Category / Role: Litigant

Litigant can submit request for issuance of ePass for visiting -

- Court Room
- Office Block

a) ePass request for Court Room by Litigant

The screenshot shows the 'Request ePass' form with the following fields and options:

- Applicant Role/Category\***: Dropdown menu with 'SELECT'.
- Required Permit\***: Text input field containing 'Court Room'.
- Court Hearing Via\***: Dropdown menu with 'SELECT'.
- Authorized By\***: Dropdown menu with 'SELECT'.
- SELECT\***: Dropdown menu with 'SELECT'.
- Advance Pass**: Unchecked checkbox.
- Visit Date**: Text input field.
- Reason For Visit (Max 200 char)**: Text area with placeholder text: 'Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)'. A small icon is visible at the bottom right of the text area.

At the bottom of the form are two buttons: a green 'Submit' button and a red 'Cancel' button.

- Litigant can submit a Court Room request for attending a court hearing *via* the cause list.
- The request will be submitted to the concerned approving authority, which could either be an AOR of the case, Senior Advocates, and Registry Officers in specific cases such as contempt cases or on Court orders.
- If the login details of an AOR are not available in the SuSwagatam master database, the system will prompt them to collect the Pass from the reception.

b) Litigant - ePass request for Office Block :

- a) A Litigant can submit ePass request for an official visit to the office block for a single day.
- b) The office block request can be authorized by the Registry Officer.

The screenshot displays the 'Request ePass' web interface. At the top, a dark blue navigation bar contains several tabs: 'Dashboard', '+ Request ePass' (highlighted in light blue), 'Today's ePass (0)', 'Upcoming/ Active ePass (6)', 'Pending Request (1)', 'Rejected (14)', and 'All Visited Visit (14)'. Below the navigation bar, the main content area is titled 'Request ePass' in blue text. The form consists of several labeled input fields:

- Applicant Role/Category\***: A dropdown menu with 'Litigant' selected.
- Required Permit\***: A text input field containing 'Office Block'.
- Visit Purpose\***: A text input field containing 'Official Visit'.
- Authorized By\***: A text input field containing 'Registry Officer'.
- Visit For\***: A dropdown menu with 'Admin-I' selected.
- Registry Officer\***: A dropdown menu with 'SELECT' selected.
- Visit Date**: An empty text input field.
- Reason For Visit (Max 200 char)**: A large text area with the placeholder text 'Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)'. A small icon in the bottom right corner of the text area indicates a rich text editor.

### 6.3 Category/Role: Party in Person (PIP)

Party-in-Person (PIP) can also apply for issuance of an ePassfor –

- a) Advocate Enclosure
- b) Office Block

#### a) Party-in-Person – ePass request for Advocate Enclosure

### Request ePass

---

**Applicant Role/Category\***

Party In Person

**Required Permit\***

Advocate Enclosure

**Visit Purpose\***

Cause List

**Search Case Details\***

By Court No. & Item No. By Diary No. By Case No.

**Search By Court No. & Item No.**

SELECT    Item No.    Listing Date    Search

**Authorized By\***

\_\_\_\_\_

\*

SELECT

**Reason For Visit (Max 200 char)**

Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)

- Party-in-Person can submit ePass requests for the Advocate Enclosure as per the cause list.
- The request will be authorized by the appropriate Registry Officer.

b) Party in Person – ePass request for Office Block

The screenshot displays a web form titled "Request ePass". The form contains the following fields:

- Applicant Role/Category\***: A dropdown menu with "Party In Person" selected.
- Required Permit\***: A text input field containing "Office Block".
- Visit Purpose\***: A text input field containing "Official Visit".
- Authorized By\***: A text input field containing "Registry Officer".
- Visit For\***: A dropdown menu with "SELECT" selected.
- Registry Officer\***: A dropdown menu with "SELECT" selected.
- Visit Date**: An empty text input field.
- Reason For Visit (Max 200 char)**: A text input field with the placeholder text "Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)".

- Party-in-Person can submit request for issuance of ePass, to visit Office Block for single day authorized by appropriate Registry Officer.

## 6.4 Category / Role: Law Clerk / Intern

Law Clerk/Intern can also submit request for issuance of ePass, to visit –

- a) Court Room
- b) Office Block

a) Law Clerk / Intern ePass request for Court Room

### Request ePass

---

**Applicant Role/Category\***

**Required Permit\***

**Visit Purpose\***

**Authorized By\***

**SELECT\***

Advance Pass

**Visit Date**

**Reason For Visit (Max 200 char)**

- Law Clerk / Intern can submit ePass request for court room for the following visit types :
  - For All Courts,an Advance Pass request for a maximum period of 30 days.
  - As per the Cause List for particular Court Room and Item number for a single day
- Request will be Authorized by Registry Officer

b) Law Clerk / Intern request for Office Block

The screenshot shows a web form with the following fields and values:

- Applicant Role/Category\***: Law Clerk/Intern
- Required Permit\***: Office Block
- Visit Purpose\***: Official Visit
- Authorized By\***: Registry Officer
- Visit For\***: SELECT
- Registry Officer\***: SELECT
- Advance Pass**
- Visit Date From**: [Empty text box]
- Valid To Date**: [Empty text box]
- Reason For Visit (Max 200 char)**: Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)

- Request to visit Office Block for an Official visit for a maximum period of 30 days.
- Request will be authorized by the concerned Registry Officer.

## 6.5 Category / Role: Contractual Staff

Contractual Staff working and posted at Supreme Court Registry can submit request for issuance of ePass, to visit –

- a) Court Room
- b) Office Block

a) Contractual Staff ePass request for Court Room

**Applicant Role/Category\***

Contractual Staff

**Required Permit\***

Court Room

**Visit Purpose\***

All Courts

**Authorized By\***

Registry Officer

**Registry Officer\***

SELECT

Advance Pass

**Visit Date**

**Reason For Visit (Max 200 char)**

Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)

- Request can be submitted by contractual staff for all courts for a period of up to one month.
- Require Police Clearance certificate (PCC) for Advance Pass for a period more than a week
- PCC can be uploaded from 'update profile' option available on dashboard.
- Request will be authorized by the concerned Registry Officer.

## b) Contractual Staff ePass request for Office Block

<b>Applicant Role/Category*</b>	
Contractual Staff	
<b>Required Permit*</b>	
Office Block	
<b>Visit Purpose*</b>	
Official Visit	
<b>Authorized By*</b>	
Registry Officer	
<b>Visit For*</b>	
SELECT	
<b>Registry Officer*</b>	
SELECT	
<input checked="" type="checkbox"/> Advance Pass	
<b>Visit Date From</b>	<b>Valid To Date</b>
<b>Reason For Visit (Max 200 char)</b>	

- Request can be submitted by contractual staff for all Office Block for a period up to one month.
- Advance pass for a period of up to one month can be applied.
- Police Clearance certificate (PCC) is required for Advance Pass for a period more than a week
- PCC can be uploaded from 'Update Profile' link available on the visitor's dashboard.
- The ePass request submitted by contractual staff will be authorized by the concerned Registry Officer.
- While submitting the ePass request, the visitor should select the specific division for which the ePass is required.

## 6.6 Category / Role: Journalist

- Under this category, Journalists can submit an ePass request for access to the Press Lounge
- A journalist can apply for an advance pass for a period of up to 30 days.
- Please note that only one ePassper organization can be recommended.
- To apply for the Journalist ePass, one needs to upload a letter signed by the Chief of Bureau and Editor, which is a mandatory document for this category. The letter can be uploaded on the 'PCC/Other Document' link available on the profile page and thereafter click on the 'Update Profile' link available on the dashboard.
- The ePass request submitted by Journalist will be authorized by the Branch Officer (Reception) or Branch Officer (Editorial).

<b>Applicant Role/Category*</b>	Journalist
<b>Required Permit*</b>	Press Lounge
<b>Select Organization</b>	SELECT
<b>Visit Purpose*</b>	Press Lounge
<b>Authorized By*</b>	SELECT
<b>SELECT*</b>	SELECT
<input type="checkbox"/> Advance Pass	
<b>Visit Date</b>	
<b>Reason For Visit (Max 200 char)</b>	Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)

## 6.7 Category / Role: Other

Under this category, any other type of visitor, apart from the ones mentioned earlier, can submit an ePass request for:

- Official visit
- Contractual work.

The ePass request will be authorized by the Registry Officer or Other Officers listed in Annexure – 1.

<b>Applicant Role/Category*</b>	Other
<b>Required Permit*</b>	Office Block
<b>Visit Purpose*</b>	Official Visit
<b>Authorized By*</b>	Others
<b>Visit For*</b>	SELECT
<b>Others*</b>	SELECT
<input type="checkbox"/> Advance Pass	
<b>Visit Date</b>	
<b>Reason For Visit (Max 200 char)</b>	Enter Your Purpose of Visit(Maximum 200 Characters and Minimum 10 Characters)

## 7. Visitor Category, Applicable Permit

The following list provides information about each category of visitor, type of visit and corresponding approving authority:

S.No.	Visitor Type/ Category	Visit Type	Approved / Authorized by	Remarks
1.	Sr. Advocate/ Advocate	<b>Court Room</b> (One month Advance ePass)	Sr. Advocate/ Advocate having valid Bar Council ID can create online Self Authorized ePass.	
2.	Litigant	<b>Court Room</b> (via cause list)	1. Concerned AOR 2. Sr. Advocate 3. Officer in the rank of Branch Officer & Above. (Only in specific case; such as Contempt case or Court order or PIP)	Senior Advocate / concerned AOR can recommend one Litigant in particular Court No. & Item No. and total 4 litigants can be recommended.
3.	Party In Person	<b>Court Room</b> (via cause list) (Single day ePass )  <b>Office Block</b> (Single day ePass )	Officer in the rank of Branch Officer & Above	The Approving Authority may specify for category of pass in remarks viz 1. Advocate Enclosure 2. Court Room 3. Judges Corridor Area
4.	Law Clerk/ Intern	<b>Court Room</b> • Court Room (via cause list) (Single day ePass)  • All Courts (One month ePass)  <b>Office Block</b> (One month ePass)	Registry Officer of the rank of Branch Officer & Above	The Approving Authority can specify for category of pass in remarks for court room pass viz; 1. Advocate Enclosure 2. Court Room 3. Judges Corridor.
5.	Contractual Staff	<b>Court Room</b> • All Courts (One month ePass)	Registry Officer	The Approving Authority can specify category

		<ul style="list-style-type: none"> <li>• <b>Office Block</b> (One month ePass)</li> </ul>		of pass in remarks viz; 1. Judges Corridor. 2. With Tools
6.	Journalist	<b>Press Lounge</b> (One month ePass)	Branch Officer (Editorial) Branch Officer (Reception)	Document Required : 1. Press ID 2. Letter signed by Chief of Bureau and Editor which can be uploaded on profile page under heading PCC/Other Document  One Pass for one organization
7.	Others (Any other type of visitor for miscellaneous work)	<b>Office Block</b> <ul style="list-style-type: none"> <li>• Contractual Work (One month ePass)</li> <li>• Official Visit (One month ePass)</li> </ul>	<ul style="list-style-type: none"> <li>• Registry Officer</li> <li>• Other Officer</li> </ul>	

\*\*\*\*\*

\*\*\*\*\*

\*\*\*\*\*