



GOVERNMENT OF KERALA

Home(B) Department

NoHOME-B4/30/2025-HOME

18-09-2025, Thiruvananthapuram

From

Additional Chief Secretary to Government

To

The Director General  
Prisons & Correctional Services  
Thiruvananthapuram

Sir,

Sub: Home Department-Prisons-Processing of Jail Petitions/Appeals-Circular forwarding - reg

Ref: Circular F.No.183/21/2025-SG (JUdi/Jail Petitions) dated 22.07.2025

I am to forward herewith a copy of the reference cited for issuing necessary direction to Superintendents of all Jails as directed therein.

Yours Faithfully,

BIJESH B GOPAN

UNDER SECRETARY

For Additional Chief Secretary to Government.

Approved for Issue,

Signed by

Amina B

Date: 18-09-2025 11:36:25  
Section Officer.

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**SUPREME COURT OF INDIA**

F.No.183/21/2025-SG (Judl./Jail Petitions)  
22<sup>nd</sup> July, 2025

**CIRCULAR**

With a view to streamline the receipt and processing of Jail Petitions/Appeals, the Competent Authority has been pleased to issue the following directions to the various stakeholders as under:

**1. Supreme Court Legal Services Committee (SCLSC):**

- (i) The practice of maintaining lists of Senior Advocates, Advocates-on-Record and Non Advocates-on-Record empaneled as Amicus Curiae by Section II-A of Registry of this Hon'ble Court is discontinued and now it will be maintained by the SCLSC. Such list shall comprise lawyers from the categories of (a) Senior Advocates; (b) Advocates-on-Record with experience of two years; (c) Non Advocates-on-Record with experience of 07 years and (d) Assisting Advocates with experience of less than 07 years at the Bar.
- (ii) SCLSC shall put a transparent and clear mechanism in place to ensure equitable distribution of briefs among the panel lawyers, without compromising on the quality of the work being done by them.
- (iii) SCLSC shall also develop a software for recording and updating the fields of specialization of the panel lawyers.
- (iv) SCLSC shall also develop a suitable protocol for performance audit of members of the panel and shall over a period of time, also develop a protocol for accreditation of the members of the panel.

- (v) The special leave petitions and other petitions filed on behalf of the SCLSC must have a distinct colour or sticker by which this Hon'ble Court may identify that the case is filed through SCLSC.
- (vi) A single window system may be developed and adopted for receipt of the Jail Petitions/Appeals and a protocol be developed where all Jail Petitions/Appeals are mandatorily forwarded to SCLSC, which shall exclusively process the same.
- (vii) Steps be taken to liaise with the Registry of this Hon'ble Court, which shall forward all such pending Petitions/Appeals to the SCLSC for further action.
- (viii) Likewise, steps be taken to liaise with NALSA, which shall also forward all such pending Petitions/Appeals to the SCLSC for further action.
- (ix) SCLSC to organise training programs for Jail Superintendents on a pan-India level to impart necessary training to upload Jail Petitions online i.e. on the new portal of SCLSC. For this, assistance of e-Committee of this Hon'ble Court may be sought, given their expertise in the matter.
- (x) SCLSC may similarly organize training programs for all other concerned stakeholders regarding filing and processing of Jail Petitions. For this, assistance of e-Committee of this Hon'ble Court may be sought, given their expertise in the matter.
- (xi) On receipt of a Jail Petition/Appeal, the SCLSC shall process the matter and appoint a Panel Advocate as per the prescribed



procedure, within three days of receipt of the petition. A copy of the petition (along with the documents enclosed) shall forthwith be forwarded to the Panel Advocate, along with the letter of appointment through online portal. Physical copy may follow later. The copy of the letter of appointment of the Panel Advocate shall contain the contact details of the Panel Advocate so appointed (i.e. phone number, email ID and postal address) and this shall be forwarded to the Registrar (Judicial) of the High Court concerned, Member Secretary of HCLSC concerned, Superintendent of Jail concerned and the prisoner concerned.

- (xii) SCLSC shall also forward a request to the HCLSC to arrange for the paper-book of the case (alongwith translated version of all documents in vernacular).
- (xiii) SCLSC to liaise with concerned HCLSC, on a case-by-case basis, to procure the translated version of the documents (from vernacular languages(s) to English).
- (xiv) SCLSC may also liaise with concerned sections of the Registry of this Hon'ble Court for translation of documents from regional languages to English.
- (xv) Once the paper-book alongwith translations are received, panel advocate of SCLSC shall draft proper petitions to be filed in this Hon'ble Court and shall file it through online e-filing mechanism.
- (xvi) To ensure compliance with timelines, SCLSC shall regularly monitor the cases assigned to the panel lawyers.

(xvii) SCLSC shall organize/facilitate online meetings through Video Conferencing, between the Panel Advocates and the applicant (prisoner), at least once before the petition is filed in this Hon'ble Court. Likewise, such meetings be also arranged subsequently with the prisoner, as and when a request is received from him/her in this regard.

2. Registry of this Hon'ble Court:

- (i) The existing panel of Senior Advocates, Advocates-on-Record and non Advocates-on-Record, who are empaneled as Amicus Curiae (Panel Advocate as mentioned in Supreme Court Rules, 2013) for the Registry is discontinued and merged with the panel of the SCLSC.
- (ii) The special leave petitions and other petitions that are filed on behalf of the SCLSC must have a distinct colour or sticker to be provided by Section I-B by which the Hon'ble Court may identify that the case is filed through SCLSC.

3. National Legal Services Authority (NALSA):

- (i) NALSA will direct all SLSAs to ensure that the Prison Legal Aid Clinics facilitate the Jail Superintendent in getting the petitions/documents translated from vernacular language(s) to English. For this, the person-in-charge of the Prison Legal Aid Clinic shall coordinate with the concerned HCLSC. NALSA will issue a circular for ensuring compliance of the same.
- (ii) NALSA will issue circular/directions for HCLSCs directing them to provide assistance to the concerned Jail Superintendents for translating applications/petitions/documents from vernacular



language(s) to English. The assistance of Translation Cell of the High Courts may be sought by the HCLSC for the said purpose.

- (iii) NALSA will issue directions expeditiously to all HCLSCs to provide necessary assistance to SCLSC whenever translated documents/petitions are required.

4. High Courts:

The Registrar Generals of all the High Courts may direct their respective Translation Cells to provide necessary assistance in translation, whenever the same is sought by the HCLSC. This may be done in light of the directions passed by this Hon'ble Court in "Pehtu Kanwar and Ors. vs State of Bihar (now Jharkhand), Criminal Appeal No. 1257 of 2007; Hari Om @ Hero vs State of Uttar Pradesh, Criminal Appeal No. 1256 of 2017; and Ashok vs The State of Uttar Pradesh, SLP (Crl.) Diary No. 47292 of 2018, wherein this Hon'ble Court had directed all Registries of the different High Courts to ensure that translated copies of documents (from vernacular language into English) shall be sent to this Hon'ble Court, whenever a Jail Petition is received and filed in this Hon'ble Court.

5. Home Departments of different States and the Jail Superintendents:

- (i) All the Jail Superintendents may be directed to send Jail Petitions directly to the SCLSC.
- (ii) All the Jail Superintendents may be directed to request the person-in-charge of the Prison Legal Aid Clinics to get the documents/petition in vernacular language translated into English, before sending the same to SCLSC or even thereafter whenever the translated versions of petition/applications/ documents are needed.




- (iii) All the Jail Superintendents be directed to attend the training programs organised by SCLSC for uploading Jail Petitions online i.e. on the new portal of SCLSC.

6. e-Committee of this Hon'ble Court

- (i) To extend facility of Supreme Court Vidhik Anuwad Software (SUVAS) to all HCLSCs for the purpose of translation of documents into English.
- (ii) To conduct training programs in coordination with SCLSC, whenever such a request is received from SCLSC, for the purpose of training all the Jail Superintendents and other stakeholders regarding online filing of Jail Petitions/applications etc. and processing of such applications.

All the stakeholders as above shall work accordingly.

  
(Shekhar C. Munghate)  
Secretary General

Copy to, for necessary compliance:

1. The Secretary, SCLSC, Administrative Building Complex, Supreme Court of India, New Delhi
2. The Member Secretary, NALSA, New Delhi
3. The Registrar Generals of all the High Courts
4. The Chief Secretaries of all the States/Union Territories - with a request to bring this Circular to the knowledge of:
  - (a) The Principal Secretaries/Secretaries, Home Department of the respective State/Union Territory;
  - (b) The Jail Superintendents through Director General (Prisons) of the respective State/Union Territory.



5. Registrar (Judicial Listing-I) (incharge of Section I-B)
6. OSD (Registrar) (Judicial Administration-II) (incharge of Section II-A)
7. e-Committee, Supreme Court of India
8. All concerned.