

**STANDARD OPERATING PROCEDURE (SOP)**  
**FOR STAFF, ADVOCATES, LITIGANTS, PARTY- IN - PERSON**  
**AND VISITORS FOR BOMBAY HIGH COURT.**

1. Photography of any kind in High Court premises is strictly prohibited. Strict action will be taken against such person who are found taking the snaps / photograph / videos.
2. Possession of banned items (*list enclosed*), is strictly prohibited

**STAFF :**

1. The staff member should prominently display the Identity Card issued by the Registry while entering the High Court premises, CTO Building, MTNL Building, G.T. Hospital Building and all the places where the High Court Offices are located.
2. The Security Personnel / Police will have the right to deny the entry / prohibit such staff member who does not possess Identity Card to enter into such premises.

**ADVOCATE :**

1. The Advocate members should prominently display the Identity Card issued by the Bar while entering the High Court premises, CTO Building, MTNL Building, G.T. Hospital Building and all the places where the High Court Offices are located.
2. The Security Personnel / Police will have the right to deny the entry / prohibit such Advocate without Identity Card to enter into such premises.

**LITIGANTS / PARTY IN PERSON :**

1. The Litigants / Party in person should show the valid Identity Card viz. Aadhar Card/ Driving License/ Passport/ Identity Card issued by the Central Government / State Government / Semi Government / Government Undertakings, while entering the High Court premises, CTO Building, MTNL Building, G.T. Hospital Building and all the places where the High Court Offices are located.
2. The Litigant / Party in Person should be properly dressed in decent manner. The Security Personnel / Police / Registry shall deny the entry to such Litigant / Party in person who does not possess valid Identity Card and are not properly dressed.

**VISITORS :**

1. The Visitors including Foreign visitors can visit the High Court Museum on Court working Saturdays between 11.00 am to 4.00 p.m. only.
2. The Visitor should show the valid Identity Card viz. Aadhar Card/ Driving License/ Passport/Identity Card issued by the Central Government / State Government / Semi Government / Government Undertakings, while entering the High Court premises, CTO Building; MTNL Building, G.T. Hospital Building and all the places where the High Court Offices are located.
3. The Visitor should be properly dressed in decent manner. The Security Personnel / Police / Registry shall deny the entry to such Visitor who does not possess the Valid Identity Card and are not properly dressed.
4. The College and school Students including educational tours, can visit High Court, with prior permission.
5. Vendor/Salesman/any person, selling and/or promoting any product is strictly prohibited in High Court buildings and Offices and will be prosecuted as per the law.

**List of articles prohibited from the security view point for entry in  
Hon'ble High Court Mumbai.**

1) **All types of fire-arms/dangerous weapons :**

1. All types of fire-arms and loose parts there of, cartridges/pellets
2. All types of sharp weapons (Sword, knife, small knife, sickle, chopper, blade, cutter etc.)

2) **Bomb like articles :**

1. Bomb and loose parts of Bomb
2. Gelatin Sticks/Safety Fuse/Battery/Detonator /wire/Cordex
3. R.D.X. /P.E.T.N., P.E.K. (Plastic explosive)
4. T.N.T., Gun Cotton/Gun Powder, Black Powder, Smokeless Powder, Squib/ Igniter
5. Various types of liquid explosives.

3) **Inflammable substances :**

1. Kerosene/ Diesel/ Petrol/ Oil/ matchbox/ lighter/ Grease/ Lubricants/ Acid/ Bottle containing water mixed with Poisonous liquid or substance etc.)

4) **Intoxicants :**

1. Liquor / Tobacco / Gutkha / Cigarette / Marijuana / Opium / Charas / M.D. / Bidi and other intoxicating substances etc.)

5) **Other Articles :**

1. Clothes / Caps / Flags / handbills / Banners / Boards / statues / Idols etc. having objectionable contents.

6) **Articles prohibited without intention :**

1. All the tools in the tool-kit without permission (Screw driver, spanner, Pliers, Plane, Saw, Chisel, Hammer etc.)
2. Pointed articles (Needle, Pin, Poker etc.)
3. Electronic, digital and Mechanical Timer / All types of remote control / Digital Circuit, Torch / Speaker Phone / Mega Phone, Cameras / Drone Cameras etc.

**By Order**

**मा. उच्च न्यायालय, मुंबई येथे प्रवेशाकरिता सुरक्षेच्या दृष्टीने निषिद्ध असलेल्या वस्तुंची यादी**

**१) अग्निशस्त्रे/घातक शस्त्रे**

१. सर्व प्रकारची अग्निशस्त्रे व त्याचे सुट्टे भाग काडतुसे छरे.
२. सर्व प्रकारची धारधर शस्त्रे (तलवार, चाकु, सुरी, कोयता, चॉपर, ब्लेंड, कटर इत्यादी)

**२) बॉम्बसदृश्य वस्तु**

१. बॉम्ब व बॉम्बचे सुट्टे भाग
२. जिलेटिन कांड्या/सेफ्टी फ्युज/बॅटरी/डेटोनेटर/वायर/कॉर्डेक्स
३. आर.डी.एक्स/पी.इ.टी.एन, पी.ई.के (प्लास्टिक एक्सप्लोझीव्ह)
४. टी. एन. टी., गन कॉटन/ गन पावडर, ब्लॅक पावडर, स्कोलेक्स पावडर, स्कवीब/इग्नायटर
५. विविध प्रकारची लिक्विड एक्सप्लोझीव्ह.

**३) ज्वलनशील पदार्थ**

१. रॉकेल/डिझेल/पेट्रोल/तेल/काडीपेटी/लायटर/ग्रीस/वंग/बीडी/सीगार/ऑसिड/पाण्या मधील विषारी द्रव्य किंवा पदार्थ असलेली बाटली इत्यादी.

**४) मादक पदार्थ**

१. दारु/तंबाखु/गुटखा/सिगारेट/गांजा/अफीम/चरस/एमडी व इतर अमली पदार्थ इत्यादी

**५) इतर वस्तु**

१. आक्षेपार्ह मजकुराचे कपडे/टोपी/झेंडे/पत्रके/बॅनर/फलक/पुतळे/मुर्ती इत्यादी.

**६) हेतु शिवाय (Without intension) प्रतिबंधित करण्यात आलेल्या वस्तु**

१. टुलकिट मधील सर्व अवजारे परवानगी विना (स्कुरू ड्राव्हर, पाना, पक्कड, रंधा, करवत, छत्री, हतोडी इत्यादी)
२. टोकदार वस्तु परवानगी विना (सुई, टाचणी, टोचा इत्यादी)
३. इलेक्ट्रॉनिक, डिजीटल व मेकॅनिकल टायमर/सर्व प्रकारचे रिमोट कंट्रोल, डिजीटल सर्कीट, टॉर्च/स्प्रिंकर फोन/मेगा फोन/ कॅमेरे/ड्रोन कॅमेरे इत्यादी.

**हुकमावरून**