



**WELCOME TO HIGH COURT OF JUDICATURE AT ALLAHABAD**

# e-Gate Pass System

## [User Manual]

### [ Hon'ble Computerization Committee ]

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Hon'ble Mr. Justice Pankaj Mithal	–	Special Invitee Member
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## Summary



e-Gate Pass System has been developed for the generation of High Court entry pass through the internet. Anyone who wants to visit the Court for judicial or administrative work may use this application. A Gate Pass will be generated from the details filled by the user and High Court Database. One must possess the Gate Pass and a valid photo ID Proof at time of entry in the Court premises. Softcopy of the pass is also valid for entry.

### Steps involved in Gate Pass Generation

**Step 1 – Enter your mobile number and click on proceed button**

## eGate Pass System

Mobile Number: \*

Proceed

**Step 2 – Enter the OTP sent to your given mobile number**

Enter OTP

**OTP has been already sent to 9\*\*\*\*\*. Please enter the OTP to proceed :**

Submit    Cancel

**Step 3 – Fill the form with your personal details and reason to visit the court**



WELCOME TO HIGH COURT OF JUDICATURE AT ALLAHABAD

## eGate Pass System

**Visitor's Personal Information**

First Name: \*     Mobile: \*     Upload Photograph: \*

Middle Name: \*     Visitor's City: \* -- SELECT --    Attach files by dragging and dropping or Click to Select

Surname: \*     Address: \*

Age: \*

**Visit Information**

Visit Date: \* dd/mm/yyyy     Purpose of Visit: \* -- SELECT --

Identity Proof: \* -- SELECT --

ID Proof Number: \*

नोट: - सभी आगमकों से अनुरोध है कि इस तरह न्यायालय में प्रवेश के समय अपने फोटो आईडी प्रमाण, भिसका अपने उत्सोच किया है, की मूल प्रती प्रस्तुत करें।  
Note :- All visitors are requested to possess mentioned Photo ID proof, in original, with this eGate Pass at the time of entry/visit to this High Court.

Generate Gatepass

Activate Windows  
Go to PC settings to activate Windows.

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Designed, Developed by Pankaj Verma, Review Officer, Under the guidance and supervision of Sri Vinod Singh Rawat, O.S.D (JJ)Computer.

### Purpose of Visit



There are four group of reasons to visit the Court –

1. Court Case Listed in the Court on visiting date
2. Court Case is filed for “In Person” hearing
3. Meeting with an Advocate
4. Other Administrative works

#### 1. Case Listed in the Court –

If anyone want to appear in a case listed in the Court on visiting date, they need to fill the details of the case and detail of any of the advocate linked with that case –

1. Case Type
2. Case Number

3. Case Registration Year
4. “Advocate on Roll” or “Mobile Number” of any of the advocate linked with the case

<b>Purpose of Visit: *</b>	Case Listed in Court		
<b>Case Details:</b>	WRIA-[WRIT - A]	Case Number	Case Year
	Advocate's AOR / Advocate's Mobile Number		

## 2. Case is filed for “In Person” hearing

If anyone want to appear in a case filed as “In Person”, they need to fill the details of the case –

1. Case Type
2. Case Number
3. Case Registration Year

<b>Purpose of Visit: *</b>	In Person Hearing		
<b>Case Number:</b>	WRIA-[WRIT - A]	Case Number	Case Year

## 3. Meeting with an Advocate

If anyone want to meet with an Advocate, they need to fill the details –

1. Name of the Advocate
2. “Advocate on Roll” or “Mobile Number” of that advocate

<b>Purpose of Visit: *</b>	Meeting With Advocate		
<b>Advocate Details:</b>	Name of Advocate (as in Advocate on Roll)		
	Advocate's AOR / Advocate's Mobile Number		

## 4. Other Administrative works

If anyone want to visit the Court for some other administrative works –

1. Location ie. Chamber etc. in the Court premises
2. Reason of the visit

<b>Purpose of Visit: *</b>	Other		
<b>Visiting Detail:</b>	Location to Visit...		
	Purpose of Visit...		

## Required Fields

### Visitor's Personal Information

- First Name Only characters are allowed. Max 10 characters
- Surname Only characters are allowed. Max 10 characters
- Age The only number between 1 to 150 are allowed
- Mobile 10-digit valid mobile number. OTP will be sent this number.
- Visitor's City City of a visitor from the drop-down menu. “OTHER” for the Cities not in the list
- Address Full address of the visitor. Max 100 characters
- Photograph Upload recent photograph of standard image format eg. jpg, png etc. There is no restriction on image size.

### Visit Information

- Visit Date The date can be selected from current date to date of next 15 days.
- Identity Proof Type of ID proof from the drop-down menu. Same ID Proof must possess at the time of entry.
- ID Proof Number Max 16 characters
- Purpose of Visit The purpose of the drop-down menu
- Purpose Details Case and advocate details corresponding to the Purpose of Visit

## Validation of Details

### The condition of Pass Generation

- ✓ A valid mobile number is required for gate pass generation.
- ✓ An OTP will be sent to this mobile number. Gate Pass can be generated only after verification of OTP every time. *(This process may take some time subject to server load.)*
- ✓ A single OTP is valid for one hour; same OTP can be used in this duration.
- ✓ Each field must follow their respective data type.
- ✓ Every detail entered by the user is validated by the Court Server and Database. *(This process may take some time subject to server load.)*
- ✓ A gate pass can be generated only if all the required fields are filled correctly and details are verified by the Courts Database.
- ✓ Once a gate pass is successfully generated by a mobile number, corresponding personal details will be filled automatically at next time of pass generation by the same mobile number.
- ✓ Once a gate pass is successfully generated by a mobile number, *First Name, Middle Name and Surname* can't change in future.
- ✓ Gate Pass is valid for only one day and the entry is allowed only from mentioned gates.

#### 1. Case Listed in the Court –

- a. The Case must be listed on the date of visit
- b. “Advocate on Roll” / “Advocate Mobile Number” must be matched with any of the advocates linked in that case. These details must be same as Advocate on Roll record of that Advocate.

#### 2. Case is filed for “In Person” hearing –

- a. Case / Application in the case must be filed as “In Person” hearing

#### 3. Meeting with an Advocate –

- a. Advocate Name as on Advocate on Roll record of that Advocate.
- b. “Advocate on Roll” / “Advocate Mobile Number” must be matched with any of the advocates linked in that case. These details must be same as Advocate on Roll record of that Advocate.

### Restrictions on Pass Generation

- ✓ Only one gate pass can be generated if following fields are same
  1. mobile number
  2. visit date
  3. visit purpose details.
- ✓ Only five gate pass can be generated for any case listed in the court
- ✓ If a case has some connected cases, in total, only five gate pass can be generated for main as well as connected cases.

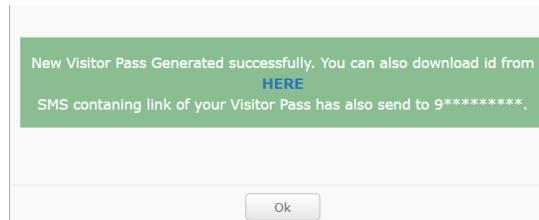
## Regeneration of Pass



There is no need of generation of duplicate gate pass for the purpose. Same gate pass can be regenerated using following methods –

### Saved PDF file

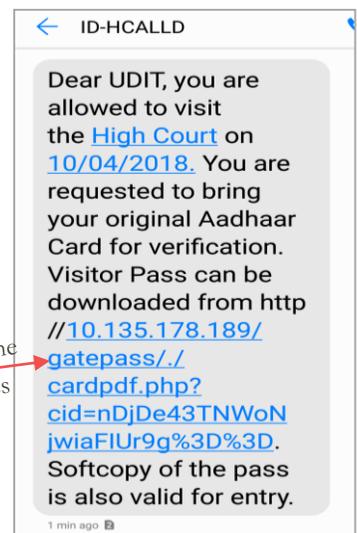
- After successful generation of gate pass, a PDF file will be generated containing your gate pass.
- This PDF file will automatically open/download in your browser.
- One can use this PDF file as gate pass. There is no need of having a printout of the same.



### Online link to the pass

- After successful generation of gate pass, an SMS containing an online link will be sent to given mobile number.
- The same PDF file of the gate pass can be downloaded by using the link.
- One can use this PDF file as gate pass. There is no need of having a printout of the same.

Link of the  
gate pass



### As a fresh entry

- After successful generation of gate pass, no other gate pass can be generated using same details.
- If one tries to generated gate pass for using mobile number, visiting date and other purpose details, the old gate pass will be regenerated.
- Any other changes will be discarded.

## Alerts / Notifications

### SMS Alerts

- *Fresh OTP sent to mobile*

Enter OTP

OTP has been sent to 9\*\*\*\*\*.  
Please enter the OTP to proceed :

Submit Cancel

- *OTP generated one hour before, same OTP can be used again*

Enter OTP

OTP has been already sent to 9\*\*\*\*\*.  
Please enter the OTP to proceed :

Submit Cancel

- *Incorrect OTP*

Enter OTP

Incorrect OTP.  
Please enter the OTP to proceed :

Submit Cancel

- *Entered OTP gets expired after one hour*

SESSION TIMEOUT

Ok

### Data Validation Alerts

- *Form Validation Error*

Visitor's Personal Information

First Name: \*  Required field \* 1111111111 Upload your recent photograph

Middle Name:  Visitor's City: \* -- SELECT -- Required field dragging and dropping

Surname: \*  Required field \* Enter valid address

Age: \*  Required field

Visit Information

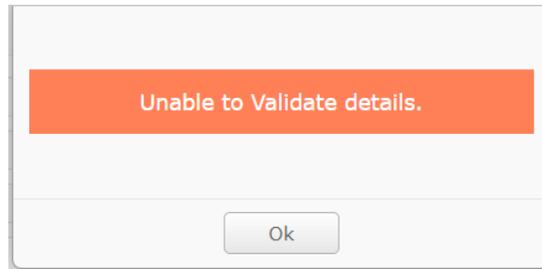
Visit Date: \* dd/mm/yyyy Select valid date Visit: \* -- SELECT -- Select valid purpose

Identity Proof: \* -- SELECT -- Required field

ID Proof Number: \*  Required field

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Note :- All visitors are requested to possess mentioned Photo ID proof, in original, with this eGate Pass at the time of entry/visit to this High Court.

➤ *Case / Advocate details are not verified by Court's Database*



**System Alerts**

