



Punjab and Haryana High Court

ePass Portal

Service for litigants to visit the Punjab and Haryana High Court

Table of Contents

1.	ePassPortal.....	3
2.	Stakeholders.....	3
3.	Visitor/Litigant.....	4
4.	Visitor/InstitutionLogin.....	5
4.1	VisitorRegistration.....	7
5.	VisitorDashboard.....	10
6.	ePassRequestbyVisitor/Litigant.....	11
7.	Category/Role:SeniorAdvocates/Advocates.....	11
7.1	Category/ Role:Litigant.....	12
7.2	Category/Role:PartyinPerson(PIP).....	14
7.3	Category/Role:LawClerk/Intern.....	16
7.4	Category/Role:ContractualStaff.....	18
7.5	Category/ Role:Journalist.....	20
7.6	Category/ Role:Other.....	21

1. ePassPortal

ePass is an initiative introduced by the Punjab and Haryana High Court to provide a seamless and straightforward process for obtaining, paperless ePasses required to visit the Punjab and Haryana High Court 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 primary objective of this document is to outline the workflow for the Visitor/Litigant role on the ePass 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 Pass system involves five main types of stakeholders:

1. **Visitor/Litigant:** A visitor/litigants an individual, who wish to visit the Punjab and Haryana High Court 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 Punjab and Haryana High Court, 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

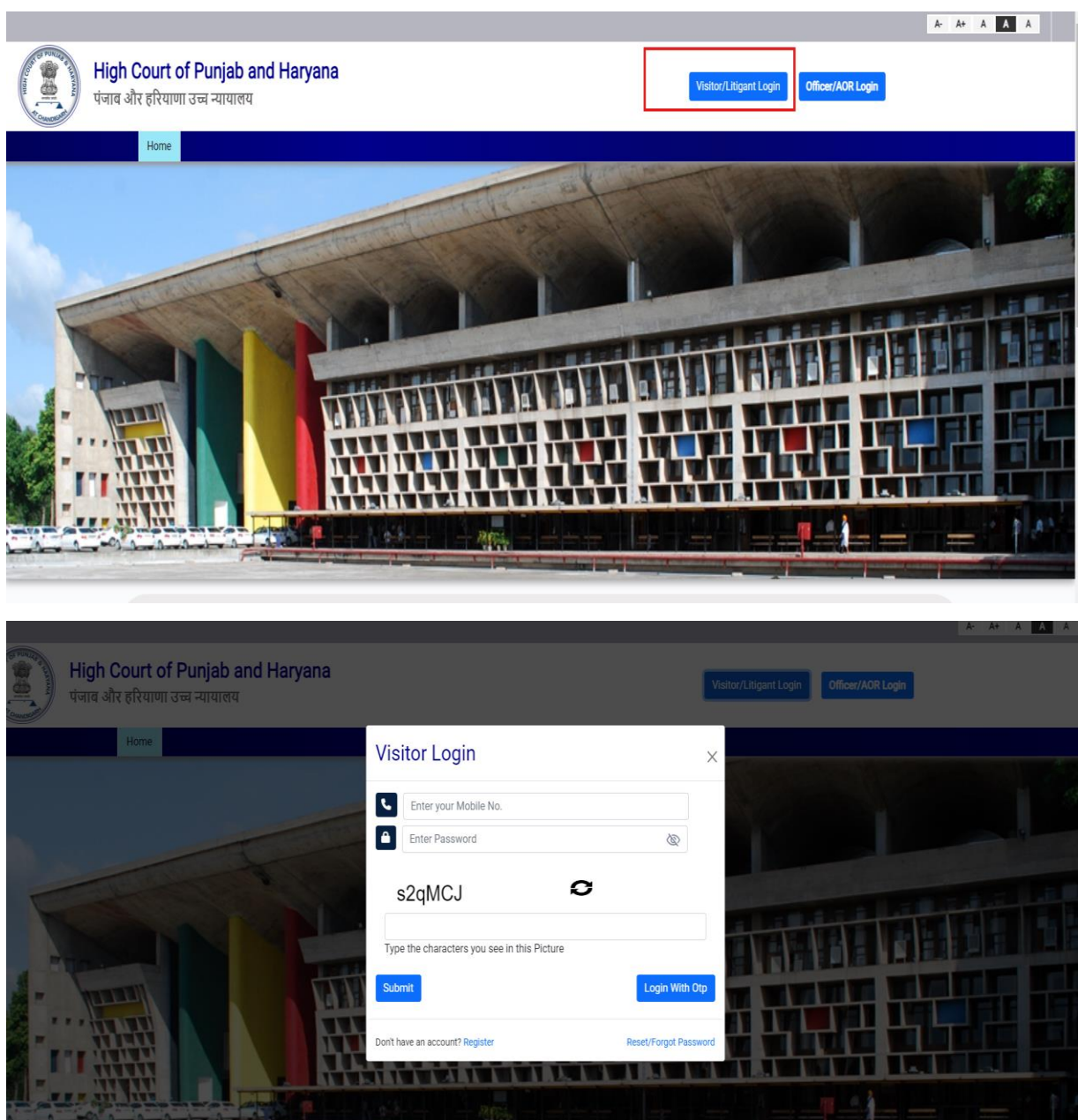
A Visitor/Litigant can submit an online request for ePass for the applicable permit based on their category and/or role. An ePass shall be issued to the visitor/litigant subsequent to the approval of their request by the concerned authority. On approval, an ePass will be downloaded from the ePass portal.

1. All Visitors must complete one-time registration process on the ePass 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, address, email- ID, ID type and number, ID document, and photo.
3. On successful registration, a visitor will not be able to update their profiles.
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 on the portal.
8. A visitor can download the ePass through the ePass portal.
9. The complete details of the visitor, including their ID document, can be viewed by the following authorities:

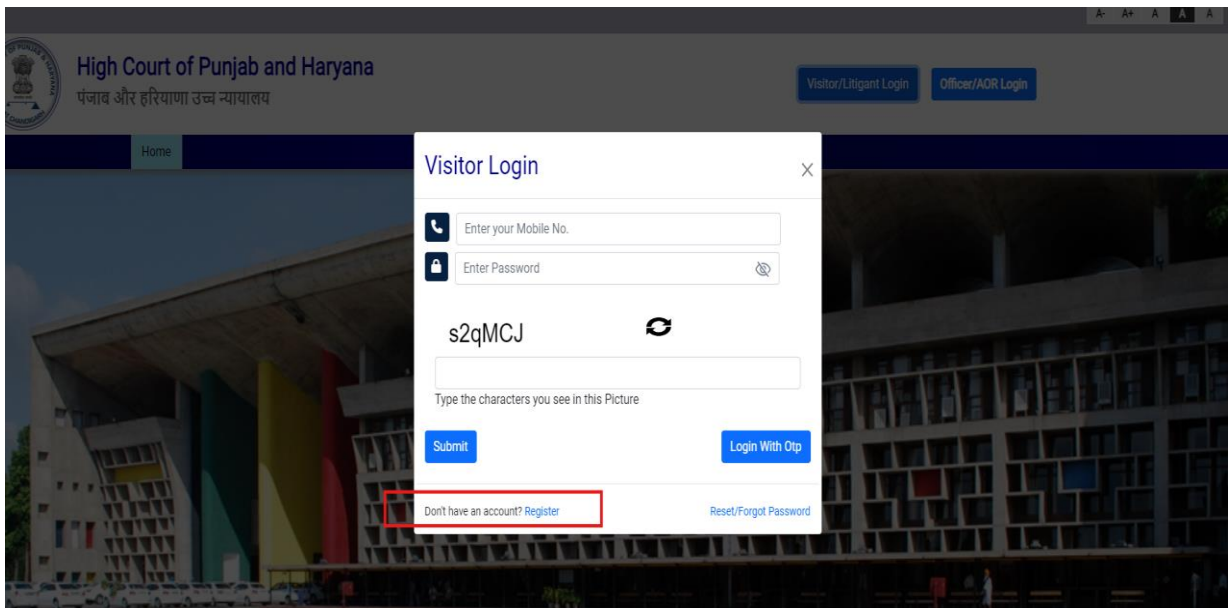
- a) Reception Officer for creating passes at the reception, handling queries, and generating reports.
- b) Group/Institute Head authorized by an officer of the Registry, to create online group ePass of the group members.
- c) Monitoring Authority

4. Visitor/Institution Login

- a) Only 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 VisitorRegistration

- 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-TimePassword). Please note that the details marked in red color asterisk (*) are mandatory.

High Court of Punjab and Haryana
ਪੰਜਾਬ ਓਰ ਹਰਿਆਣਾ ਉਚ ਨਿਆਯਾਲਯ

Home

Visitor Registration

Name* Gender*

Mobile No* Email Id

Address*

Enter The Captcha

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ਪੰਜਾਬ ਓਰ ਹਰਿਆਣਾ ਉਚ ਨਿਆਯਾਲਯ

Home

Visitor Registration

Password* Confirm Password*

Fill OTP*

Resend OTP in 00:04

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e-mail : cpc-phc[at]indianjudiciary[dot]gov[dot]in
Contact Details : 0172-2740071

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- 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.

c)

VisitorProfilePage: The Visitor's profile page is divided into two sections:

a) Category/Role & ID Details :

- Select Category / Role on the basis of which you will submit request for issuance of an online ePass.
- A visitor can update one's Category/Role as per the requirement and can apply for issuance of ePass, subject to approval by the concerned approving authority.

High Court of Punjab and Haryana

Dashboard Request ePass Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (0)

UPDATE PROFILE
Fill all form field to go to next step

Category/Role, ID Details Photo/Other Document

Step 3 - 4

Category/Role

For Individual For Group/Institution Head

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

Identity Proof
 SELECT
 I agree to submit my ID.

Upload Your ID Document*
 Choose File No file chosen
 1. IMAGE (JPEG, JPG, PNG) / PDF size less than 2 MB

Save & Next

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b) Upload or Capture Image

- User can upload or capture their image in this section.



Dashboard **Request ePass** Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (0)

UPDATE PROFILE

Fill all form field to go to next step

Category/Role/JD Details Photo/Other Document

Step 4 - 4

Upload Photo

NO IMAGE AVAILABLE

Upload New Photo

Capture Photo

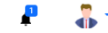
NO IMAGE AVAILABLE

Capture New Photo

Previous Update

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- After successfully registered in the epass portal, user will redirect to their dashboard.



Dashboard **Request ePass** Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (1)

Krishan Kumar
8766543321
No Email
Litigant

ePass

Total active ePass	0
Today's ePass	0
Upcoming Approved Request(s)	0
Pending Request(s)	0
Reject/Expired Request(s)	0
All Completed Visit(s)	1

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5. VisitorDashboard

After successful registration and login, a visitor will have access to the personalized dashboard on the ePass 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 Punjab and Haryana High Court
- Viewing the status of their submitted ePass requests.
- Downloading approved ePasses for their scheduled visits.
- Viewing the history of their previous ePass requests and approvals.

The screenshot displays the user interface of the ePass portal for the High Court of Punjab and Haryana. The user is logged in as Krishan Kumar, a Litigant. The dashboard provides a central hub for managing ePass requests and visits.

User Profile: Krishan Kumar, 8766543321, No Email, Litigant.

ePass Summary:

Category	Count
Total active ePass	0
Today's ePass	0
Upcoming Approved Request(s)	0
Pending Request(s)	0
Reject/Expired Request(s)	0
All Completed Visit(s)	1

The dashboard also features a navigation menu with options: Dashboard, Request ePass, Active ePass (0), Pending Request (0), Rejected (0), and All Completed Visit (1). The footer includes the copyright notice: Copyright © 2024 by PHC. All rights reserved.

6. ePassRequestbyVisitor/Litigant

- ePass request can be submitted to concerned approving authority based on their Category/Role, which is saved in their profile page.
- Once a request is submitted by a visitor or litigant, the authorizing officers (such as AOR or Registry Officer) will receive notification in their login portal.
- On processing of the visitor/litigant' request by the approving authority, the visitor/litigant will receive a notification in their login portal and same can be downloaded from the portal.

7. 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 30days.

High Court of Punjab and Haryana

Dashboard Request ePass Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (1)

Request ePass

Applicant Role/Category*
Litigant

Required Permit*
Select

Visit Purpose*
Select

Authorized By*
Select Authorized By

Approving Authority*
Select

Upload Your Supporting Document*
Choose File | No file chosen
1.PDF size less than 2.MB

Visit Date*

Reason For Visit (Max 200 char)
Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

Submit Request

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Contact Details : 0172-2740071

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7.1 Category/ Role:Litigant

Litigant can submit request for issuance of ePass for visiting-

- CourtRoom
- OfficeBlock

a) ePass request for Court Room by Litigant

High Court of Punjab and Haryana

Dashboard Request ePass Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (1)

Request ePass

Applicant Role/Category*
Litigant

Required Permit*
Court Room

Court Hearing Via*
Cause List

Search Case Details*
 By Diary No. By Case No.
 (Note: After clicking the search button, you can submit the request)

Diary No.* **Listing Date***
 Diary No. Select Listing Date

Authorized By*
Select Authorized By

Approving Authority*
Select

Upload Your Supporting Document*
 No file chosen
 1.PDF size less than 2 MB

Visit Date*

Reason For Visit (Max 200 char)
 Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

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- 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, Registry Officers and Reception officials in specific cases such as contempt cases or on Court orders.
- If the login details of an AOR are not available in the ePass master database, the system will prompt them to collect the Pass from the reception.

- b) **Litigant-ePass request for OfficeBlock:**
- 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 shows the 'Request ePass' form on the High Court of Punjab and Haryana website. The form includes the following fields:

- Applicant Role/Category***: Litigant
- Required Permit***: Office Block
- Visit Purpose***: Select
- Authorized By***: Select Authorized By
- Upload Your Supporting Document***: Choose File (No file chosen). Note: 1.PDF size less than 2 MB
- Visit Date***: [Empty text box]
- Reason For Visit (Max 200 char)**: Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

A green 'Submit Request' button is located at the bottom of the form.

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7.2 Category/Role:PartyinPerson(PIP)

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

- a) AdvocateEnclosure
- b) OfficeBlock

a) Party-in-Person–ePassrequestforAdvocateEnclosure

The screenshot shows the 'Request ePass' form on the High Court of Punjab and Haryana portal. The form is titled 'Request ePass' and contains the following fields:

- Applicant Role/Category***: Party In Person
- Required Permit***: Advocate Enclosure
- Visit Purpose***: Select
- Authorized By***: Select Authorized By
- Approving Authority***: Select
- Upload Your Supporting Document***: Choose File | No file chosen (1.PDF size less than 2 MB)
- Visit Date***: [Empty field]
- Reason For Visit (Max 200 char)**: Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

A green 'Submit Request' button is located at the bottom of the form. The footer of the page includes contact information for the High Court of Punjab and Haryana, including the Registrar's details and contact number (0172-2740071).

- 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 shows the 'Request ePass' form on the High Court of Punjab and Haryana website. The form is titled 'Request ePass' and includes the following fields:

- Applicant Role/Category***: Party In Person
- Required Permit***: Office Block
- Visit Purpose***: Consultation/Office Visit
- Authorized By***: Select Authorized By
- Approving Authority***: Select
- Upload Your Supporting Document***: Choose File | No file chosen (1 PDF size less than 2 MB)
- Visit Date***: [Empty text box]
- Reason For Visit (Max 200 char)**: Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

A green 'Submit Request' button is located at the bottom of the form.

At the bottom of the page, there is a footer with contact information for the High Court of Punjab and Haryana, including the Registrar's details and contact information.

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

7.3 Category/Role:LawClerk/Intern

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

- a) CourtRoom
- b) OfficeBlock

a) LawClerk/Intern Pass request for Court Room.

The screenshot shows the 'Request ePass' form for the High Court of Punjab and Haryana. The form is titled 'Request ePass' and includes the following fields:

- Applicant Role/Category***: Law Clerk/Intern
- Required Permit***: Court Room
- Visit Purpose***: Select
- Authorized By***: Select Authorized By
- Approving Authority***: Select
- Upload Your Supporting Document***: Choose File (No file chosen). PDF size less than 2 MB.
- Visit Date***: [Empty field]
- Reason For Visit (Max 200 char)**: Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

A green 'Submit Request' button is located at the bottom of the form.

The footer of the page contains the following information:

- Contact Us**: The Registrar, Punjab and Haryana High Court, Sector-1, Chandigarh. e-mail: cpc-phc[at]indianjudiciary[dot]gov[dot]in. Contact Details : 0172-2740071
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- Law Clerk / Intern can submit ePass request for court room for the following visit type :
 - For AllCourts, an AdvancePassrequestforamaximumperiodof30days.
- Request will be Authorized by RegistryOfficer

b) LawClerk/Intern request for Office Block

High Court of Punjab and Haryana

Dashboard Request ePass Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (1)

Request ePass

Applicant Role/Category*
Law Clerk/Intern

Required Permit*
Office Block

Visit Purpose*
Select

Authorized By*
Select Authorized By

Upload Your Supporting Document*
Choose File | No file chosen
1 PDF size less than 2 MB

Visit Date*

Reason For Visit (Max 200 char)
Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

Submit Request

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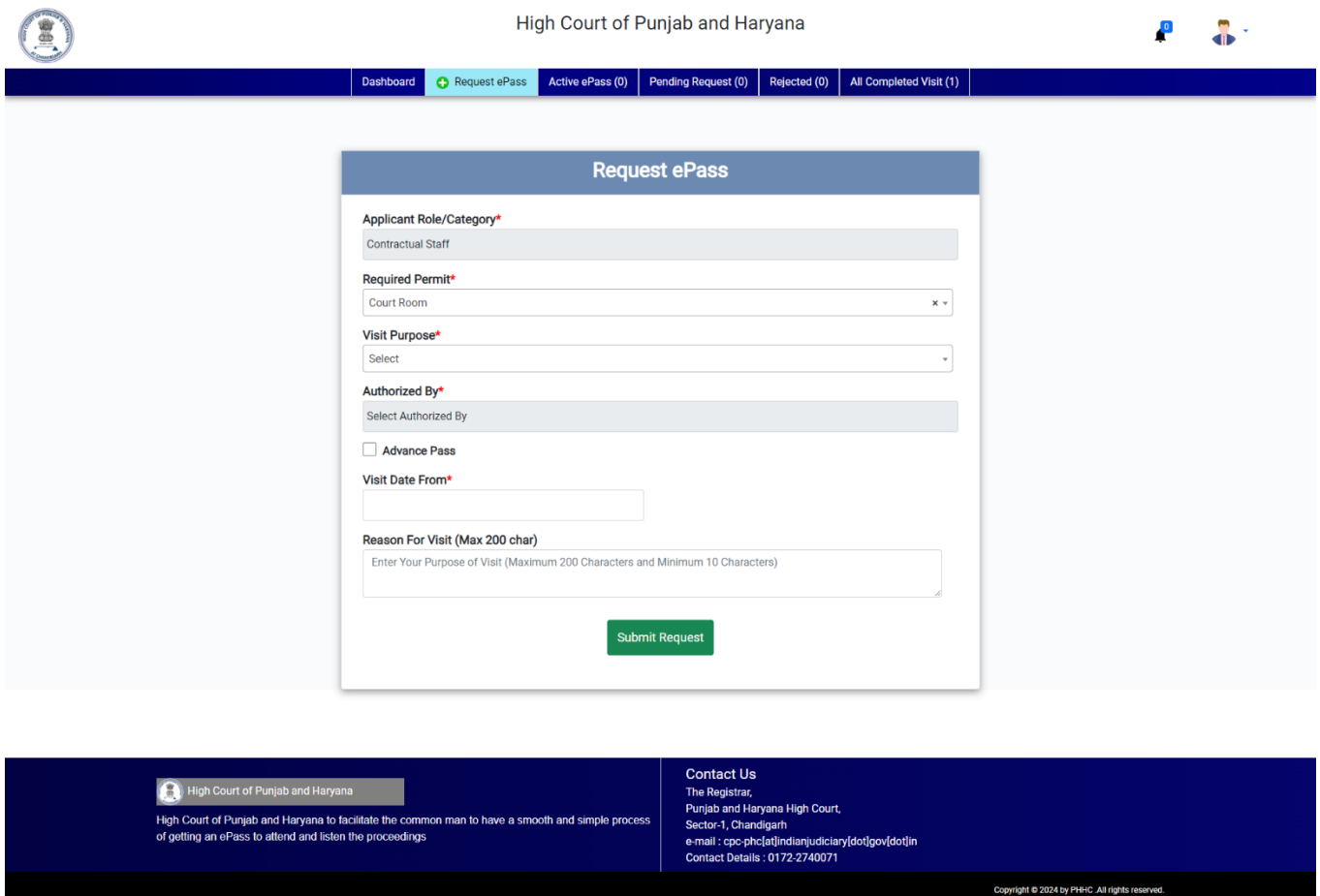
- Request to visit Office Block for an Official visit for a maximum period of 30days.
- Request will be authorized by the concerned Registry Officer.

7.4 Category/Role:ContractualStaff

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

- a) CourtRoom
- b) OfficeBlock

a) Contractual Staff ePass request for Court Room



High Court of Punjab and Haryana

Dashboard Request ePass Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (1)

Request ePass

Applicant Role/Category*
Contractual Staff

Required Permit*
Court Room x v

Visit Purpose*
Select v

Authorized By*
Select Authorized By

Advance Pass

Visit Date From*
[Text Input Field]

Reason For Visit (Max 200 char)
Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)
[Text Area]

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- Request can be submitted by contractual staff for all courts for a period of up to one month.
- Request will be authorized by the concerned Registry Officer.

b) Contractual Staff ePass request for OfficeBlock

High Court of Punjab and Haryana

Dashboard Request ePass Active ePass (0) Pending Request (0) Rejected (0) All Completed Visit (1)

Request ePass

Applicant Role/Category*
Contractual Staff

Required Permit*
Office Block

Visit Purpose*
Select

Authorized By*
Select Authorized By

Visit For*
Select

Advance Pass

Visit Date From*
[Text Field]

Reason For Visit (Max 200 char)
Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)

Submit Request

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Contact Details : 0172-2740071

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- Request can be submitted by contractual staff for all OfficeBlock for a period up to one month.
- Advance pass for a period of upto one month can be applied.
- TheePassrequestsubmittedbycontractualstaffwillbeauthorizedbytheconcerned Registry Officer.
- While submitting the ePass request,the visitor should select the specific division for which the ePass is required.

7.5 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 epass for a period of upto 30days.
- The ePass request submitted by Journalist will be authorized by the Branch Officer (Reception).

The screenshot shows the 'Request ePass' form for Journalists on the High Court of Punjab and Haryana website. The form includes the following fields and options:

- Applicant Role/Category***: Journalist
- Required Permit***: Press Lounge
- Press Organization**: Organization
- Visit Purpose***: Select
- Authorized By***: Select Authorized By
- Approving Authority***: Select
- Upload Your Supporting Document***: Choose File (No file chosen). Note: 1.PDF size less than 2 MB
- Advance Pass**
- Visit Date***: [Empty field]
- Reason For Visit (Max 200 char)**: Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)
- Submit Request** button

The footer of the page contains the High Court of Punjab and Haryana logo and contact information for the Registrar, including the address, email, and contact details.

7.6 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 screenshot shows the 'Request ePass' form on the High Court of Punjab and Haryana website. The form is titled 'Request ePass' and includes the following fields:

- Applicant Role/Category***: A dropdown menu with 'Other' selected.
- Required Permit***: A dropdown menu with 'Office Block' selected.
- Visit Purpose***: A dropdown menu with 'Select' selected.
- Authorized By***: A dropdown menu with 'Select Authorized By' selected.
- Upload Your Supporting Document***: A file upload area with a 'Choose File' button and the text 'No file chosen'. Below it, it says '1 PDF size less than 2 MB'.
- Visit Date***: A text input field.
- Reason For Visit (Max 200 char)**: A text input field with the instruction 'Enter Your Purpose of Visit (Maximum 200 Characters and Minimum 10 Characters)'.

A green 'Submit Request' button is located at the bottom of the form. The page header includes the High Court of Punjab and Haryana logo and navigation tabs: Dashboard, Request ePass (active), Active ePass (0), Pending Request (0), Rejected (0), and All Completed Visit (1). The footer contains contact information for the Registrar and a copyright notice.