

eCourtIS (Case Information System)

Application for National Judiciary



User Manual

(Supuser)

**Supuser User Manual
eCourt Information Systems
(eCourtIS)Project
National Informatics Centre, Pune**

Supuser User Manual

eCourtIS Project

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1 Introduction

National Informatics Centre Software Development Unit (NIC SDU), Pune, has been entrusted with the task of software development of **Case Information System (CIS)** for the country. The eCourtIS is an eCourts Software which is currently implemented in **Establishments** (City Courts and Taluka Courts) across India. The application is completely based on **Open Source Technology**.

1.1 Scope

The scope of this document is to provide a user manual for the **Supuser** for **Master** creation as it is the most important part of the system. The data entered in the **Master** helps to make the transactions of every module meaningful, hassle free and reduces the redundancy of data.

1.1.1 Audience

This target audience for this document is the **Supuser**. This manual will guide the **Supuser** to use **Masters** Module for the creation of the **Master**.

1.1.2 Purpose of this Document

This document will guide the **Supuser User** to enter data in the **Master Module** to create the Master.

1.1.3 Objective of this Document

The main objective of this document is to enable the Supuser to perform the following:

- In **Master** menu, add all the data for Master creation.
- In **Admin** menu, add the data to **Refile** a Case, **Restore** the case, **Transfer of Case**, take the case on board using the **Taken on Board** sub menu, **Proceeding Modification**, **Modify Case Details**, **Create Dashboard**, **View User Logs**, **Split Case**, **Year End Initialization**, and **IA Modify Business**.
- In **Process Masters** menu, add data in **Bailiff Master**, **Other Process Messenger**, **Process Area Master**, **Tag Bailiff** and **Area**, and **Unserved Process Reason**.
- In **Filing Counter** menu, add **Case and Caveat Filing** for the selected Case Type and in **Reports** feature view the **Filing Check List report (Kaccha Register)** of the current date.
- In **Caveat Section** menu, do **Caveat Registration**, **Caveat Auto Deletion**, **Search Caveat**, **Caveat Register**, and **Search Caveat and Tag**.
- In **Fees** menu, add the **amount of Fees** and select the **Fees Type for a Case** and view the **Query** for the selected Case Type using **Case Number**, **Filing Number**, or **Caveat Number** of the selected case type.
- In **Registration** menu, add a case for **Case Scrutiny**, **Case Rejection**, **Case Registration**, **Urgent Case**, **Case Extra Info**, **IA on Filing**, **Suit Schedule**, **Registration Reports**, and

- **FIR Search.**
- In **Case Allocation** menu, perform **Individual Case Allocation, Bulk Allocation, Check Allocation, View Pending Allocation** reports, and **Modify Allocation**.
- In **Case Proceedings** menu, perform the various case proceeding activities such as **Select Court, Select Date, Hearing Status, Daily Proceedings, Framing of Issues, Roznama(Mah), Summons-Notice(Eng), Order and Judgment, Under Trial Information, Dormant or Sine Die, Not Before Me or Retain, Index Register, IA Reports, Call for Records, Update first Hearing Date, Witness Information, Judges Leave, B Diary, Incharge or Judge on Leave Proceedings, Balance Court Fee, Victim Details, Hide Party Names, Linked Cases, Update Case Information, Admin Units, Order for Deposit, Order for Payment, Urgent Case, IA on Filing For Court User, and IA Taken On Board** functions.
- In **Litigant Updations** menu, you can upload the photo of the Litigant in **Photo Upload** sub menu, add **Extra Advocate, Legal Heir, Guardian or Attorney Info**, and enter the **Litigant Status**.
- In **Proceedings Reports** menu, view the proceedings reports such as **Civil Cause List (A4), Criminal Cause List (A4), Execution Register** and so on.
- In **DJPMC** menu, you can view the reports for the following:
 - In **Civil** sub menu, view the reports for **Judge Wise Monthly Report, Contested Disposal Report, Age Wise Analysis, Transferee Court Wise Cases, Transferor Court Wise Cases, Case List Civil, Unit Wise Civil Disposal, and Unit Wise IA Disposal**.
 - In **Criminal** sub menu, view the **Judge Wise Monthly Report, Contested Disposal Report, Age Wise Analysis, Case List Criminal, Unit Wise Criminal Disposal, and Unit Wise CRLMP Disposal**.
 - In **Summary Reports** submenu, view reports of **Summary of Establishment, Establishment at a Glance, Undated Cases Report, and Disposal and Institution Report**.
 - In **Balance Sheet** submenu, view the **Balance Sheet** for **Civil and Criminal** cases.
 - In **Return Report** submenu, view the **Return Report** and the **Disposal Report**.
 - In **Pending Reports** submenu, view the **Court Wise Pendency Report, Stage Wise Pendency Report, Nature of Case Pendency, and Party wise Pendency Report**.
 - In **Monthly Statement** sub menu, view the **Monthly Statement** for the selected court Number and selected period for **Civil and Criminal** cases.
 - In **Cases Listed** sub menu, view the report of **Listed Cases** for the selected **Court Number**.
 - In **Unit Details** submenu, view the **Unit Details Report** for the selected **Court Number** and for the selected period.

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- In the **Moster List** submenu, view the **Moster List** for **Civil** and **Criminal** cases for the selected time period.
- In **Moster List Maharashtra** submenu, view the **Moster List** for **Civil** and **Criminal** cases for the selected time period.
- In **Data Health Card** submenu, view the **Data Health Card** for Civil and Criminal cases.
- In **Appeals Information** menu, add **Appellate Case Info** and view the **Appellate Cases Report**, **Register of Stayed Matters**, and **Today's Compliance Report**.
- In **Copying Branch** menu, add **Copying Entry**, **Form-A-Report**, **Defect Entry**, **Cancel**, **Status Updation**, **Deficit/Return Entry Form**, **Copy Ready**, **Copying Delivery**, **Reports**, **Copying Mail**, **Copy Rejection Administration**, **Request Slip Report**, and **Recalculate Copying Fees**.
- In **Legacy Data** menu, enter the **Legacy Data** and view the **Legacy Report**.
- In **Plead Guilty** menu, you can add the details of the Plaintiff who pleads guilty to a Criminal offence or charge and view the **Plead Guilty Daily Register** and the **Plead Guilty Order**.
- In **Property** menu, add **Property** data and view **Reports** such as **Property Detail Report**, **Property Item Report**, **Property Receipt**, **Property Undisposed**, **Property Disposed**, **Property Unclaimed**, and **Property Disposal Type wise**.
- In **FIR Details**, add **FIR Details** and view the **Summary Receipt**, **Register of FIR**, **Summary Received Report**, and **Charge sheet Received Report**.
- In **Process**, perform **Process Allocation**, **Process Delivery**, and view **Reports** like **Pending Allocation**, **Pending Delivery**, **Pending Process**, **Process Pending Delivery**, **Work Ticket Report Notices**, and **Work Ticket Report Summons**.
- In **Mediation**, Select **Mediation**, refer a case for **Mediation**, **Mediation Proceeding**, **Mediation Allocation**, and **Mediation Report**.
- In **Nazarat** menu, you can perform the following:
 - In **Orders** submenu, you can **Order for Deposit** and **Order for Payment**.
 - In **Forms** submenu, you can **Modify Form A Receipt**, **Reprinting Receipts**, **Cancel Receipts**, **Cheque Realization**, **Deposit posting**, **Re-Payments**, **Write off**, **Attachment**, **Fine/Penalty Refund**, **Cancel Register Entry**, and **Modify Receipts** functions.
 - In **Reports** submenu, **Payment Register**, **Fine/Penalty Register**, **Unrealized Fines**, **Order For Deposits**, **Challan Counter Folio**, **B Register**, **Deposit Register**, **Fine/Penalty Refund**, **Register of Lapsed Deposits**, and **Attached Deposits** functions.
- In **Query Builder**, you can build a Query for Civil cases, Criminal cases, or a single Query for Both the case types.
- In **User Menu**, you can change the password of the **Supuser**.

1.1.4 Document Organization


The structure of the document first includes the **Title page**, followed by Chapters which are then subdivided into subtopics.

For example, the **Process Masters** denotes the chapter which is further subdivided into topics such as **Bailiff Master**, **Other Process Messenger**, **Process Area Master**, **Tag Bailiff Area**, and **Unservd Process Reason**.

Each topic may be further subdivided into subtopics to explain options such as **Add**, **Modify**, **Delete**, or **Report** subunits.

1.1.5 Conventions

Table 1: Table for Conventions

S.No.	Convention	Description
1.	Call-outs	<p>Call outs are included in the screenshots which highlights the steps.</p> <p>This callout  instructs you to perform a step like Click here.</p>
2.	Emphasis	<p>Unusual or important words and phrases are marked with a special font.</p> <p>For example messages are displayed as, “Modification Successful” or <i><u>All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields</u></i></p>
3.	Internal cross references	<p>Cross References within the document is displayed as Hyperlinks. These hyperlinks will direct you to the related text within the document.</p> <p>For example, consider the step given below:</p> <p>Enter all the details as explained in section 2.1.1.1, step 05 onwards, here section 2.1.1.1 is a hyperlink that will take you to the mentioned section for reference content.</p>
4.	Fonts	<p>We have used Calibri with size 12 points for content throughout the manual.</p> <p>For heading we have used the Style Heading 1(Main Headings) from MS Word Styles.</p> <p>For subheading (subtopics) we have used Heading 2 and Heading 3 from MS Word Styles.</p>
5.	Bold	<p>We have used bold formats for words which represent fields, tabs, and buttons.</p> <p>For example: Show Menu tab, Case Type select box, or More Acts button and so on.</p>

6.	Submit	Submit button is used to save the information. The Submit button performs the Save function.
----	--------	---

1.1.6 References

Table 2: Table for References

S.No.	Title	Publisher/Author	Version	Release Date
1.	User Manual (Registration User)	eCourts Project	1.0	

1.1.7 Problem Reporting

For problem reporting in **Technical** issues please contact **National Informatics Centre, Software Development Unit**, in Pune and for **Functional** issues please contact **eCommittee, Supreme Court of India**.

2 Product Features

This section gives information about **Installation Instructions** and **General Operating Instructions**.

Installation Instructions covers the **Hardware Requirements** and **Software Requirements** for the **Court Module**.

General Operating Instructions guides you to login into the **Masters Module**.

2.1 Installation Instructions

2.1.1 Hardware Requirements

S.No.	Operating System	Configuration
1.	Ubuntu	3.7
2.	Server API	2.0 Handler

2.1.2 Software Requirements

S.No.	Software	Version
-------	----------	---------

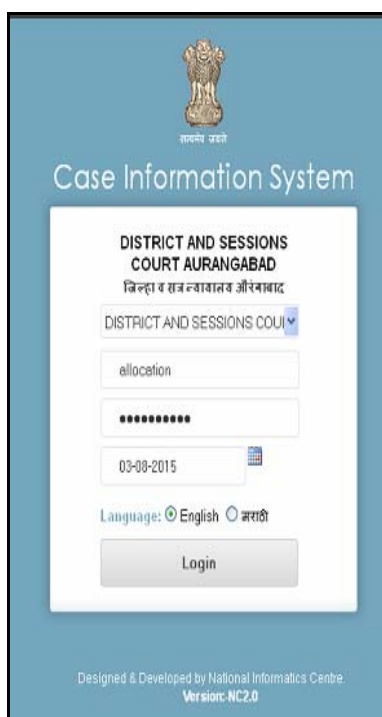
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1.	Apache (Server Software)	Apache/2.2.22 (Ubuntu)
2.	Postgres	9.2
3.	PHP	5.3.10

2.2 General Operating Instructions

This function is used to add for Case Registration, **Case and Caveat Filing**, view the reports in **Masters Menu**, **Process Masters**, add **Court Fees**, view Pending Allocation List, Litigant Updations, and **Change Password** for the **Filing User**.

- You have to select the **Establishment** from the **Select** field and login using the **Login ID** and the **Password**.
- When you login, the **Home Page** with the **Show Menu** tab is displayed.



The screenshot shows the login interface of the Case Information System. At the top is the State Emblem of India with the motto 'Satyameva Jayate'. Below it, the text 'Case Information System' is displayed. The main form area is titled 'DISTRICT AND SESSIONS COURT AURANGABAD' and includes the Hindi text 'जिल्दा व सत्र न्यायालय औरंगाबाद'. The form contains a dropdown menu for 'DISTRICT AND SESSIONS COURT', a text field for 'allocation', a password field with masked characters, a date field set to '03-08-2015', and a language selection with radio buttons for 'English' (selected) and 'मराठी'. A 'Login' button is at the bottom of the form. At the very bottom of the screen, it says 'Designed & Developed by National Informatics Centre. Version: NC2.0'.

Figure 1: Login screen

3 Home Page

After you log in, the **Home Page** is displayed. Refer to Figure Number 2 for **Home Page**.

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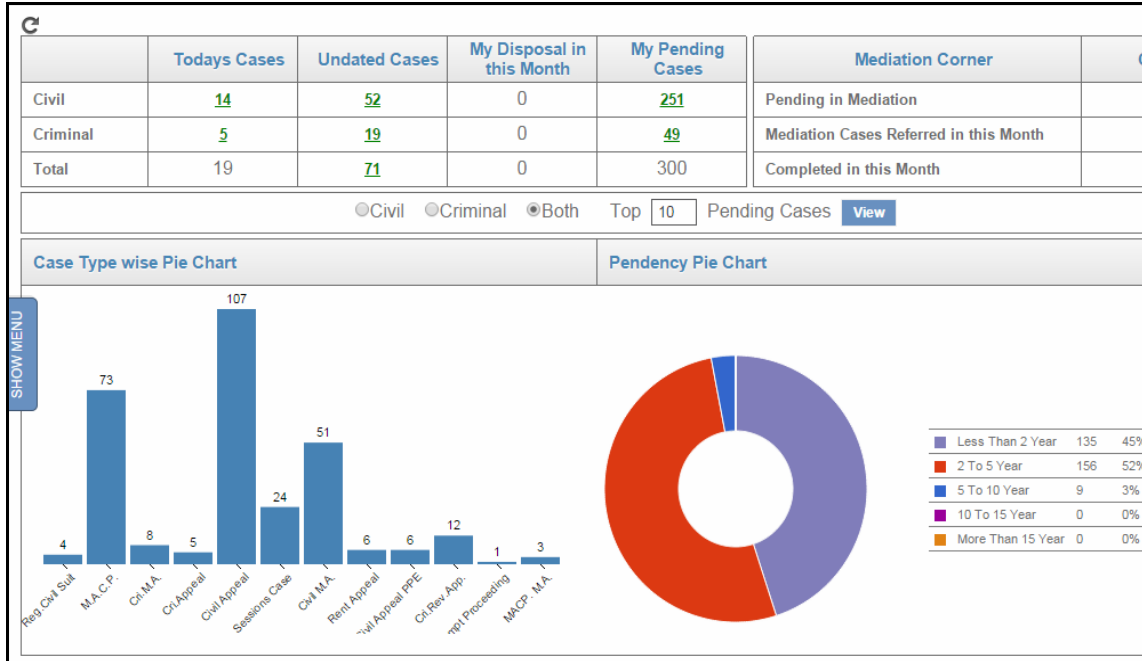


Figure 2: Home Page

3.1 Home Page Features

The **Home Page** will display the features as shown in **Figure Number 3**.

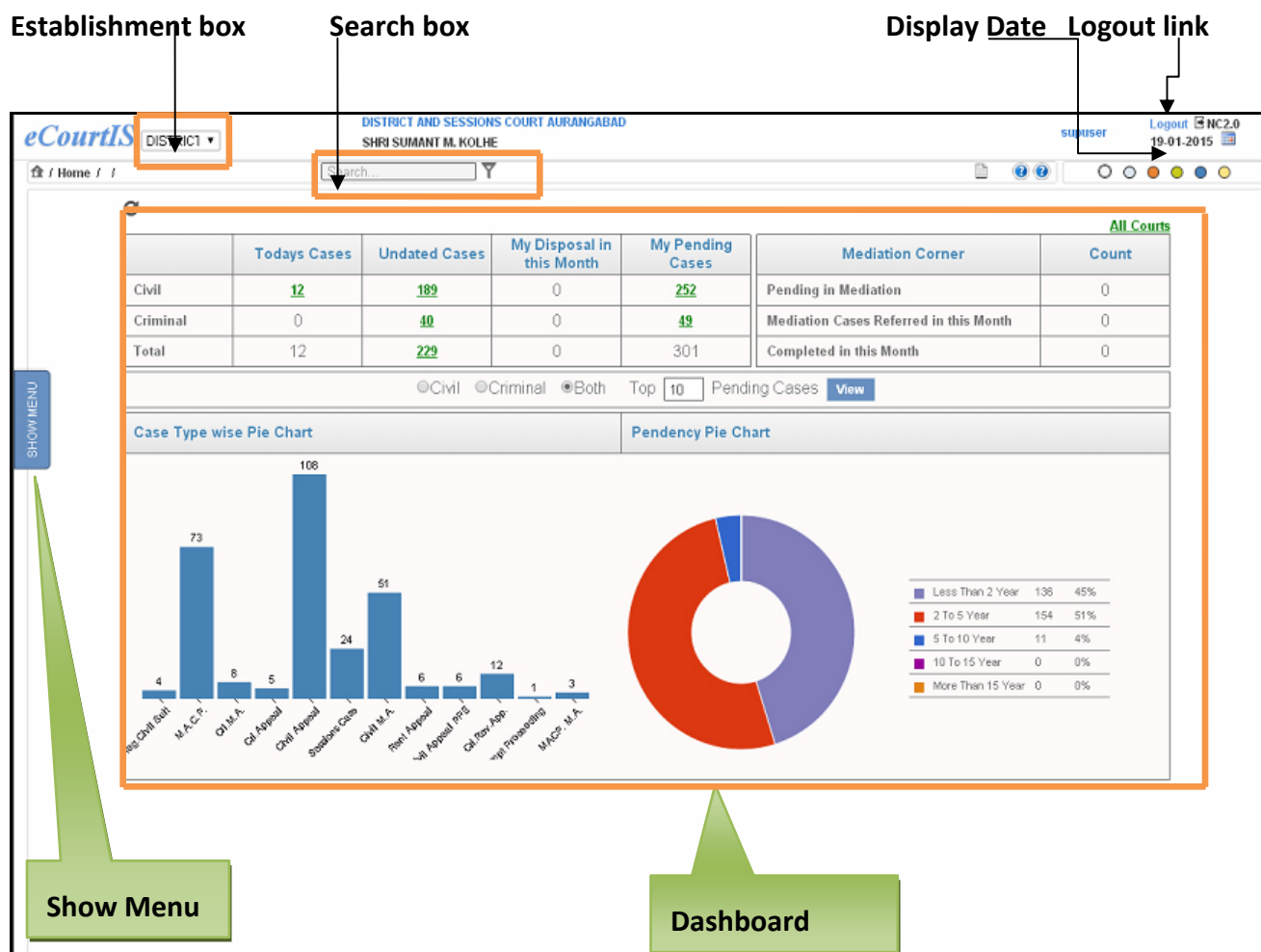


Figure 3: Features of Home Page

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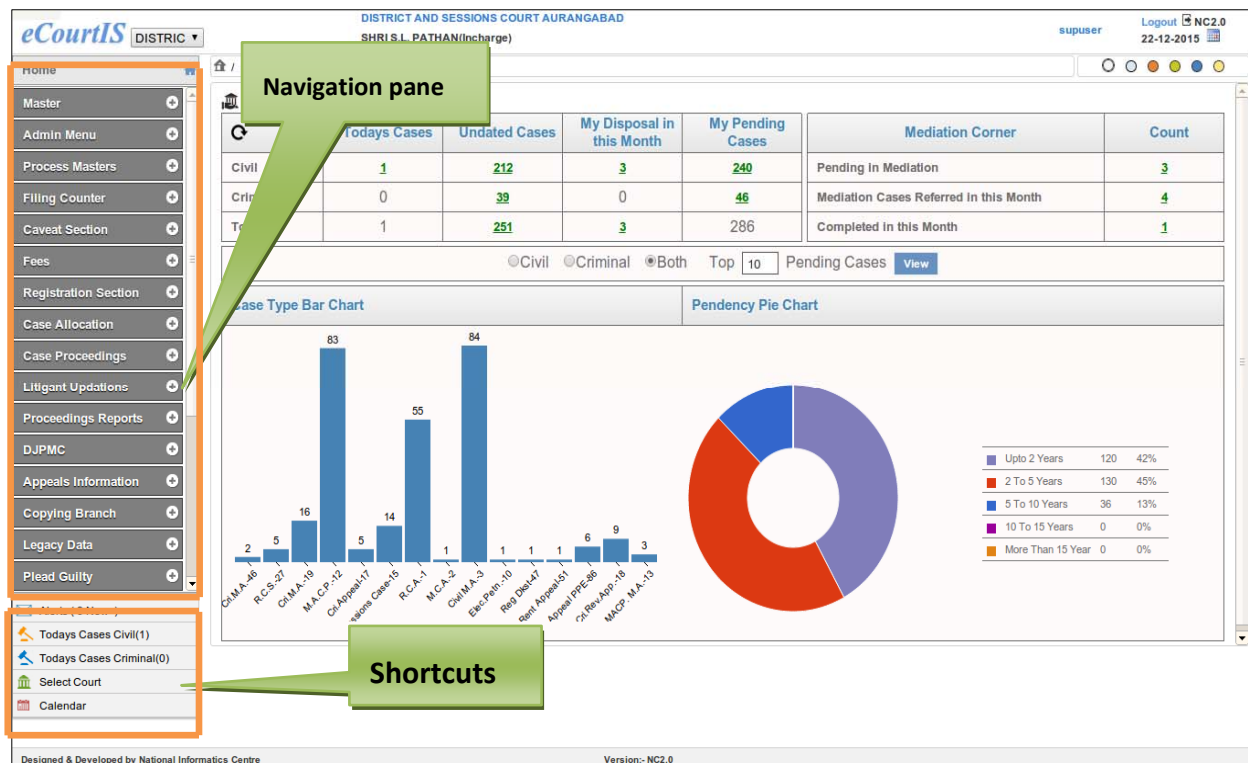


Figure 4: Navigation and Shortcut pane

The features included in the **Home Page** are as described below:

3.1.1 Show Menu tab

The **Show Menu** tab will display the **Navigation pane**. This tab is located on the left hand side of the screen. The **Navigation pane** appears on the left side of the **Home Page** from where you can access all the **Menu Items**. When you **Click** the “**Show Menu**” tab, the system will display the **Navigation pane**. (Refer to **Figure Number 4** for “**Show Menu**” tab and **Figure Number 4** for **Navigation pane**)

“Show Menu” tab for Navigation pane

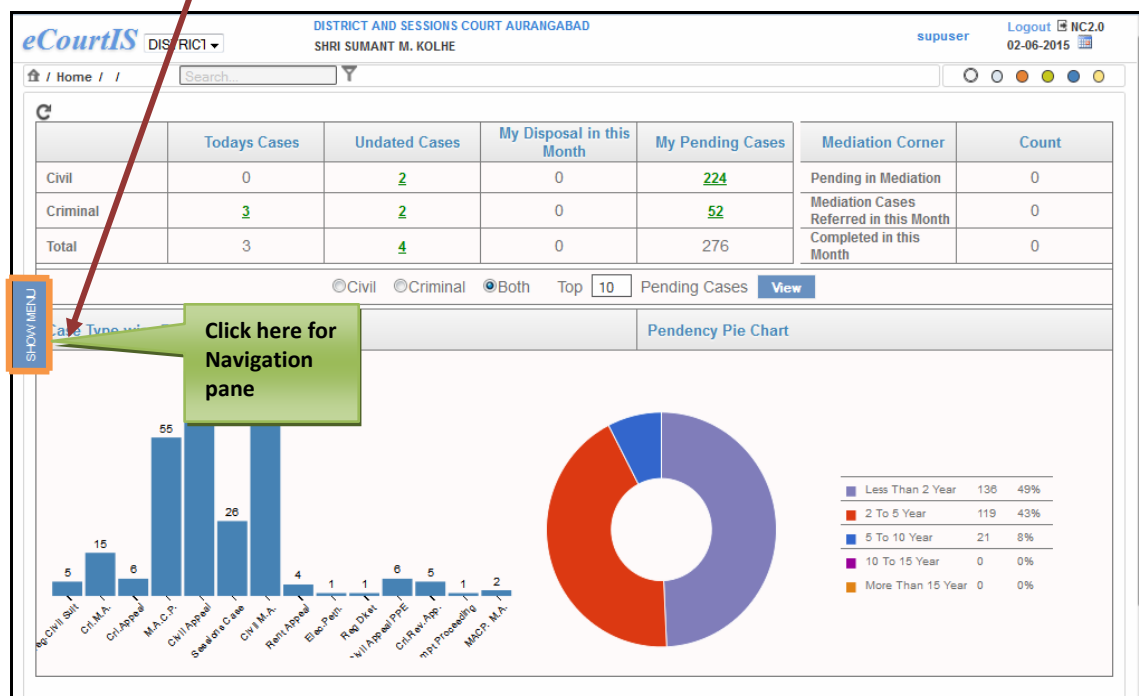


Figure 5: "Show Menu"

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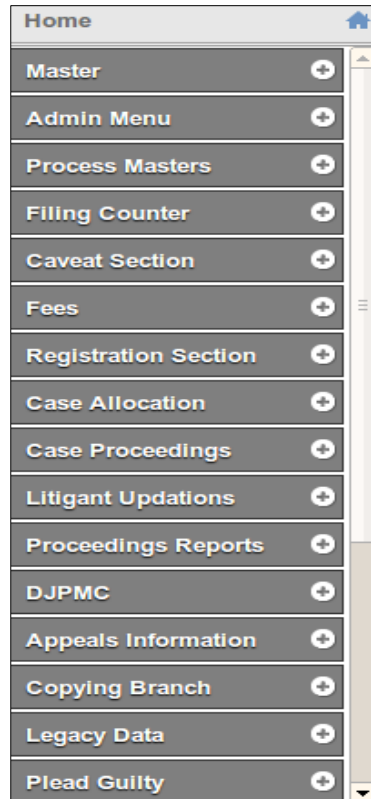


Figure 6: Navigation pane

When you click on the menu, all the **Menu Items** will be displayed as a dropdown list.

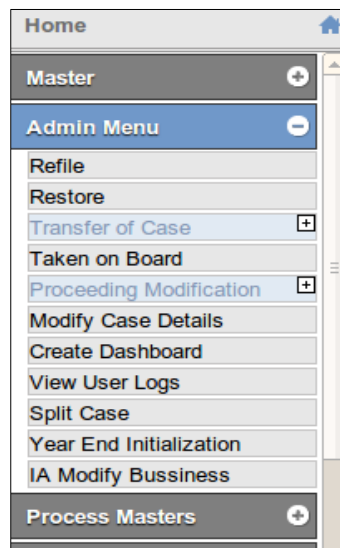



Figure 7: Navigation pane displaying Menu Items

3.1.2 ecourtIS link

This link will take you back to the **Home Page**. For example, if you are on the **Bailiff (Add)** screen and you want to view the **Home Page** for any reason, click  link. This link is located on the upper right hand corner of the screen.

3.1.3 Establishment select box


The **Establishment select box** will display all the **Establishments**. You can select your **Establishment** from this dropdown box.



3.1.4 Logout Link


Using the **Logout link**, you can move out from the current screen. This link is displayed on every screen of all the features in the **Registration** module.

3.1.5 Date Display

The system displays the **Current Date** on the **Home Page** at the upper right corner of the screen. You can use change the date using this  calendar icon.

Procedure to change the date displayed on the title bar

To change the **Date**, follow the steps given below:

1. Click the  icon. The system will display the **Select Date** screen with the current date in the **Date** field. (Refer to Figure Number 8)

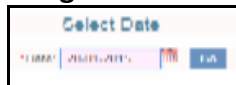


Figure 8: Select Date screen

2. Select the **Date** from calendar control.
3. Click **Go**. The system will display the **selected date** at the upper right corner on the menu bar.

3.1.6 Dashboard

The **Dashboard** interface displays important information (key performance) at a glance using graphical elements such as **Pie charts** and **Bar charts**. The dashboard aims to help

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communicate the key information to the end users. This section covers in detail all the features included in the dashboard. **(Refer to Figure Number 9 for Dashboard)**

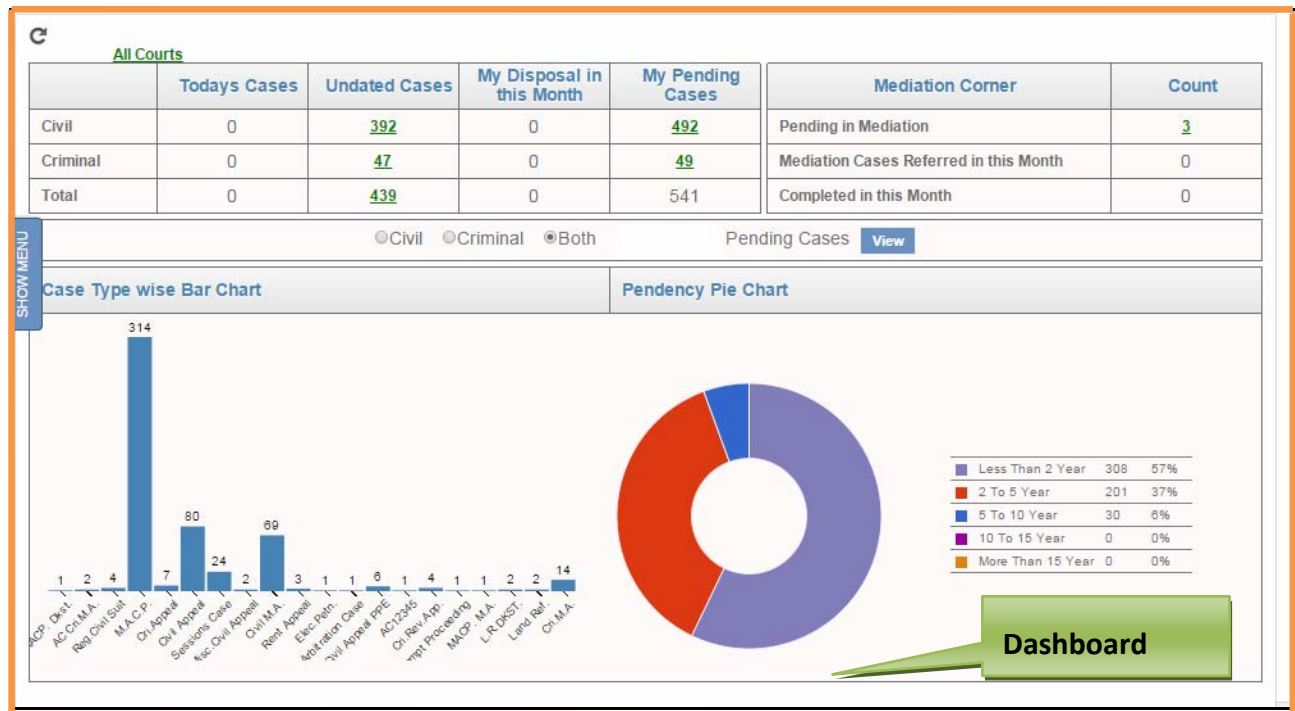


Figure 9: Dashboard

The dashboard displays the information given below:

1. **Result set** for Civil and Criminal Cases in table format. Here, the system displays the Civil, Criminal, and Total (Civil and Criminal) in terms of **Today's Cases**, **Undated Cases**, **My Disposal in this Month** (Disposed Cases for this month), and **My Pending Cases**. The table format will show the details given below:

- **Today's Cases**
- **Undated Cases**
- **My Disposal in this Month**
- **My Pending Cases**
- **Total of all cases**

(*Note: All the entries displayed in the screen shots are as examples only)

	Today's Cases	Undated Cases	My Disposal in this Month	My Pending Cases
Civil	0	22	39	24
Criminal	0	2	0	2
Total	0	24	39	26

Figure 10: Case History screen

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The cases are displayed as **links**. When you click these **links**, the system will display the screen pertaining to the selection. This screen will allow you to select the Criminal, Civil, or Both types of cases. Depending on your selection, the system will display the list of the cases.

For example take **Undated Cases**; here the total numbers of cases are 22. This number is displayed as a link (green in colour). When you click this number, the **Undated Cases Report** screen is displayed. (Refer to the Figure Number 9a)

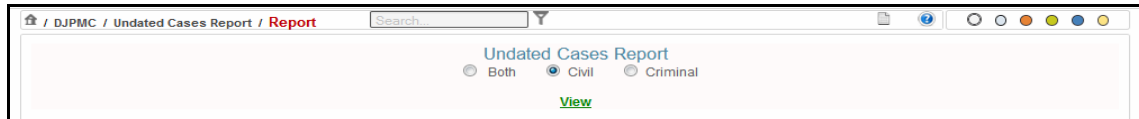


Figure Number 10a: Undated Cases Report screen with View link

Choose the type of case, either **Civil**, **Criminal** or **Both** by selecting their respective radio buttons and click **View** link. The system will display the List of the **Undated Cases** of that particular date. (Refer to figure given below)

S.No.	Case No.	Party Name	Next Date
1)	Reg.Civil Suit/100001/2011	Akhil Bhartiya Grahak Panchayat, New Delhi Vs Bindumadhav Batukbhairav Joshi	03-01-2015
2)	Civil Appeal/100127/2015	dsfdsf Vs rfsdf	01-01-2015

The Report will display the **Case No.** (Number), **Party Name**, and the **Next Date** assigned to the case. Similarly you can view the **Today's Cases**, **My Disposal in this Month**, and **My Pending Cases**.

2. Mediation Corner and Count :

Here, the **Mediation** details are displayed in a table format. It displays the cases that are **Pending in Mediation**, **Mediation Cases Referred in this Month**, and the cases that have **Completed Mediation in this Month**, Cases along with their count.

Mediation Corner	Count
Pending in Mediation	1
Mediation Cases Referred in this Month	1
Completed in this Month	0

The figure above shows the count of cases that are **Pending in Mediation** and the **Mediation Cases Referred in This Month** as 1. This count is displayed as a link. When you click this link, the system will display the report. For example, take the count 1 of cases **Pending in Mediation**. When you click this link the **Pending Cases in Mediation** report will be displayed. This report will display details such as:

- Case Type with **Registration Number** and **Year of Registration**
- Reference Date
- Result
- Member Name
- (Refer to figure given below)

Sr. No.	Cases	Reference Date	Result	Member Name
1)	Sessions Case/100298/2013	05-05-2015		Mediation Member

3. Viewing Pending Cases through the dashboard

☐ Civil
 ☐ Criminal
 ☒ Both
 Top Pending Cases

This block displays the list of **Pending Cases**. You can view the pending list for **Civil**, **Criminal**, or **Both** the types of cases together. Here, you have to enter the number of pending cases that you want to see in the **Top** field.


For example, if you enter the number **10** in the **Top** field, the system will display the list of **top 10 Pending** cases.

Procedure:

1. Select the radio button for **Civil**, **Criminal**, or **Both**.
2. Enter the number of pending cases that you want to view in the **Top** field.
3. Click the **Pending Cases View** button. The system will display the list of **top 10 Pending cases**. (Refer to Figure given below)



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Particulars of Offence.					
Sr. No.	Cases	Date of Registration	Age	Hearing Date	Search By Bar Code
1)	M.A.C.P./100754/2006	03-11-2006	8 years 2 month 16 days	07-01-2015	Evidence
2)	Civil Appeal/100099/2007	10-04-2007	7 years 9 month 13 days	13-01-2015	Hearing
3)	M.A.C.P./100580/2008	06-08-2008	6 years 5 month 14 days	03-01-2015	Evidence
4)	Civil Appeal/100249/2008	29-08-2008	6 years 4 month 21 days	03-01-2015	Judgment
5)	Sessions Case/100244/2009	20-07-2009	5 years 6 month 1 days	01-01-2015	Evidence Part Heard
6)	Civil Appeal/100317/2009	05-12-2009	5 years 1 month 13 days	07-01-2015	Hearing
7)	Civil M.A./100413/2009	22-12-2009	5 years 0 month 26 days	17-01-2015	Report
8)	Civil Appeal/100003/2010	04-01-2010	5 years 0 month 13 days	07-01-2015	Hearing

Figure 11: Pending Cases Report

(*Note: All the entries displayed in the screen shot are as examples only)

This report will show the **Particulars of Offence** with the details given below:

- Cases
- Date of Registration
- Age
- Hearing Date
- Search By Bar Code

The **Cases** column displays the **case details** as a link. When you **Click** this link, the system will display the **“Case History”** of that particular case. The **Case History** will display the case information such as: (Refer to Figure Number 10 for Case History screen)

- Case Details
- Case Status
- Petitioner and Advocate
- Respondent and Advocate
- Acts
- Subordinate Court Information
- Writ Information
- Case Transfer details between the Courts
- Incase you want to navigate back to the **Home Page**, Click **Back** link.

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eCourtIS DISTRICT ▾

DISTRICT AND SESSIONS COURT AURANGABAD

SHRI SHANT M. KURHE

Supuser | Logged: 15-01-2015 19:01:20

Home / Search

Case History

[Back](#)

Case Details

Case Type	M.A.C.P.		
Filing No.	100754/2006	Filing Date	26-09-2006
Registration No.	100754/2006	Date of Registration	03-11-2006
CDO	MBAU01-003413-2006		

Case Status

First Hearing Date	03rd November 2006
Next Hearing Date	07th January 2015
Stage of Case	Evidence
Court No. and Judge	1-PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD

Petitioner and Advocate

1) Shrawan Vithal Patil Address - M2 55 H-6 CIDCO Aurangabad Advocate - Bhale V.S.
--

Respondent and Advocate

1) Muhammad Farooq St. Mohammad Kayum Address - Indira Gandhi Nagar Kota Farukhan Advocate - Chaudhri R.S.
--

Acts

Under Act(s) : Motor Vehicle Act
Under Section(s) : 166(14)
Subject :

Subordinate Court Information

Court No. and Name : --
Case No. and Year : --
Case Decision Date : --

History of Case Hearing

Registration No.	Judge	Business Date	Hearing Date	Purpose of Listing
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	03-11-2006	06-12-2006	Appearance
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	06-12-2006	09-01-2007	Witness Statement
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	17-12-2008	20-01-2009	Steps_Unable
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	03-05-2011	06-04-2011	Appearance
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	03-04-2011	20-05-2011	Filing of Stay on Evid. Unable
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	01-05-2009	16-06-2009	Steps_Unable
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	04-08-2011	23-03-2011	Arrested Plaintiff
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	23-08-2011	18-09-2011	Loke-Hridayaya
100754/2006	PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD	22-12-2014	07-01-2015	Evidence

Writ Information

Reg. No.	Appellate Case No.	Appellate Authority	Date of Receipt

Case Transfer details between the Courts

Reg. No.	Date of Transfer	From Court No. and Judge	To Court No. and Judge
100754/2006	22-12-2006	10 - DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	1 -
100754/2006	29-04-2008	1 -	7 -
100754/2006	12-11-2008	7 -	10 - DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD

Designed & Developed by National Information Centre | Version: 001.0.0.0

Figure 12: Case Details

4. Case Type Wise Chart

The **following Chart** displays the graphical representation of **Case Type** count. This chart displays the total number of each Case Type. **(Refer to Figure Number 13)**

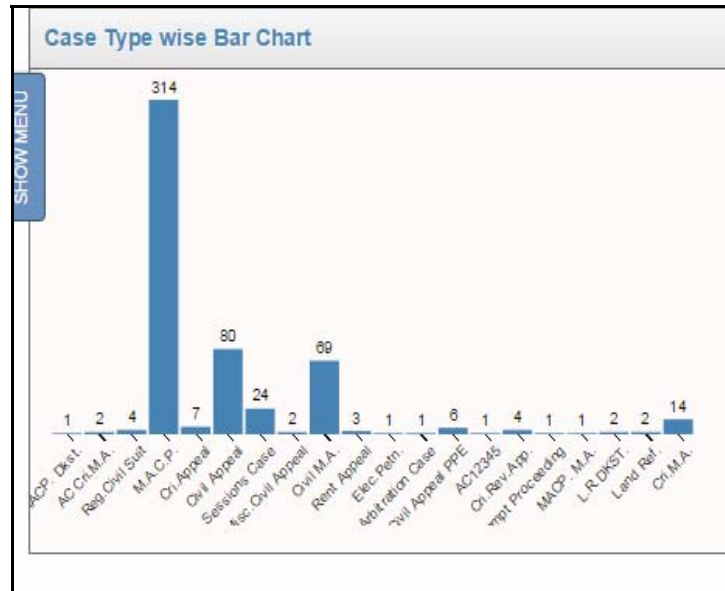


Figure 13: Case Type Wise Pie Chart

(Note*: All the entries displayed in the screen shot are as examples only)






5. Pendency Pie Chart

Pie Chart is the circle graph used for presentation of **Pending Cases** data. This data is represented in form of a circle with divided sections or segments. Each of these sections or segments represents the percentage of pending cases. The pending cases are grouped or classified according to the number of years they have been pending, as given below:

- Less Than 2 Years
- 2 To 5 Years
- 5 To 10 Years
- 10 To 15 Years
- More Than 15 Years



The categories are marked with a color which makes it easy to identify and understand the pendency of the cases at a glance. **(Refer to figure given below)**




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	Less Than 2 Year	135	45%
	2 To 5 Year	154	51%
	5 To 10 Year	11	4%
	10 To 15 Year	0	0%
	More Than 15 Year	0	0%

The colors assigned are described in the table given below:

Table 3: Table for Color Code

S.No	Color Code used	Years	Number of Cases	Pendency in Percentage
1		Less Than 2 Year	135	45%
2		2 to 5 Years	154	51%
3		5 to 10 Years	11	4%
4		10 To 15	0	0%
5		More Than 15 Years	0	0%

The Pie Chart in Figure Number 12 displays the cases pending for “45 % of cases Less than 2 Years displayed by  colour, “51 % of cases pending in the range of 2 to 5 Years displayed by  colour, and 4% of cases pending between 5 to 10 years displayed by  colour.

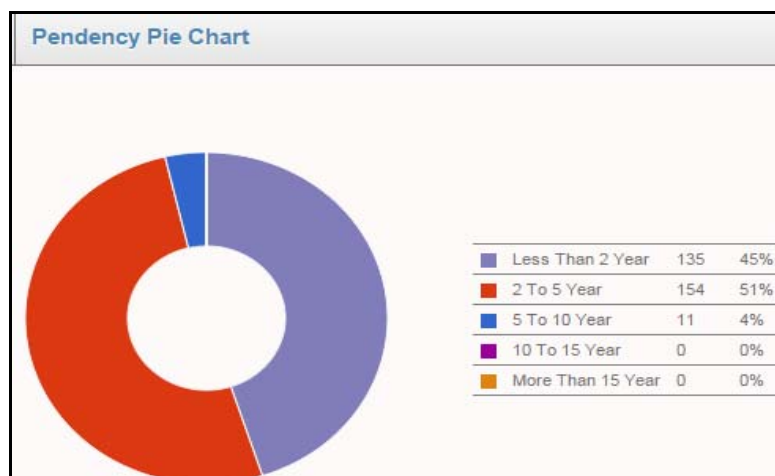


Figure 14: Pendency Pie Chart

When you place the mouse on a segment of the **Pie Chart**, the corresponding bar chart will display the same data in a more detailed manner, which means that the bar chart will display the total number of each pending Case Type. **Refer to Figure given below.**

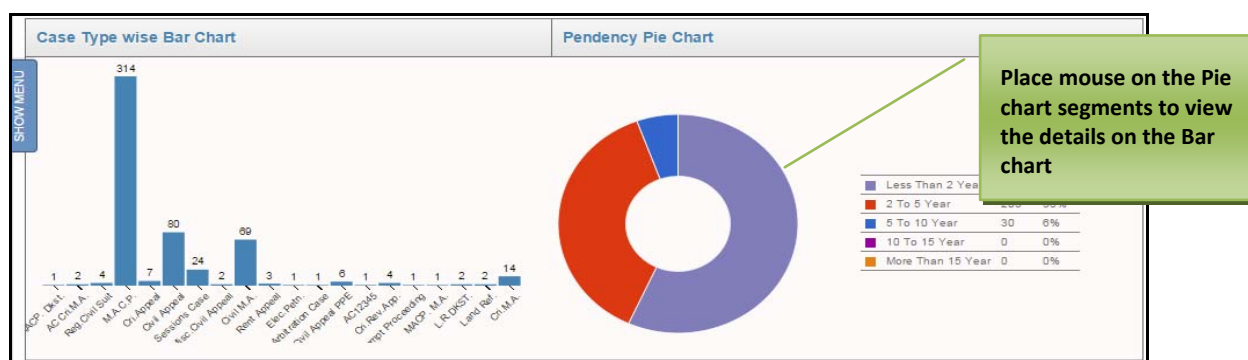


Figure Number 14a: Pendency Pie Chart with details

3.1.7 Common icons

The menu bar will display some common icons on every screen. They are as shown below:



Figure 14b: Common icons

New icon Delete icon Online Help

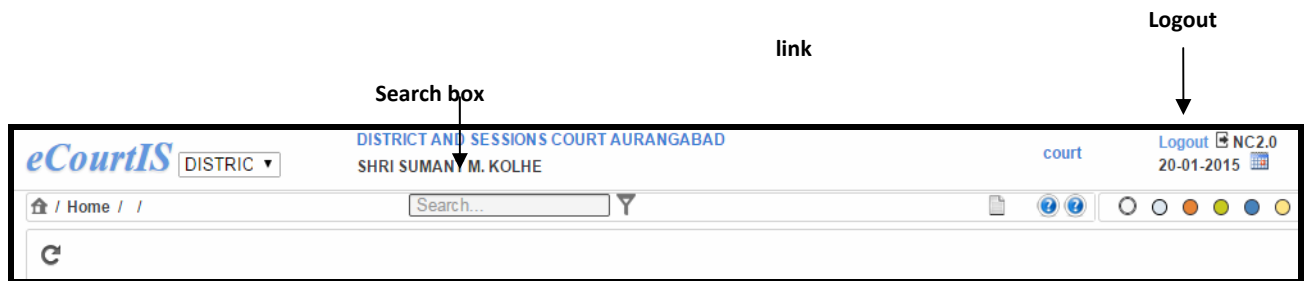





Figure 14c: Refresh and Logout Icons

Icons and its Description

Table 4: Table for Icons and its Description

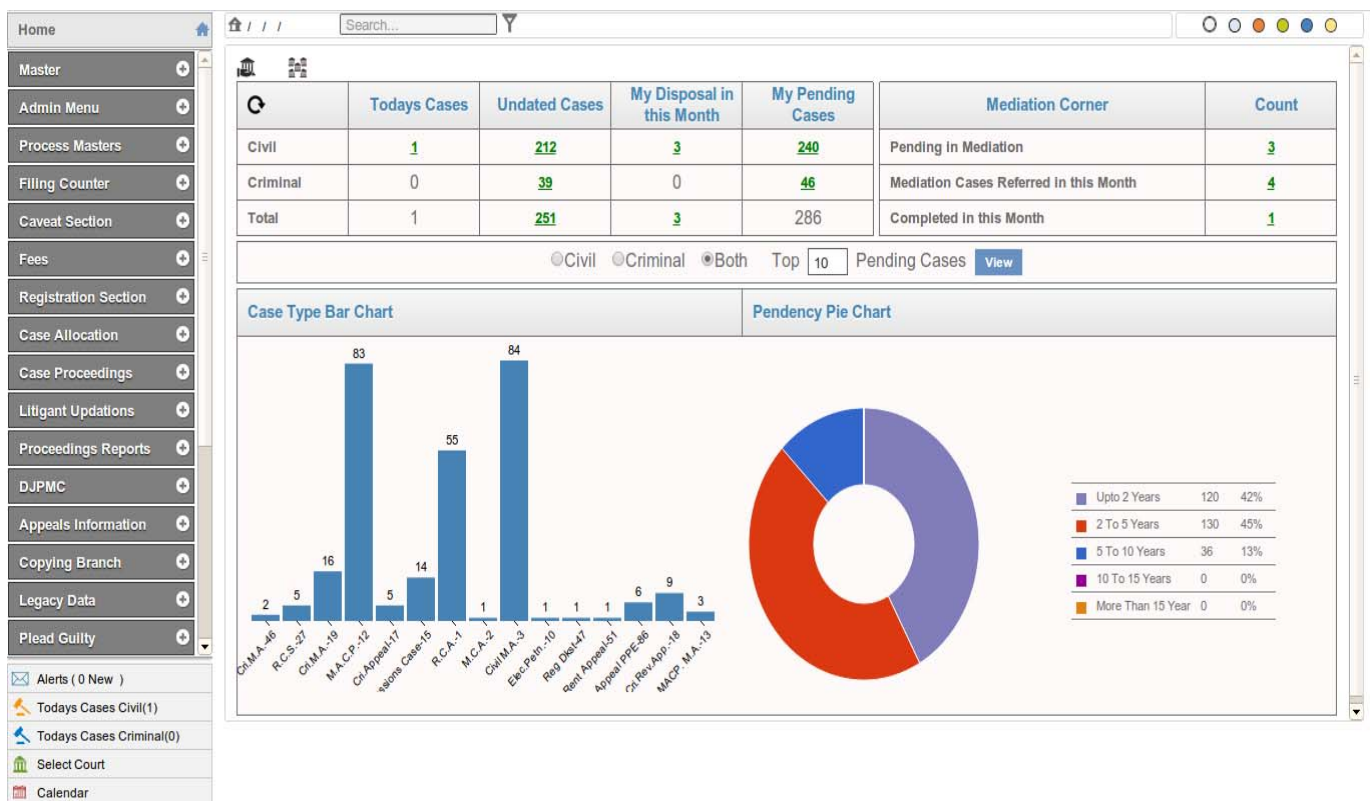
S.No	Icon	Name of Icon	Description
1		New icon	Click this icon to open a New form.
2		Edit icon	Click this icon to open the form to Modify the added details.
3		Delete icon	Click this icon to open the form with Delete or Undelete options.
4		Report icon	Click this icon to display the Report .
5		Online Help icon	Click this icon to display the Online Help to assist you to use the software application. It will guide you to perform the tasks successfully.
6		Colour icons	Click any of these icons to change the colour of the menu bar and the navigation pane.
7		Breadcrumbs	Bread crumbs is the graphical control element. The Breadcrumbs trail keeps a track of your location within the application.
8		Search box	Enter your search criteria in the Search box to access any menu screen directly.

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9		Time Table	Place the mouse on the “Time Table” link to view Case Type wise case schedule.
10		Refresh	Click this icon to refresh the Home Page . This icon is placed below the breadcrumbs towards the right hand corner on the screen.
11		Logout	Click this icon to go back to the Login screen . This icon is placed next to Log out link .

3.2 Shortcut Menus

Shortcut Menus have been included which will enable you to gain quick access to



The screenshot displays the Supuser Manual interface. On the left is a sidebar menu with the following items: Home, Master, Admin Menu, Process Masters, Filing Counter, Caveat Section, Fees, Registration Section, Case Allocation, Case Proceedings, Litigant Updations, Proceedings Reports, DJPMC, Appeals Information, Copying Branch, Legacy Data, Plead Guilty, Alerts (0 New), Todays Cases Civil(1), Todays Cases Criminal(0), Select Court, and Calendar. The main dashboard area contains a search bar, a table with case statistics, and two charts.

	Today's Cases	Undated Cases	My Disposal in this Month	My Pending Cases	Mediation Corner	Count
Civil	1	212	3	240	Pending in Mediation	3
Criminal	0	39	0	46	Mediation Cases Referred in this Month	4
Total	1	251	3	286	Completed in this Month	1

Below the table, there are filters for Case Type (Civil, Criminal, Both) and a 'View' button. The dashboard also features a 'Case Type Bar Chart' and a 'Pendency Pie Chart'.

Case Type Bar Chart Data:

Case Type	Count
Civil	2
Criminal	5
Both	16
Civil	5
Criminal	14
Both	55
Civil	1
Criminal	84
Both	1
Civil	1
Criminal	1
Both	1
Civil	6
Criminal	9
Both	3

Pendency Pie Chart Data:

Pendency Category	Count	Percentage
Upto 2 Years	120	42%
2 To 5 Years	130	45%
5 To 10 Years	36	13%
10 To 15 Years	0	0%
More Than 15 Year	0	0%

any form in the module.

Shortcuts Menus

Figure 14d: Shortcut menus

3.2.1 Search Box

The **Search box** will allow you to access the **Case Registration options** without using the **Navigation pane**. You can type the search term in the search box and the system will display the option of your choice. The **Search box** is located on the **menu bar**.



Figure 15: Search box

3.2.2 Alerts Menu

The **Alerts menu** is situated below the **Navigation pane**. This feature will display the alerts concerning the cases that have been **Transferred Out**, **Transferred In**, and **Allocated**. Refer Figure Number 14.

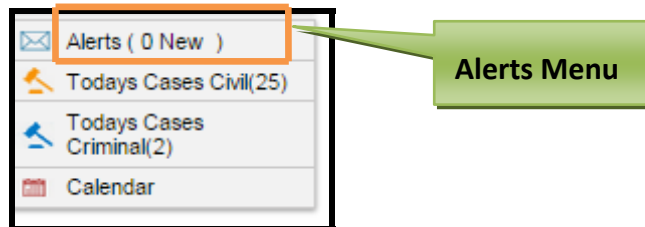


Figure 16: Alerts Menu

When you click the **Alerts Menu**, the system will display the **Alerts screen** with the details given below: (Refer to Figure Number 15)

- **Type of Alert (New Alert)**

The newly added alerts will be displayed as “**New Alert**” and the alerts that have been viewed by the user will be without the **New Alert** tag.

- **From**

The “**From**” column will display the user link. (the user who sends the alert).

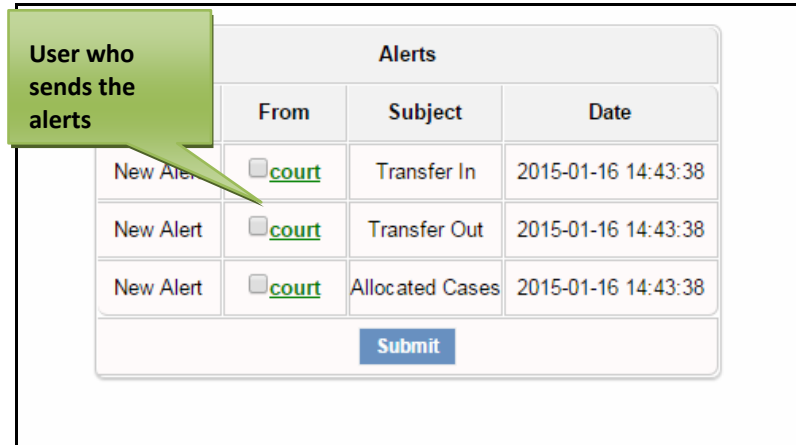
- **Subject**

The “**Subject**” column will display status of the case (Transfer Out, Transfer In, and Allocated Cases)

- **Date**

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The **“Date”** column will display the date and the time of receiving the alert.
See Figure Number 17 given below.

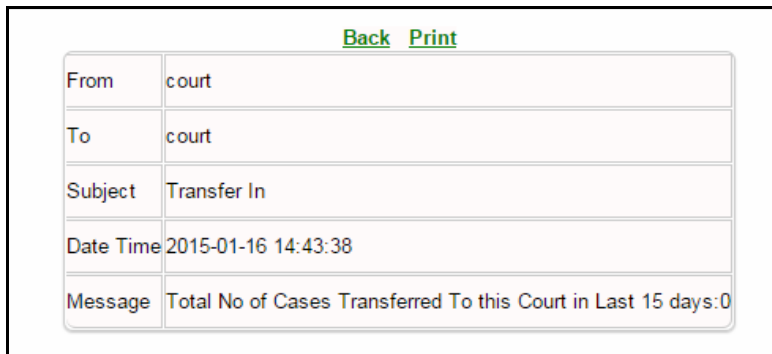


Alerts			
	From	Subject	Date
New Alert	<input type="checkbox"/> court	Transfer In	2015-01-16 14:43:38
New Alert	<input type="checkbox"/> court	Transfer Out	2015-01-16 14:43:38
New Alert	<input type="checkbox"/> court	Allocated Cases	2015-01-16 14:43:38
<input type="button" value="Submit"/>			

Figure 17: Alerts Screen (with court user)

When you click the **user link**, (for example **“court”** user as shown in **Figure Number 17**) the system will display the details given below:

1. The individual **“Alerts”** screen. (Refer to **Figure Number 18**)
2. The new alerts will be displayed as **“New Alert”**.
3. The user (court) is displayed as a link. When you click the user link, the individual **Alert** will be displayed.



		Back Print
From	court	
To	court	
Subject	Transfer In	
Date Time	2015-01-16 14:43:38	
Message	Total No of Cases Transferred To this Court in Last 15 days:0	

Figure 18: Individual Alert message

4. The **Individual Alert** message will display the details given below:
 - From
 - To
 - Subject
 - Date and Time
 - Message

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5. Once you have opened the alert message, the **"New Alert"** tag will disappear from the Alerts screen.
6. The **Individual Alert** screen displays the **Back** and **Print** links.
7. To go back to navigation menu use **Back link** and to **Print** use the **Print link**.
8. To delete the alert message: **Select** the user **checkbox** and **Click** the **Submit** button.

3.2.3 Today's Cases (Civil)

Today's Cases will display the list of Todays Civil cases with case no,party name,Advocate deatils as shown in the figure below.



Figure 19: Today's Cases Menu

Back DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF: SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR Principal District and Sessions Judge, Abad./District Judge-5 and Addl. Sessions Judge, Abad./District Judge-7 and Addl. Sessions Judge, Abad. Total Civil Cases Listed Today					
Sr. No.	Cases	Party Name	Name of Advocate	Next Purpose	Next Listing Date
Hearing					
1)	R.C.A./100037/2009	Water land Management Institute Walmi A.bad Vs Ravi Hemraj Jobanputra	Soman D.V.		Go to Proceeding
2)	Civil M.A./100398/2013	HDFC Bank Ltd Vs Shaiklal Abdul Patel	Narvadkar M.D. A.I.Pathan		Go to Proceeding
3)	Civil M.A./100594/2013	Government of Maharashtra Water Resource Department Vs S. S. Deshmukh	V. R. Sonvalkar A.K.Gawali		Go to Proceeding
4)	Civil M.A./100595/2013	Government of Maharashtra Water Resource Department Vs S. S. Deshmukh	V. R. Sonvalkar A.K.Gawali		Go to Proceeding
5)	Civil M.A./100596/2013	Government of Maharashtra Water Resource Department Vs S. S. Deshmukh	V. R. Sonvalkar Gawali A.K.		Go to Proceeding

3.2.4 Today's Cases (Criminal)

Clicking on this link will show the list of Todays Criminal cases with case no,party name,Advocate deatils as shown in the figure below

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[Back](#)
DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF: SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR
Principal District and Sessions Judge, Abad./District Judge-5 and Addl. Sessions Judge, Abad./District Judge-7 and Addl. Sessions Judge, Abad.
Total Criminal Cases Listed Today

Sr. No.	Cases	Party Name	Name of Advocate	Next Purpose	Next Listing Date
Evidence					
1)	Sessions Case/100369/2014	State of Maharashtra Vs Mangesh Chindha Niakm	A. P. P. Bhosale K.G.		Go to Proceeding
Charge					
2)	Sessions Case/100003/2015	State of Maharashtra Vs Shaikh Javed Shaikh Bashir	A. P. P. Ghanekar N.S.		Go to Proceeding
NO SAY ORDER					
3)	Cri.Rev.App./100201/2015	Vijay Govind Pawar Vs Karan Vijay Pawar	Pawar G.D. Pathrikar S.P.		Go to Proceeding



Select court:

This option is given to change the court. User can select the required court using Court No Down. After selecting court, press submit button to change court.

Select Court Name

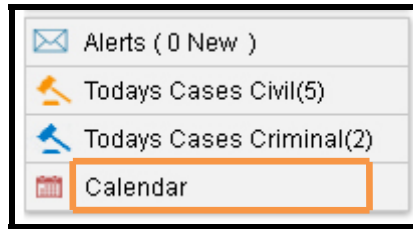
*Court No.: 5-SHRI S.S. GOSAVI,D

Select
1-SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR,Principal District and Sessions Judge, Abad./District Judge-5 and Addl.
2-SHRI S.L. PATHAN,District Judge-1 and Addl. Sessions Judge, Abad.
3-SHRI S.A. UPADHYE,Adhoc District Judge 1 Asst. Sessions Judge Abad.
4-SHRI S.G. SHETE,District Judge-2 and Addl. Sessions Judge, Abad.
5-SHRI S.S. GOSAVI,District Judge-4 and Addl. Sessions Judge, Abad.
6-SHRI U.L. TELGAONKAR,District Judge-3 and Addl. Sessions Judge, Abad.
7-SHRI J.N. RAJE,District Judge-8 and Addl. Sessions Judge, Abad.
8-SMT S.S. NAIR,District Judge-7 and Asst. Sessions Judge Abad.
9-SHRI P.S. SHINDE,District Judge-5 and Addl. Sessions Judge, Abad.
10-SHRI R.R. KAKANI,District Judge-6 and Addl. Sessions Judge, Abad.
11-SHRI D.K. ANBHULE,Adhoc District Judge-2 Asst. Sessions Judge Abad.
12-SHRI S.D. NIKAM,Adhoc District Judge-3 Asst. Sessions Judge Abad.

3.2.5 Calendar

The calendar displays the total number of **Civil** and **Criminal** cases for each day on the calendar.

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Procedure

1. Click the **Calendar** shortcut menu.
2. The system will display the **Calendar** with the total number of **Civil** and **Criminal** cases listed for each day.

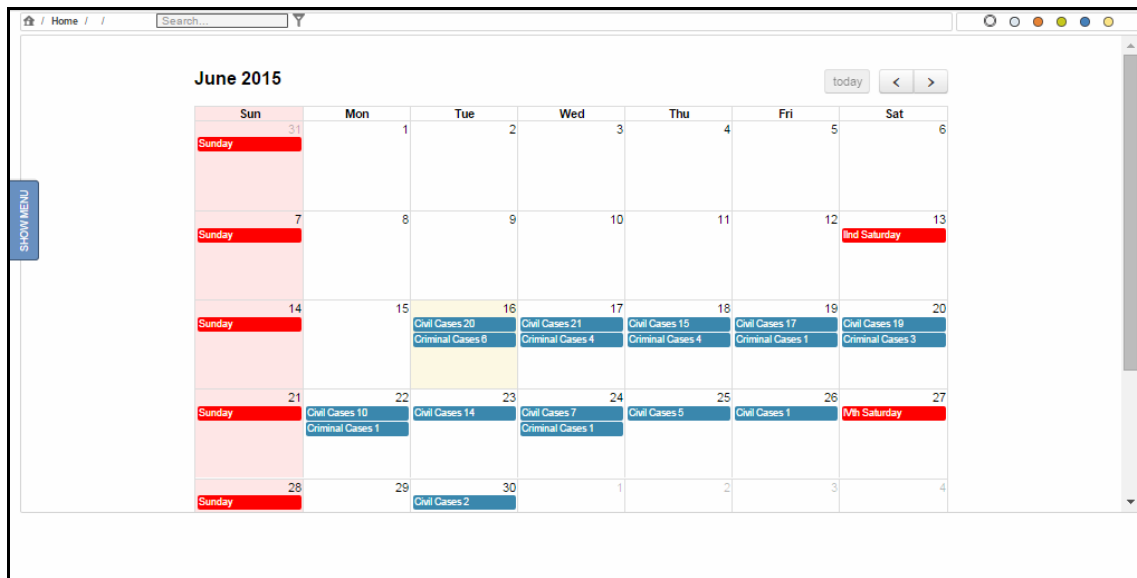





Figure 20: Calendar

3. The current date (today's date) is displayed in yellow colour and the holidays are displayed in red colour.
4. By default, the system will display the calendar for the current month. You can view the calendar for all months.
5. Click  arrow button to view the calendar for the next month.
6. Click  arrow button to view the calendar for the previous month.
7. Click  button to view the calendar for the current month.

4 Master

Master creation is the most important part of the system. The data entered in the **Master** helps to make the transactions of every module meaningful, hassle free and reduces the redundancy of data.

In CIS application, maintaining the **Master data** as per the option is **mandatory**. This task is executed through supuser only. Some of the **Master data** is already provided like **Case Type, Designation, Purpose of Listing, Act Master, Short Orders, Document Type, Disposal Type, Objection Type, District, Taluka, Village, Notice, Summons, Prayer Master, Caste Master, Fees Type, Nature Type** and **Adjourn Master**.

4.1 Configure Establishment

This option provides the facility to modify the **Court Name** and initialize various parameters like **Complainant Name, State, District, Taluka**, whether the Court is an **Appellate Court, Mode of Filing (either Manual or Automated)**, to enable **Hide Party** feature.

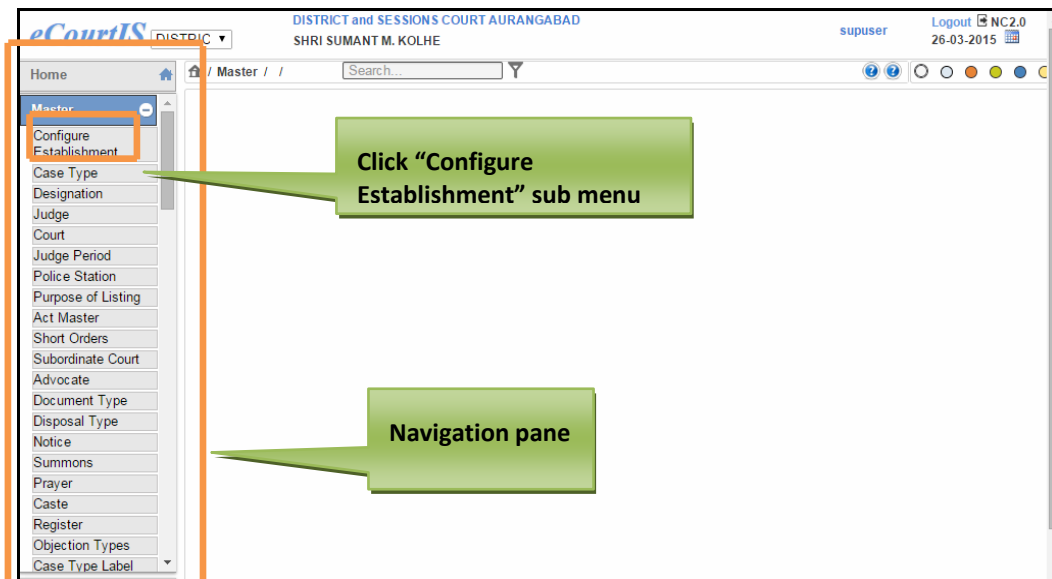


Figure 21: Navigation for "Modify Court Name" screen

To access the **Modify Court Name** screen follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Configure Establishment** sub menu. (Refer Figure Number 21)
3. When you Click **Configure Establishment** sub menu, the "**Modify Court Name**" screen with all the details is displayed. (Refer to Figure Number 22)

Supuser Manual

Modify Court Name

*Court Name: DISTRICT AND SESSIONS COURT AURANGABAD

*Establishment Code: MH2001

*Complainant Name: State of Maharashtra-44

State: MAHARASHTRA-1

*District: Aurangabad-19

Taluka: Aurangabad-5

*Civil: 104288 *Year: 2015

*Criminal: 103500 *Year: 2015

*Caveat Case No.: 306 *Year: 2015

Appellate Court: ☒ Party Hide: ☐

Mode of Filing: ☒ Manual ☐ Automated

Mode of Copying: ☒ Manual ☐ Automated

Mode of Nazarat: ☒ Manual ☐ Automated

मराठी

*न्यायालयाचे नाव: जिल्हा व सत्र न्यायालय औरंगाबाद

राज्य:


Figure 22: Modify Court Name screen

4. In this option details like the **Court Name**, **Establishment Code**, **Complainant Name**, **State**, **District** and **Taluka** are entered. Initialization of **Civil**, **Criminal**, **Year** and **Caveat Case Number** is done here. **Mode of Filing**, **Mode of Copying** and **Mode of Nazarat** are to be set as Manual or Automated as per the requirement. Check box for **Party Hide** can be checked if the Hide Party feature has to be enabled and check box for **Appellate Court** can be checked if Lower Court feature has to be enabled.

4.1.1 Court Name (Modify)

This option is used to modify the **Court Name** details that already exist in the database.

Figure 23: Modify Court Name (Modify)

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Modify Court Name** screen is displayed. (Refer to Figure Number 23)
3. The system will also display all the information that already exists in the database.
4. You can modify or update the required details.
5. Click **Set Max No.** if you want to initiate the **Case Number** or the **Caveat Case Number**.
6. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
7. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.2 Case Type

This option provides the facility to add a **Case Type** and its details. The **Case Types** that you enter should be unique throughout the **State**. Provision is given to enter the short name of the **Case Type**. The **Filing Number** and **Registration Number** are maintained as per the procedure adopted by the respective **State** and needs to be initialized on 1st of January every year as per the court procedure.

4.2.1 Case Type (Add)

This option provides the facility to add the **Case Type** details.

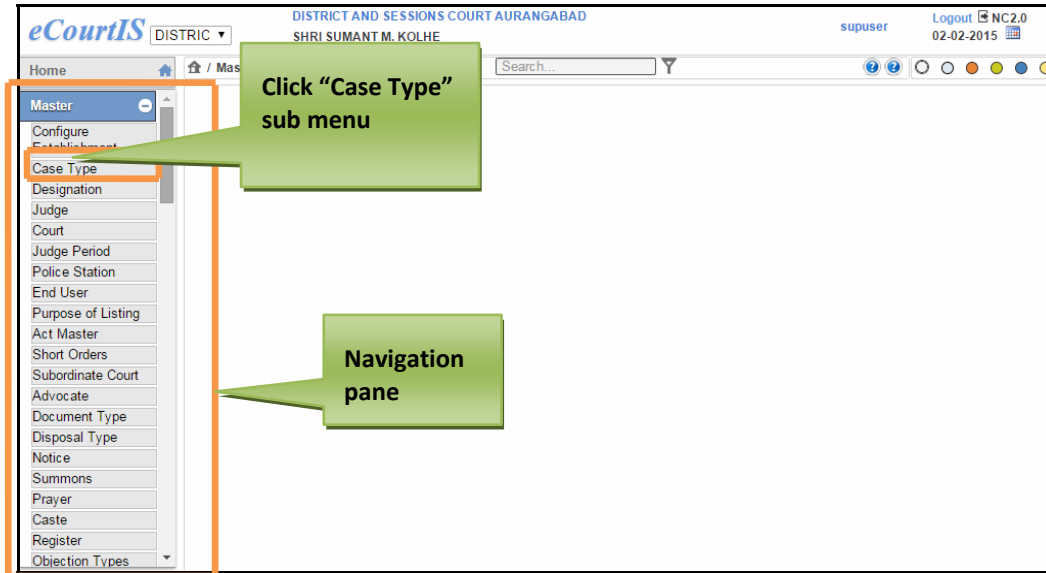


Figure 24: Navigation for "Case Type (Add)" screen

To access the **Case Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Case Type** sub menu. **(Refer Figure Number 24)**
3. When you Click **Case Type** sub menu, the "**Case Type (Add)**" screen with **Civil** as the selected option is displayed. **(Refer to Figure Number 25)**
4. You can add a case type for **Civil** cases as well as **Criminal** cases. By default Civil is displayed as the selected option.
5. For Criminal case, select the radio button for **Criminal**.

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The screenshot shows the 'Case Type (Add)' screen. The form is titled 'Case Type'. It contains the following fields:

- *Case Type Code: 100
- National Code: [empty]
- *Short Form: [empty]
- *Case Type Name: [empty]
- Case No.: 0
- *Year: 2015
- Petitioner Called as: [empty]
- Respondent Called as: [empty]
- Reasonable Disposal Time: [empty]
- Case Type Nature: ☒ Civil ☐ Criminal
- M.A.C.P Type: ☐

Below these fields, there is a section for the name in Marathi (मराठी):

- *संक्षिप्त रूप: [empty]
- *प्रकरण प्रकार नाव: [empty]
- अर्जदार या नाव: [empty]
- प्रतिवादी या नाव: [empty]

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

Figure 25: Case Type (Add) screen

Procedure:

1. The **Case Type Code** is displayed in the **Case Type Code** select box. This Code is unique and autogenerated by the system.
2. Enter the **National Code** in the **National Code** field.
3. Enter the short name of the case type in the **Short Form** field.
4. Enter the name of the case type in the **Case Type Name** field.
5. The **Case Number** is initiated and displayed by the system.
6. By default, the current year is displayed in the **Year** field.
7. Enter the name you want to assign the **Petitioner** in the **Petitioner Called As** field. The **Petitioner** label can be replaced by the string entered in this textbox
8. Enter the name you want to assign to the **Respondent** in the **Respondent Called As** field. The **Respondent** label can be replaced by the string entered in this textbox and the **Respondent**.
9. Select the check box for **M.A.C.P**, if the case is an accident case.
10. By default, **Civil** is displayed as the selected case type nature
11. For Criminal nature of case type, select the radio button for **Criminal**.
12. You can also enter **Short Form**, **Case Type Name**, **Respondent Name**, and **Petitioner Name** in local language also.
13. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"** after you have successfully added a **Case Type** to the system.
14. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.2.2 Case Type (Modify)

This option provides the facility to modify the **Case Type** details that already exists in the database.

The screenshot shows the 'Case Type (Modify)' screen. The form contains the following fields:

- *Case Type Code: AC Cri.M.A.-46
- *Short Form: AC Cri.M.A.
- Case No.:
- Petitioner Called as:
- Reasonable Disposal Time:
- M.A.C.P. Type:
- National Code:
- *Case Type Name:
- *Year: 2015
- Respondent Called as:
- Case Type Nature: ☐ Civil ☒ Criminal
- मराठी (Marathi) section:
 - *तक्रिम नाम: AC Cri.M.A.
 - *प्रकरण प्रकार नाम:
 - अर्जदार या नावे:
 - प्रतिवादी या नावे:
- Submit button

Figure 26: Case Type (Modify) screen

1. Click the **Edit**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type (Modify)** screen is displayed. (Refer to Figure Number 26)
3. Select the **Case Type Code** from the **Case Type Code select box**.
4. The existing details for the selected **Case Type** are displayed.
5. Now you can modify update or the required details.
6. Click **Set Max No.** if you want to initiate the **Case Number**.
7. Click **Submit** to save the modified details into the system.
8. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
9. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.2.3 Case Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **Case Type** details that already exists in the database.


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The screenshot shows the 'Case Type (Delete)' screen. The form is titled 'Case Type'. It contains the following fields and controls:

- *Case Type Code:** A dropdown menu showing 'AC Cri.M.A.-46'.
- *Short Form:** A text box containing 'AC Cri.M.A.'.
- Case No.:** A text box.
- Petitioner Called as:** A text box.
- Reasonable Disposal Time:** A text box.
- M.A.C.P. Type:** A checkbox.
- National Code:** A text box.
- *Case Type Name:** A text box.
- *Year:** A text box containing '2015'.
- Respondent Called as:** A text box.
- Case Type Nature:** Radio buttons for 'Civil' and 'Criminal'.
- Marathi Section (मराठी):**
 - *संक्षिप्त रूप:** A text box containing 'AC Cri.M.A.'.
 - अर्जदार या नावे:** A text box.
 - *प्रकारातून काढणे:** A text box.
 - प्रतिवादी या नावे:** A text box.
- Display:** Radio buttons for 'Delete' and 'Undelete'.
- Submit:** A blue button at the bottom right.

Figure 27: Case Type (Delete) screen

Procedure

1. Click **Delete**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type (Delete)** screen is displayed. (Refer to Figure Number 27)
3. Select the **Case Type** that you want to delete from the **Case Type Code select box**.
4. The existing **Case Type** details of the selected case type are displayed.
5. Select the **Delete** radio button to delete the selected **Case Type**. The details though deleted will remain in the database. This deleted data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button, to retrieve the deleted **Case Type**.
7. Click **Submit** to save the details into the system.
8. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
9. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
10. All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.

4.2.4 Case Type (Report)

This option provides the facility to view the list of all the **Case Types** that exists in the database. You can sort each column, copy, save, and print the report.

Master / Case Type / Report Search...

Copy CSV Excel




Show 10 entries Search:

Case Type Code	Case Type Name	Short Form	Civil/Criminal	Reg. No./Year	पकरण प्रकार नाम	संक्षिप्त रूप	दिवाणी/ फौजदारी
1	Civil Appeal	R.C.A.	Civil	100269/2015	नियमित दिवाणी अपील	नियमित दिवाणी अपील	दिवाणी
2	Misc.Civil Appeal	M.C.A.	Civil	100195/2015	किरकोळ दिवाणी अपील	किरकोळ दिवाणी अपील	दिवाणी
3		Civil M.A.	Civil	100392/2015		दिवाणी किरकोळ अर्ज	दिवाणी
4		Civil Revn.	Civil	0/2015		दिवाणी पुनर्निरीक्षण	दिवाणी
5		Civil Suit	Civil	0/2015		दिवाणी दावा	दिवाणी
6		Marriage Petn.	Civil	0/2015		विवाह अर्ज	दिवाणी
7	Land Ref.	L.A.R.	Civil	100217/2015	भुसंपादन निर्देशन अर्ज	भुसंपादन निर्देशन अर्ज	दिवाणी
8		Darkhast	Civil	0/2015		दरखास्त	दिवाणी
9		L.R.DKST.	Civil	100504/2015		भुसंपादन निर्देशन दरखास्त	दिवाणी
10		Elec.Petn.	Civil	100001/2015		निवडणुक अर्ज	दिवाणी

Showing 1 to 10 of 99 entries Previous Next

Figure 28: Case Type (Report) screen

Procedure

1. Click the **Report**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type (Report)** screen is displayed. (Refer to Figure Number 28)
3. Select the number of entries you want to view from the **Show entries**  select box.
4. To view the details of a particular Case, Enter search criteria in the **Search** box . The system will search using the search criteria and display the details of the **Case Type**. For example, a part of the **Case Name**.


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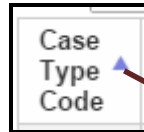
5. You can sort the details of each column of the report. To sort, Click the **arrow buttons**



placed towards the upper right corner of each column. You can sort the details in ascending, descending, and alphabetical order.

6. **For example**, in **Case Type Code** column, click the arrow

7. to sort **Case Type Code** column. This arrow  is placed at the right corner of the column. **(Refer to the Figure given below)**



Click to sort

8. Similarly, you can sort the details of each column using the arrows.



9. Click **Previous** arrow to view the previous page and **Next** arrow to move to the next page.

10. To Copy the **Report**, Click the  button. The **Report** will be copied to the clipboard. The system will display the message **"Table Copied"**. **(Refer to Figure 29)**

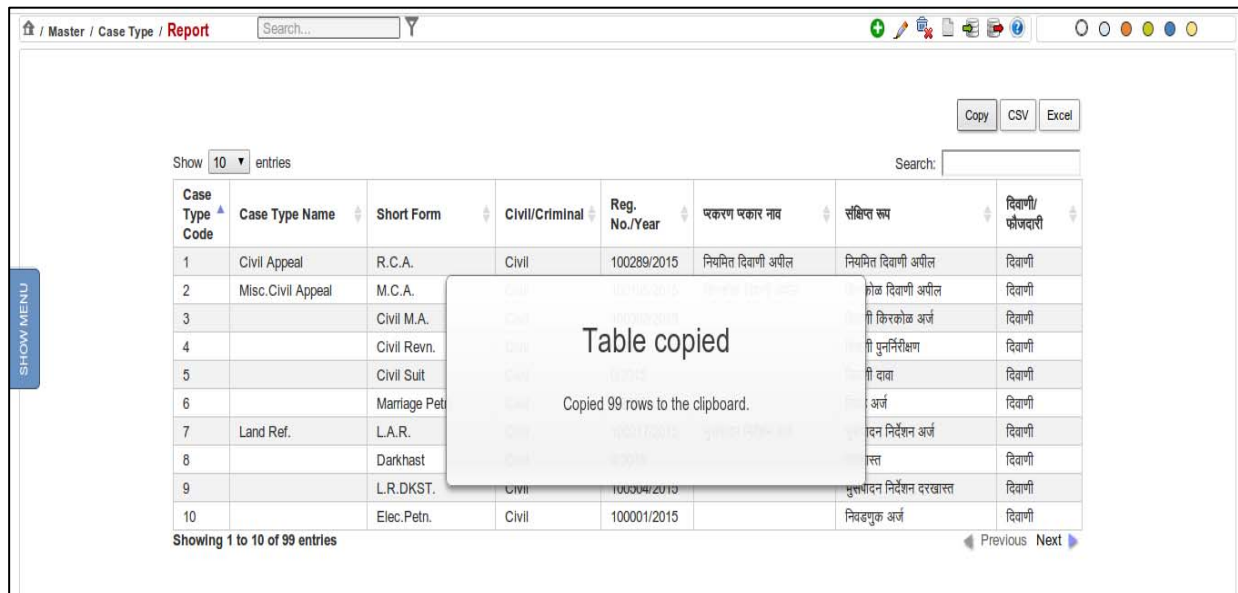



Figure 29: Copying Case Type Report

11. Click  button to save the **Report** in your desired destination. The system will display the **"Save As"** dialog box. **(Refer to Figure Number 30 given below).**

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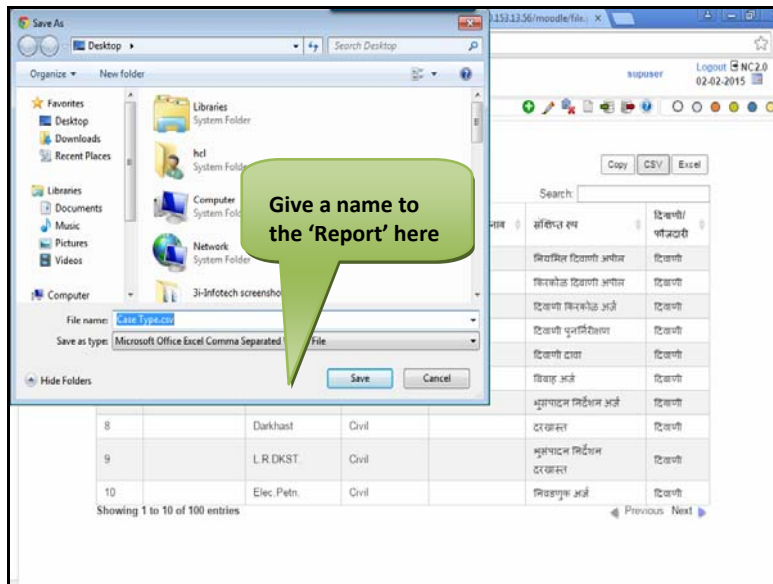




Figure 30: Save As dialog box

12. To **Save** the Report; Choose the destination (where you want to save), for example Desktop or Documents, give a name to the Report in **File Name** field, and Click **Save**.
13. Click  button, to save the **Report** in excel format. Follow steps **9, 10, 11** for the same.

4.2.5 Case Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type (Import)** screen is displayed. **(Refer to Figure Number 31)**
3. Browse and select the file to be imported and click on the Submit button.

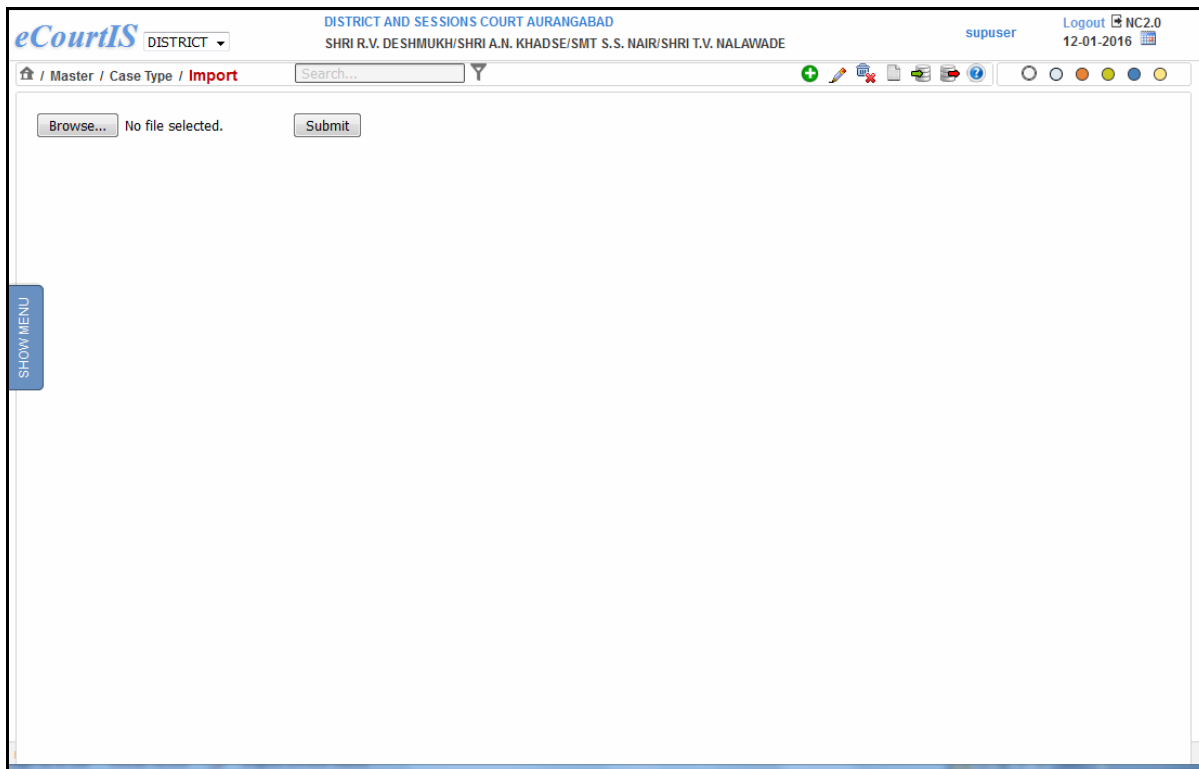


Figure 31: Case Type Import

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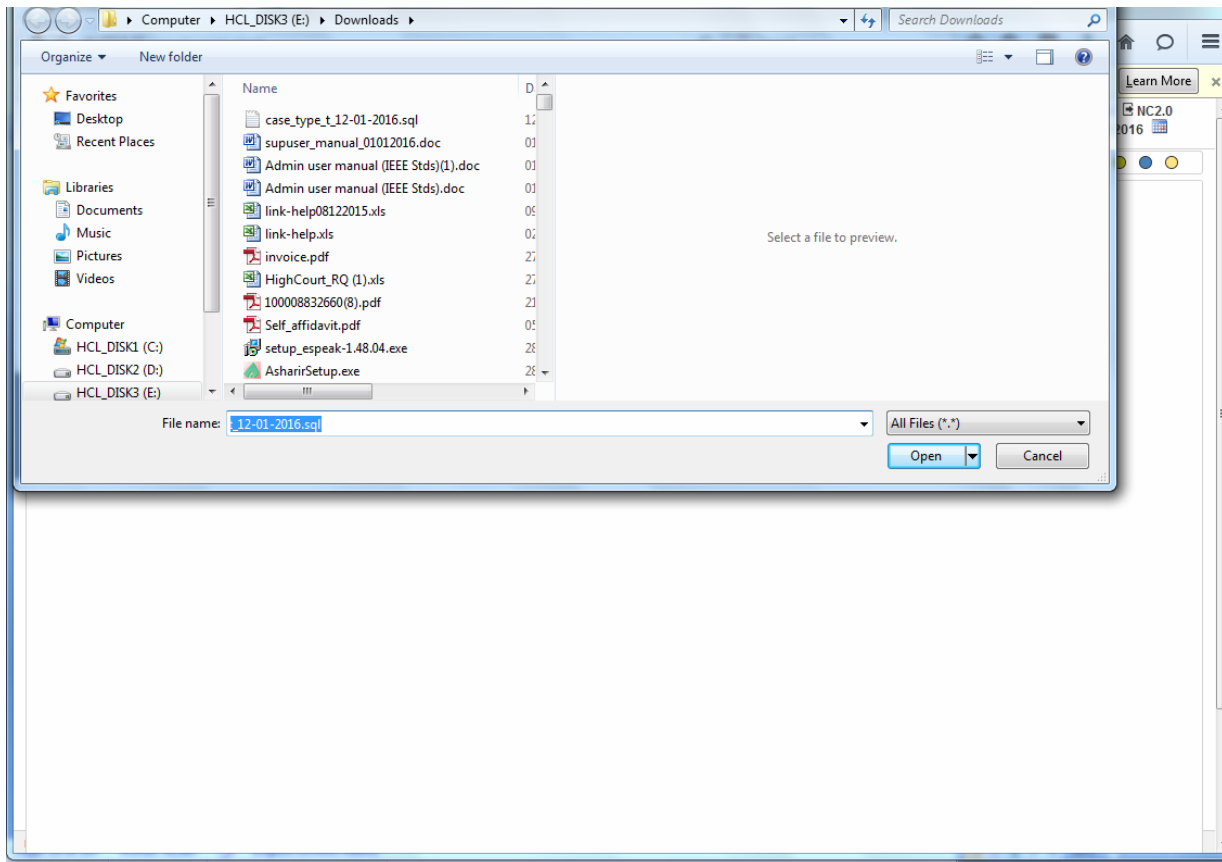



Figure 31a: Case Type Import

4.2.6 Case Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type (Export)** screen is displayed. (Refer to Figure Number 32).
3. The file case_type_t.sql which consists of the SQL statements to add the case types is created automatically. This file can then be imported using the **Import** option.

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Figure 32: Case Type Export

4.3 Designation

This option provides the facility to enter the **Designation** details of the Judges. By default the **Designation Master** data is provided. However, you can enter the designations, if it is not available in the list.

4.3.1 Designation (Add)

This option provides the facility to add a **Designation** into the system.

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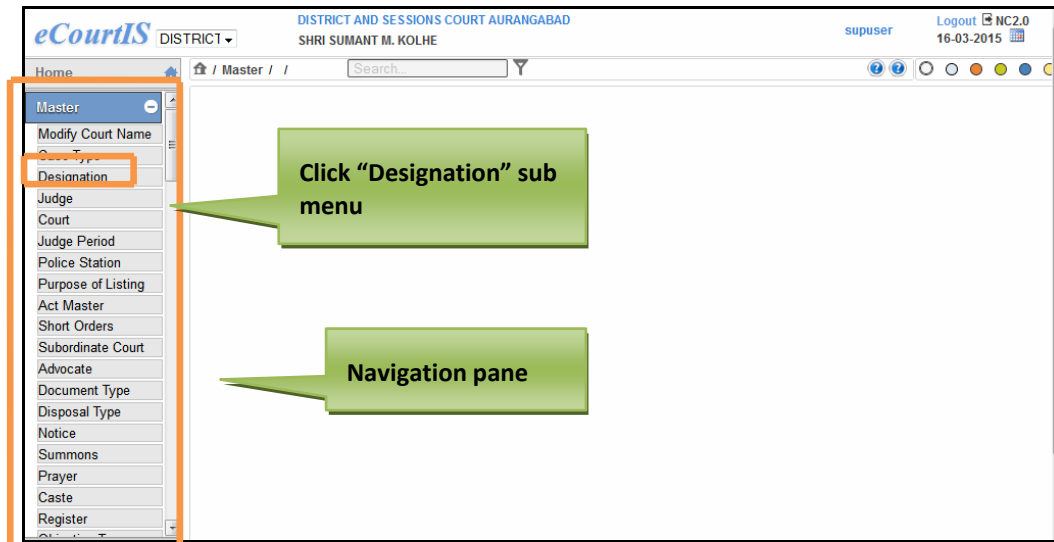


Figure 33: Navigation for "Designation" screen

To access the **Designation (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Designation** sub menu. (Refer Figure Number 33)
3. When you Click **Designation** sub menu, the "**Designation (Add)**" screen is displayed. (Refer to Figure Number 34)

Figure 34: Designation (Add) screen

Procedure

1. By default, the **Designation Code** is displayed. This **Designation Code** is unique and autogenerated.
2. Enter the designation in the **Designation** field.
3. Enter designation in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
5. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.3.2 Designation (Modify)


This option provides the facility to modify the **Designation** details that already exists in the database.

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Figure 35: Designation (Modify)

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Designation (Modify)** screen is displayed. (Refer to Figure Number 35)
3. Select the designation from the **Designation Code** select box.
4. The existing details are displayed.
5. You can now modify the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.3.3 Designation (Delete)

This option provides the facility to **Delete** or **Undelete** the **Designation** details that already exists in the database.



Figure 36: Designation (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Designation (Delete)** screen is displayed. (Refer to Figure Number 36)
3. Select the designation that you want to delete or undelete from the **Designation Code** select box.
4. Select the **Delete** radio button to delete the selected **Case Type**. The details though deleted will remain in the database. This deleted data can be retrieved using the **Undelete** radio button.
5. Select the **Undelete** radio button to retrieve the deleted details.

6. In case of **Delete option**, the system will display the message, “**Deletion Successful**”.
7. In case of **UnDelete**, the system will display the message, “**UnDeletion Successful**”.






4.3.4 Designation (Report)

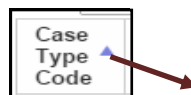
This option provides the facility to view the **Designation** list. You can sort each column, copy, save, and print the report.

Designation Code	Designation	पदनाम
1	Principal District and Sessions Judge Abad	प्रमुख जिल्हा व सत्र न्यायाधीश औरंगाबाद
2	District Judge-5 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 5 व अतिरिक्त सत्र न्यायाधिशऔबाद
3	District Judge-7 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 7 व अतिरिक्त सत्र न्यायाधिशऔबाद
4	District Judge-1 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश १ व अतिरिक्त सत्र न्यायाधिशऔबाद
5	District Judge-2 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 2 व अतिरिक्त सत्र न्यायाधिशऔबाद
6	Adhoc District Judge-2 Asst Sessions Judge Abad	तदर्भ जिल्हा न्यायाधीश 2 व सहा सत्र न्यायाधिशऔबाद
7	District Judge-6 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 6 व अतिरिक्त सत्र न्यायाधिशऔबाद
8	District Judge-3 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 3 व अतिरिक्त सत्र न्यायाधिशऔबाद
9	District Judge-4 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश ४ व अतिरिक्त सत्र न्यायाधिशऔबाद
10	Adhoc District Judge 1 Addl Sessions Judge Abad	तदर्भ जिल्हा न्यायाधीश १ व अति सत्र न्यायाधिशऔबाद



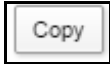
Figure 37: Designation (Report) screen

Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Designation Report** is displayed. (Refer to Figure Number 37)
3. Select the number of entries you want to view from the **Show entries**  select box.
4. To view the details of a particular Case, Enter a part of the **Designation** as the search criteria in the **Search** box . The system will search using the search criteria and display the **Designation** details.
5. You can sort the details of each column of the report. To sort, Click the arrow buttons  placed towards the upper right corner of each column. You can sort the details in ascending and descending order.
6. **For example**, to sort **Case Type Code** column, Click the arrow  to sort the details of the column



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7. Similarly, you can sort the details of each column using the arrow 
8. Click arrow for **Previous**  to view the previous page and **Next** arrow to view the next page.
9. To Copy the **Report**, Click the  button. The Report will be copied to the clipboard. The system will display the message **"Table Copied"**. (Refer to Figure Number 38)

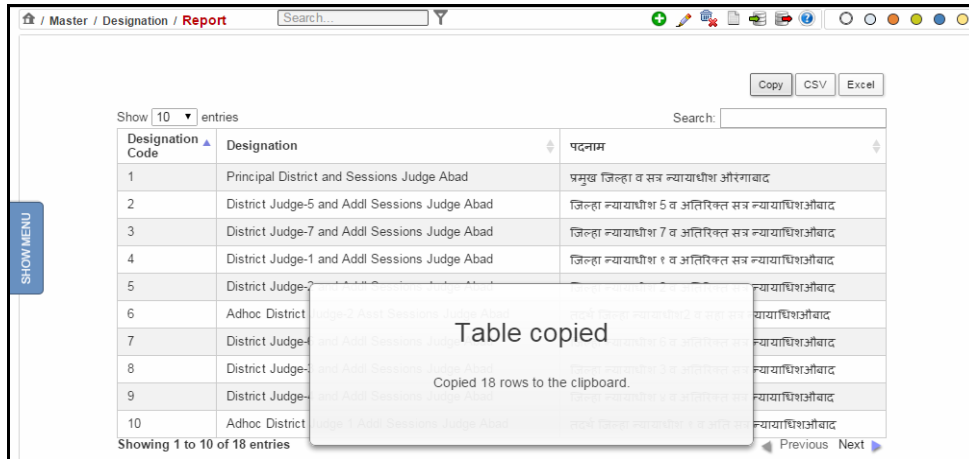



Figure 38: Copying Designation Report

10. Click  button to save the **Report** in your desired destination. The display the **"Save As"** dialog box is displayed. (Refer to Figure number 39 given below).

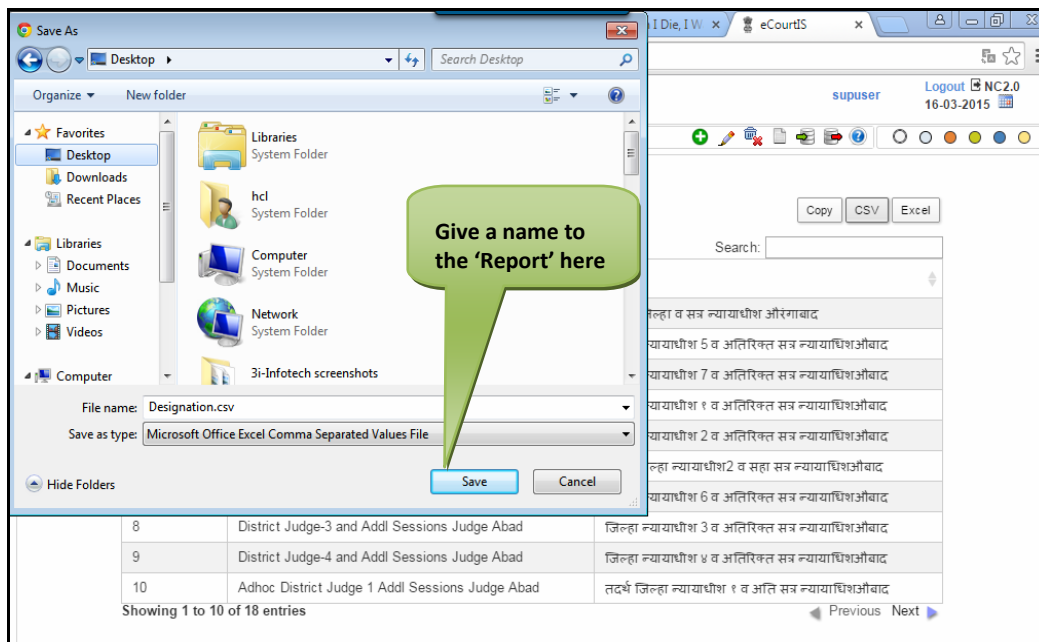


Figure 39: Save As dialog box

Figure 39: Save As dialog box

11. To **Save** the Report; Choose the destination, for example Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.

12. **The Report will be saved in the chosen destination in the system**




13. Click  button, to save the Report in excel format.

4.3.5 Designation (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Designation (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.3.6 Designation (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Designation (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\).](#)

4.4 Judge

This option provides the facility to enter the Judge details like **Judge Code**, **Judge Name** and **Judicial Officer Code**. It is important to maintain this master for the purpose of generating various reports, assigning cases and to monitor Judge's performance report.

4.4.1 Judge (Add)

This option provides the facility to add details of the **Judge**.

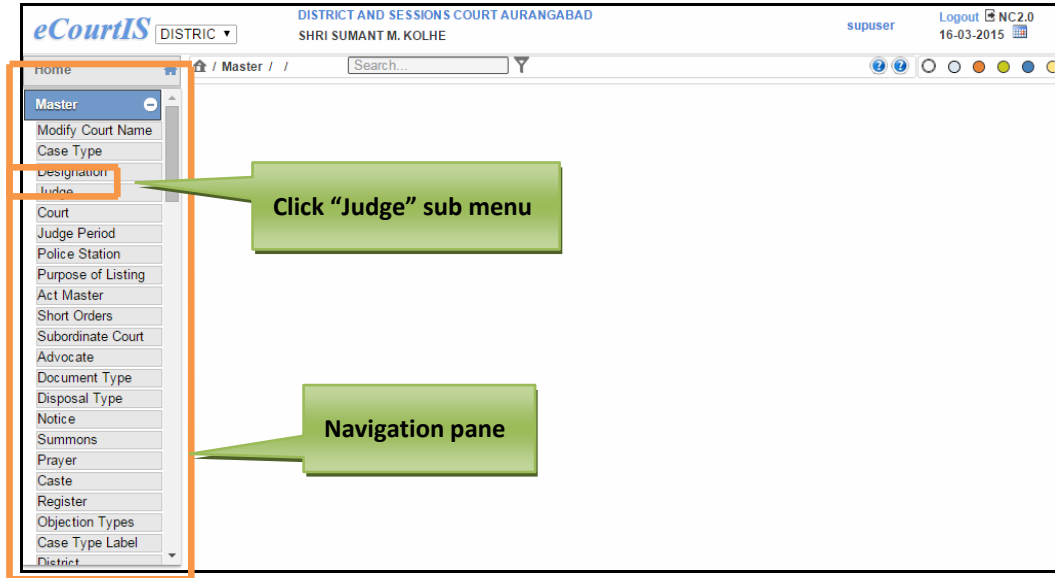


Figure 40: Navigation for "Judge" screen

To access the **Judge (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Judge** sub menu. (Refer Figure Number 40)
3. When you click **Judge** sub menu, the "**Judge (Add)**" screen is displayed. (Refer to Figure Number 41)

 The screenshot shows the 'Judge (Add)' screen. The breadcrumb is 'Home / Master / Judge / Add'. The form has the following fields:

- *Judge Serial No.: 30
- *Judge Name: [text input field]
- *Judicial Officer Code: [StateCode dropdown] [JOCode dropdown]
- *न्यायाधीश: [text input field]

 There is a 'Submit' button at the bottom right. A '2W MENU' button is visible on the left side of the form.

Figure 41: Judge (Add) screen

Procedure

1. By default the system will display the **Judge Serial Number**.
2. Enter the name of the Judge that you want to add in the **Judge Name** field.
3. Enter the **State Code** and **JO Code** in the **Judicial Officer Code** field.
4. Enter the name of the **Judge** in local language also.
5. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".


6. The mandatory fields are marked with an asterisk(*). Please fill all mandatory fields

4.4.2 Judge (Modify)

This option provides the facility to modify the **Judge details** that already exist in the database.

Figure 42: Judge (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Judge (Modify)** screen is displayed. (Refer Figure Number 42)
3. Select the name of the Judge that you want to modify from the **Judge Serial No.** field.
4. The system will display all the details like **Judge Name** (in local language also) and **Judicial Officer Code**.
5. You can now modify the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.4.3 Judge (Delete)

This option provides the facility to **Delete** or **Undelete** the **Judge** details that already exists in the database.

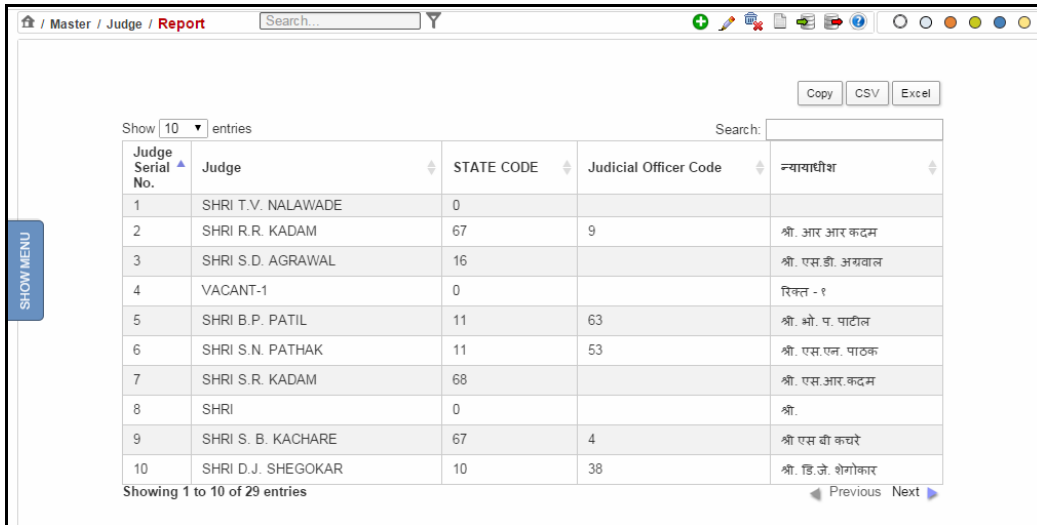
Figure 43: Judge (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Judge (Delete)** screen is displayed. (Refer Figure Number 43)
3. Select the Judge that you want to delete or undelete from the **Judge Serial No. select box**.
4. The existing Judge details are displayed.
5. Select the **Delete** radio button to **delete the selected Judge details**. The details though deleted will remain in the database. This data can be retrieved by using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted details.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.

4.4.4 Judge (Report)


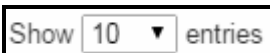
This report lists the entered names of the **Judges**. This option provides the facility to sort each column, copy, save, and print the report.





Judge Serial No.	Judge	STATE CODE	Judicial Officer Code	न्यायाधीश
1	SHRI T.V. NALAWADE	0		
2	SHRI R.R. KADAM	67	9	श्री. आर आर कदम
3	SHRI S.D. AGRAWAL	16		श्री. एस.डी. अग्रवाल
4	VACANT-1	0		रिक्त - १
5	SHRI B.P. PATIL	11	63	श्री. बी. पी. पाटील
6	SHRI S.N. PATHAK	11	53	श्री. एस. एन. पाठक
7	SHRI S.R. KADAM	68		श्री. एस. आर. कदम
8	SHRI	0		श्री.
9	SHRI S. B. KACHARE	67	4	श्री एस बी कचरे
10	SHRI D.J. SHEGOKAR	10	38	श्री. डि.जे. शेगोकार

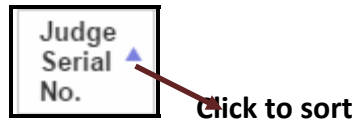
Figure 44: Judge (Report) screen





Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Judge Report** is displayed. (Refer to Figure Number 44)
3. Select the number of entries you want to view from the **Show entries**  select box.

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- To view the details of a selected Case, type a part of the **Judge Name** as the search criteria in the **Search:** **Search** box. The system will search using the search criteria and display the **Judge** details.
- You can sort the details of each column of the report. To sort, Click the arrow buttons  placed towards the upper right corner of each column. You can sort the details in ascending and descending order.
- For example**, to sort **Judge Serial No.** column, Click the arrow  to sort the details of the column. (Refer to the Figure given below)



- Similarly, you can sort the details of each column using the arrow .
- Click **Previous** arrow  **Next** arrow  to view the previous page and **Next** arrow to view the next page.
- To Copy the **Report**, Click the  button. The Report will be copied to the clipboard. The system will display the message **"Table Copied"**. (Refer to Figure given below)

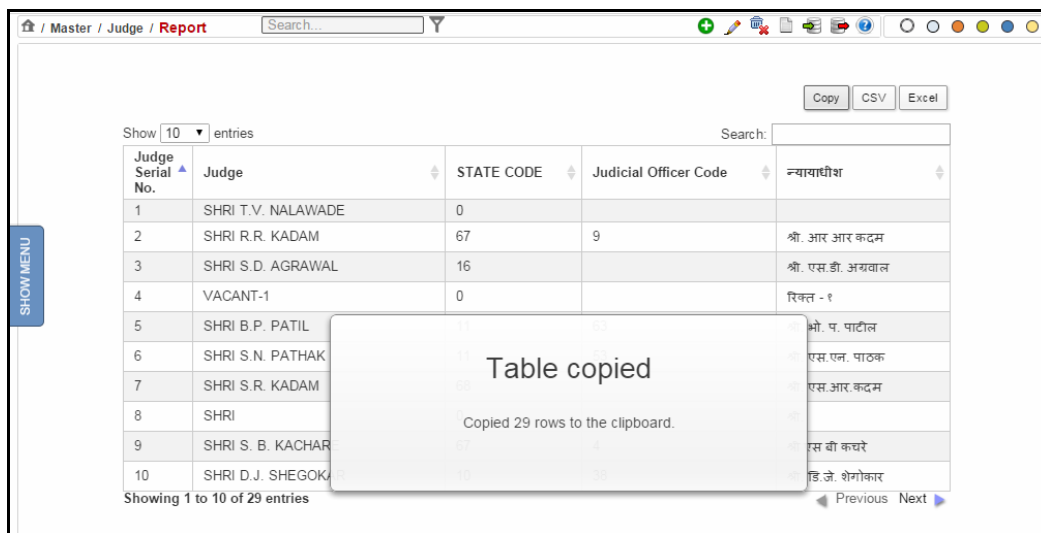



Figure 44a: Copying Judge Report

- Click  button to save the **Report** in your desired destination. The system will display the **"Save As"** dialog box. (Refer to Figure Number 44b given below).

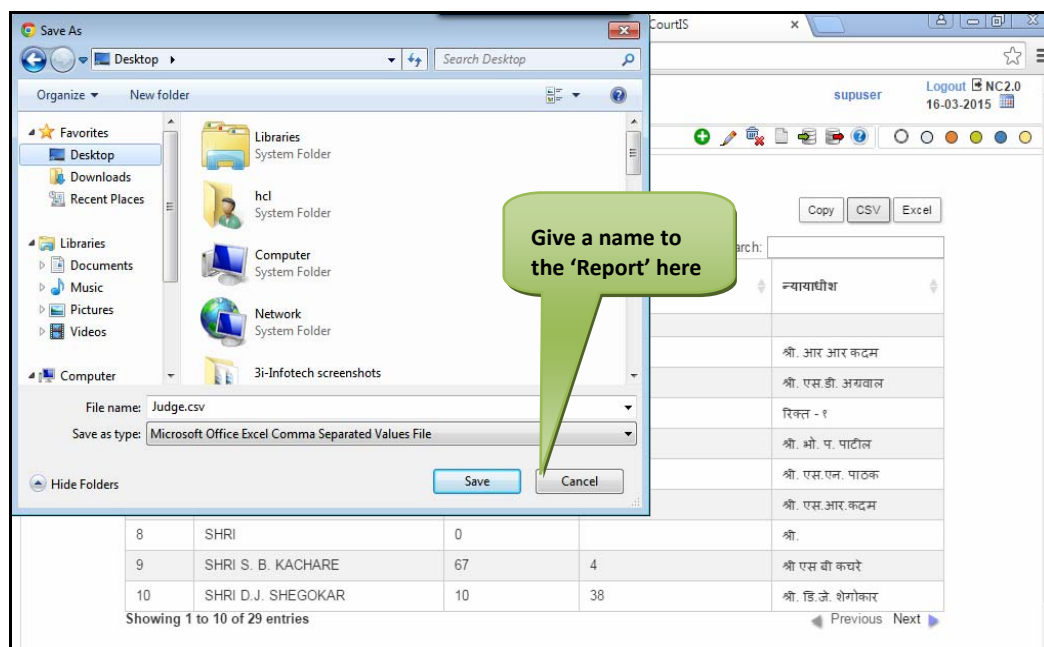


Figure 45: Save As dialog box

11. To **Save** the Report; Choose a destination, for example Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.


12. The Report will be saved in the chosen destination in the system.

13. Click  button, to save the **Report** in excel sheet format. Follow steps **09**, **10**, and **11** for the same.

4.4.5 Judge (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Judge (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.4.6 Judge (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Judge (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.5 Court

This option provides the facility to enter the **Court details**. It consists of **Court Number** and **Room Number** respectively. However, more than one room number may be allotted to one court also.

4.5.1 Court Name (Add)

This option provides the facility to add a **Court Name**.

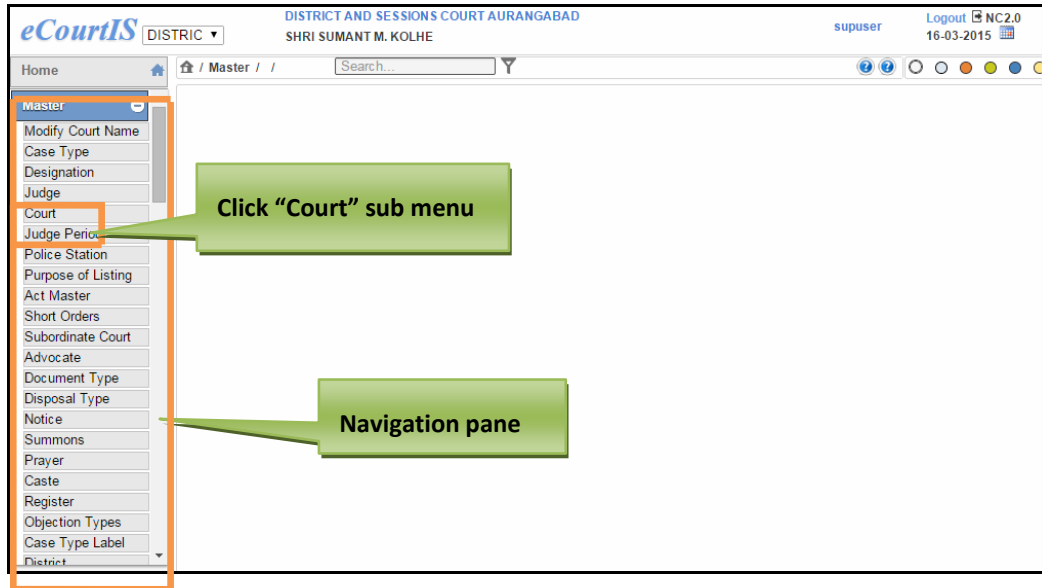


Figure 46: Navigation for "Court Name (Add)" screen

To access the **Court Name (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Court** sub menu. (Refer Figure Number 46)
3. When you click **Court** sub menu, the "Court Name (Add)" screen is displayed. (Refer to Figure Number 47)



Figure 47: Court Name (Add) screen

Procedure

1. By default, the court number is displayed in the **Court No. field**.
2. Enter the **Room Number** that you want to assign to the Court in the **Room Number field**.
3. Select the **check box for Principal Court** if it is a **Principal Court**.
4. Click **Submit** to save the data into the system. The system will display the message, "Addition Successful".
5. The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.

4.5.2 Court Name (Modify)

This option provides the facility to modify the **Court Name details** that already exists in the database.





Figure 48: Court Name (Modify) screen

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Court Name (Modify)** screen is displayed. (Refer Figure Number 48)
3. Select the court number from the **Court No. field**.
4. The existing details are displayed.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.5.3 Court Name (Delete)

This option provides the facility to **Delete** or **Undelete** the **Court Name** details that already exists in the database.

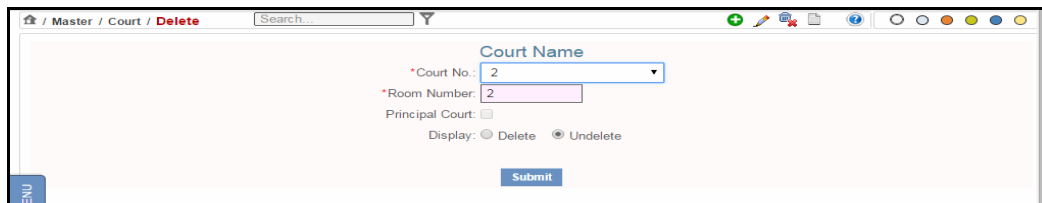



Figure 49: Court Name (Delete) screen


1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Court Name (Delete)** screen is displayed. (Refer Figure Number 48)
3. Select the Court Number that you want to delete or undelete from the **Court No. select box**.
4. The existing details are displayed.
5. Select the **Delete** radio button to **Delete the selected Court Name details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted **Court Name**.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.

4.5.4 Court Name (Report)

This report includes the lists of the **Court Names** that already exist in the database. You can sort each column, copy, save, and print the report.

Court No.	Room Number
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

Figure 50: Court Name (Report) screen

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Court Report** is displayed. (Refer to Figure Number 50)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. *Click the hyperlink (text in blue) in step 3 to view the features of the Report.*

4.6 Judge Period

This option is used to enter the **Joining date** or the **Relieving details** of the selected Judge for the selected court. It uses the data entered in **Designation, Judge** and **Court Masters** respectively. Whenever a Judge is transferred to a particular court the information about the Judge needs to be entered in this master.

4.6.1 Judge Period (Add)

This option provides the facility to add a **Judge Period**.

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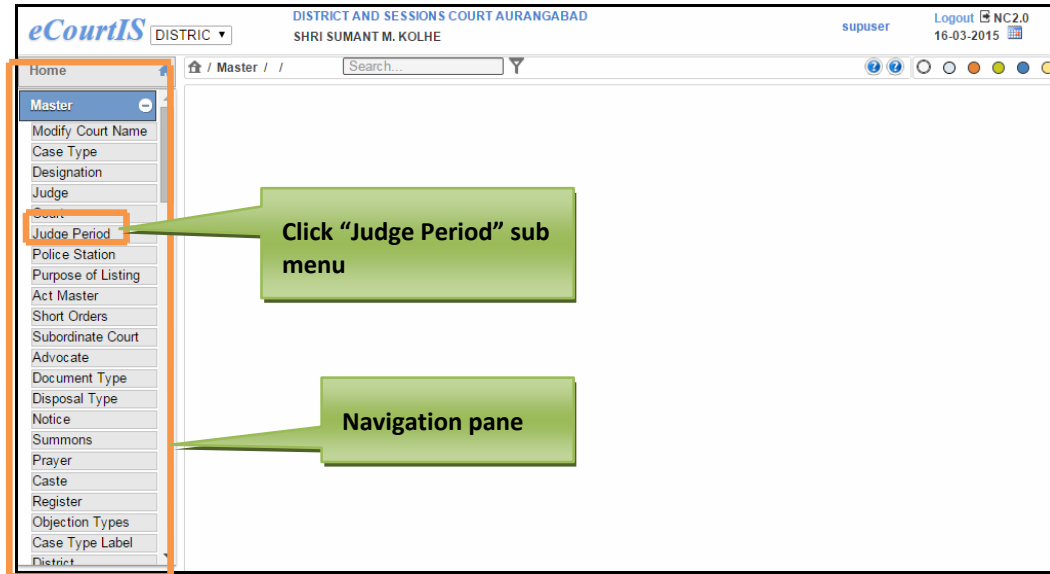


Figure 51: Navigation for "Judge Period (Report)" screen

To access the **Judge Period (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Judge Period** sub menu. (Refer Figure Number 51)
3. When you click **Judge Period** sub menu, the "**Judge (Add)**" screen is displayed. (Refer to Figure Number 52)

The screenshot shows the 'Judge Period (Add)' screen. It features a form with several fields: 'Court No.' (a dropdown menu), 'Judge' (a dropdown menu), 'Judicial Officer Code' (a text input field), 'Judge Designation' (a dropdown menu), 'From Date' and 'To Date' (calendar controls), and an 'Incharge' checkbox. The 'Joining' radio button is selected. A 'Submit' button is located at the bottom right of the form.

Figure 52: Judge (Add) screen

Procedure

1. Select the Court from the **Court No. select box**.
2. Choose **Joining** or **Relieving** by selecting the respective radio buttons.
3. Select the Judge that you want to assign to the selected **Court No.** from the **Judge select box**.
4. The **Judicial Officer Code** is displayed.
5. Select the designation of the Judge from the **Judge Designation select box**.
6. Select **From Date** and **To Date** from the calendar control.
7. Select the **Incharge check box** if the **Judge** is an Incharge.

8. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.6.2 Judge Period (Modify)

This option provides the facility to modify the **Judge Period Details** that already exists in the database.

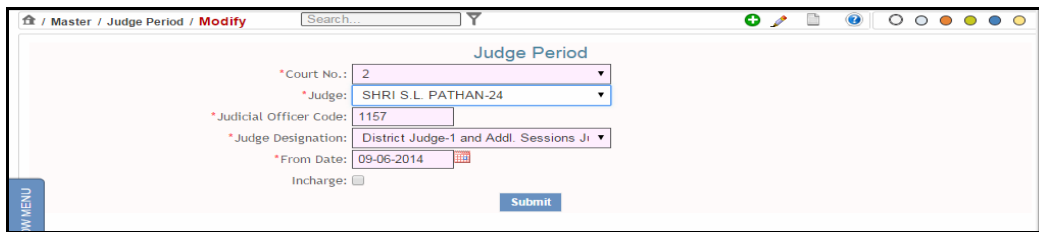

The screenshot shows a web application window titled "Judge Period (Modify)". The breadcrumb navigation at the top reads "Master / Judge Period / Modify". There is a search bar and a menu icon on the left. The form contains several fields, some marked with an asterisk (*) to indicate they are mandatory. The fields and their values are: "Court No." with value "2", "Judge" with value "SHRI S. L. PATHAN-24", "Judicial Officer Code" with value "1157", "Judge Designation" with value "District Judge-1 and Addl. Sessions Ji", and "From Date" with value "09-06-2014". There is also an "Incharge" checkbox which is currently unchecked. A "Submit" button is located at the bottom right of the form.

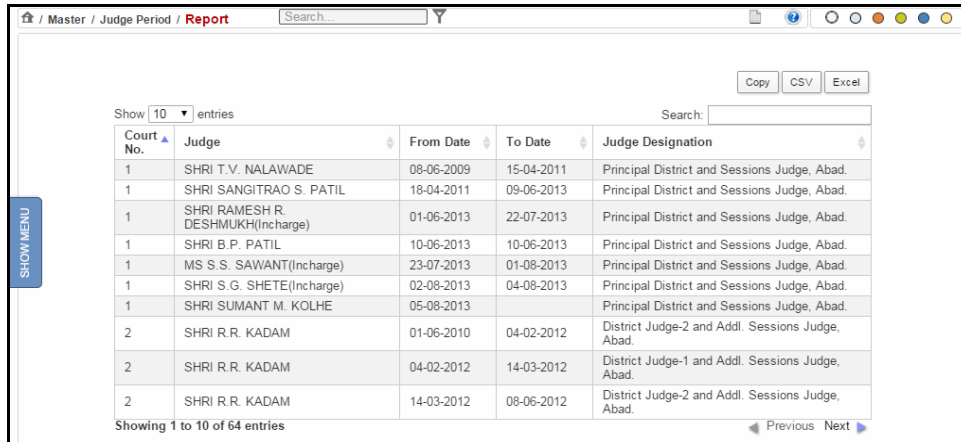
Figure 53: Judge Period (Modify) screen

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Judge Period (Modify)** screen is displayed. (Refer to Figure 53)
3. Select the **Court Number** from the **Court No. field**.
4. Select the **Judge** from the **Judge select box**.
5. The exiting details are displayed.
6. You can now modify or update the details.
7. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.6.3 Judge Period (Report)

This **Report** lists the work duration and other details of all the Judges attached to a particular court. You can to sort each column, copy, save, and print the report.


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Court No.	Judge	From Date	To Date	Judge Designation
1	SHRI T.V. NALAWADE	08-06-2009	15-04-2011	Principal District and Sessions Judge, Abad.
1	SHRI SANGITRAO S. PATIL	18-04-2011	09-06-2013	Principal District and Sessions Judge, Abad.
1	SHRI RAMESH R. DESHMUKH(Incharge)	01-06-2013	22-07-2013	Principal District and Sessions Judge, Abad.
1	SHRI B.P. PATIL	10-06-2013	10-06-2013	Principal District and Sessions Judge, Abad.
1	MS S.S. SAWANT(Incharge)	23-07-2013	01-08-2013	Principal District and Sessions Judge, Abad.
1	SHRI S.G. SHETE(Incharge)	02-08-2013	04-08-2013	Principal District and Sessions Judge, Abad.
1	SHRI SUMANT M. KOLHE	05-08-2013		Principal District and Sessions Judge, Abad.
2	SHRI R.R. KADAM	01-06-2010	04-02-2012	District Judge-2 and Addl. Sessions Judge, Abad.
2	SHRI R.R. KADAM	04-02-2012	14-03-2012	District Judge-1 and Addl. Sessions Judge, Abad.
2	SHRI R.R. KADAM	14-03-2012	08-06-2012	District Judge-2 and Addl. Sessions Judge, Abad.

Figure 53a: Judge Period (Report) screen

Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Judge Period (Report)** is displayed.
3. **For features of this option For features of this option** [Please refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) in step number 3 to view the Report features.](#)

4.7 Police Station

This option is used to enter the **Police Station details**. It is required to enter all the mandatory fields. The **Police Station details** are fetched in **Criminal Case** filing option. More than one court can be assigned to one **Police Station**.

4.7.1 Police Station (Add)

This option provides the facility to add a **Police Station** details into the system.

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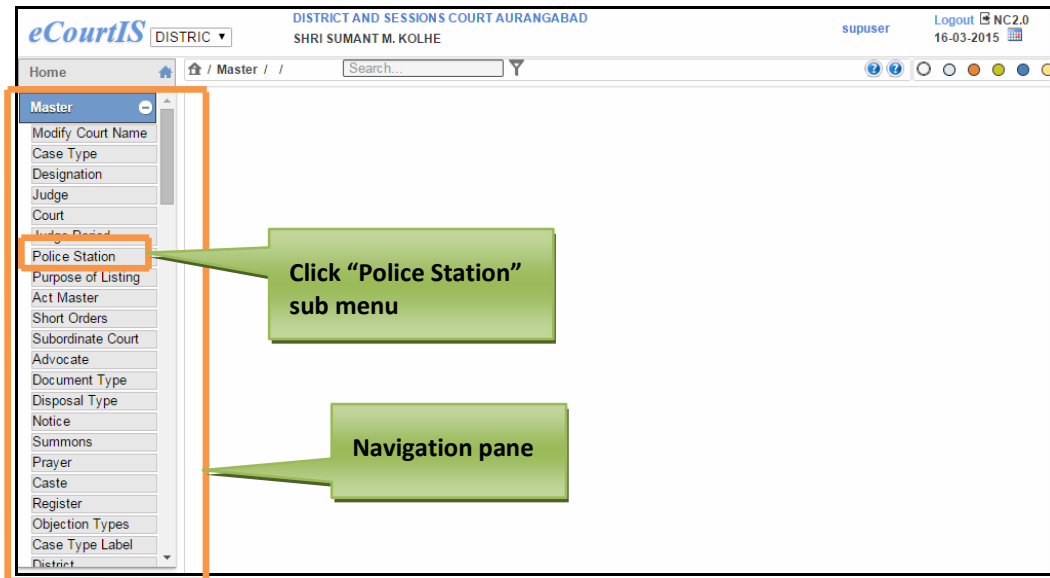


Figure 54: Navigation for "Police Station (Add) screen

To access the **Police Station (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Police Station** sub menu. (Refer Figure Number 54)
3. When you click **Police Station** sub menu, the "**Police Station (Add)**" screen is displayed. (Refer to Figure 55)

The screenshot shows the 'Police Station (Add)' form. It contains several input fields: 'Police Station Code' (with value 51), 'Police Station', 'District' (with value Aurangabad-19), 'Taluka' (with value Select), 'Phone No.', 'Mobile No.', 'Email', 'National Code', 'Officer Incharge', 'Address', and 'Area Court Number'. A dropdown menu for 'Area Court Number' is open, showing a list of judges: 1/SHRI SUMANT M. KOLHE, 2/SHRI S.L. PATHAN, 4/SHRI S.G. SHETE, 5/SHRI S.S. GOSAVI, and 6/SHRI M.V. DESHPANDE. A 'Submit' button is at the bottom right.

Figure 55: Police Station (Add) screen

Procedure


1. By default, the **Police Station Code** and the **District** are displayed.
2. Enter the name of the police station in the **Police Station field**. Please enter in local language also.
3. Enter the **National Code** in the **National Code field**.
4. Enter the name of the **Officer Incharge** in the **Officer Incharge field**.

5. Select the **Taluka** from the **Taluka select box**.
6. Enter the address of the police station in the **Address field**.
7. Enter the phone number in the **Phone Number field**.
8. Enter the mobile number in the **Mobile Number field**.
9. Enter the email in the **email field**.
10. Select the **Area Court Number** from the **Area Court Number select box**. You can select more than one area court number using the **Control (Ctrl) key and the mouse**. This control key (Ctrl) key is placed on lower left corner of the keyboard.
11. To select **multiple Area Court Number**, Press **Ctrl key** and **Click (Ctrl +Click)** on the **Area Court Number**. Perform both the actions (**Ctrl + Click**) together.
12. You can also enter the **Officer Incharge** and **Address** in local language also.
13. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
14. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.7.2 Police Station (Modify)

This option provides the facility to modify the **Police Station details** that you have already added in the software.

Figure 56: Police Station (Modify) screen


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Police Station (Modify)** screen is displayed. (Refer to Figure 56)
3. Select the **Police Station Code** from the **Police Station Code field**.
4. The existing details are displayed.
5. You can now modify or update the details.

6. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.7.3 Police Station (Delete)

This option provides the facility to **Delete** or **Undelete** the **Police Station** details that already exist in the database.

Figure 57: Police Station (Delete) screen

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Police Station (Delete)** screen is displayed. (Refer Figure Number 57)
3. Select the **Police Station Code** from the **Police Station Code** select box.
4. The existing details are displayed.
5. Select the **Delete** radio button to **delete the selected Police Station details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted **Police Station**.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.

4.7.4 Police Station (Report)


This report lists the details of the **Police station**. This option provides the facility to sort each column, copy, save, and print the report.

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Police Station Code	Police Station	Area Court Number	पोलीस ठाणे
1	CITY CHOWK	1,2,4,6,7,8,10,13	सिटी चौक
2	KRANTI CHOWK	1,2,4,6,7,8,10,13	क्रांती चौक
3	JINSI	1,2,4,6,7,8,10,13	जिन्सी
4	JAWAHARNAGAR	1,2,4,6,7,8,10,13	जवाहर नगर
5	CANTONMENT	1,2,4,6,7,8,10,13	छावणी
6	CIDCO	1,2,4,6,7,8,10,13	सिडको
7	MIDC CIDCO	1,2,4,6,7,8,10,13	एम.आय.डी.सी. सिडको
8	MUKUNDWADI	1,2,4,6,7,8,10,13	मुकुंदवाडी
9	WALUJ	1,2,4,6,7,8,10,13	वालुज
10	MIDC WALUJ	1,2,4,6,7,8,10,13	एम.आय.डी.सी. वालुज

Figure 58: Police Station (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Court Report** is displayed. (Refer to Figure Number 58)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

4.7.5 Police Station (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Police Station (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.7.6 Police Station (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Police Station (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.8 Purpose of Listing

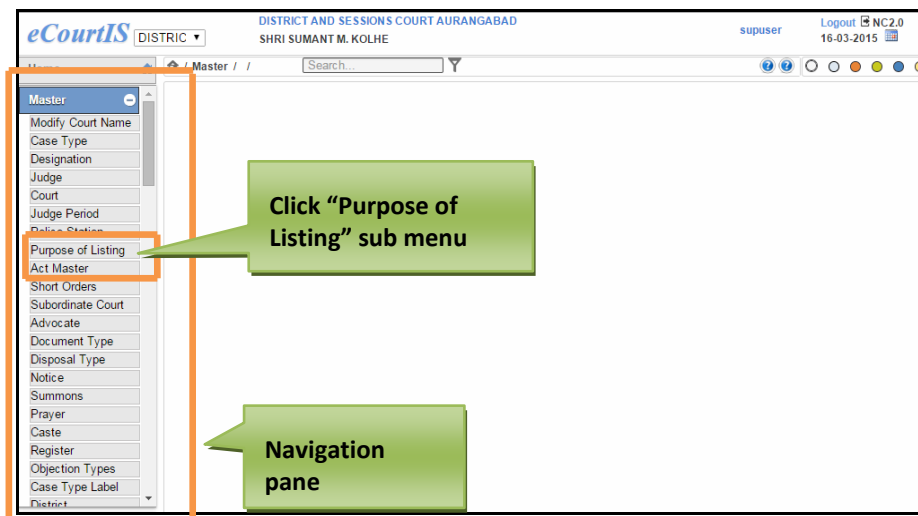


Figure 59: Navigation for "Purpose of Listing (Add) screen

To access the **Purpose of Listing (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click the **Purpose of Listing** sub menu. (Refer Figure 59)
3. When you click **Purpose of Listing** sub menu, the **"Purpose of Listing (Add)"** screen is displayed. (Refer to Figure Number 60)

4.8.1 Purpose of Listing (Add)

This option provides the facility to enter the **Purpose details** and to set the priority. It is very important to set purpose priority as the cases that are listed in the cause list are as per the purpose priority set in the **Masters**.

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Purpose of Listing

*Purpose Code: 105

*Purpose Details:

*Purpose Priority:

National Code:

Reasonable Disposal Time(in Months):

Ready/Unready: ☐ Ready ☒ Unready ☐ Stayed

Sub Purpose ID	Sub Purpose	Select All
1	For Examination in Chelf	<input type="checkbox"/>
2	Summons Notreturned	<input type="checkbox"/>
3	Appearance of Accused	<input type="checkbox"/>

મરાઠી

*उद्देश तपशील:

Submit

Figure 60: Purpose of Listing (Add) screen

Procedure

1. By default the system will display the **Purpose Code** in the **Purpose Code** field. This **Code** is generated automatically.
2. Enter the **Purpose Details** in the **Purpose Details** field.
3. Enter the **Purpose Priority** in the **Purpose Priority** field.
4. Enter the **National Code** in the **National Code** field.
5. Enter the disposal time in months in the **Reasonable Disposal Time (months)** field.
6. Choose the **Ready**, **Unready**, or **Stayed** status by selecting their respective radio buttons.
7. Check the relevant **Sub Purpose** checkbox. Check on **Select All** checkbox to select all the checkboxes.
8. Enter the Purpose Details in the **Purpose Details** field in local language also.
9. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.8.2 Purpose of Listing (Modify)

This option provides the facility to modify the **Purpose details** that you have already added in the software.

Master / Purpose of Listing / **Modify** Search...

Purpose of Listing

*Purpose Code: Additional Issues-37

*Purpose Details: Additional Issues

*Purpose Priority: 24

National Code:

Reasonable Disposal Time(in Months):

Ready/Unready: ☒ Ready ☐ Unready ☐ Stayed

Sub Purpose ID	Sub Purpose	Select All
1	For Examination in Chief	<input type="checkbox"/>
2	Summons Notreturned	<input type="checkbox"/>
3	Appearance of Accused	<input type="checkbox"/>


मराठी

*उद्देश तपशील: अतिरिक्त मुद्दे/बादल

Submit

Figure 61: Purpose of Listing (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Purpose of Listing (Modify)** screen is displayed. (Refer to Figure 61)
3. Select the **Purpose Code** from the **Purpose Code** field.
4. The existing details are displayed.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.8.3 Purpose of Listing (Delete)

This option provides the facility to **Delete** or **Undelete** the **Purpose** details that already exist in the database.

Master / Purpose of Listing / Delete

Search...

Purpose of Listing

*Purpose Code: Additional Issues-37

*Purpose Details: Additional Issues

*Purpose Priority: 24

National Code:

Reasonable Disposal Time(In Months):

Ready/Unready: ☒ Ready ☐ Unready ☐ Stayed

Sub Purpose ID	Sub Purpose	Select All
1	For Examination in Chelf	<input type="checkbox"/>
2	Summons Notreturned	<input type="checkbox"/>
3	Appearance of Accused	<input type="checkbox"/>


मराठी

*उद्देश तपशील: अतिरिक्त मुद्दे/बादल

Display: ☐ Delete ☒ Undelete

Submit

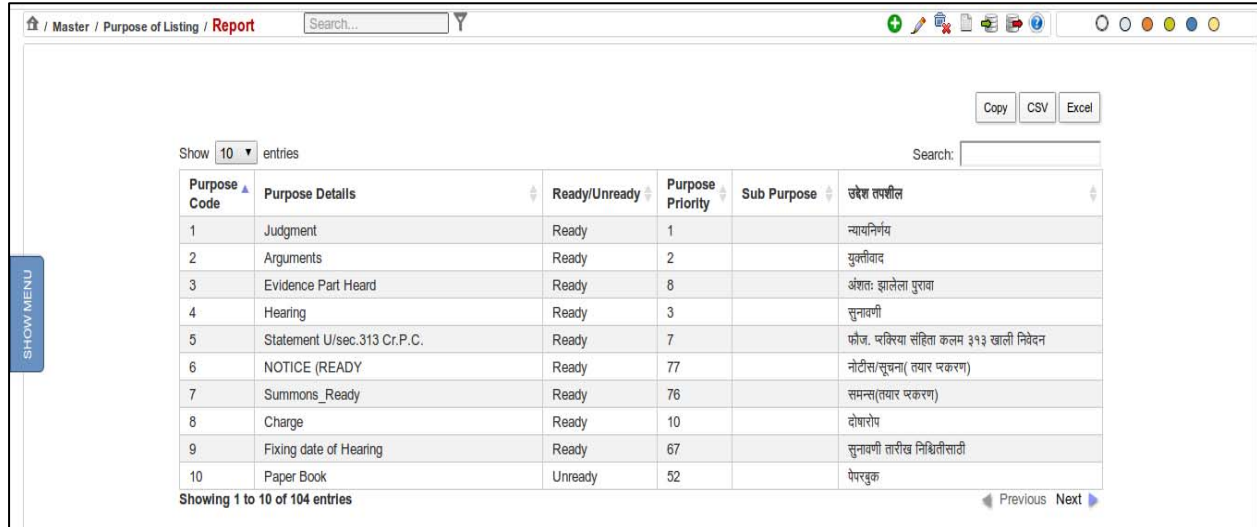
Figure 62: Purpose of Listing (Delete) screen

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The system will display the **Purpose of Listing (Delete) screen. (Refer Figure Number 62)**
3. Select the **Purpose Code** from the **Purpose Code select box**.
4. The existing Purpose details are displayed.
5. Select the **Delete** radio button to **delete the selected Purpose** details. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.8.4 Purpose of Listing (Report)

This report provides the facility to view the list of **Purpose** that already exists in the database. You can sort each column, copy, save, and print the report.


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Purpose Code	Purpose Details	Ready/Unready	Purpose Priority	Sub Purpose	उद्देश्य तथ्यसूची
1	Judgment	Ready	1		न्यायनिर्णय
2	Arguments	Ready	2		युक्तीवाद
3	Evidence Part Heard	Ready	8		अंशतः झालेला पुरावा
4	Hearing	Ready	3		सुनावणी
5	Statement U/sec.313 Cr.P.C.	Ready	7		फौज. पक्रियेच्या संहिता कलम ३१३ खाली निवेदन
6	NOTICE (READY)	Ready	77		नोटीस/सूचना (तयार पकरण)
7	Summons_Ready	Ready	76		समन्स(तयार पकरण)
8	Charge	Ready	10		दोषारोप
9	Fixing date of Hearing	Ready	67		सुनावणी तारीख निश्चितीसाठी
10	Paper Book	Unready	52		पेपरबुक

Figure 63: Purpose of Listing (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Purpose of Listing report** is displayed. (Refer to Figure Number 63)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Report features.](#)

4.8.5 Purpose of Listing (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Purpose of Listing (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.8.6 Purpose of Listing (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Purpose of Listing (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.9 Act Master

This form is used to enter the **Act details**. The **Acts** entered should be unique throughout the **State**. The **Act** may be **State wise** or **Central wise**.

4.9.1 Act Master (Add)

This option provides the facility to add the **Act details**.

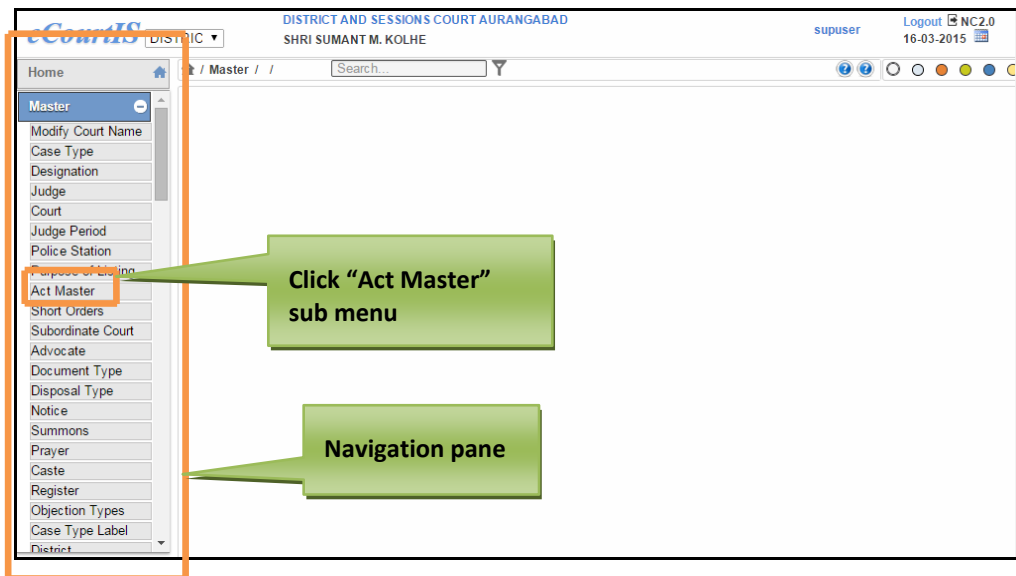


Figure 64: Navigation for "Act Master (Add)" screen

To access the **Act Master (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Act Master** sub menu. (Refer Figure Number 64)
3. When you click **Act Master** sub menu, the "**Act Master (Add)**" screen is displayed. (Refer to Figure Number 65)

Figure 65: Act Master (Add) screen

Procedure


1. By default **Act Code** is displayed in the **Act Code** field. This **Act Code** is generated automatically.
2. Enter the **Act** in the **Acts** field.
3. Enter the National Code in the **National Code** field.
4. Enter the disposal time in months in the **Reasonable Disposal Time (months)** field.
5. Choose the **State** or **Central Type of Act** by selecting their respective radio buttons.
6. Enter the **Act Details** in the local language also.
7. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
8. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.9.2 Act Master (Modify)

This option provides the facility to modify the **Act details** that already exists in the database.

Figure 66: Act Master (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The system will display the **Act Master (Modify)** screen. (Refer to Figure Number 66)
3. Select the **Act details** that you want to modify from the **Act Code** field.

4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.9.3 Act Master (Delete)

This option provides the facility to **Delete** or **Undelete** the **Act details** that already exists in the database.

Figure 67: Act Master (Delete) screen

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The system will display the **Act Master (Delete)** screen. (Refer to Figure Number 67)
3. Select the **Act Code** from the **Act Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to **delete the selected Act details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted **Act** details.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.9.4 Act Master (Report)

This report provides the facility to view the list of **Acts**. You can sort each column, copy, save, and print the report.

Search...

Copy CSV Excel

Show 10 entries


Act Code	Act	State/Central	अधिनियम
1	Indian Penal Code	Central	भारतीय दंड संहिता
2	Civil Procedure codes	Central	दिवानी प्रक्रिया संहिता
3	N.D.P.S. Act	Central	गुनीकारक औषधे व मनोदयापारावर परिणाम करणारा पदार्थ अधिनियम
4	Prevention of Corruption Act	Central	लाचलुचपत प्रतिबंध कयदा
5	Essential Commodities Act	Central	अत्यावश्यक वास्तु अधिनियम
6	T.A.D.A. Act	Central	दहशतवाद प्रतिबंधक अधिनियम
7	Drugs and Cosmetics Act	Central	औषधी द्रव्य त्रिवस्ती उपचार अधिनियम
8	Negotiable Instrument Act	Central	परक्राम्य सलेख अधिनियम
9	Prevention of Food Adulteration Act	Central	अन्नभेसल प्रतिबंध अधिनियम
10	Bombay Village Panchayat Act (1974)	Central	मुंबई ग्रामपंचायत अधिनियम

Showing 1 to 10 of 188 entries

Previous Next

Figure 68: Act Master (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Act Master (Report) screen** is displayed. (Refer to Figure Number 68)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Report features.

4.9.5 Act (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Act (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.9.6 Act (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Act (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** Please refer to the Procedure of Section 4.2.6 (Case Type Export)

4.10 Short Orders

This form provides the facility to enter the **Short Order** details. **Short orders** are used in Court proceeding when the case is in interim stage and is not disposed off.

4.10.1 Short Orders (Add)

This option provides the facility to add **Short Orders**.

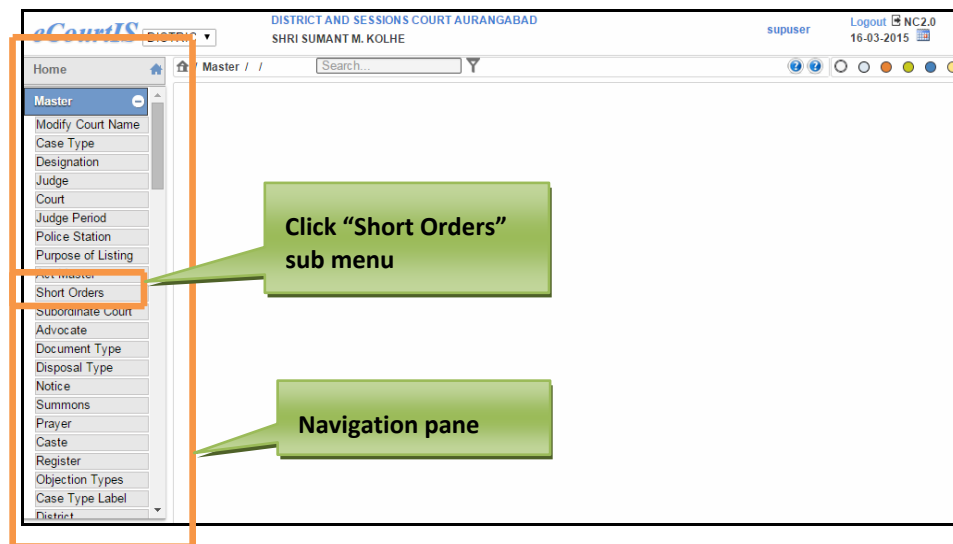


Figure 69: Navigation for "Short Orders (Add)"

To access the **Short Orders (Report)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Short Orders** sub menu. (Refer Figure Number 69)
3. When you click **Short Orders** sub menu, the "**Short Orders (Add)**" screen is displayed. (Refer to Figure Number 70)

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Master / Short Orders / Add

Short Orders

Addition successful

*Short Order Code: 50

*Short Orders: dfds

*लघु आदेश: मराठी

Submit

SHOW MENU

Figure 70: Short Orders (Add) screen

Procedure

1. By default the system will display the **Short Order Code** in the **Short Order Code** field. This **Code** is generated automatically.
2. Enter the name for the **Short Orders** in the **Short Order** field.
3. Enter the **Short Orders** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.10.2 Short Orders (Modify)

This option provides the facility to modify the **Short Order details** that already exists in the database.

Master / Short Orders / Modify

Short Orders

*Short Order Code: Accused to be released on P.B. S.B.

*Short Orders: Accused to be released on P.B. S.B.


*लघु आदेश: मराठी

Submit

SHOW MENU

Figure 71: Short Orders (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Short Orders (Modify)** screen is displayed. (Refer to Figure Number 71)
3. Select the **Short Order** from the **Short Order Code** field.
4. The system will display details that already exist in the database.


5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.10.3 Short Orders (Delete)

This option provides the facility to **Delete** or **Undelete** the **Short Order** details that already exists in the database.

Figure 72: Short Order (Delete) screen

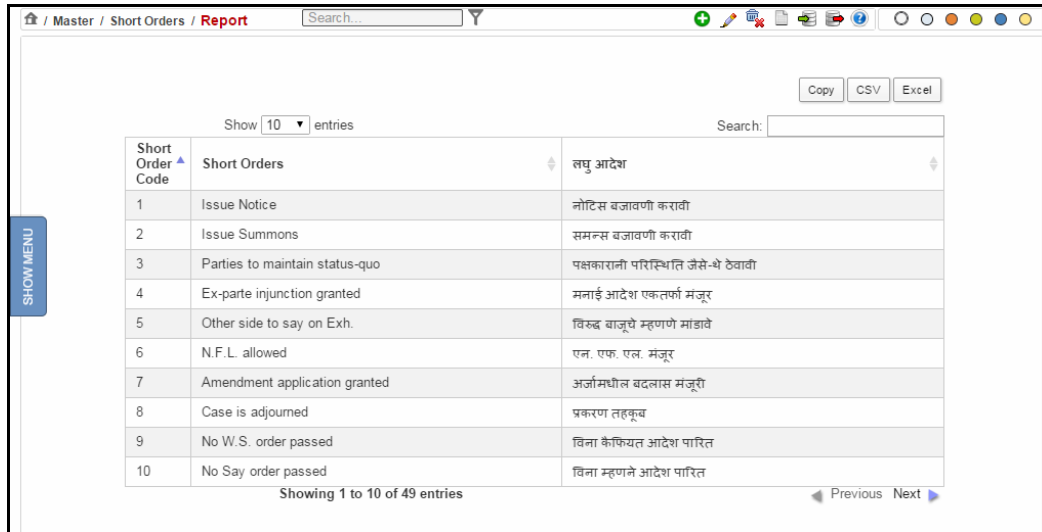
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Short Order (Delete)** screen is displayed. (Refer to Figure Number 72)
3. Select the **Short Order** from the **Short Order Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to **delete the selected Short Order**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.10.4 Short Orders (Report)

This report provides the facility to view the list of created **Short Orders**. You can also sort each column, copy, save, and print the report.


Supuser Manual



Short Order Code	Short Orders	
1	Issue Notice	नोटिस बजावणी करावी
2	Issue Summons	समन्स बजावणी करावी
3	Parties to maintain status-quo	पक्षकारानी परिस्थिति जैसे-थे ठेवावी
4	Ex-parte injunction granted	मनाई आदेश एकतर्फी मंजूर
5	Other side to say on Exh.	विरुद्ध बाजूचे म्हणणे मांडावे
6	N.F.L. allowed	एन. एफ. एल. मंजूर
7	Amendment application granted	अर्जांमधील बदलास मंजुरी
8	Case is adjourned	प्रकरण तहकूब
9	No W.S. order passed	विना कैफियत आदेश पारित
10	No Say order passed	विना म्हणणे आदेश पारित

Figure 73: Short Orders (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Short Orders (Report)** is displayed. (Refer to Figure Number 73)
3. **For features of this option** [Please refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

4.10.5 Short Orders (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Short Orders (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.10.6 Short Orders (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Short Orders (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.11 Subordinate Court

4.11.1 Subordinate Court (Add)

This form provides the facility to enter the **Subordinate Court** details. The information entered here can be fetched in other modules, if the **Appellate Court** check box is checked in '**Modify Court Name**' option.

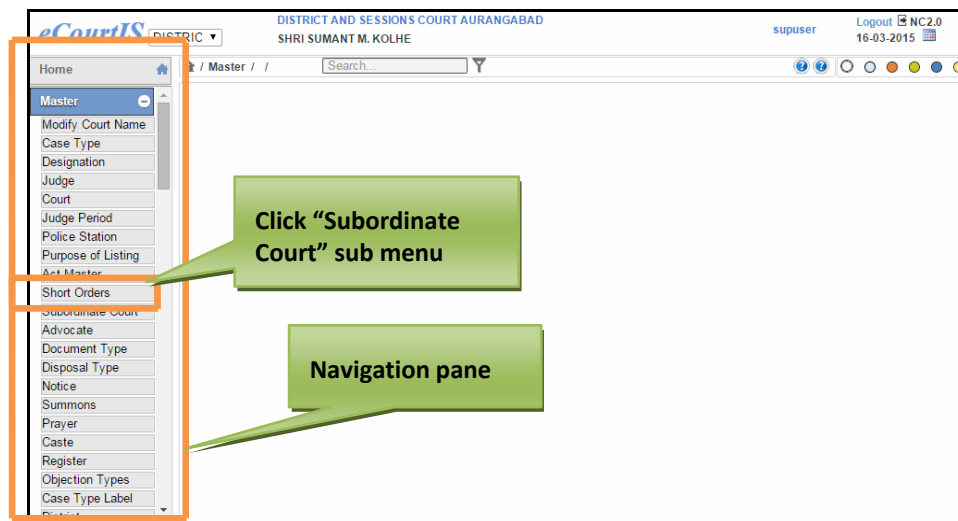


Figure 74: Navigation for "Subordinate Court (Add) screen

To access the **Subordinate Court (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Subordinate Court** sub menu. **(Refer Figure Number 74)**
3. When you click **Subordinate Court** sub menu, the "**Subordinate Court (Add)**" screen is displayed. **(Refer to Figure Number 75)**

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The screenshot shows a web application window titled "Subordinate Court". The breadcrumb navigation at the top is "Master / Subordinate Court / Add". There is a search bar and a filter icon. The form contains the following fields:

- *Subordinate Court Code: 69
- *Subordinate Court: fgf
- District: Aurangabad-19
- Town: Select
- Ward: Select
- Taluka: Aurangabad-5
- Village: -80759

Below these fields is a horizontal line. Under the line, there is a label "मराठी" and a field for the name in local language: *कनिष्ठ न्यायालय: न्यायालय. A "Submit" button is at the bottom right.

Figure 75: Subordinate Court (Add) screen

Procedure

1. By default the system will display the **Code** of **Subordinate Court** in the **Subordinate Court Code** field. This **Code** is generated automatically.
2. Enter the name of the **Subordinate Court** in the **Subordinate Court** field.
3. The system will by default display the **District**.
4. Select the **Town** from the **Town** field.
5. Select the **Ward** from the **Ward** field.
6. Select the **Taluka** from the **Taluka** field.
7. Select the **Village** from the **Village** field.
8. Enter the name of the **Subordinate Court** in the **local language** also.
9. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.11.2 Subordinate Court (Modify)

This option provides the facility to modify the **Subordinate Court details** that already exists in the software.

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Master / Subordinate Court / Modify

Subordinate Court

*Subordinate Court Code: 10th Jt. Civil Judge J.D. J.M.F.C. Aur

*Subordinate Court: 10th Jt. Civil Judge J.D. J.M.F.C. Aurang

District: Select

Town: Select

Ward: Select

Taluka: Select

Village: Select


मराठी

*कनिष्ठ न्यायालय: दहावे सह दिवाणी न्यायाधीश क.स्तर. औरंगाबाद

Submit

Figure 76: Subordinate Court (Modify)

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Subordinate Court (Modify)** screen is displayed. (Refer Figure Number 76)
3. Select the **Subordinate Court** from the **Subordinate Court Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.11.3 Subordinate Court (Delete)

This option provides the facility to **Delete** or **Undelete** the **Subordinate Court** details that already exists in the database.

Master / Subordinate Court / Delete

Subordinate Court

*Subordinate Court Code: 10th Jt. Civil Judge J.D. J.M.F.C. Aur

*Subordinate Court: 10th Jt. Civil Judge J.D. J.M.F.C. Aurang

District: Select

Town: Select

Ward: Select

Taluka: Select

Village: Select

मराठी


*कनिष्ठ न्यायालय: दहावे सह दिवाणी न्यायाधीश क.स्तर. औरंगाबाद

Display: ☐ Delete ☒ Undelete

Submit

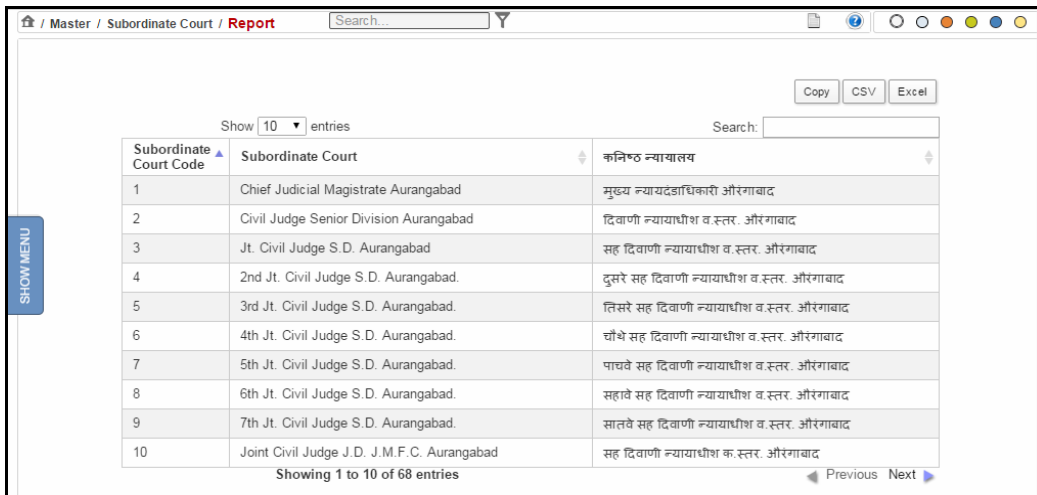
Figure 77: Subordinate Court (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Subordinate Court (Delete)** screen is displayed. (Refer Figure Number 77)
3. Select the **Subordinate Court** from the **Subordinate Court Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to **delete** the selected **Subordinate Court details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.11.4 Subordinate Court (Report)


This report provides the facility to view the list of **Subordinate Courts** available. You can sort each column, copy, save, and print the report.



Subordinate Court Code	Subordinate Court	कनिष्ठ न्यायालय
1	Chief Judicial Magistrate Aurangabad	मुख्य न्यायदंडाधिकारी औरंगाबाद
2	Civil Judge Senior Division Aurangabad	दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
3	Jt. Civil Judge S.D. Aurangabad	सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
4	2nd Jt. Civil Judge S.D. Aurangabad.	दुसरे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
5	3rd Jt. Civil Judge S.D. Aurangabad.	तिसरे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
6	4th Jt. Civil Judge S.D. Aurangabad.	चौथे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
7	5th Jt. Civil Judge S.D. Aurangabad.	पाचवे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
8	6th Jt. Civil Judge S.D. Aurangabad.	सहावे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
9	7th Jt. Civil Judge S.D. Aurangabad.	सातवे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
10	Joint Civil Judge J.D. J.M.F.C. Aurangabad	सह दिवाणी न्यायाधीश क.स्तर. औरंगाबाद

Figure 78: Subordinate Court (Report) screen

Procedure


1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Subordinate Court (Report)** is displayed. (Refer to Figure Number 78)
3. **For features of this option Please Refer to the Procedure of Section 4.2.4 (Case Type Report).**

4. Click the *hyperlink (text in blue) in step 3 to view the Report features.*

4.11.5 Subordinate Court (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Subordinate Court (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.11.6 Subordinate Court (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Subordinate Court (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.12 Advocate

This form is used to enter the **Advocate details**. Apart from mandatory fields other details need to be entered like bar registration number, address, email and mobile number etc. It is important to feed the mobile number of the advocate as it helps to get case status information through SMS.

4.12.1 Advocate (Add)

This option provides the facility to add an **Advocate** details to the database.

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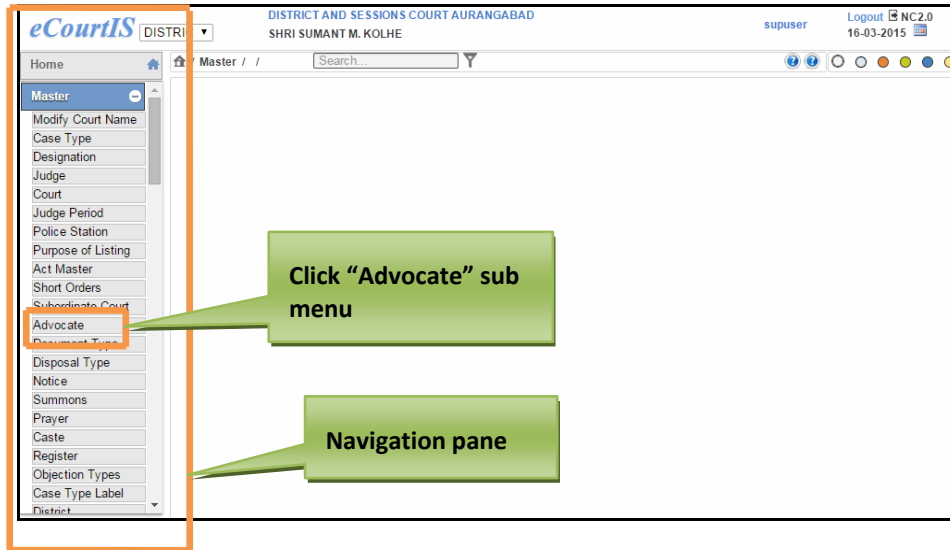


Figure 79: Navigation for "Advocate (Report)" screen

To access the **Advocate (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Advocate** sub menu. (Refer Figure Number 79)
3. When you click **Advocate** sub menu, the "**Advocate (Add)**" screen is displayed. (Refer to Figure Number 80)

The screenshot shows the 'Advocate (Add)' screen. The form is titled 'Advocate' and has a 'SHOW MENU' button on the left. The form contains the following fields:

- * Advocate Code: 1461
- * Bar Registration Number: [Empty]
- * Name of Advocate: [Empty]
- Email: [Empty]
- Gender: ☒ Male ☐ Female
- Date of Birth: [Empty]
- Mobile No.: [Empty]
- Phone No. 1: [Empty]
- Pincode: [Empty]
- Office Address: [Empty]
- District: Aurangabad-19
- Town: Select
- Taluka: Select
- Ward: Select
- Village: Select

At the bottom, there is a section for 'मराठी' (Marathi) with fields for '* विधीगारचे नाव' (Court Name) and 'कार्यालयाचा पत्ता' (Office Address). A 'Next' button is located at the bottom right.

Figure 80: Advocate (Add) screen

Procedure

Advocate tab

1. By default the **Advocate Code** is displayed in the **Advocate Code field**. This **Code** is generated automatically.
2. Enter the name of the **Advocate** in the **Name of Advocate field**.
3. Enter the name of the **Bar Registration Number** in the **Bar Registration Number field**.
4. Enter the email of the **Advocate** in the **Email field**.
5. Choose the **Gender** of the Advocate by selecting their respective radio buttons.
6. Select the **Date of Birth** from the calendar control.
7. Enter the **mobile number** of the **Advocate** in the **Mobile No. field**.
8. Enter the **phone number** in the **Phone No. 1 field**.
9. Enter the **official address** in the **Official Address field**.
10. Enter the **Pincode** in the **Pincode field**.
11. The system will by default display the **District**.
12. Select the **Town** from the **Town field**.
13. Select the **Ward** from the **Taluka field**.
14. Select the **Taluka** from the **Ward field**.
15. Select the **Village** from the **Village field**.
16. Enter the name of the **Advocate and Official Address** in the **local language also**.
17. Click **Next**. The next tab which is the **Extra Information** tab is displayed.
18. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

Extra Information tab

In this tab you can add extra information of the Advocate like the **Phone Number, Fax Number, and Residential Address**.

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Advocate

Phone No. 2:

Fax No.:

Address of Residence:

District: Aurangabad-19

Town: Select

Taluka: Select

Ward: Select

Village: Select

निवासस्थानाचा पत्ता:

Submit

Figure 81: Extra Information tab

19. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.

20. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.12.2 Advocate (Modify)

This option provides the facility to modify the **Advocate details** that you have already added in the software.

Advocate

*Advocate Code: Abdul W.A.-557

*Bar Registration Number: MAH-607-2001

Gender: ☒ Male ☐ Female

Mobile No. : 9860374855

Office Address: Shop No. 3, Aamer Market, Shahganj, Aurangabad.

District: Aurangabad-19

Town: Select

Taluka: Select

*Name of Advocate: Abdul W.A.

Email: wajidadvocate42@gmail.com

Date of Birth: 08-04-196

Phone No. 1: 02402343630

Pincode: 0

Ward: Select

Village: Select


*विधायकाचे नाव: अब्दुल इब्न ए.

कार्यालयाचा पत्ता: शॉप नं. ३, अमेर मार्केट, शहाजंज, औरंगाबाद.

Next

Figure 82: Advocate (Modify)

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.


2. The **Advocate (Modify)** screen is displayed. (Refer Figure Number 82)
3. Select the **Advocate Code** from the **Advocate Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.12.3 Advocate (Delete)

This option provides the facility to **Delete** or **Undelete** the **Advocate** details that already exists in the database.

Figure 83: Advocate (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The details in the **Advocate** tab are displayed. (Refer Figure Number 83)
3. Select the **Advocate Code** from the **Advocate Code** select box.
4. The system will display the details that already exist in the database.
5. Click **Next** for the **Advocate** tab.
6. All the existing details for the selected Advocate are displayed.

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Advocate

Phone No. 2: Fax No.:

Address of Residence:

District:

Town:

Taluka:

Ward:

Village:

मराठी

निवासस्थानाचा पत्ता:

Display: ☐ Delete ☒ Undelete

Figure 84: Extra Information tab

7. Select the **Delete** radio button to delete the selected **Advocate details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
8. Select the **Undelete** radio button to retrieve the deleted.
9. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
10. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
11. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.12.4 Advocate (Report)

This report provides the facility to view the list of **Advocates** available. You can sort each column, copy, save, and print the report.

Advocate

Copy CSV Excel

Show 10 entries


Advocate Code	Name of Advocate	Mobile No.	Email	विधीशाचे नाव	Bar Registration Number
1	Sudame S.P.	9371791119	advscchin@gmail.com	सुदामे एस पी.	MAH-2655-2000
2	Agrawal K.D.	9823063539	advkda@gmail.com	अग्रवाल के.डी.	MAH-1430-1989
3	Bedre P.M.	9822513634	pawanmbedre@gmail.com	बेद्रे पी.एम.	MAH-1107-1985
4	Talawar S.N.	9822051707	snt2102000@yahoo.co.in	तालावार एस.एन.	MAH-1673-1995
5	Kulkarni D.S.	9823275023	dsk2354340@yahoo.co.in	कुलकर्णी डी.एस.	MAH-74-1988
6	Wagh U.B.	9850779302	advudhavwagh302@gmail.com	वाघ यु.बी.	MAH-2606-2002
7	Kedare J.B.	9822828479		केदारे जे.बी.	MAH-4182-2009
8	Padol C.T.	9822785331		पडोल सी.टी.	MAH-2178-2003
9	Dongre S.K.	9823555333	sanjaydongre08@gmail.com	डोंगरे एस.के.	MAH-2997-2001
10	Bardapurkar K.M.	9372801846	bkedar1972@gmail.com	बर्दापुरकर के.एम.	MAH-1547-1994

Showing 1 to 10 of 1,460 entries

Previous Next

Figure 85: Advocate (Report) screen


Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Advocates Report** is displayed. (Refer to Figure Number 85)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

4.12.5 Advocate (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Advocate (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.12.6 Advocate (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Advocate (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.13 Document Type

This form provides the facility to enter the **Document** details. By default, the **Document** Type data is already provided. Select the **Order by Court** checkbox to view the 'Type of Orders' in order uploading option in **Case Proceedings**.

4.13.1 Document Type (Add)

This option provides the facility to add a **Document Type**.

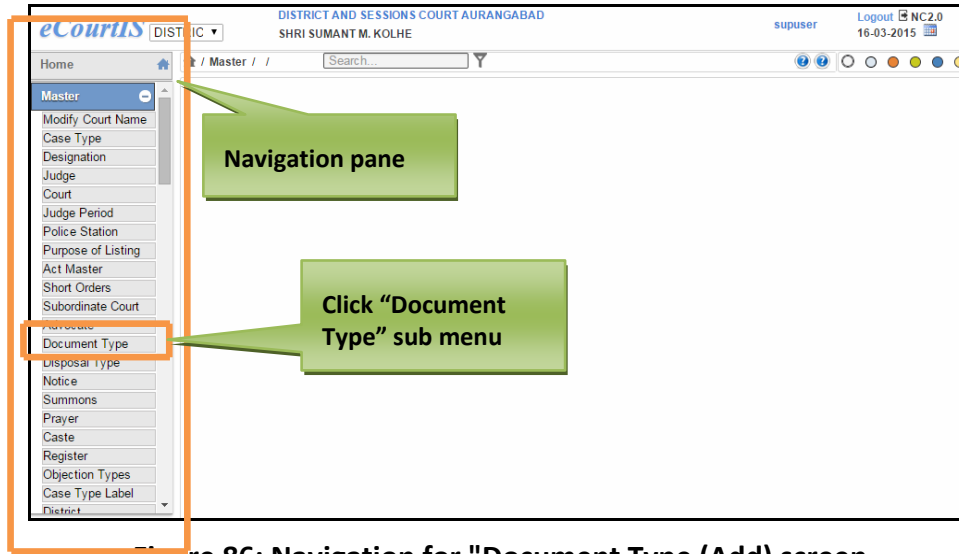


Figure 86: Navigation for "Document Type (Add) screen

To access the **Document Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Document Type** sub menu. (Refer Figure Number 86)
3. When you click **Document Type** sub menu, the "**Document Type (Add)**" screen is displayed. (Refer to Figure Number 87)

Figure 87: Document Type (Add) screen

Procedure

1. By default the **Document Type** number is displayed in the **Document Type** field. This number is generated automatically.
2. Enter the name of the **Document** in the **Document** field.

3. Enter the **National Code** in the **National Code** field.
4. Select the **Order by Court** checkbox, to view the **Type of Order** in order uploading option in Case Proceedings
5. Enter the name of the **Document** in local language also.
6. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.13.2 Document Type (Modify)

This option provides the facility to modify the **Document Type** details that already exists in the database.

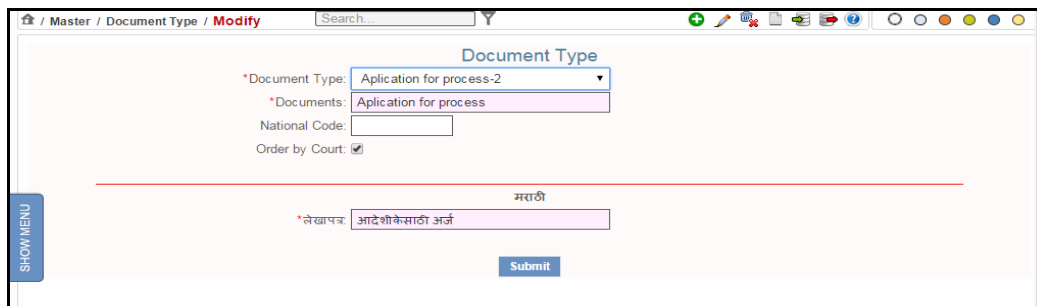



Figure 88: Document Type (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Document Type (Modify)** screen is displayed. (Refer to Figure Number 88)
3. Select the **Document Type** that you want to update or modify from the **Document Type** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.13.3 Document Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **Document Type** that already exists in the database.

Figure 89: Document Type (Delete) screen

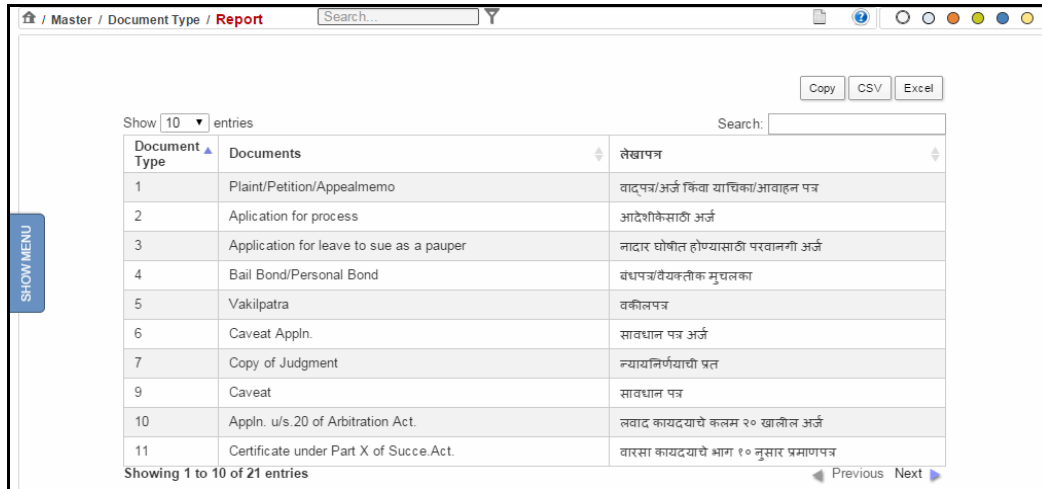
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Document Type (Delete)** screen is displayed. (Refer to Figure Number 89)
3. Select the **Document Type** that you want to delete or undelete from the **Document Type select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to delete the selected **Document Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted **Document Type**.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.13.4 Document Type (Report)

This report provides the facility to view the list of **Document Type**. You can sort each column, copy, save, and print the report.


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Document Type	Documents	
1	Plaint/Petition/Appealmemo	वेदपत्र/अर्ज किंवा याचिका/आवाहन पत्र
2	Aplication for process	आदेशीकेसाठी अर्ज
3	Application for leave to sue as a pauper	नादार घोषित होण्यासाठी परवानगी अर्ज
4	Bail Bond/Personal Bond	बंधपत्र/वैयक्तिक मुचलका
5	Vakilpatra	वकीलपत्र
6	Caveat Appln.	सावधान पत्र अर्ज
7	Copy of Judgment	न्यायनिर्णयाची प्रत
9	Caveat	सावधान पत्र
10	Appln. u/s.20 of Arbitration Act.	लवाद कायदयाचे कलम २० खालील अर्ज
11	Certificate under Part X of Succe.Act.	वारसा कायदयाचे भाग १० नुसार प्रमाणपत्र

Figure 90: Document Type (Report) screen


Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Document Type (Report)** is displayed. (Refer to Figure Number 90)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

4.13.5 Document Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Document Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.13.6 Document Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Document Type (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.14 Disposal Type

This form is used to enter the **Disposal Type**. The **Disposal Types** entered in the master will be displayed as **Nature of Disposal** in 'Disposal of Case' option in 'Case Proceedings Menu'.

4.14.1 Disposal Type (Add)

This option provides the facility to add a **Disposal Type**.

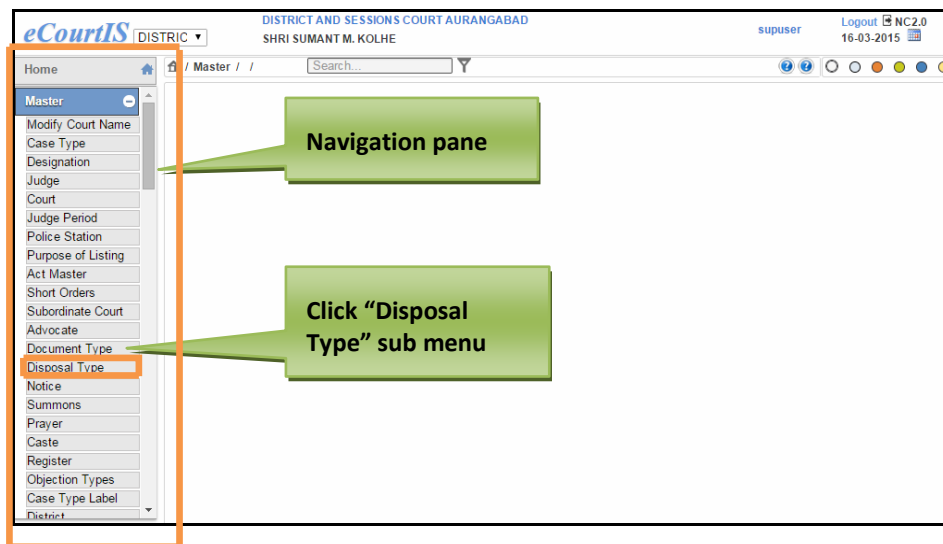


Figure 91: Navigation for Disposal Type (Add) screen

To access the **Disposal Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Disposal Type** sub menu. (Refer Figure Number 91)

- When you click **Disposal Type** sub menu, the “**Disposal Type (Add)**” screen is displayed. (Refer to Figure Number 92)

Figure 92: Disposal Type (Add) screen

Procedure


- By default the **Disposal Type Code** is displayed in the **Disposal Type Code field**. This **Code** is generated automatically.
- Enter the name of the **Disposal Type** in the **Disposal Type field**.
- Enter the **National Code** in the **National Code field**.
- Enter the name of the **Disposal Type** in local language also.
- Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
- The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.14.2 Disposal Type (Modify)

This option provides the facility to modify the **Disposal details** that already exists in the software.

Figure 93: Disposal Type (Modify) screen

Procedure

- Click the **Edit** icon  which is located at the upper right corner on the menu bar.
- The system will display the **Disposal Type (Modify)** screen. (Refer to Figure Number 93)
- Select the **Disposal Type** you want to modify, from the **Disposal Type Code field**.
- The system will display details that already exist in the database.


5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.14.3 Disposal Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **Disposal Type** details that already exists in the database.

Figure 94: Disposal Type (Delete) screen

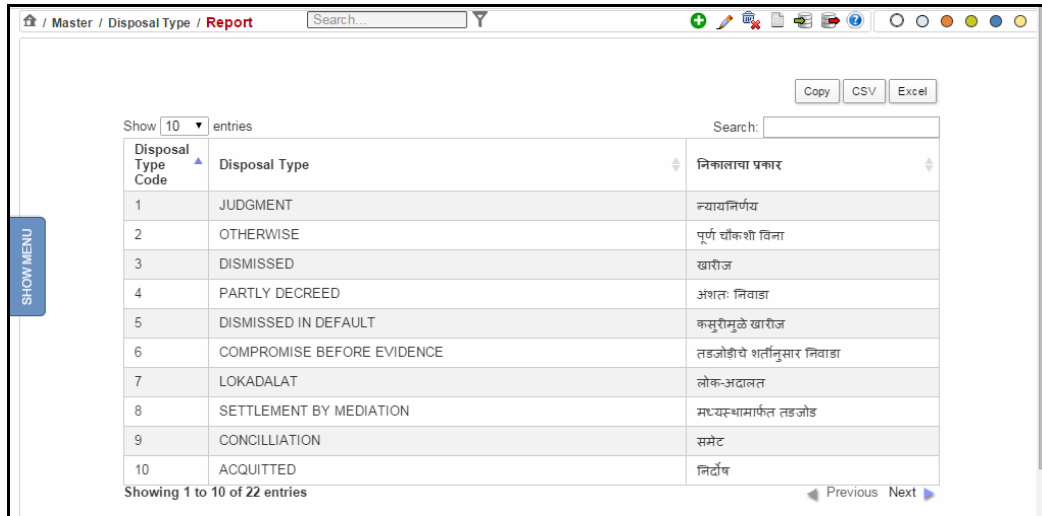
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Disposal Type (Delete)** screen is displayed. (Refer to Figure Number 94)
3. Select the **Disposal Type Code** that you want to **delete** or **undelete** from the **Disposal Type Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to delete the selected **Disposal Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.14.4 Disposal Type (Report)

This report provides the facility to view the list of **Disposal Types** entered in the **Master**. You can sort each column, copy, save, and print the report.


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Disposal Type Code	Disposal Type	निकासाचा प्रकार
1	JUDGMENT	न्यायनिर्णय
2	OTHERWISE	पूर्ण चौकशे दिना
3	DISMISSED	खारीज
4	PARTLY DECREED	अंशतः निवाडा
5	DISMISSED IN DEFAULT	कसुरीमुळे खारीज
6	COMPROMISE BEFORE EVIDENCE	तडजोडीचे शर्तीनुसार निवाडा
7	LOKADALAT	लोक-अदालत
8	SETTLEMENT BY MEDIATION	मध्यस्थमार्फत तडजोड
9	CONCILIATION	समेट
10	ACQUITTED	निर्दोष

Figure 95: Disposal Types (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Disposal Type (Report)** is displayed. (Refer to Figure Number 95)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

4.14.5 Disposal Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Disposal Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.14.6 Disposal Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Disposal Type (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.15 Notice

This form provides the facility to enter the type of **Notices** to be generated for the **Civil** cases. By default the **Notice** is already provided. When the court directs issuance of **Notice** or **Process** to the party or witness, these ready templates can be used to send the **Notice**. The **Notice** can be generated using **Case Proceeding** option.

4.15.1 Notice (Add)

This option provides the facility to add a **Notice**.

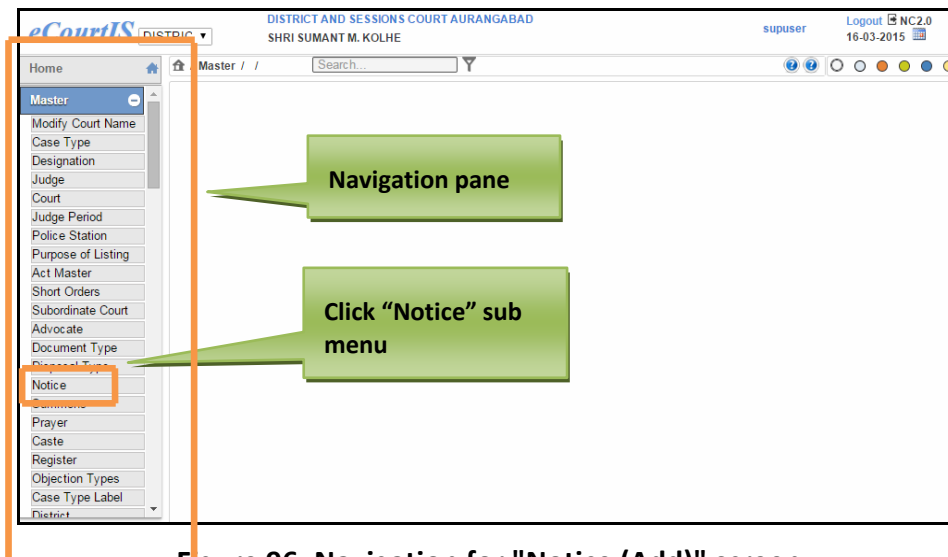


Figure 96: Navigation for "Notice (Add)" screen

To access the **Notice (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Notice** sub menu. (Refer Figure Number 96)

- When you click **Notice** sub menu, the “**Notice (Add)**” screen is displayed. (Refer to Figure Number 97)

Figure 97: Notice (Add) screen

Procedure


- By default the **Notice Code** is displayed in **Notice Code** field. This **Code** is generated automatically.
- Enter the name of the **Notice** in the **Notice Title** field.
- Enter the **Notice Title** in local language also.
- Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
- The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.15.2 Notice (Modify)

This option provides the facility to modify the **Notice details** that you have already added in the software.

Figure 98: Notice (Modify) screen

Procedure

- Click the **Edit** icon  which is located at the upper right corner on the menu bar.
- The **Notice (Modify)** screen is displayed. (Refer to Figure Number 98)
- Select the **Notice Code** from the **Notice Code** field.
- The system will display details that already exist in the database.

5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.15.3 Notice (Delete)

This option provides the facility to **Delete** or **Undelete** the **Notice details** that already exists in the database.

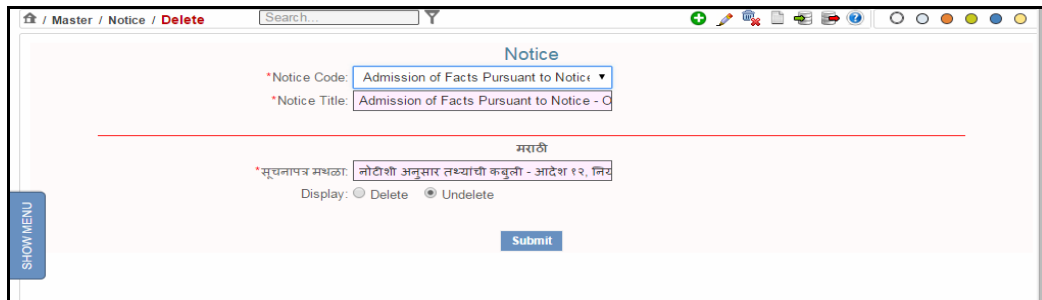



Figure 99: Notice (Delete) screen

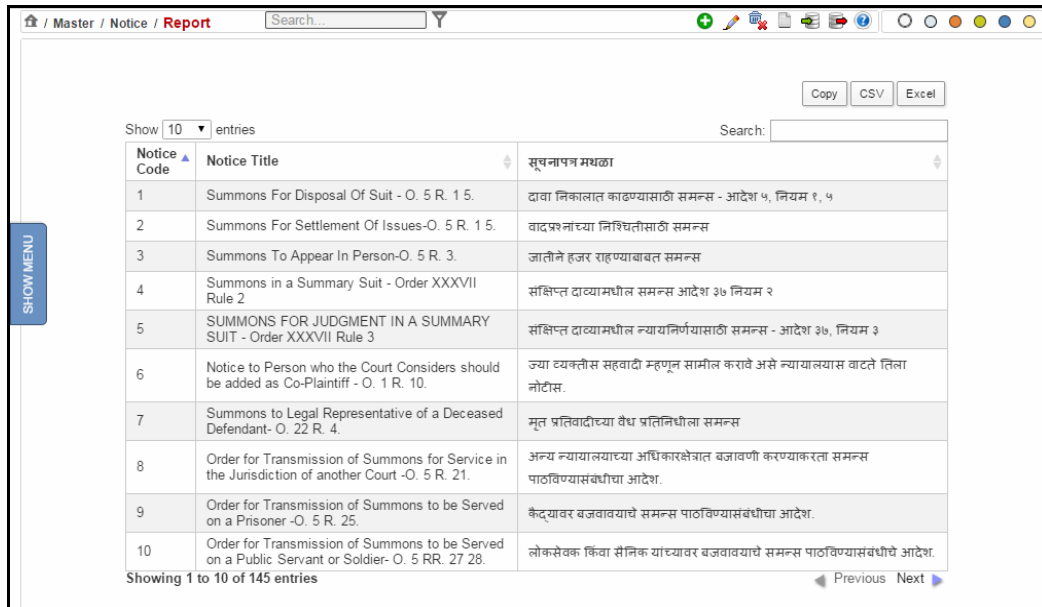
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Notice (Delete)** screen is displayed. (Refer to Figure Number 99)
3. Select the **Notice Code** that you want to delete or undelete from the **Notice Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to delete the selected **Notice**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.15.4 Notice (Report)

This report helps the user to view the list of **Notices**. You can sort each column, copy, save, and print the report.

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The screenshot displays the 'Report' section of the Supuser Manual. The interface includes a search bar at the top, a table of notices, and a sidebar menu on the left. The table has three columns: 'Notice Code', 'Notice Title', and 'सूचनापत्र मधळा'. The table lists 10 entries, each with a notice code, title, and a corresponding Marathi description. The sidebar menu on the left is labeled 'SHOW MENU'.

Notice Code	Notice Title	सूचनापत्र मधळा
1	Summons For Disposal Of Suit - O. 5 R. 1 5.	दावा निकालात काढण्यासाठी समन्स - आदेश ५, नियम १, ५
2	Summons For Settlement Of Issues-O. 5 R. 1 5.	वादप्रश्नांच्या निश्चितीसाठी समन्स
3	Summons To Appear In Person-O. 5 R. 3.	जातीने हजर राहण्याबाबत समन्स
4	Summons in a Summary Suit - Order XXXVII Rule 2	संक्षिप्त दाव्यामधील समन्स आदेश ३७, नियम २
5	SUMMONS FOR JUDGMENT IN A SUMMARY SUIT - Order XXXVII Rule 3	संक्षिप्त दाव्यामधील न्यायनिर्णयासाठी समन्स - आदेश ३७, नियम ३
6	Notice to Person who the Court Considers should be added as Co-Plaintiff - O. 1 R. 10.	ज्या व्यक्तीस सहवादी म्हणून सामील करावे असे न्यायालयास वाटते तिला नोटीस.
7	Summons to Legal Representative of a Deceased Defendant- O. 22 R. 4.	मृत प्रतिवादीच्या वैध प्रतिनिधीला समन्स
8	Order for Transmission of Summons for Service in the Jurisdiction of another Court -O. 5 R. 21.	अन्य न्यायालयाच्या अधिकारक्षेत्रात बजावणी करण्याकरिता समन्स पाठविण्यासंबंधीचा आदेश.
9	Order for Transmission of Summons to be Served on a Prisoner-O. 5 R. 25.	कैद्यावर बजावण्याचे समन्स पाठविण्यासंबंधीचा आदेश.
10	Order for Transmission of Summons to be Served on a Public Servant or Soldier- O. 5 RR. 27 28.	लोकसेवक किंवा सैनिक यांच्यावर बजावण्याचे समन्स पाठविण्यासंबंधीचे आदेश.

Figure 100: Notices (Report)


Procedure

1. Select the **Report** icon which is located on the upper right corner on the menu bar.
2. The **Notices (Report)** is displayed. (Refer to Figure Number 100)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Reports features.](#)

4.15.5 Notice (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Notice (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.15.6 Notice (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Notice (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.16 Summons

This form is used to enter the type of **Summons** to be generated for the Criminal cases. By default the summons are already provided. When the **Court** directs issuance of **Summons** or **Process** to the party or witness, these ready templates can be used to send the summons. **Summons** can be generated using **Case Proceeding** option.

4.16.1 Summons (Add)

This option provides the facility to add a **Summon**.

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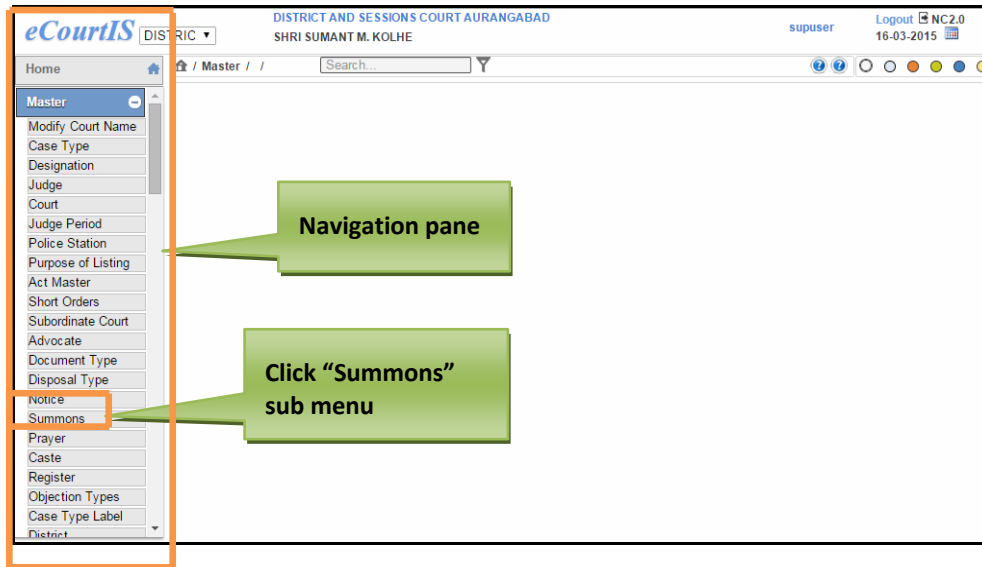


Figure 101: Navigation for "Summons (Add)" screen

To access the **Summons (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Summons** sub menu. (Refer Figure Number 101)
3. When you click **Summons** sub menu, the system will display the "**Summons (Add)**" screen. (Refer to Figure Number 102)

The screenshot shows the 'Summons (Add)' screen. The form has three main input fields: 'Summons Code' with the value '89', 'Summons Title' (empty), and 'समस मथळी' (empty). There is a 'Submit' button at the bottom right. The page title is 'Summons'. The breadcrumb trail at the top is 'Home / Master / Summons / Add'.

Figure 102: Summons (Add) screen

Procedure


1. By default the system displays the **Summons Code** in **Summons Code** field. This **Code** is generated automatically.
2. Enter the name of the Summon in the **Summons Title** field.
3. Enter the **Summon Title** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.16.2 Summons (Modify)

This option provides the facility to modify the **Summons details** that already exists in the software.

Figure 103: Summons (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The system will display the **Summons (Modify)** screen. (Refer to Figure Number 103)
3. Select the **Summons Code** from the **Summons Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.16.3 Summons (Delete)

This option provides the facility to **Delete** or **Undelete** the **Summons details** that already exists in the database.

Figure 104: Summons (Delete) screen

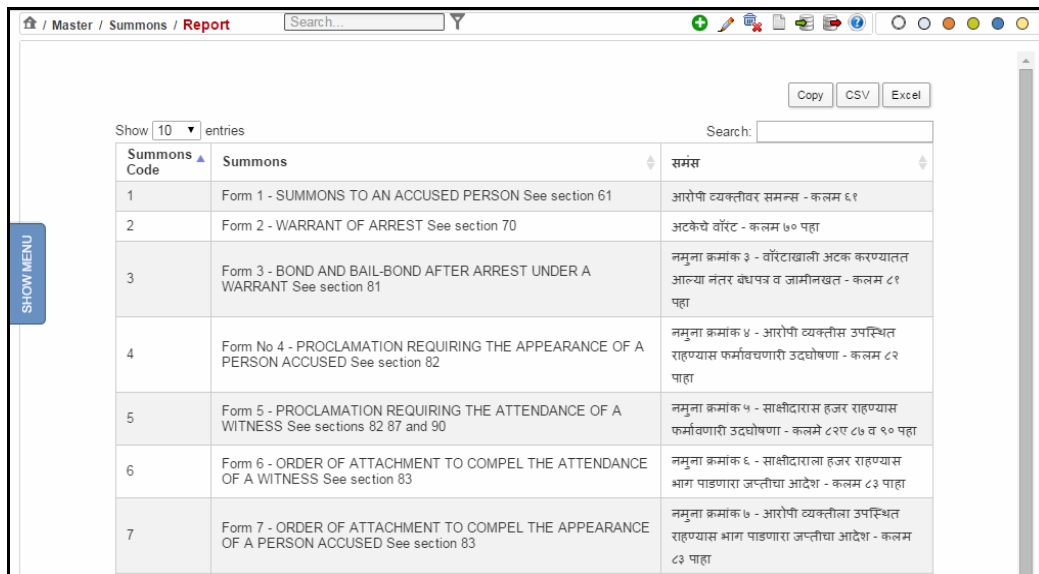
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.

2. The **Summons (Delete)** screen is displayed. (Refer to Figure Number 104)
3. Select the **Summons Code** that you want to delete or undelete from the **Summons Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to delete the selected **Summons**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted **Summons**.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.16.4 Summons (Report)

This report provides the facility to view the list of **Summons**. You can sort each column, copy, save, and print the report.



Summons Code	Summons	समंस
1	Form 1 - SUMMONS TO AN ACCUSED PERSON See section 61	आरोपी व्यक्तिवर समन्स - कलम ६१
2	Form 2 - WARRANT OF ARREST See section 70	अटकेचे वॉरंट - कलम ७० पाहा
3	Form 3 - BOND AND BAIL-BOND AFTER ARREST UNDER A WARRANT See section 81	नमुना क्रमांक ३ - वॉरंटाखाली अटक करण्यात आल्या नंतर बंधपत्र व जामीनखत - कलम ८१ पाहा
4	Form No 4 - PROCLAMATION REQUIRING THE APPEARANCE OF A PERSON ACCUSED See section 82	नमुना क्रमांक ४ - आरोपी व्यक्तीस उपस्थित राहण्यास फर्मावचणारी उद्घोषणा - कलम ८२ पाहा
5	Form 5 - PROCLAMATION REQUIRING THE ATTENDANCE OF A WITNESS See sections 82 87 and 90	नमुना क्रमांक ५ - साक्षीदारास हजर राहण्यास फर्मावणारी उद्घोषणा - कलमे ८२ व ९० पाहा
6	Form 6 - ORDER OF ATTACHMENT TO COMPEL THE ATTENDANCE OF A WITNESS See section 83	नमुना क्रमांक ६ - साक्षीदाराला हजर राहण्यास भाग पाडणारा जप्तीचा आदेश - कलम ८३ पाहा
7	Form 7 - ORDER OF ATTACHMENT TO COMPEL THE APPEARANCE OF A PERSON ACCUSED See section 83	नमुना क्रमांक ७ - आरोपी व्यक्तीला उपस्थित राहण्यास भाग पाडणारा जप्तीचा आदेश - कलम ८३ पाहा

Figure 105: Summons (Report)

Procedure


1. Select the **Report** icon  which is located on the upper right corner on the menu bar.

2. The **Summons Report** is displayed. (Refer to Figure Number 105)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports features.](#)

4.16.5 Summons (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Summons (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.16.6 Summons (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Summons (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.17 Prayer

This form provides the facility to enter the **Prayer Details**. By default the **Prayer Data** is already provided. It is used in **Civil** and **Criminal Case Filing** as well as in **Interlocutory Application**. To view the **Prayer** in **Interlocutory Application (IA)**, select IA Filing check box. Also, to view the **Prayer** in Normal Case Filing, select the **Normal Case Filing** check box.

4.17.1 Prayer (Add)

This option provides the facility to add a **Prayer**.

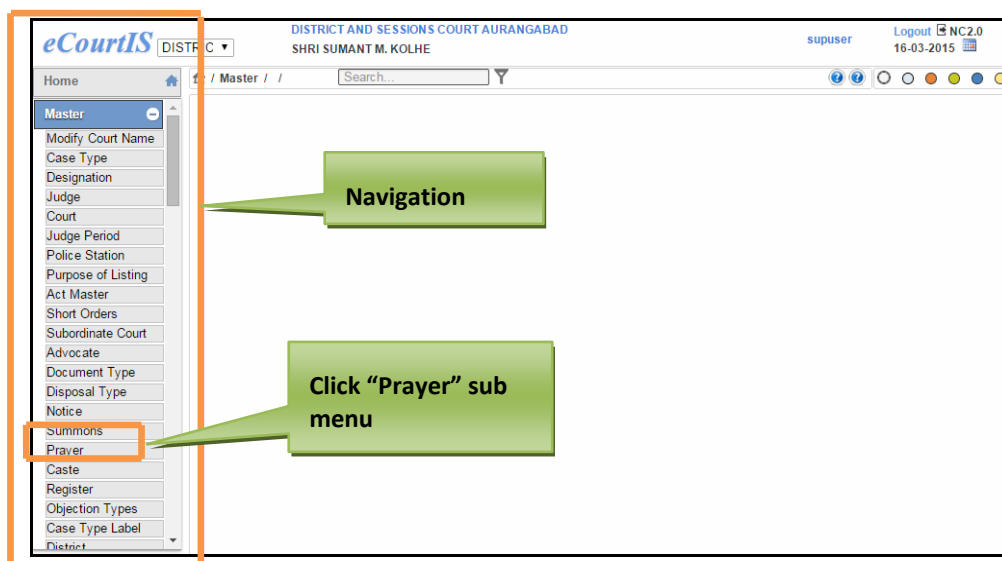


Figure 106: Navigation for "Prayer (Add)" screen

To access the **Prayer (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Prayer** sub menu. **(Refer Figure Number 106)**
3. When you click **Prayer** sub menu, the **"Prayer (Add)"** screen is displayed. **(Refer to Figure Number 107)**

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The screenshot shows the 'Prayer (Add)' screen. The breadcrumb is 'Master / Prayer / Add'. The form has the following fields:

- *Prayer Code: 19
- *Prayer Type: [empty]
- *Prayer: [empty]
- *IA: ☐ Case: ☐
- *विनंती प्रकार: [empty]
- *विनंती: [empty]
- Submit button

Figure 107: Prayer (Add) screen

Procedure

1. By default the **Prayer Code** is displayed in the **Prayer Code field**. This Code is generated automatically.
2. Enter the kind of the **Prayer** in the **Prayer Type field**.
3. Enter the description of the **Prayer** in the **Prayer field**.
4. Select the **check box for IA**, if you want to view the **Prayer** in the **Interlocutory Application**.
5. Select the **check box for Case**, if you want to view the **Prayer** in **Normal Case Filing**.
6. Enter the **Prayer Type** and the **Prayer** description in local languages also.
7. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
8. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.17.2 Prayer (Modify)


This option provides the facility to modify the **Prayer details** that already exists in the database.

The screenshot shows the 'Prayer (Modify)' screen. The breadcrumb is 'Master / Prayer / Modify'. The form has the following fields:

- *Prayer Code: -1
- *Prayer Type: dfff
- *Prayer: Plaints No.1 Money Lent.1 The plaintiff claims rupees with interest at percent from the day of 199
- IA: ☐ Case: ☐
- *विनंती प्रकार: [empty]
- *विनंती: [empty]
- Submit button

Figure 108: Prayer (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Prayer (Modify)** screen is displayed. (Refer to Figure Number 108)
3. Select the **Prayer** from the **Prayer Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.17.3 Prayer (Delete)

This option provides the facility to **Delete** or **Undelete** the **Prayer details** that already exists in the database.

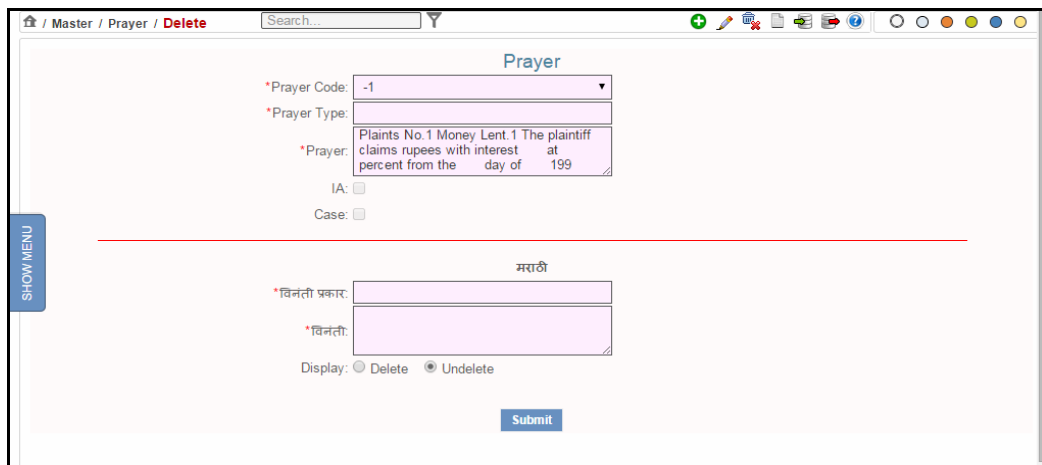



Figure 109: Prayer (Delete) screen

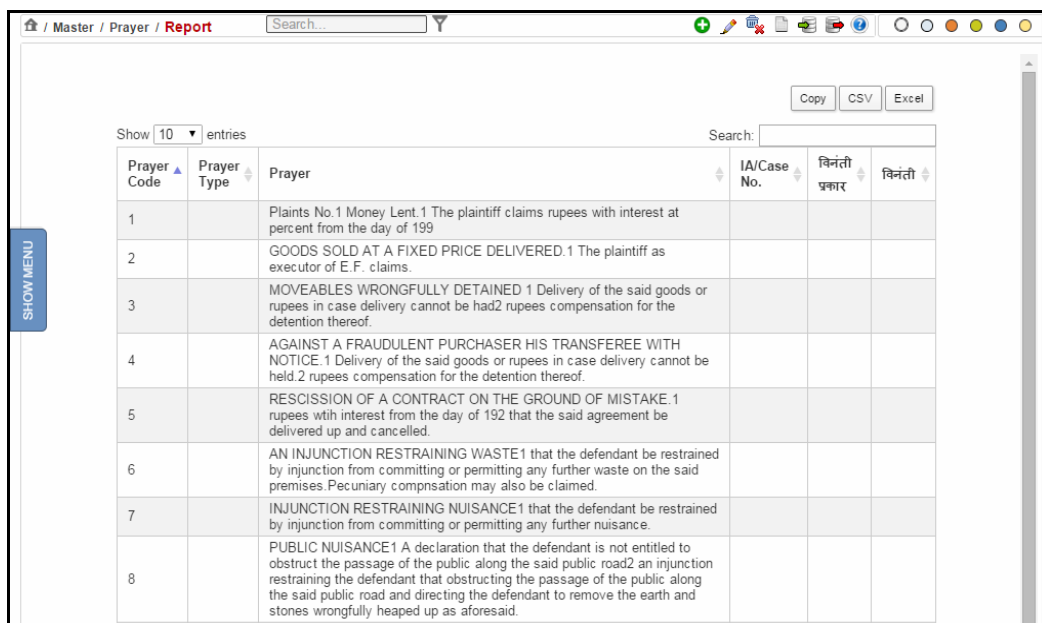
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Prayers (Delete)** screen is displayed. (Refer to Figure Number 109)
3. Select the **Prayer Code** that you want to delete or undelete from the **Prayer Code select box**.
4. The system will display the details that already exist in the database.

5. Select the **Delete** radio button to delete the selected **Prayer**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.17.4 Prayer (Report)

This report provides the facility to view the list of **Prayer details**. You can sort each column, copy, save, and print the report.




The screenshot shows a web application interface for the 'Prayer (Report)'. It includes a search bar, a 'Show 10 entries' dropdown, and buttons for 'Copy', 'CSV', and 'Excel'. The table below lists 8 entries of prayer details.

Prayer Code	Prayer Type	Prayer	IA/Case No.	विनंती प्रकार	विनंती
1		Plaints No.1 Money Lent.1 The plaintiff claims rupees with interest at percent from the day of 199			
2		GOODS SOLD AT A FIXED PRICE DELIVERED.1 The plaintiff as executor of E.F. claims.			
3		MOVEABLES WRONGFULLY DETAINED 1 Delivery of the said goods or rupees in case delivery cannot be had2 rupees compensation for the detention thereof.			
4		AGAINST A FRAUDULENT PURCHASER HIS TRANSFEREE WITH NOTICE 1 Delivery of the said goods or rupees in case delivery cannot be held.2 rupees compensation for the detention thereof.			
5		RESCISSION OF A CONTRACT ON THE GROUND OF MISTAKE.1 rupees with interest from the day of 192 that the said agreement be delivered up and cancelled.			
6		AN INJUNCTION RESTRAINING WASTE1 that the defendant be restrained by injunction from committing or permitting any further waste on the said premises. Pecuniary compensation may also be claimed.			
7		INJUNCTION RESTRAINING NUISANCE1 that the defendant be restrained by injunction from committing or permitting any further nuisance.			
8		PUBLIC NUISANCE1 A declaration that the defendant is not entitled to obstruct the passage of the public along the said public road2 an injunction restraining the defendant that obstructing the passage of the public along the said public road and directing the defendant to remove the earth and stones wrongfully heaped up as aforesaid.			

Figure 110: Prayer (Report)


Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Prayer (Report)** is displayed. (Refer to Figure Number 110)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Report features.](#)

4.17.5 Prayer (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Prayer (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.17.6 Prayer (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Prayer (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.18 Caste

This form provides the facility to enter the **Caste Details**. This option is useful to generate caste wise report through **Query Builder**.

4.18.1 Caste (Add)

This option provides the facility to add **Caste** details.

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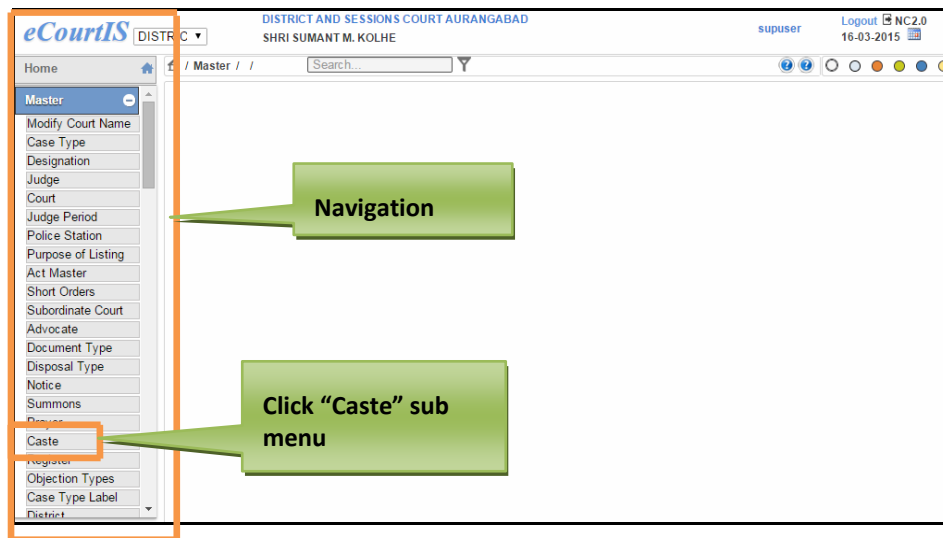


Figure 111: Navigation for "Caste (Add)" screen

To access the **Caste (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Caste** sub menu. (Refer Figure Number 111)
3. When you click **Caste** sub menu, the "**Caste (Add)**" screen is displayed. (Refer to Figure Number 112)

A screenshot of the 'Caste (Add)' form in the eCourtIS application. The form is titled 'Caste' and contains several input fields: 'Caste Code' (with value '9'), 'Caste Category' (with value 'dsa'), 'Religion' (with a dropdown menu showing 'Christian-3'), and 'जात' (with value 'मराठी'). A 'Submit' button is located at the bottom right. A 'SHOW MENU' button is visible on the left side of the form.

Figure 112: Caste (Add) screen

Procedure

1. By default the **Caste Code** is displayed in the **Caste Code** field. This **Code** is generated automatically.
2. Enter the **Caste category** in the **Caste Category** field.
3. Select the **Religion** from the **Religion select box**.
4. Enter the **Caste** in local language also.


5. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
6. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.18.2 Caste (Modify)

This option provides the facility to modify the **Caste details** that already exists in the database.

Figure 113: Caste (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The system will display the **Caste (Modify)** screen. (Refer to Figure Number 113)
3. Select the **Caste Code** from the **Caste Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.18.3 Caste (Delete)

This option provides the facility to **Delete** or **Undelete** the **Caste details** that already exists in the database.


The screenshot shows a web application interface for deleting a caste record. The browser's address bar indicates the path: / Master / Caste / Delete. The page title is 'Caste'. The form contains the following fields:

- *Caste Code:** A dropdown menu with 'Muslim/Open-8' selected.
- *Caste Category:** A dropdown menu with 'Muslim/Open' selected.
- Religion:** A dropdown menu with 'OTHER-5' selected.
- जात:** A text input field containing 'मुस्लीम/खुला'.
- Display:** Two radio buttons, 'Delete' (selected) and 'Undelete'.
- Submit:** A blue button at the bottom right.

A vertical 'SHOW MENU' button is located on the left side of the form.

Figure 114: Caste (Delete) screen

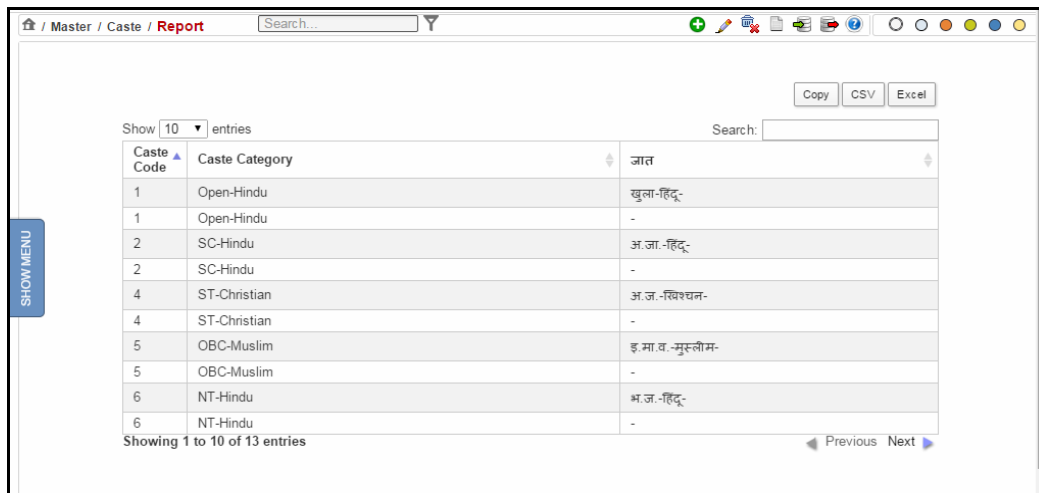
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The the **Caste (Delete) screen** is displayed. (Refer to Figure Number 114)
3. Select the **caste** that you want to delete or undelete from the **Caste Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Caste**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.18.4 Caste (Report)

This report provides the facility to view the list of **Caste details**. You can sort each column, copy, save, and print the report.

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Caste Code	Caste Category	जात
1	Open-Hindu	खुला-हिंदू-
1	Open-Hindu	-
2	SC-Hindu	अ.जा.-हिंदू-
2	SC-Hindu	-
4	ST-Christian	अ.ज.-ख्रिश्चन-
4	ST-Christian	-
5	OBC-Muslim	इ.मा.व.-मुस्लीम-
5	OBC-Muslim	-
6	NT-Hindu	भ.ज.-हिंदू-
6	NT-Hindu	-

Showing 1 to 10 of 13 entries

Figure 115: Caste (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Caste (Report)** is displayed. (Refer to Figure Number 115)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Report features.](#)

4.18.5 Prayer (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Prayer (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.18.6 Prayer (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.

2. The **Prayer (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.19 Register

4.19.1 Register (Add)

This option provides the facility to add **Register** details.

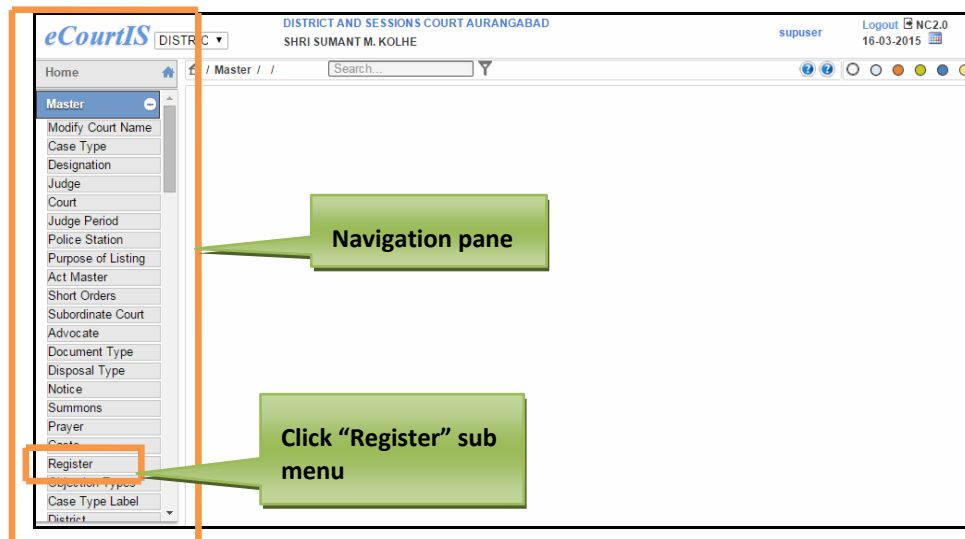


Figure 116: Navigation for "Register (Add)" screen

To access the **Register (Report)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Register** sub menu. (Refer Figure Number 116)
3. When you click **Register** sub menu, the "Register" screen is displayed. (Refer to Figure Number 117)

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The screenshot shows a web application window titled "Supuser Manual". The browser address bar shows "Master / Register / Add". The page has a search bar and a toolbar with various icons. The main content area is titled "Register". It contains several form fields: "Register Code" with the value "8", "Register" (a text input field), "Case Type" (a dropdown menu with options: "AC Cri.M.A.-46", "Arbitration Case-35", "Arbitration R.D-73", "Atro.Spl.Case-24", and a note "Press Ctrl Key for Multiple Selection"), "Urgent Rate" (a text input field), "Appear after days" (a text input field), "Ordinary Copy Rate" (a text input field), "Appear after days" (a text input field), and "नोटवही" (a text input field). A "Submit" button is located at the bottom right. A "SHOW MENU" button is on the left side of the form.

Figure 117: Register (Add)

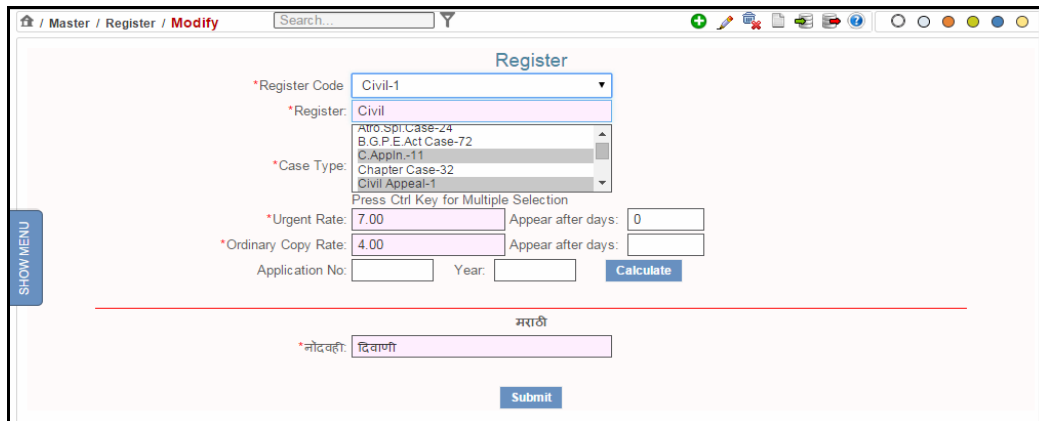
Procedure

1. By default the system will display the **Register Code** in **Register Code** field. This **Code** is generated automatically.
2. Enter the name of the register in the **Register** field.
3. Select the **Register Type** from the **Register Type** select box. You can select more than one caste type using the **control (Ctrl) key and the mouse**. This control key (Ctrl) key is placed on lower left corner of the keyboard.
4. To select **multiple Case Types**, Press **Ctrl key** and **right Click** on the **Caste Type** that you want to select (**Ctrl + right Click**). Perform both the actions together.
5. Enter the urgent rate to be applied in the **Urgent Rate** field.
6. Enter the days after which to appear in the **Appear After** field.
7. Enter the ordinary rates in the **Ordinary Copy Rate** field.
8. Enter the days after which to appear in the **Appear After** field.
9. Enter the name of the register in the local language also.
10. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
11. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.19.2 Register (Modify)

This option provides the facility to modify the **Register details** that already exists in the database.

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The screenshot shows the 'Register (Modify)' screen. The breadcrumb trail at the top is 'Master / Register / Modify'. The form contains the following fields and values:


- *Register Code: Civil-1
- *Register: Civil
- *Case Type: Civil Appeal-1
- *Urgent Rate: 7.00
- *Ordinary Copy Rate: 4.00
- Application No: 0
- Year:

Buttons include 'Calculate' and 'Submit'. A 'SHOW MENU' button is on the left. A red line separates the form from the footer area, which contains the text 'मराठी' and 'नोटवही: दिवाणी'.

Figure 118: Register (Modify) screen

Procedure



1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Register (Modify)** screen is displayed. (Refer Figure Number 118)
3. Select the **Register Code** from the **Register Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.19.3 Register (Delete)


This option provides the facility to **Delete** or **Undelete** the **Register details** that already exists in the database.

The screenshot shows a web application window titled 'Register'. The breadcrumb navigation is 'Master / Register / Delete'. The form contains the following elements:

- *Register Code:** A dropdown menu with 'Civil-1' selected.
- *Register:** A text field with 'Civil' entered.
- *Case Type:** A dropdown menu with 'Civil Appeal-1' selected. Below it, a list of case types is visible: 'Atro Spl Case-24', 'B.G.P.E Act Case-72', 'C.Appln.-11', 'Chapter Case-32', and 'Civil Appeal-1'.
- *Urgent Rate:** A text field with '7.00' and 'Appear after days: 0'.
- *Ordinary Copy Rate:** A text field with '4.00' and 'Appear after days: '.
- Application No.:** A text field.
- Year:** A text field.
- Calculate:** A button.
- मराठी:** A language selector.
- *नोंदवही:** A text field with 'दिवाणी' entered.
- Display:** Radio buttons for 'Delete' and 'Undelete'.
- Submit:** A button.

Figure 119: Register (Delete) screen

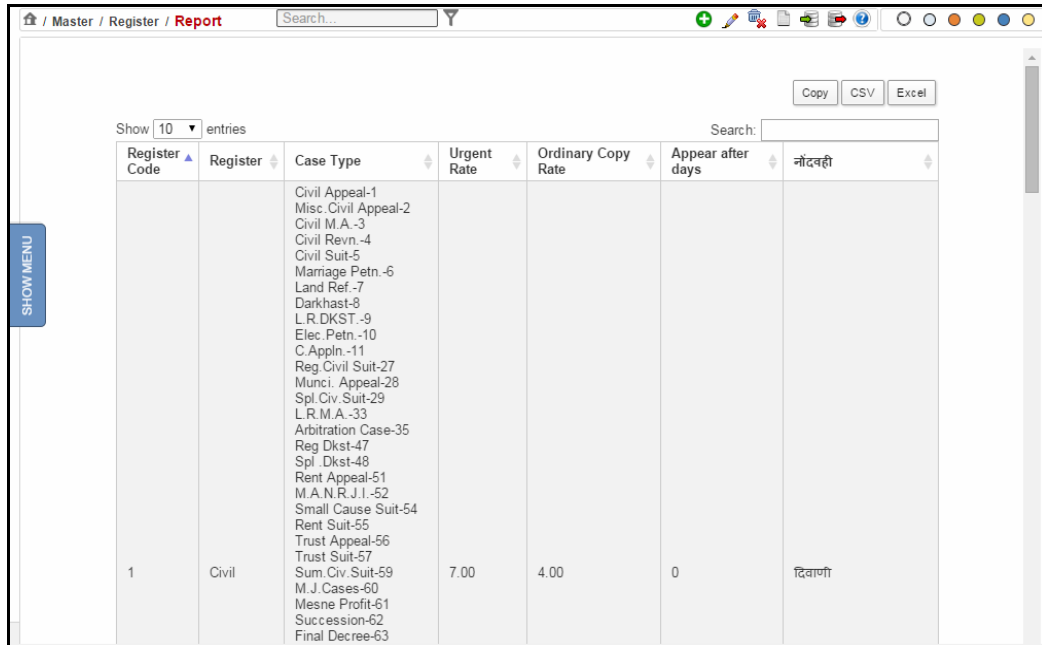
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Register (Delete)** screen is displayed. (Refer Figure Number 119)
3. Select the register that you want to delete or undelete from the **Register Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Register**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.19.4 Register (Report)

This report provides the facility to view the list of **Register details**. You can sort each column, copy, save, and print the report.


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Register Code	Register	Case Type	Urgent Rate	Ordinary Copy Rate	Appear after days	नोंदवही
1	Civil	Civil Appeal-1 Misc. Civil Appeal-2 Civil M.A.-3 Civil Revn.-4 Civil Suit-5 Marriage Petn.-6 Land Ref.-7 Darkhast-8 L.R.DKST.-9 Elec. Petn.-10 C. Appln.-11 Reg. Civil Suit-27 Munci. Appeal-28 Spl. Civ. Suit-29 L.R.M.A.-33 Arbitration Case-35 Reg. Dkst-47 Spl. Dkst-48 Rent Appeal-51 M.A.N.R.J.I.-52 Small Cause Suit-54 Rent Suit-55 Trust Appeal-56 Trust Suit-57 Sum. Civ. Suit-59 M.J. Cases-60 Mesne Profit-61 Succession-62 Final Decree-63	7.00	4.00	0	दिवाणी

Figure 120: Register (Report)


Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Register (Report)** is displayed. (Refer to Figure Number 120)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

4.19.5 Register (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Register (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.19.6 Register (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Register (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.20 Objection Types

This option provides the facility to enter the type of **Objections**. The **Objections** entered are displayed in the **Scrutiny** section i.e in **Case Objection** option.

4.20.1 Objection Types (Add)

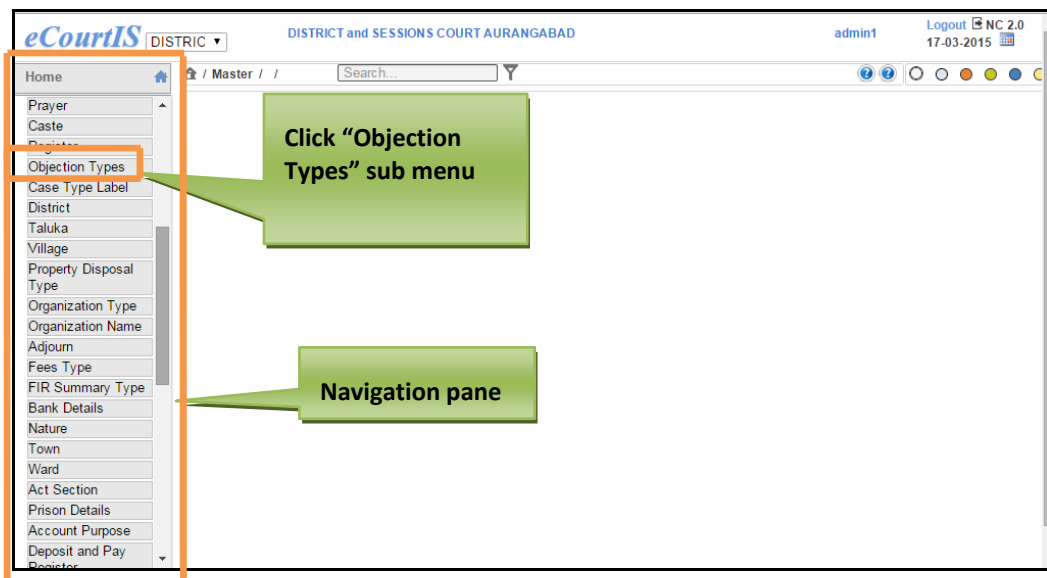


Figure 121: Navigation for "Objection Type (Add)" screen

To access the **Objection Types (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Objection Types** sub menu. **(Refer Figure Number 121)**
3. When you click **Objection Types** sub menu, the **"Objection (Add)"** screen is displayed. **(Refer to Figure Number 122)**

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Figure 122: Objection Type (Add) screen

Procedure


1. By default the system will display the **Objection Type Code** in **Objection Type Code field**. This **Code** is generated automatically.
2. By default the system will also display **Civil** as the selected option. For **Criminal** cases, select the radio button for **Criminal**.
3. Enter the type of objection in the **Objection Type field**.
4. Select the radio button for **Yes**, if you want to add **Objections** to the **case**.
5. Select the radio button for **No**, if there are no **Objections**.
6. Enter the **Objection Type** in the local language also.
7. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
8. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.20.2 Objection Types (Modify)

This option provides the facility to modify the **Objections details** that already exists in the database.

Figure 123: Objection Type (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Objection Type (Modify)** screen is displayed. (Refer to Figure Number 123)

3. Select the **Objection Type Code** from the **Objection Type Code** field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.20.3 Objection Types (Delete)

This option provides the facility to **Delete** or **Undelete** the **Objection Types** details that already exists in the database.

The screenshot shows a web application interface for deleting objection types. At the top, there's a search bar and a title 'Objection Type'. Below the title, there are several form fields: '*Objection Type code' with a dropdown menu showing 'ADDRESS GIVEN ARE NOT REGIS', '*Objection Type' with a dropdown menu showing 'ADDRESS GIVEN ARE NOT REGISTER', 'Case Type Nature' with radio buttons for 'Civil' and 'Criminal', and 'Objection Remarks' with radio buttons for 'Yes' and 'No'. Below these fields, there's a section for 'मराठी' (Marathi) with a text box for 'आक्षेप प्रकार' (Objection Type) and radio buttons for 'Delete' and 'Undelete'. A 'Submit' button is located at the bottom right of the form.

Figure 124: Objection Types (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Objection (Delete)** screen is displayed. (Refer to Figure Number 124)
3. Select the objection that you want to delete or undelete from the **Objection Type Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Objection Types**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.20.4 Objection Types (Report)


This report provides the facility to view the list of **Objection Types**. You can sort each column, copy, save, and print the report.

Objection Type code	Objection Type	Type	आक्षेप प्रकार
1	JURISDICTION	Civil	अधिकारक्षेत्र
2	IS NOT PROPERLY STAMPED	Civil	मुद्रांक हुल्ल नसलेला
3	NOT IN TIME	Civil	वेळेत नसलेला
4	IS NOT ACCOMPANIED BY A COPY OF JUDGMENT	Civil	न्यायनिर्णयाची प्रत जोडलेली नसलेला
5	IS NOT ACCOMPANIED BY A COPY OF DECREE	Civil	हुकूमनाम्याची प्रत जोडलेली नसलेला
6	IS NOT ACCOMPANIED BY A COPY OF ORDER UNDER APPEAL	Civil	अवाहन अर्जवरील आदेशाची प्रत जोडलेली नसलेला
7	PARTIES ARE NOT TAKEN AS PER COPY OF JUDGMENT	Civil	न्यायनिर्णयाच्या प्रतिनुसार पक्षाकारांची नावे नसलेला
8	ADDRESS GIVEN ARE NOT REGISTERED ADDRESS	Civil	दिलेला पत्ता हा अधिकृत पत्ता नाही
9	VALUATION OF APPEAL IS NOT MENTIONED.	Civil	अपीलाचे मुल्य नमूद केलेले नाही
10	Appeal is not competent	Civil	अपील असक्षम

Showing 1 to 10 of 32 entries

Figure 125: Objection Type (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Objection (Report)** is displayed. (Refer to Figure Number 125)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Reports features.](#)

4.20.5 Objection Types (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure


1. Click the **Import**  icon which is located at the upper right corner on the menu bar.

2. The **Objection Types (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.20.6 Objection Types (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Objection Types (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.21 Case Type Label

With this form you can create **fields** dynamically. The **Text fields**, **Date fields** and **Radio buttons** can be generated for a particular **Case Type**. These fields are displayed in 'Case Extra Info' option (In **Registration Menu**) where extra data can be entered. Later on this information can be used for linking and grouping of the cases.

4.21.1 Case Type Label (Add)

This option provides the facility to add **Case Type** Labels.

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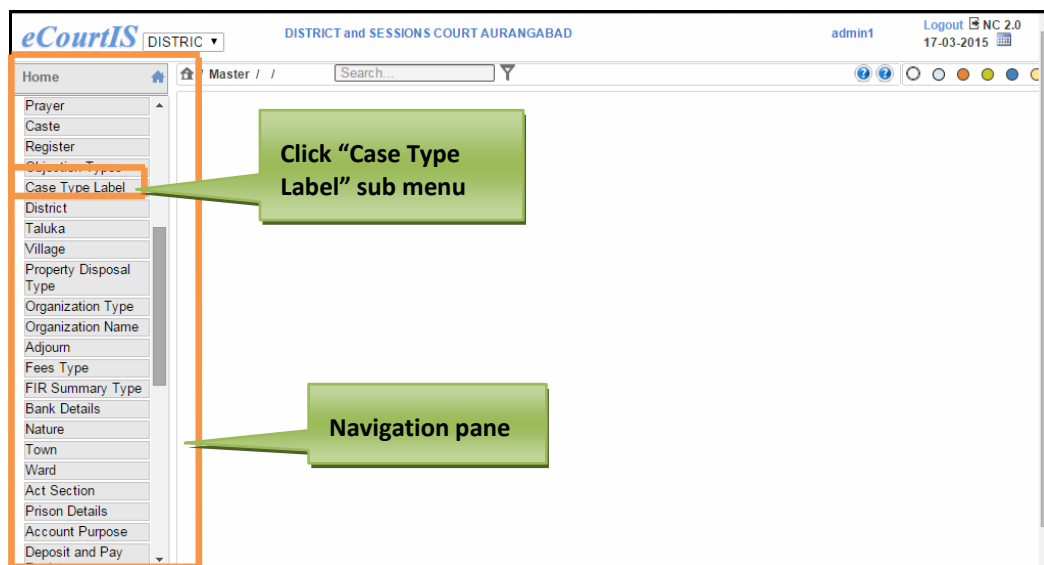


Figure 126: Navigation for "Case Type Labels (Add)" screen

To access the **Case Type Labels (Report)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Case Type Labels** sub menu. (Refer Figure Number 126)
3. When you click **Case Type Labels** sub menu, the "Case Type Labels (Add)" screen is displayed. (Refer to Figure Number 127)

The screenshot shows the 'Case Type Label (Add)' screen. The form has a header with 'Case Type Label' and a dropdown for 'Case Type' set to 'Civil Appeal-1'. Below this, there are two columns of fields for 'English' and 'मराठी' (Marathi) descriptions. The fields are labeled 'Label1' through 'Label15'. Some fields are date fields (Label13, Label14, Label15). At the bottom, there are radio buttons for 'Radio Button 1' and 'Radio Button 2', each with a 'Label2' field. A 'Submit' button is at the bottom right.

Figure 127: Case Type Label (Add) screen

Procedure

1. The labels for **English descriptions** are in **white** and the fields for local languages are in **yellow** colour.

2. Select the case for which you want to add the labels from the **Case Type** select box.
3. Enter the label descriptions which are to be displayed in the '**Case Extra Info**' form in the fields **Label 1** onwards.
4. Enter the required label to replace the **District**.
5. Enter the required label to replace the **Village**.
6. Enter the **Radio Button** label which is to be displayed in the **Case Extra Information** form.
7. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.21.2 Case Type Label (Modify)

This option provides the facility to modify the **Case Type Labels** that already exists in the database.

The screenshot displays the 'Case Type Label (Modify)' web application. At the top, there's a search bar and a 'Case Type' dropdown menu currently showing 'Civil M.A.-3'. The main area is divided into two columns of input fields. Each column has a header for 'English' and 'मराठी' (Marathi). The left column contains fields for Label1 through Label15 (with some marked as date fields), Taluka, Town, and Radio Button 1 and 2. The right column contains fields for Label2 through Label14 (with some marked as date fields), District, Village, Ward, and Label1 and 3. A 'Submit' button is located at the bottom right of the form.

Figure 128: Case Type Label (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Case Type Label (Modify)** screen is displayed. (Refer to Figure Number 128)
3. Select the **Case Type** from the **Case Type** select box.
4. The system will display details that already exist in the database.

5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.21.3 Case Type Label (Report)

This report provides the facility to view the list of **Case Type Labels**. You can sort each column, copy, save, and print the report.

Case Type	Label1	Label2	Label3	Label4	Label5	Label6	Label7	Label8	Label9	Label10	Label11	Label12	Label (Date field)
Civil Appeal	accident												
Civil M.A.	b	a	a	a	a	a	a	a	a	aa	a	a	a
M.A.C.P.	test1	test2	test3	test4									

Figure 129: Case Type Labels (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Case Type Label (Report)** is displayed. (Refer to Figure Number 129)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

4.21.4 Case Type Label (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure


1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type Label (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.

4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.21.5 Case Type Label (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type Label (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.22 District

This option provides the facility to enter the **District details**. This **District data** needs to be uniform throughout the State.

4.22.1 District (Add)

This option provides the facility to add a **District**.

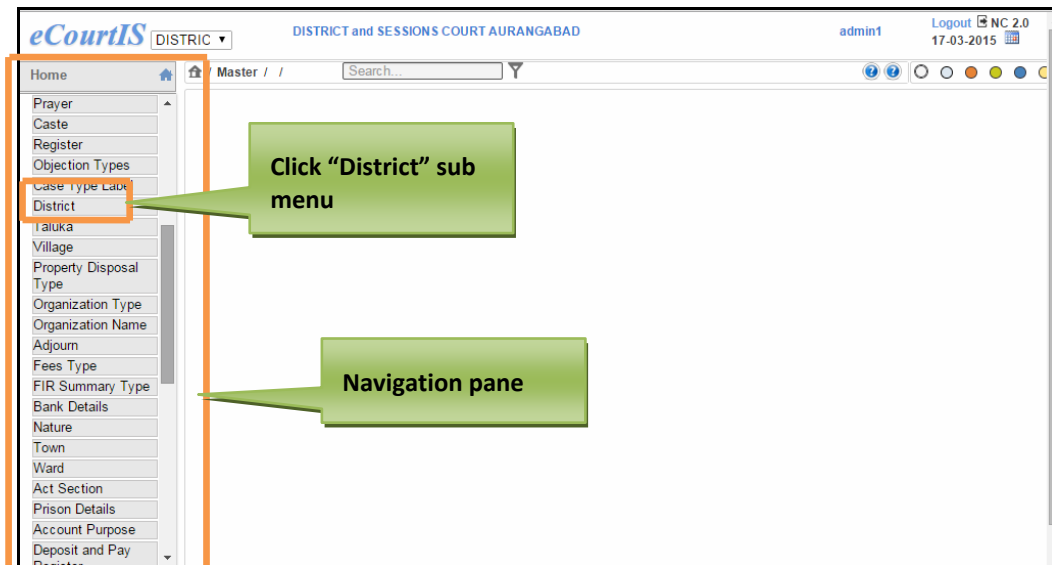


Figure 130: Navigation for "District (Add)" screen

To access the **District (Add)** screen, follow the steps given below:

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1. On the Navigation pane, click the **Master** menu.
2. Then, click **District** sub menu. (Refer Figure Number 130)
3. When you click **District** sub menu, the “**District (Add)**” screen is displayed. (Refer to Figure Number 131)

The screenshot shows the 'District (Add)' screen. The breadcrumb navigation at the top is 'Master / District / Add'. The form has three fields: '*District Code:' with the value '36', '*District:' with the value 'Aurangabad', and '*जिल्हा:' (District in Marathi) with the value 'लहा'. A 'Submit' button is located at the bottom right of the form. A 'SHOW MENU' button is on the left side.

Figure 131: District (Add) screen

Procedure

1. By default the **District Code** is displayed in the **District Code** field. This Code is generated automatically.
2. Enter the **District** in the **District** field.
3. Enter the **District** in the **local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.22.2 District (Modify)

This option provides the facility to modify the **District details** that already exists in the database.

The screenshot shows the 'District (Modify)' screen. The breadcrumb navigation at the top is 'Master / District / Modify'. The form has three fields: '*District Code:' with a dropdown menu showing 'Ahmadnagar-26', '*District:' with the value 'Ahmadnagar', and '*जिल्हा:' (District in Marathi) with the value 'अहमदनगर'. A 'Submit' button is located at the bottom right of the form. A 'SHOW MENU' button is on the left side.

Figure 132: District (Modify)

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **District (Modify)** screen is displayed. (Refer to Figure Number 132)
3. Select the District from the **District Code** select box.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.22.3 District (Delete)

This option provides the facility to **Delete** or **Undelete** the **District details** that already exists in the database.

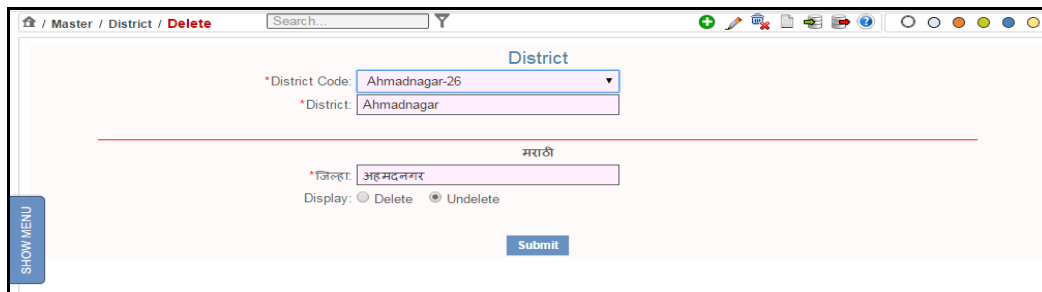



Figure 133: District (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **District (Delete)** screen is displayed. (Refer to Figure Number 133)
3. Select the **District Code** you want to delete or undelete from the **District Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **District**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.

9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.22.4 District (Report)

This report provides the facility to view the list of **Districts**. You can sort each column, copy, save, and print the report.

District Code	District	ज़िल्ला
1	Nandurbar	नंदुरबार
2	Dhule	धुळे
3	Jalgaon	जळगाव
4	Buldana	बुलढाणा
5	Akola	अकोला
6	Washim	वाशीम
7	Amravati	अमरावती
8	Wardha	वर्धा
9	Nagpur	नागपुर
10	Bhandara	भंडारा

Figure 134: District (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **District (Report)** is displayed. (Refer to Figure Number 134)
3. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. **Click the hyperlink (text in blue) to view the Reports feature.**

4.22.5 District (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure


1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **District (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.

4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.22.6 District (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **District (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.23 Taluka

This option provides the facility to enter the **Taluka** details. This data needs to be uniform throughout the **State**.

4.23.1 Taluka (Add)

This option provides the facility to add a **Taluka**.

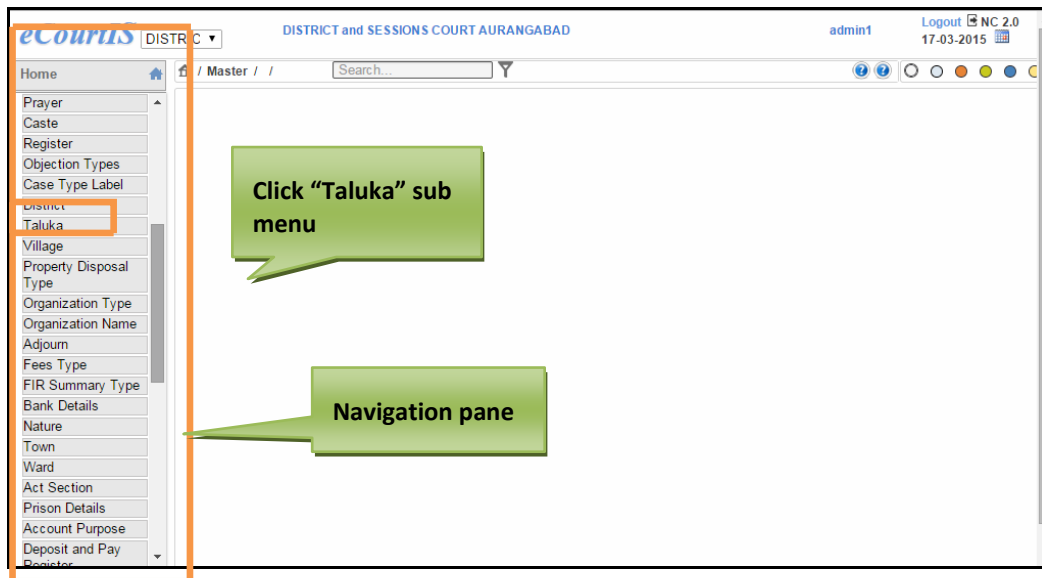


Figure 135: Navigation for "Taluka (Add)" screen

To access the **Taluka (Add)** screen, follow the steps given below:

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1. On the Navigation pane, click the **Master** menu.
2. Then, click **Taluka** sub menu. (Refer Figure Number 135)
3. When you click **Taluka** sub menu, the system will display the “**Taluka (Add)**” screen. (Refer to Figure Number 136)

Figure 136: Taluka (Add) screen

Procedure


1. By default the **District** is displayed in the **District** field and the **Taluka Code** is displayed in the **Taluka Code** field. The **Taluka Code** is generated automatically.
2. Enter the name of the Taluka in the **Taluka** field.
3. Enter the Taluka in the **local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.23.2 Taluka (Modify)

This option provides the facility to modify the **Taluka details** that already exists in the database.

Figure 137: Taluka (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Taluka (Modify)** screen is displayed. (Refer to Figure Number 137)
3. Select the Taluka from the **Taluka Code** select box.
4. The system will display details that already exist in the database.


5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.23.3 Taluka (Delete)

This option provides the facility to **Delete** or **Undelete** the **Taluka details** that already exists in the database.

Figure 138: Taluka (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Taluka (Delete)** screen is displayed. (Refer to Figure Number 138)
3. Select the **Taluka** you want to delete or undelete from the **Taluka Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Taluka**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.23.4 Taluka (Report)


This report lists the names of **Taluka** along with the **District** name. You can sort each column, copy, save, and print the report.

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District Code	District	Taluka Code	Taluka	तालुका
1	Nandurbar	3	Talode	तळोदे
1	Nandurbar	6	Nawapur	नवापुर
1	Nandurbar	5	Nandurbar	नंदुरबार
1	Nandurbar	4	Shahade	शहादा
1	Nandurbar	2	Akrani	अक्रणी
1	Nandurbar	1	Akkalkuwa	अक्कलकुवा
2	Dhule	3	Sakri	साक्री
2	Dhule	4	Dhule	धुळे
2	Dhule	2	Sindkhede	सिंदखेडा
2	Dhule	1	Shirpur	शिरपुर

Figure 139: Taluka (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Taluka Report** is displayed. (Refer to Figure Number 139)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) to view the Reports feature.*

4.23.5 Taluka (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Taluka (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.23.6 Taluka (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Taluka (Export)** screen is displayed.

3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.24 Village

This option is used to enter the **Village** details. This data needs to be uniform throughout the state.

4.24.1 Village (Add)

This option provides the facility to add a **Village**.

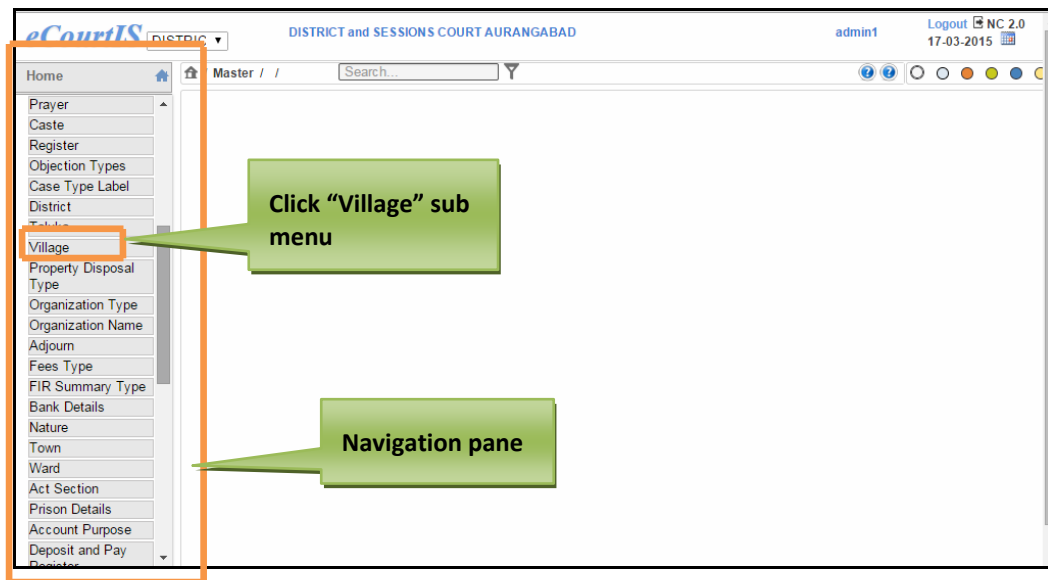


Figure 140: Navigation for "Village (Add)" screen

To access the **Village (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Village** sub menu. **(Refer Figure Number 140)**
3. When you click **Village** sub menu, the "**Village (Add)**" screen is displayed. **(Refer to Figure Number 141)**

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Master / Village / Add

Village

*District: Aurangabad-19

*Taluka: Aurangabad-5

*Village Code: 80775

*Village: fdsf

मराठी

*नाम: म

Submit

Figure 141: Village (Add) screen

Procedure

1. By default the system will display the **District** in the **District field**.
2. Select the **Taluka** from the **Taluka field**.
3. When you select the **Taluka**, the Village Code is displayed in the **Village Code field**.
4. Enter the name of the **Village** in the **Village field**.
5. Enter the name of the **Village** in the **local language** also.
6. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.24.2 Village (Modify)

This option provides the facility to modify the **Village details** that already exists in the database.

Master / Village / Modify

Village

*District: Aurangabad-19

*Taluka: Aurangabad-5

*Village Code: -80774

*Village:


मराठी

*नाम: पंढरपुर

Submit

Figure 142: Village (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Village (Modify)** screen is displayed. (Refer to Figure Number 142)
3. The **District** name will be displayed by the system.
4. Select the **Taluka** from the **Taluka select box**.

5. To modify the **Village**; Select the correct **Village Code** from the **Village Code select box**.
6. When you select the **Village Code**, the name of the **Village** will be displayed in the **Village field**.
7. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
8. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.24.3 Village (Delete)

This option provides the facility to **Delete** or **Undelete** the **Village details** that already exists in the database.

The screenshot shows a web application window titled 'Master / Village / Delete'. The main content area is titled 'Village'. It contains several form fields:

- *District: Aurangabad-19 (dropdown menu)
- *Taluka: Aurangabad-5 (dropdown menu)
- *Village Code: -80759 (dropdown menu)
- *Village: (text field, currently empty)


 Below these fields, there is a section labeled 'मराठी' (Marathi) containing:

- *ग्राम: कांचनवाडी (text field)
- Display: ☐ Delete ☒ Undelete
- Submit button

 On the left side, there is a vertical button labeled 'SHOW MENU'. The top of the window has a search bar and various icons.

Figure 143: Village (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Village (Delete)** screen is displayed. (Refer to Figure Number 143)
3. The **District** will be displayed by the system.
4. Select the Taluka from the **Taluka select box**.
5. When you select the **Village Code**, the Village name will be displayed in the **Village field**.
6. Select the **Delete** button to delete the selected **Village**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
7. Select the **Undelete** button to retrieve the deleted data.
8. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
9. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
10. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.24.4 Village (Report)

This report lists all the villages for the selected **District** and **Taluka**. You can sort each column, copy, save, and print the report.

Master / Village / Report

Search:

*District: Aurangabad-19

*Taluka: Aurangabad-5

Copy CSV Excel

Show 10 entries

Search:


Village Code	Village	शाम
80548	Chauka	चौका
80549	Chaukawadi	चौकावाडी
80550	Satala	साताळा
80551	Morvira	मोरहिरा
80552	Pophala	पोफळा
80553	Khamkheda	खामखेडा
80554	Donwada	डोंगवाडा
80555	Borwadi	बोरवाडी
80556	Borwadi Tanda	बोरवाडी तांडा
80557	Dhondkheda	धोंडखेडा

Showing 1 to 10 of 227 entries

Previous Next

Figure 144: Village (Report) screen

Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Village Report** is displayed. (Refer to Figure Number 144)
3. By default, the system will display the name of the **District** in the **District** field.
4. Select the **Taluka** from the **Taluka** select box. The system will display all the **Villages** for the selected **District** and **Taluka**.
5. **For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
6. [Click the hyperlink \(text in blue\) in step 5 to view the Reports feature.](#)

4.24.5 Village (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure


1. Click the **Import**  icon which is located at the upper right corner on the menu bar.

2. The **Village (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.24.6 Village (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Village (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.25 Property Disposal Type

This option provides the facility to enter the **Property Disposal** details. This data needs to be uniform throughout the state.

4.25.1 Property Disposal (Add)

This option provides the facility to add **Property Disposal** details.

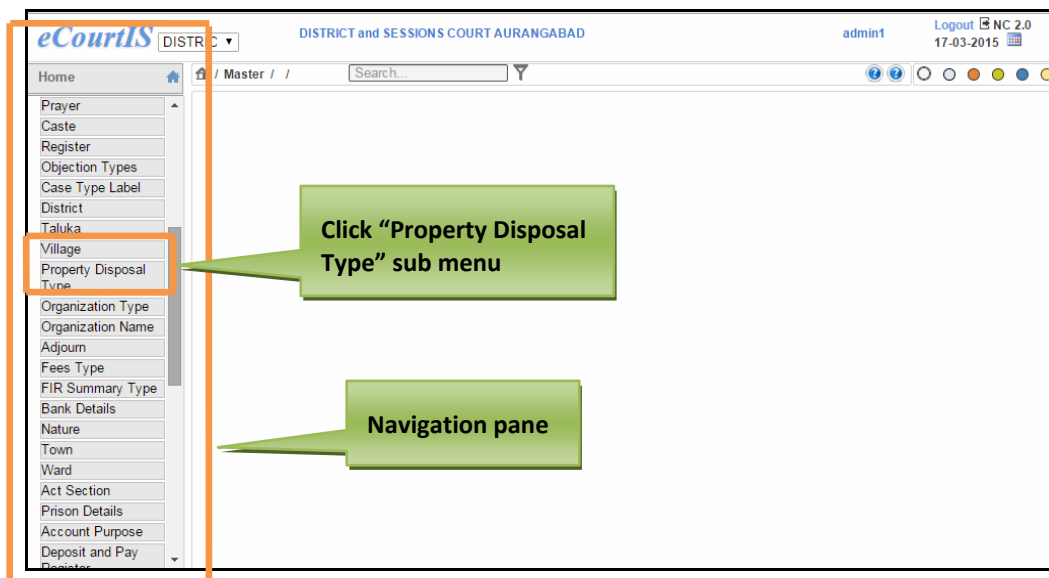


Figure 145: Navigation for "Property Disposal Type (Add)" screen

To access the **Property Disposal Type (Add)** screen, follow the steps given below:

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1. On the Navigation pane, click the **Master** menu.
2. Then, click **Property Disposal Type** sub menu. (Refer Figure Number 145)
3. When you click **Property Disposal Type** sub menu, the “**Property Disposal Type (Add)**” screen is displayed. (Refer to Figure Number 146)



Figure 146: Property Disposal Type (Add) screen

Procedure

1. By default the **Code** of the **Property Disposal** is displayed in the **Property Disposal Code field**.
2. Enter a name for the **Property Disposal** in the **Property Disposal field**.
3. Enter the Property Disposal name in the **local language also**.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.25.2 Property Disposal (Modify)

This option provides the facility to modify the **Property Disposal details** that already exists in the database.

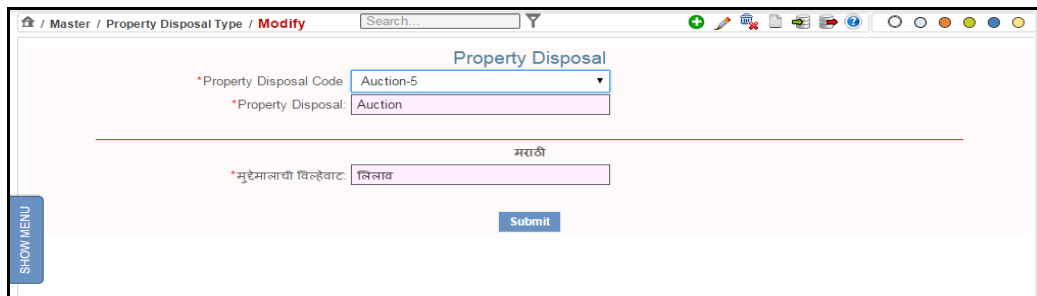



Figure 147: Property Disposal (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Property Disposal (Modify)** screen is displayed. (Refer Figure Number 147)
3. Select the Property Disposal from the **Property Disposal Code select box**.
4. The system will display the details that already exist in the database.

5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.25.3 Property Disposal (Delete)

This option provides the facility to **Delete** or **Undelete** the **Property Disposal** details that already exists in the database.

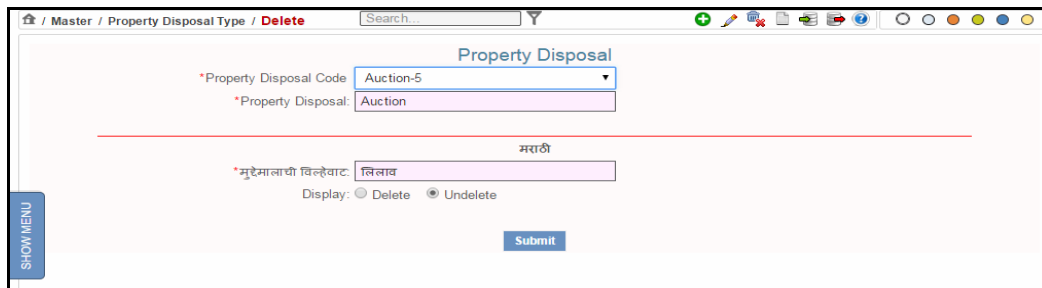



Figure 148: Property Disposal (Delete) screen

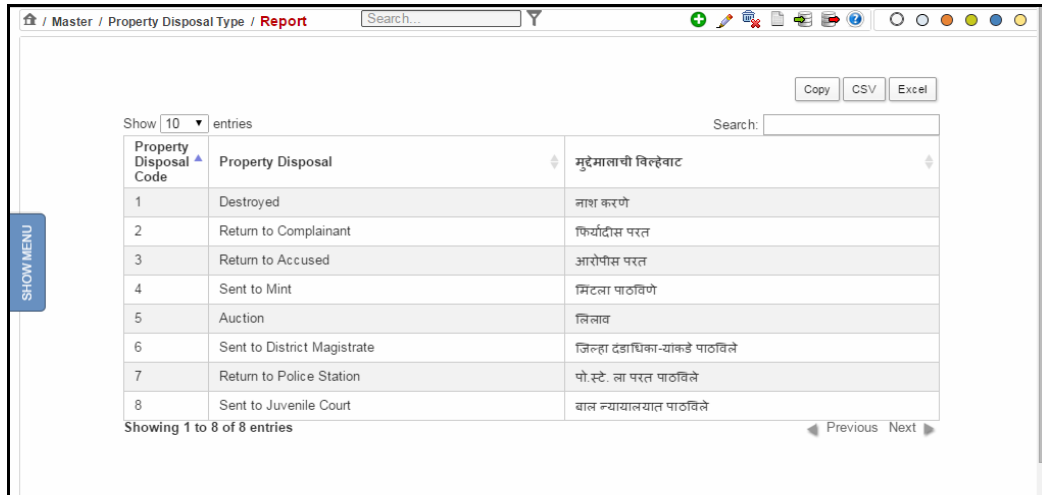
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Property Disposal (Delete)** screen is displayed. (Refer Figure Number 148)
3. Select the Property Disposal Code from the **Property Disposal Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected record. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.25.4 Property Disposal (Report)

This report lists all the **Property Disposed** details. You can sort each column, copy, save, and print the report.


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Property Disposal Code	Property Disposal	
1	Destroyed	मुहंमालाची विल्हेवाट नाश करणे
2	Return to Complainant	फिर्यादीस परत
3	Return to Accused	आरोपीस परत
4	Sent to Mint	मिंटला पाठविणे
5	Auction	लिलाव
6	Sent to District Magistrate	जिल्हा दंडाधिका-याकडे पाठविले
7	Return to Police Station	पो.स्ट. ला परत पाठविले
8	Sent to Juvenile Court	बाल न्यायालयात पाठविले

Figure 149: Property Disposal (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Property Disposal Report** is displayed. (Refer to Figure Number 149)
3. *For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

4.25.5 Property Disposal (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Property Disposal (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.25.6 Property Disposal (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.

2. The **Property Disposal (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.26 Organization Type

This option provides the facility to enter the type of the **Organization**. This data is useful when the case is filed by or against the organization. This data needs to be uniform throughout the State.

4.26.1 Organization Type (Add)

This option provides the facility to enter the **Organization Type** details.

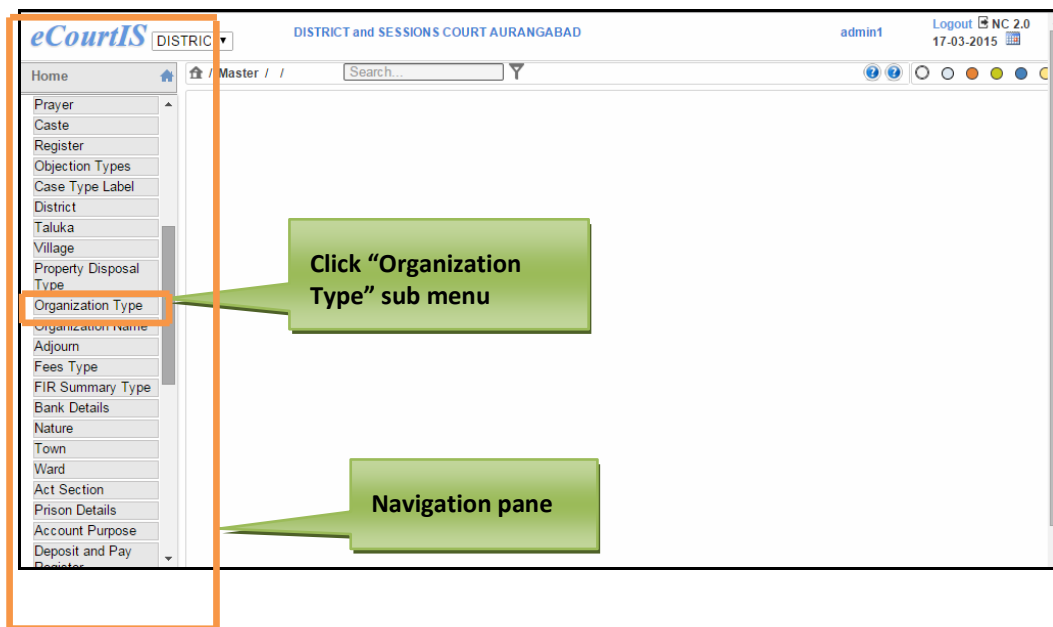


Figure 150: Navigation for "Organization Type (Add)" screen

To access the **Organization Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Organization Type** sub menu. (Refer Figure Number 150)
3. When you click **Organization Type** sub menu, the **"Organization Type (Add)"** screen is displayed. (Refer to Figure Number 151)

Figure 151: Organization Type (Add) screen

Procedure


1. By default organization code is displayed in the **Organization Code** field.
2. Enter the name of the organization in the **Organization Type** field.
3. Enter the name of the organization in **local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.26.2 Organization Type (Modify)

This option provides the facility to modify the **Organization Type details** that already exists in the database.

Figure 152: Organization Type (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Organization Type (Modify)** screen is displayed. (Refer to Figure Number 152)
3. Select the organization whose details you want to modify from **Organization Code** select box.
4. The system will display the details that already exist in the database.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.26.3 Organization Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **Organization Type** details that already exists in the database.

Figure 153: Organization Type (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Organization Type (Delete)** screen is displayed. (Refer to Figure Number 153)
3. Select the organization whose details you want to modify from **Organization Code** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Organization Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

4.26.4 Organization Type (Report)


This report lists all the **Organization Types**. You can sort each column, copy, save, and print the report.

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Organisation Code	Organisation Type	संघटनेचा प्रकार
1	Central Government	केंद्र सरकार
2	State Government	राज्य सरकार
3	Semi Government	निम्न शासकीय
4	Insurance	विमा
5	Nationalized Bank	राष्ट्रीयकृत बँक
6	Co.Op.Banks	सहकारी बँक
7	Co.Op.Societies	सहकारी संस्था
8	MSEB	महाराष्ट्र राज्य विद्युत् मंडल
9	Corporation	महामंडल
10	State Transport	राज्य परिवहन

Figure 154: Organization Type (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Organization Type Report** is displayed. (Refer to Figure Number 154)
3. *For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

4.26.5 Organization Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Organization Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.26.6 Organization Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.

2. The **Organization Type (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.27 Organization Name

This option is to enter the **Organization Details** such as Organization Name, contact person, address and contact numbers. This data is useful when the case is filed by or against the organization. This data needs to be uniform throughout the State.

4.27.1 Organization Name (Add)

This option provides the facility to enter the details of the Organization.

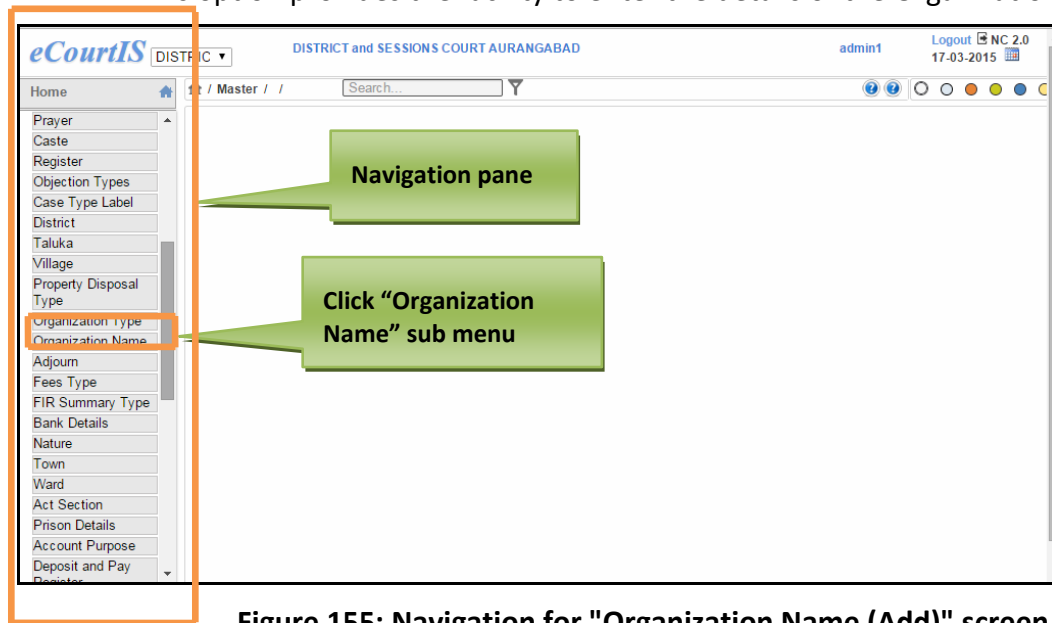


Figure 155: Navigation for "Organization Name (Add)" screen

To access the **Organization Name (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Organization Name** sub menu. (Refer Figure Number 155)
3. When you click **Organization Name** sub menu, the **"Organization Name (Add)"** screen is displayed. (Refer to Figure Number 156)

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The screenshot shows a web application window titled 'Organisation Name'. The browser address bar shows 'Master / Organization Name / Add'. The form contains the following fields:

- *Organisation ID: 78
- *Organisation Type: Central Government-1
- Address: [Text Field]
- District: Aurangabad-19
- Town: Select
- Taluka: Aurangabad-5
- Email: [Text Field]
- Phone No.: [Text Field]
- *Organisation Name: ytyty
- Contact Person: [Text Field]
- Ward: Select
- Village: Select
- Mobile No.: [Text Field]
- Fax No.: [Text Field]

Below these fields, there is a section for the organization's name in Marathi (मराठी) and English (संपर्क व्यक्ति). The Marathi field contains 'चे' and the English field is empty. A 'Submit' button is at the bottom right.

Figure 156: Organization Name (Add)

Procedure

1. By default the system will display the Organization ID in the **Organization ID field**.
2. Select the Organization from the **Organization Type field**.
3. Enter the name of the organization in the **Organization Name field**.
4. Enter the address of the Organization in the **Address field**.
5. Enter the name of the Contact person in the **Contact Person field**.
6. Select the District name from the **District select box**.
7. Select the Taluka name from the **Taluka select box**.
8. Select the Village name from the **Village select box**.
9. Enter the email of the Organization in the **Email field**.
10. Enter the Mobile number of the Organization in the **Mobile No. field**.
11. Enter the Phone number of the Organization in the **Phone No. field**.
12. Enter the Fax number of the Organization in the **Fax No. field**.
13. Enter the name of the organization, contact person, and address in **local language also**.
14. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
15. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.27.2 Organization Name (Modify)

This option provides the facility to modify the **Organization Type details** that already exists in the database.

Supuser Manual

Master / Organization Name / Modify

Search...

Organisation Name

*Organisation ID: Akola Janta Commerical Co Op Bank

*Organisation Name: Akola Janta Commerical Co Op Bank Ltd.

*Organisation Type: Co.Op.Banks-6

Address: Aurangabad.

District: Aurangabad-19

Town: Select

Taluka: Select

Email:

Phone No.:

Contact Person:

Ward: Select

Village: Select

Mobile No.:

Fax No.:

मराठी

*संस्थेचे नाव: अकोला जनता कोमर्शियल को. बँक लि.


पत्ता: औरंगाबाद.

संपर्क व्यक्ति:

Submit

Figure 157: Organization Name (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Organization Name (Modify)** screen is displayed. (Refer to Figure Number 157)
3. Select the organization whose details you want to modify from **Organization ID select box**.
4. The system will display the details that already exist in the database.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.27.3 Organization Name (Delete)

This option provides the facility to **Delete** or **Undelete** the **Organization details** that already exists in the database.

Supuser Manual

Master / Organization Name / Delete

Search...

Organisation Name

*Organisation ID: Akola Janta Commerical Co Op Bank

*Organisation Name: Akola Janta Commerical Co Op Bank Ltd.

*Organisation Type: Co Op.Banks-6

Address: Aurangabad

District: Aurangabad-19

Town: Select

Taluka: Select

Email:

Phone No.:

Contact Person:

Ward: Select

Village: Select

Mobile No.:

Fax No.:

मराठी

*संस्थेचे नाव: अकोला जनता कोम्युनिकल को. बँक लि.

पत्ता: औरंगाबाद


संपर्क व्यक्ति:

Display: ☐ Delete ☒ Undelete

Submit

Figure 158: Organization Name (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Organization Name (Delete)** screen is displayed. (Refer to Figure Number 158)
3. Select the organization whose details you want to modify from **Organization Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Organization Name**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.

4.27.4 Organization Name (Report)


This report lists all the Organization Names.

Supuser Manual

Organisation ID	Organisation Type	Organisation Name	Contact Person	Address	District	Town	Ward	Taluka	Villag
1	Semi Government	Municipal Corporation, Aurangabad	Through Commissioner	Aurangabad					
2	Private Sectors	Shriram Transport Finance Co.Ltd.		Aurangabad					
3	Public Sectors	Bhartiya Samaj Seva Kendra		Aurangabad					
4	Private Sectors	Shriram City Union Finance Ltd		at Bagla Chambers, CTs No. 12484/1, Opp. St. Francis School, Jalna Road, Aurangabad					

Figure 159: Organization Name (Report) screen


Procedure:

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Organization Name Report** is displayed. (Refer to Figure Number 159)
3. *For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

4.27.5 Organization Name (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

5. Click the **Import**  icon which is located at the upper right corner on the menu bar.
6. The **Organization Name (Import)** screen is displayed.
7. Browse and select the file to be imported and click on the **Submit** button.
8. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.27.6 Organization Name (Export)

The SQL file can be generated using the **Export** option.

Procedure

5. Click the **Export**  icon which is located at the upper right corner on the menu bar.
6. The **Organization Name (Export)** screen is displayed.
7. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
8. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.28 Adjourn

This option provides the facility to enter the details such as '**Reason for Adjournment**'. By default this data is already provided. The '**Reason for Adjournment**' is used in '**Daily Proceedings**' of a case.

4.28.1 Adjourn (Add)

This option provides the facility to add an **Adjourn details**.

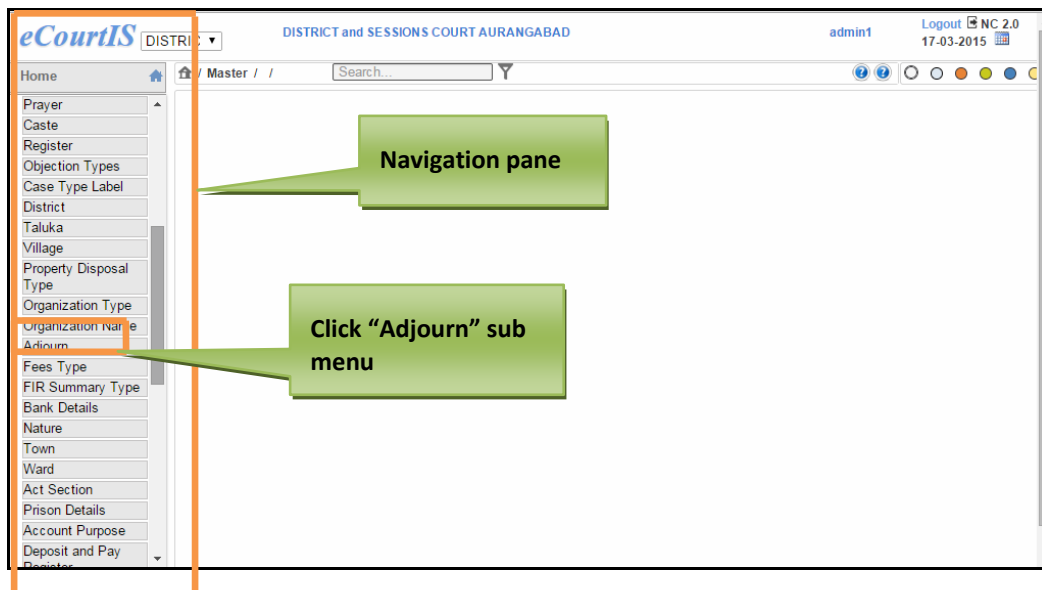


Figure 160: Navigation for "Adjourn (Add)" screen

To access the **Adjourn (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Adjourn** sub menu. (Refer Figure Number 160)
3. When you click **Adjourn** sub menu, the "**Adjourn (Add)**" screen is displayed. (Refer to Figure Number 161)

Figure 161: Adjourn (Add) screen

Procedure


1. By default the system will display the Adjourn Code in the **Adjourn Code** field.
2. Enter the reason for adjournment in the **Reason for Adjournment** field.
3. Enter the National Code in the **National Code** field.
4. Enter the **Reason for Adjournment** in **local language** also.
5. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
6. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.28.2 Adjourn (Modify)

This option provides the facility to modify the **Adjourn details** that already exists in the database.

Figure 162: Adjourn (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Adjournment (Modify)** screen is displayed. (Refer to Figure Number 162)
3. Select the **Adjourn** whose details you want to modify from **Adjourn Code** select box.
4. The system will display the details that already exist in the database.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.28.3 Adjourn (Delete)

This option provides the facility to **Delete** or **Undelete** the **Adjourn details** that already exists in the database.

Figure 163: Adjourn (Delete) screen

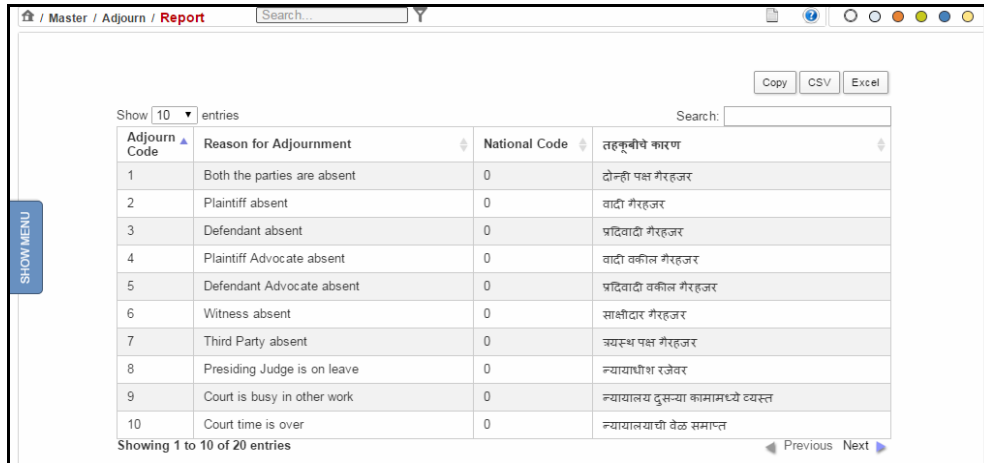
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The system will display the **Adjourn (Delete) screen**. (Refer to Figure Number 163)
3. Select the **Adjourn** whose details you want to modify from **Adjourn Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected record. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.

4.28.4 Adjourn (Report)

This report lists all the **Adjourn** details. You can sort each column, copy, save, and print the report.


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Adjour Code	Reason for Adjournment	National Code	तहकूचीचे कारण
1	Both the parties are absent	0	दोन्ही पक्ष गैरहजर
2	Plaintiff absent	0	वादी गैरहजर
3	Defendant absent	0	प्रदिवादी गैरहजर
4	Plaintiff Advocate absent	0	वादी वकील गैरहजर
5	Defendant Advocate absent	0	प्रदिवादी वकील गैरहजर
6	Witness absent	0	साक्षीदार गैरहजर
7	Third Party absent	0	तृतीय पक्ष गैरहजर
8	Presiding Judge is on leave	0	न्यायाधीश रजेवर
9	Court is busy in other work	0	न्यायालय दुसऱ्या कामामध्ये व्यस्त
10	Court time is over	0	न्यायालयाची वेळ समाप्त

Figure 164: Adjourn (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Adjourn Report** is displayed. (Refer to Figure Number 164)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Reports feature.](#)

4.28.5 Adjourn (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Adjourn (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.28.6 Adjourn (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Adjourn (Export)** screen is displayed.

3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.29 Fees Type

This option is used to enter the **Fees Type**. By default the **Fees data** is already provided. Different type of fees such as court fee, process fee etc. can be entered in this form. Fees can be paid in the form of cash, stamp, DD, cheque or challan.

4.29.1 Fees Type (Add)

This option provides the facility to enter the **Fees Type**.

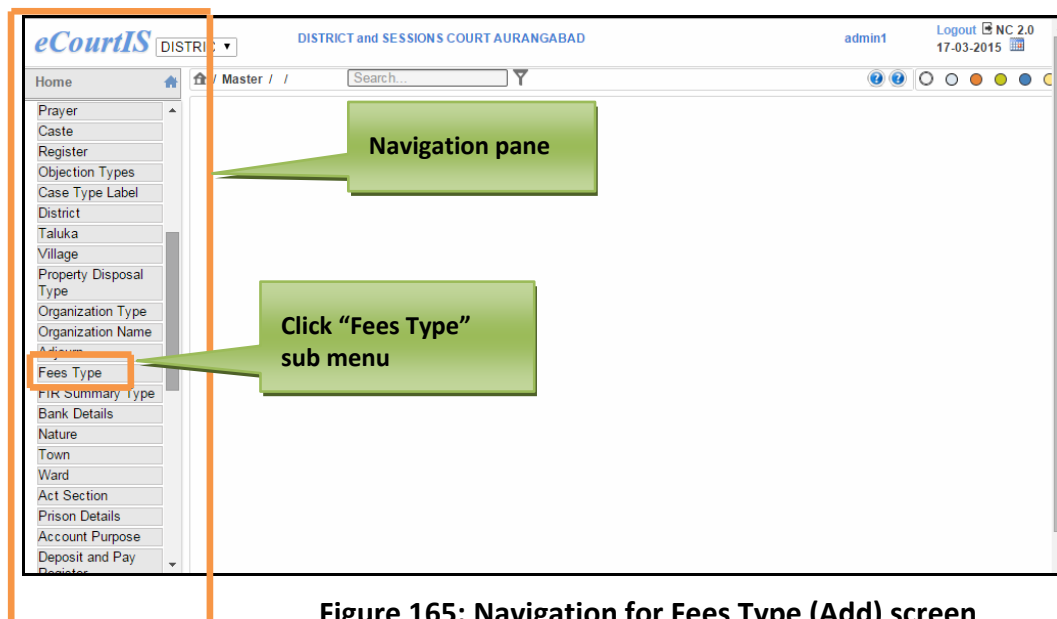


Figure 165: Navigation for Fees Type (Add) screen

To access the **Fees Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Fees Type** sub menu. (Refer Figure Number 165)
3. When you click **Fees Type** sub menu, the “**Fees Type (Add)**” screen is displayed. (Refer to Figure Number 166)

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Master / Fees Type / Add

Search...

Fees Type

*Fees Type ID: 5

*Fees:

Fees Type: ☐ Court Fee ☐ Process Fee ☐ Search Fee ☒ Other Fees

मराठी

*मूल्य:

Submit

SHOW MENU

Figure 166: Fees Type (Add) screen

Procedure

1. By default the system will display the Fees ID in the **Fees Type ID field**.
2. Enter the name for the Fees Type in the **Fees Type field**.
3. Enter **Fees Type** in **local language also**.
4. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.29.2 Fees Type (Modify)


This option provides the facility to modify the **Fees Type details** that already exists in the database.

The screenshot displays the 'Fees Type (Modify)' interface. At the top, the breadcrumb navigation shows '/ Master / Fees Type / Modify'. The form contains the following elements:

- *Fees Type ID:** A dropdown menu with 'Select' as the current value.
- *Fees:** A text input field.
- Fees Type:** Four radio button options: Court Fee, Process Fee, Search Fee, and Other Fees.
- A horizontal red line separator.
- मराठी** (Marathi): A label above a text input field.
- *फुल्ल** (Full): A text input field.
- Submit**: A blue button at the bottom right.
- SHOW MENU**: A vertical button on the left side.

Figure 167: Fees Type (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Fees Type (Modify)** screen is displayed. (Refer to Figure Number 167)
3. Select the **Fees Type** whose details you want to modify from the **Fees Type ID field box**.
4. The system will display the details that already exist in the database.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.29.3 Fees Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **Fees Type details** that already exists in the database.

Figure 168: Fees Type (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Fees Type (Delete)** screen is displayed. (Refer to Figure Number 168)
3. Select the **Fees Type** from **Fees Type ID** select box.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Fees Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.29.4 Fees Type (Report)

This report helps the user to view all **Fees Type**. You can sort each column, copy, save, and print the report.


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Fees Type ID	Fees Type	शुल्क प्रकार
1	Court Fee	न्यायालयीन शुल्क
2	Other Fee	इतर शुल्क
3	Search Fees	शोध शुल्क
4	Process Fee	आदेशिका शुल्क

Figure 169: Fees Type (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Fees Type Report** is displayed. (Refer to Figure Number 169)
3. *For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports feature.*

4.29.5 Fees Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Fees Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.29.6 Fees Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Fees Type (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.

4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.30 FIR Summary Type

4.30.1 FIR Summary Type (Add)

This option provides the facility to enter the type of the **FIR Summary**. It is used in the **Criminal Case Filing**.

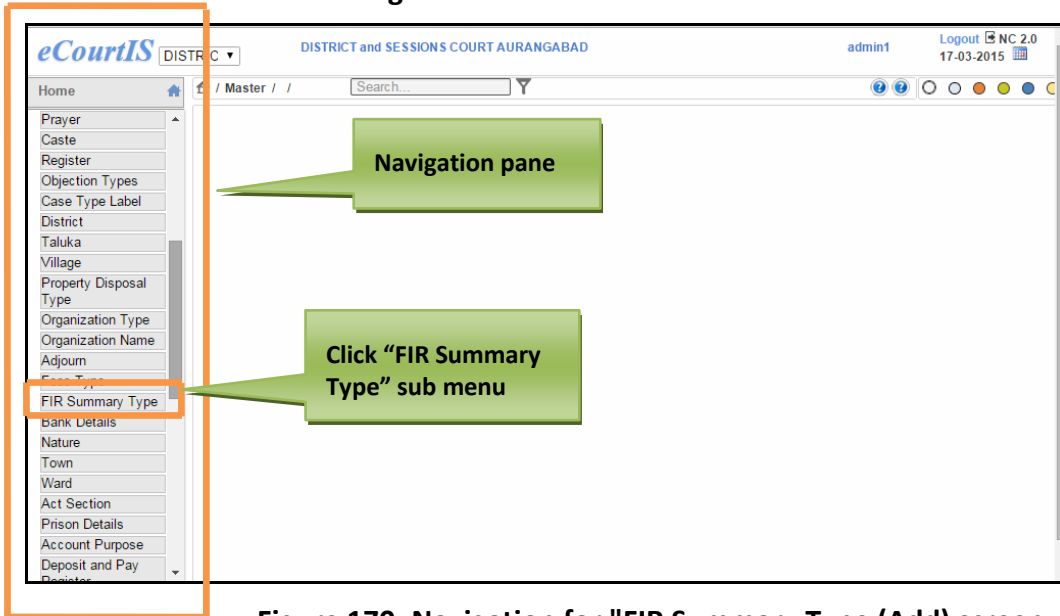


Figure 170: Navigation for "FIR Summary Type (Add) screen

To access the **FIR Summary Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **FIR Summary Type** sub menu. (Refer Figure Number 170)
3. When you click **FIR Summary Type** sub menu, the "**FIR Summary Type (Add)**" screen is displayed. (Refer to Figure Number 171)

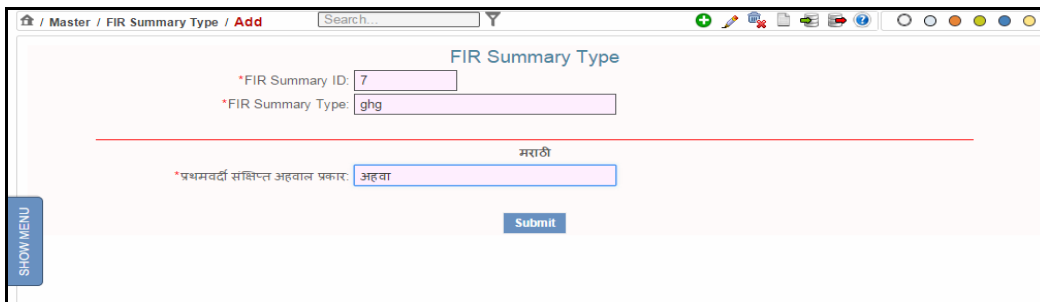


Figure 171: FIR Summary Type (Add) screen

Procedure


1. By default the system will display the **FIR Summary ID** in the **FIR Summary ID field**.
2. Enter the name for the **FIR Summary** in the **FIR Summary Type field**.
3. Enter **FIR Summary Type** in **local language also**.
4. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.30.2 FIR Summary Type (Modify)

This option provides the facility to modify the **FIR Summary details** that already exists in the database.

Figure 172: FIR Summary Type (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **FIR Summary Type (Modify)** screen is displayed. (Refer to Figure Number 172)
3. Select the **FIR Summary** whose details you want to modify from the **FIR Summary ID select box**.
4. The system will display the details that already exist in the database.
5. You can now modify the details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.30.3 FIR Summary Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **FIR Summary details** that already exists in the database.

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Master / FIR Summary Type / Delete

FIR Summary Type

* FIR Summary ID: A-1

* FIR Summary Type: A


प्रथमवर्दी अहवाल संक्षिप्त प्रकार: A

Display: ☒ Delete ☐ Undelete

Submit

Figure 173: FIR Summary Type (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **FIR Summary Type (Delete)** screen is displayed. (Refer to Figure Number 173)
3. Select the **FIR Summary Type** from **FIR Summary Type ID** select box.
4. Select the **Delete** button to delete the selected **FIR Summary Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
5. Select the **Undelete** button to retrieve the deleted data.
6. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
7. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.

4.30.4 FIR Summary Type (Report)

This report helps the user to view the type of the **FIR Summary**. This option provides the facility to sort each column, copy, save, and print the report.

Master / FIR Summary Type / Report

Copy CSV Excel

Show 10 entries


FIR Summary ID	FIR Summary Type	प्रथमवर्दी अहवाल संक्षिप्त प्रकार
2	B	B
3	C	C
4	D	D
5	E	E
6	F	F
7	dsfds	
12	44,	
13	FIR	
14	fir	
15	dgdgd	अहवाल

Showing 1 to 10 of 22 entries

Previous Next

Figure 174: FIR Summary Type (Report) screen

Procedure


1. Select the **Report** icon  which is located on the upper right corner on the menu bar.

2. The **FIR Summary Type Report** is displayed. (Refer to Figure Number 174)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports feature.*

4.30.5 FIR Summary Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **FIR Summary Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.30.6 FIR Summary Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **FIR Summary Type (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.31 Bank Details

This option is used to enter the **Bank Details**. These details are useful in **Fees Type** module when the Fee is paid by cheque or Demand Draft.

4.31.1 Bank Details (Add)

This option provides the facility to enter the **Bank Details**.

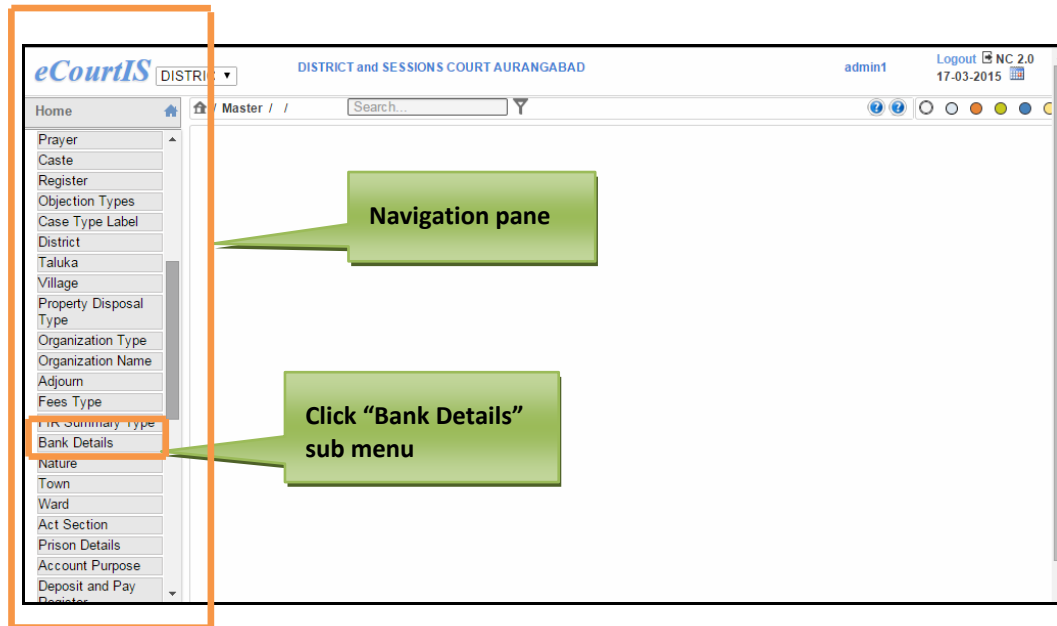


Figure 175: Navigation for "Bank Details (Add)" screen

To access the **Bank Details (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Bank Details** sub menu. (Refer Figure Number 175)
3. When you click **Bank Details** sub menu, the "**Bank Details (Add)**" screen is displayed. (Refer to Figure Number 176)

Figure 176: Bank Details (Add) screen

Procedure

1. By default the system will display the **Bank Code** in the **Bank Code** field.
2. Enter the **IFSC Code** of the Bank in the **IFSC Code** field.
3. Enter the name of the Bank in the **Bank Name** field.
4. Enter name of the Bank in the in **local language** also.
5. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
6. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.31.2 Bank Details (Modify)

This option provides the facility to modify the **Bank** details that already exists in the database.

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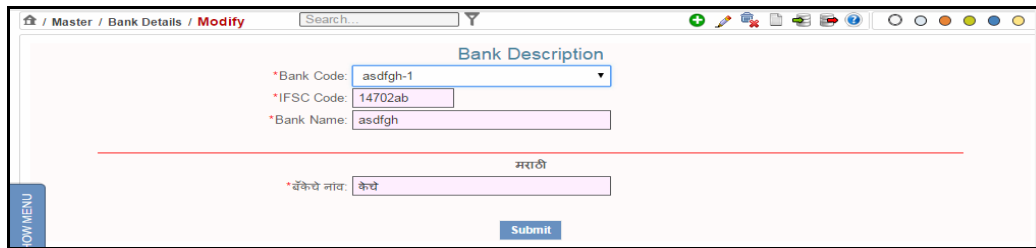



Figure 177: Bank Details (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Bank Details (Modify)** screen is displayed. (Refer to Figure Number 177)
3. Select the **Bank** whose details you want to modify from the **Bank Code** select box.
4. The system will display the details that already exist in the database.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.31.3 Bank Details (Delete)

This option provides the facility to **Delete** or **Undelete** the **Bank details** that already exists in the database.

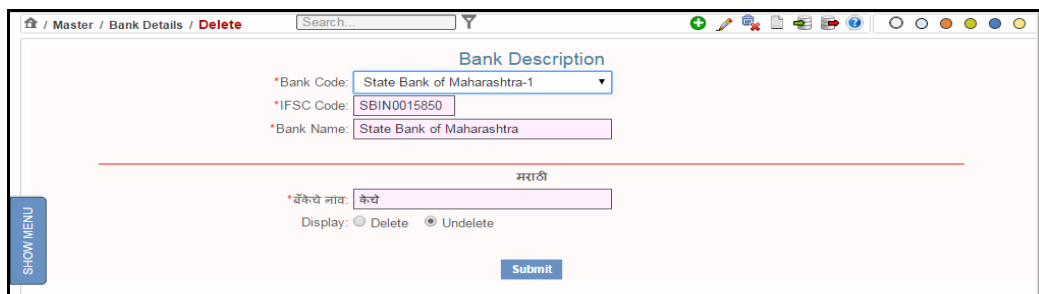



Figure 178: Bank Details (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.

2. The **Bank Description (Delete)** screen is displayed. (Refer to Figure Number 178)
3. Select the **Bank Code** from **Bank Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Bank details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.31.4 Bank Details (Report)

This report helps the user to view the list of **Bank Details** entered. You can sort each column, copy, save, and print the report.

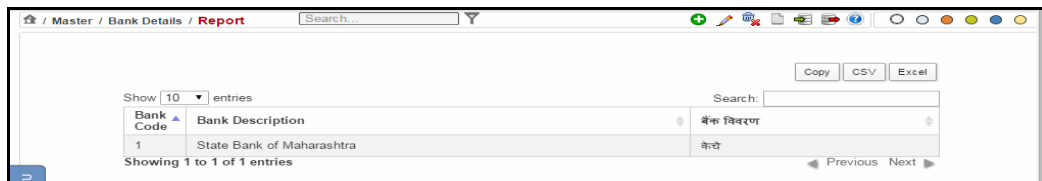



Figure 179: Bank Details (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Bank Details (Report)** is displayed. (Refer to Figure Number 179)
3. ***For features of this option For features of this option For features of this option For features of this option*** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. ***Click the hyperlink (text in blue) in step 3 to view the Reports feature.***

4.31.5 Bank Details (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure


1. Click the **Import**  icon which is located at the upper right corner on the menu bar.

2. The **Bank Details (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.31.6 Bank Details (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Bank Details (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.32 Nature

This option provides the facility to enter the **Nature** Master details of a particular case type. It is useful in Civil as well as in Criminal case filling. It decides the Nature or characteristics of a case.

4.32.1 Nature (Add)

This option provides the facility to add the **Nature** details of a **Case Type**.

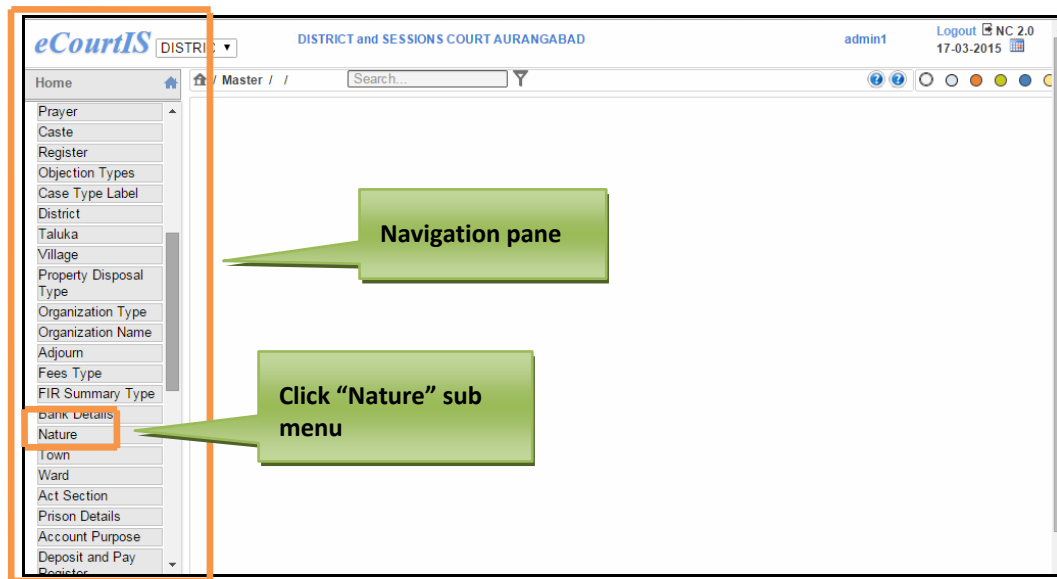


Figure 180: Navigation for "Nature (Add)" screen

To access the **Nature (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Nature** sub menu. (Refer Figure Number 180)
3. When you click **Nature** sub menu, the “**Nature (Add)**” screen is displayed. (Refer to Figure Number 181)

The screenshot shows the 'Nature (Add)' screen. The breadcrumb navigation is 'Master / Nature / Add'. The form contains the following fields:

- *Case Type: Civil Appeal-1 (dropdown)
- *Nature Code: 1 (text input)
- *Nature Description: ADSasd (text input)
- Reasonable Disposal Time: 6 (text input)
- National Code: (text input)

Below these fields, there is a section for 'मराठी' (Marathi) with a field for '*गुणधर्म विवरण: विवर' (Quality Description: Description) and a 'Submit' button.

Figure 181: Nature (Add) screen

Procedure

1. Select the Case Type from the **Case Type** select box.
2. When you select the Case Type, the system will display the **Nature Code**.
3. Enter the description for Nature in the **Nature Description** field.
4. Enter the disposal time in months in the **Reasonable Disposal Time** field.
5. Enter the National Code in the **National Code** field.
6. Enter name of the Bank in the in **local language** also.
7. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.32.2 Nature (Modify)

This option provides the facility to modify the **Nature** details that already exists in the database.


The screenshot shows the 'Nature (Modify)' screen. The breadcrumb navigation is 'Master / Nature / Modify'. The form contains the following fields:

- *Case Type: Civil Appeal-1 (dropdown)
- *Nature Code: ffgdfg-1 (dropdown)
- *Nature Description: ffgdfg (text input)
- Reasonable Disposal Time: (text input)
- National Code: 0 (text input)

Below these fields, there is a section for 'मराठी' (Marathi) with a field for '*गुणधर्म विवरण: वर' (Quality Description: Description) and a 'Submit' button.

Figure 182: Nature (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Nature (Modify)** screen is displayed. (Refer to Figure Number 182)
3. Select the Case Type whose details you want to modify from the **Case Type select box**.
4. Select the Nature Code from the **Nature Code select box**.
5. The system will display the details that already exist in the database.
6. You can now modify the details.
7. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
8. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.32.3 Nature (Delete)

This option provides the facility to **Delete** or **Undelete** the **Bank details** that already exists in the database.

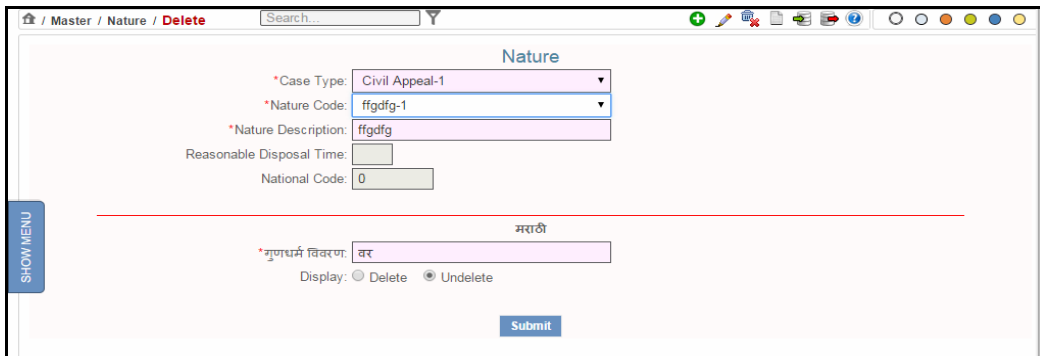



Figure 183: Nature (Delete) screen

Procedure

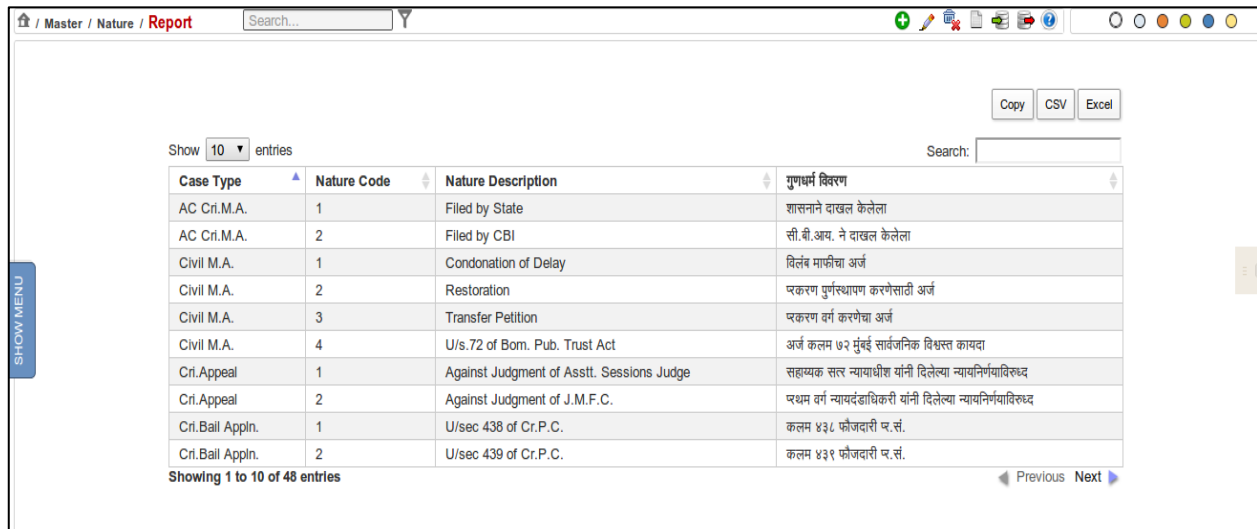
1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Nature (Delete)** screen is displayed. (Refer to Figure Number 183)
3. Select the Case Type whose details from the **Case Type select box**.
4. Select the Nature Code from the **Nature Code select box**.
5. The system will display the details that already exist in the database.

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6. Select the **Delete** button to delete the selected **Nature details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
7. Select the **Undelete** button to retrieve the deleted data.
8. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
9. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.32.4 Nature (Report)


This report helps the user to view the list of **Nature Details** entered. You can sort each column, copy, save, and print the report.



Case Type	Nature Code	Nature Description	गुणधर्म विवरण
AC Cri.M.A.	1	Filed by State	शासनाने दाखल केलेला
AC Cri.M.A.	2	Filed by CBI	सी.बी.अय. ने दाखल केलेला
Civil M.A.	1	Condonation of Delay	विलंब माफीचा अर्ज
Civil M.A.	2	Restoration	प्रकरण पुर्णस्थापन करणेसाठी अर्ज
Civil M.A.	3	Transfer Petition	प्रकरण वर्ग करणेचा अर्ज
Civil M.A.	4	U/s.72 of Bom. Pub. Trust Act	अर्ज कलम ७२ मुंबई सार्वजनिक विश्वस्त कायदा
Cri.Appeal	1	Against Judgment of Asstt. Sessions Judge	सहाय्यक सत्र न्यायाधीश यांनी दिलेल्या न्यायनिर्णयाविरुद्ध
Cri.Appeal	2	Against Judgment of J.M.F.C.	प्रथम वर्ग न्यायदंडाधिकारी यांनी दिलेल्या न्यायनिर्णयाविरुद्ध
Cri.Bail Appln.	1	U/sec 438 of Cr.P.C.	कलम ४३८ फौजदारी प्र.सं.
Cri.Bail Appln.	2	U/sec 439 of Cr.P.C.	कलम ४३९ फौजदारी प्र.सं.

Figure 184: Nature (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Nature (Report)** is displayed. (Refer to Figure Number 184)
3. ***For features of this option For features of this option For features of this option For features of this option Please Refer to the Procedure of Section 4.2.4 (Case Type Report)***
4. ***Click the hyperlink (text in blue) in step 3 to view the Reports features.***

4.32.5 Nature (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Nature (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.32.6 Nature (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Nature (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.33 Sub Purpose

This option is used to enter the Sub Purpose details. It is used at the time of registration of case.

4.33.1 Sub Purpose (Add)

This option provides the facility to add the **Sub Purpose Details**.

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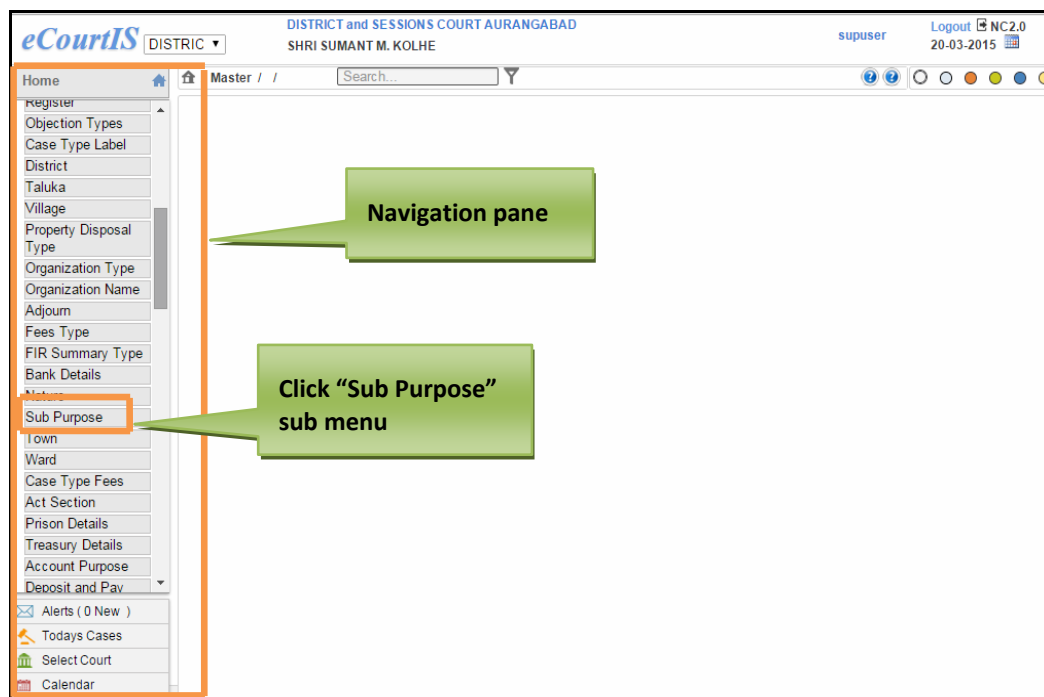


Figure 185: Navigation for "Sub Purpose (Add)" screen

To access the **Sub Purpose (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Sub Purpose** sub menu. (Refer Figure Number 185)
3. When you click **Sub Purpose** sub menu, the "**Sub Purpose (Add)**" screen is displayed. (Refer to Figure Number 186)

The screenshot shows the 'Sub Purpose (Add)' screen. The breadcrumb trail at the top reads 'Master / Sub Purpose / Add'. The page title is 'Sub Purpose'. There are three input fields: '*Sub Purpose ID:' with the value '4', '*Sub Purpose:', and '*उप उद्देशः' (Up Uddeshh). A red horizontal line is positioned above the third field. A blue 'Submit' button is located at the bottom right. A vertical 'SHOW MENU' button is on the left side.

Figure 186: Sub Purpose (Add) screen

Procedure


1. The **Sub Purpose Id** is automatically displayed.
2. Enter the **Sub Purpose**.
3. Enter the **Sub Purpose** in **local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.33.2 Sub Purpose (Modify)

This option provides the facility to modify the **Sub Purpose details** that already exists in the database.

Figure 187: Sub Purpose (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Sub Purpose (Modify)** screen is displayed. (Refer to Figure Number 187)
3. Select the Sub Purpose ID from the **Sub Purpose ID select box**.
4. The system will display the details that already exist in the database.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.33.3 Sub Purpose (Delete)

This option provides the facility to **Delete** or **Undelete** the **Sub Purpose details** that already exists in the database.

Figure 188: Sub Purpose (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Sub Purpose (Delete)** screen is displayed. (Refer to Figure Number 188)
3. Select the Sub Purpose ID from the **Sub Purpose ID select box**.
4. Select the **Delete** button to delete the selected **Sub Purpose details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
5. Select the **Undelete** button to retrieve the deleted data.
6. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
7. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.33.4 Sub Purpose (Report)

This report helps the user to view the list of **Sub Purpose details** that are entered. This option provides the facility to sort each column, copy, save, and print the report.

Sub Purpose ID	Sub Purpose	
1	For Examination in Chelf	उप उद्देश
2	Summons Notreturned	उप
3	Appearance of Accused	उ

Figure 189: Sub Purpose (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Sub Purpose Report** is displayed. (Refer to Figure Number 189)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.33.5 Sub Purpose (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

5. Click the **Import**  icon which is located at the upper right corner on the menu bar.
6. The **Sub Purpose (Import)** screen is displayed.
7. Browse and select the file to be imported and click on the **Submit** button.
8. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.33.6 Sub Purpose (Export)

The SQL file can be generated using the **Export** option.

Procedure

5. Click the **Export**  icon which is located at the upper right corner on the menu bar.
6. The **Sub Purpose (Export)** screen is displayed.
7. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.

8. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.34 Town

This option is used to enter the **Town Master** details.

4.34.1 Town (Add)

This option provides the facility to add the **Town details**.

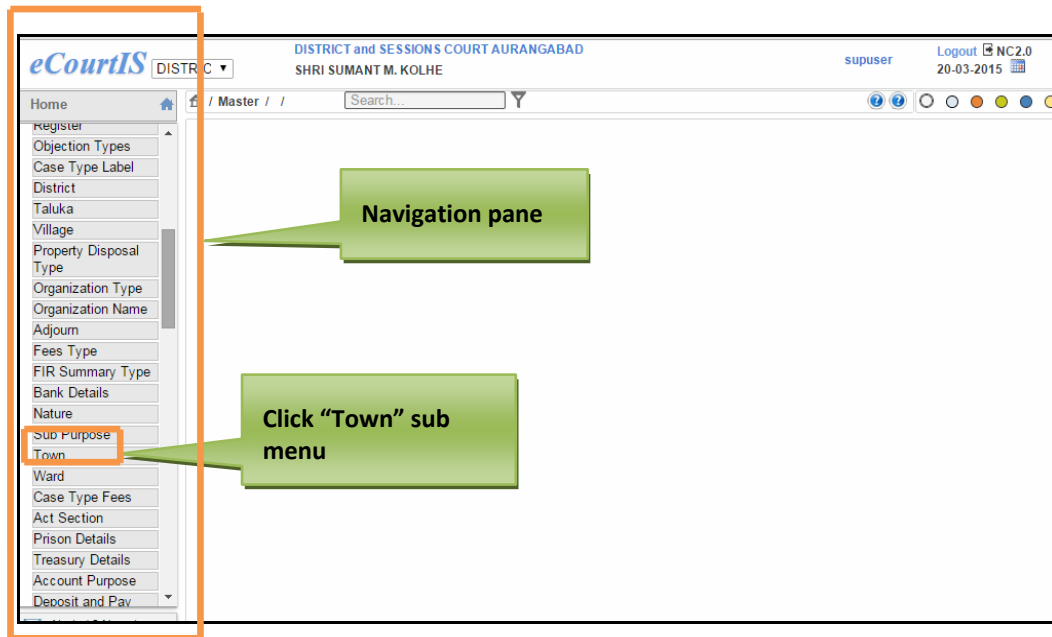


Figure 190: Navigation for "Town (Add)" screen

To access the **Town (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Town** sub menu. (Refer Figure Number 190)
3. When you click **Town** sub menu, the "**Town (Add)**" screen is displayed. (Refer to Figure Number 191)

The screenshot shows the 'Town (Add)' screen. It features a form with the following fields:

- *District: A dropdown menu showing 'Aurangabad-19'.
- *Town Code: A text input field containing '1'.
- *Town Name: A text input field containing 'fdd'.
- *उपनगर नाव: A text input field containing 'गर'.

 A 'Submit' button is located at the bottom right of the form. The left sidebar shows the 'OWN MENU'.

Figure 191: Town (Add) screen

Procedure


1. By default, the system will display the **District** and the **Town Code**. The **Town Code** is unique and autogenerated by the system.
2. Enter the name of the Town in **Town Name** field.
3. Enter the **Town Name** in **local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.34.2 Town (Modify)

This option provides the facility to modify the **Town details** that already exists in the database.

Figure 192: Town (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Town (Modify)** screen is displayed. (Refer to Figure Number 192)
3. By default, the system will display the **District**.
4. Select the **Town Code** whose details you want to modify from the **Town Code** select box.
5. When you select the **Town Code**, the system will display the **Town Name** that is already added for the selected Town Code.
6. You can now modify or update the details.
7. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.34.3 Town (Delete)

This option provides the facility to **Delete** or **Undelete** the **Town details** that already exists in the database.

Figure 193: Town (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Town (Delete)** screen is displayed. (Refer to Figure Number 193)
3. Select the **Town Code** whose details you want to delete from the **Town Code select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Town**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.34.4 Town (Report)

This report provides the facility to view the list of **Town Master details**. You can sort each column, copy, save, and print the report.

District	Town Code	Town Name	उपनगर नाव
19 Aurangabad	2	tyuy	नाव
19 Aurangabad	1	fsdfd	गर ना

Figure 194: Town (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Town (Report)** is displayed. (Refer to Figure Number 194)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.34.5 Town (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Town (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.34.6 Town (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Town (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.35 Ward

4.35.1 Ward (Add)

This option is used to add the **Ward Master** details.

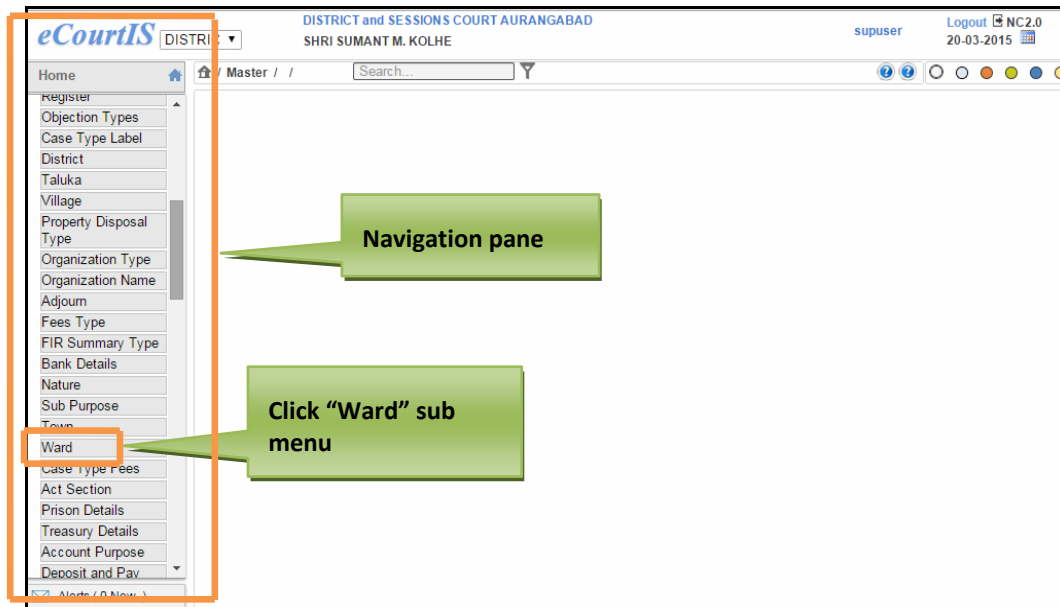


Figure 195: Navigation for "Ward (Add)" screen

To access the **Ward (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Ward** sub menu. (Refer Figure Number 195)
3. When you click **Ward** sub menu, the "Ward (Add)" screen is displayed. (Refer to Figure Number 196)

Figure 196: Ward (Add) screen

Procedure


1. By default, the system will display the **District** in the **District** field.
2. Select the **Town** from the **Town** select box.
3. When you select the **Town**, the system will display the **Ward Code**.
4. Enter the name of the **Ward** in **Ward Name** field.
5. Enter the **Ward Name** in **local language** also.
6. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.35.2 Ward (Modify)

This option provides the facility to modify the **Ward details** that already exists in the database.

Figure 197: Ward (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Ward (Modify)** screen is displayed. (Refer Figure Number 197)
3. By default, the system will display the **District**.
4. Select the **Town** whose details you want to modify from the **Town select box**.
5. Select the **Ward Code** from the **Ward Code select box**.
6. When you select the **Ward Code**, the system will display the **Ward Name** automatically.
7. You can now modify the details.
8. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.35.3 Ward (Delete)


This option provides the facility to **Delete** or **Undelete** the **Ward details** that already exists in the database.

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Figure 198: Ward (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Ward (Delete)** screen is displayed. (Refer Figure Number 198)
3. By default, the system will display the **District in the District field**.
4. Select the **Town** whose details you want to modify from the **Town select box**.
5. Select the **Ward Code** whose details you want to delete from the **Ward Code select box**.
6. The system will display the details that already exist in the database.
7. Select the **Delete** button to delete the selected **Ward**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
8. Select the **Undelete** button to retrieve the deleted data.
9. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
10. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
11. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.

4.35.4 Ward (Report)


This report provides the facility to view the list of **Ward Master** details. You can sort each column, copy, save, and print the report.



Ward Code	Ward Name	वॉर्ड नाव
1	gfgf	ना
2	dsad	ई ना

Figure 199: Ward (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Ward Report** is displayed. (Refer to Figure Number 199)
3. The **Ward Code** and **Ward Name** are displayed in the report.
4. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
5. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.35.5 Ward (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

6. Click the **Import**  icon which is located at the upper right corner on the menu bar.
7. The **Ward (Import)** screen is displayed.
8. Browse and select the file to be imported and click on the **Submit** button.
9. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.35.6 Ward (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Ward (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.36 Case Type Fees

4.36.1 Case Type Fees (Add)

This option is used to **Case Type Fees**.

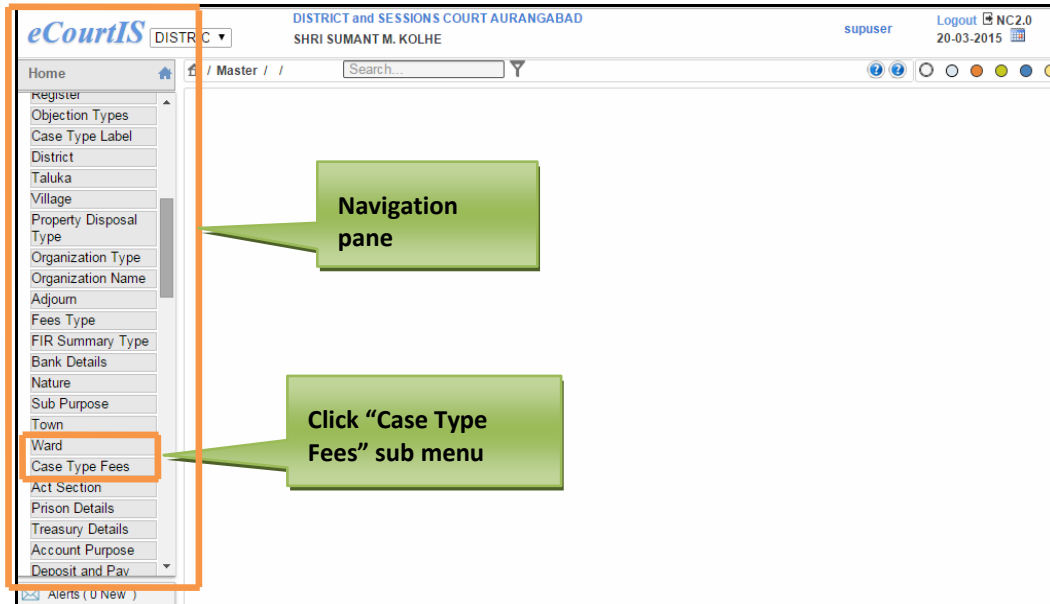


Figure 200: Navigation for "Case Type Fees (Add)" screen

To access the **Case Type Fees (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Case Type Fees** sub menu. (Refer Figure Number 200)
3. When you click **Case Type Fees** sub menu, the "**Court Fee Formula (Add)**" screen is displayed. (Refer to Figure Number 201)

The screenshot shows the 'Court Fee Formula' screen. It has a title bar that says 'Master / Case Type Fees / Add'. Below the title bar, there are four input fields: 'Case Type' (a dropdown menu showing 'Civil Appeal-1'), 'Minimum Fee' (a text box with '150'), 'Maximum Fee' (a text box with '250'), and 'Formula/Fixed Amount' (a text box with '170'). There is a 'Submit' button at the bottom right.

Figure 201: Court Fee Formula screen

Procedure

1. Select the case type for which you want to add **Court Fee** from the **Case Type** select box.
2. Enter the minimum fees that you want to add for the selected Case Type in **Minimum Fee** field.
3. Enter the maximum fees that you want to add for the selected Case Type in **Maximum Fee** field.
4. Enter the **Fixed Amount** or **Formula** in the **Formula/Fixed Amount** field.

5. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
6. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.36.2 Case Type Fees (Modify)

This option provides the facility to modify the **Court Fees** that already exists in the database.

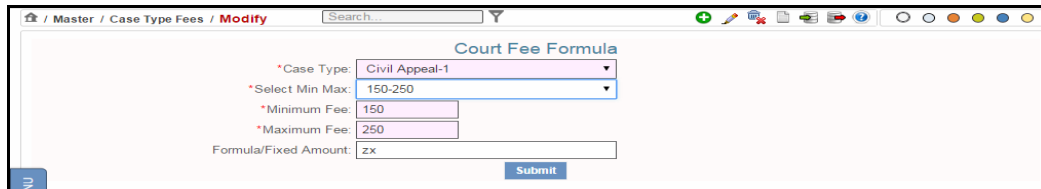



Figure 202: Court Fees Formula (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Case Type Fees (Modify)** screen is displayed. (Refer to Figure Number 202)
3. Select the Case whose details you want to modify from the **Case Type select box**.
4. Select the minimum-maximum **Court Fees** range from the **Select Min-Max select box**.
5. When you select the **minimum-maximum Court Fees**, the system will display the details.
6. You can now modify the wrongly entered details.
7. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
8. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.36.3 Case Type Fees (Delete)

This option provides the facility to **Delete** or **Undelete** the **Court Fees** details that already exists in the database.

The screenshot shows a web application window titled 'Master / Case Type Fees / Delete'. The main content area is titled 'Court Fee Formula'. It contains several form fields: '*Case Type:' with a dropdown menu showing 'Civil Appeal-1'; '*Select Min Max:' with a dropdown menu showing '150-250'; '*Minimum Fee:' with a text input field containing '150'; '*Maximum Fee:' with a text input field containing '250'; and 'Formula/Fixed Amount:' with a text input field containing 'zx'. Below these fields are two radio buttons labeled 'Delete' and 'Undelete', and a 'Submit' button. A 'SHOW MENU' button is visible on the left side of the window.

Figure 203: Court Fees Formula (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Court Fees Formula (Delete)** screen is displayed. (Refer to Figure Number 203)
3. Select the case whose details you want to delete from the **Case Type select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** button to delete the selected **Court Fees**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.36.4 Case Type Fees (Report)

This report provides the facility to view the list of **Case Type Fees details** that exists in the database. You can sort each column, copy, save, and print the report.


The screenshot shows a web application window titled 'Master / Case Type Fees / Report'. It features a table with the following data:

Case Type	Minimum Fee	Maximum Fee	Formula/Fixed Amount
Civil Appeal	150	250	zx

Below the table, it says 'Showing 1 to 1 of 1 entries'. There are also buttons for 'Copy', 'CSV', and 'Excel' at the top right of the table area.

Figure 204: Case Type Fees (Report) screen

Procedure


1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Case Type Fees (Report)** is displayed. (Refer to Figure Number 204)

3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.36.5 Case Type Fees (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type Fees (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.36.6 Case Type Fees (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type Fees (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.37 Act Section

This option is used to enter the **Act Section** details. The **Acts** entered in **Act Master** are populated in the **Act Code** list box. Description of **Act Section** and the maximum imprisonment needs to be entered. Radio buttons are provided to select the **Offence Type** as **Bailable** or **Unbailable**.

4.37.1 Act Section (Add)

This option is used to add **Act Section** details.

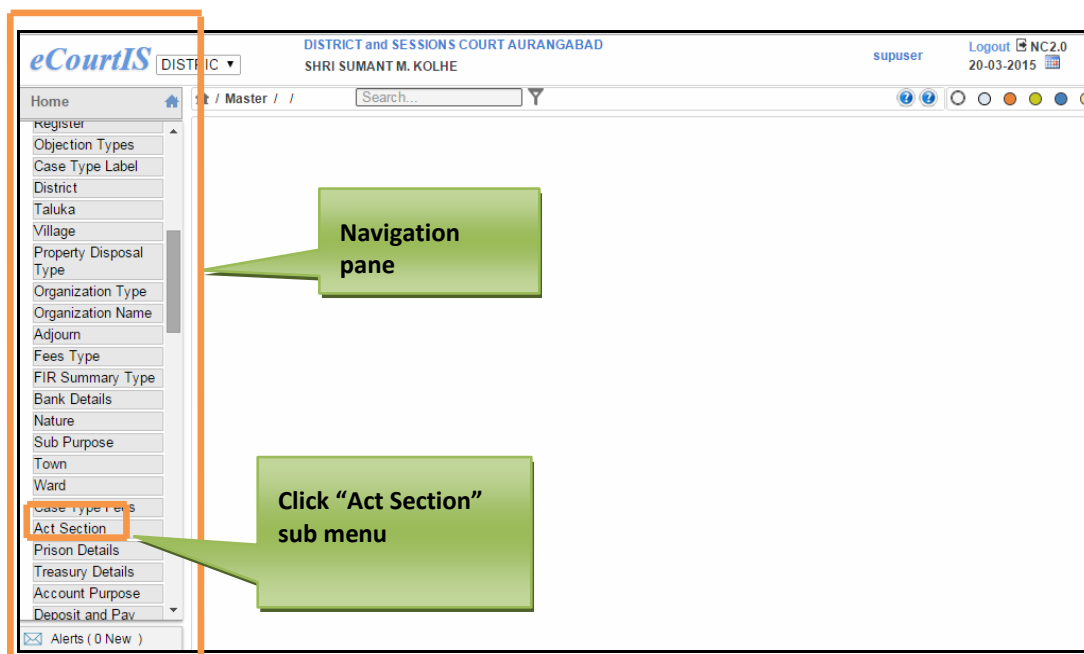


Figure 205: Navigation for "Act Section (Add)" screen

To access the **Act Section (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Act Section** sub menu. (Refer Figure Number 205)
3. When you click **Act Section** sub menu, the "Act Section (Add)" screen is displayed. (Refer to Figure Number 206)

The screenshot shows the 'Act Section (Add)' screen. The breadcrumb trail at the top reads 'Master / Act Section / Add'. The form contains several input fields:

- *Act Code: A dropdown menu currently showing 'Select'.
- *Section Code: A text input field.
- *Section Description: A text input field.
- Chapter Code: A text input field.
- National Code: A text input field.
- Maximum Punishment: A text input field.
- Offence Type: Two radio buttons, 'Bailable' (selected) and 'Non-Bailable'.
- A horizontal line separates the English fields from the Marathi field.
- *अभिनियम विवरण: A text input field for the Marathi description.
- A 'Submit' button is located at the bottom right of the form.

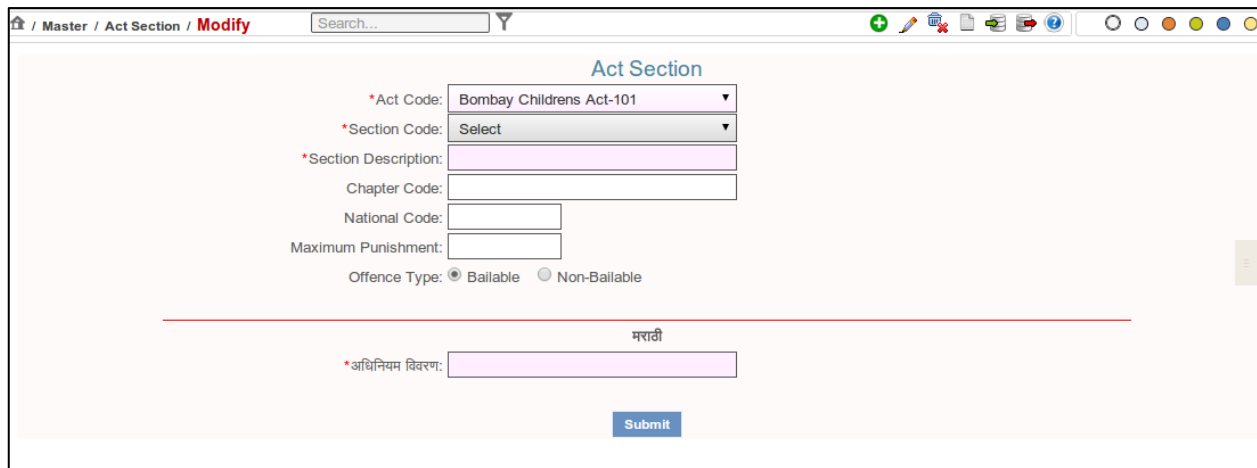
Figure 206: Act Section (Add) screen

Procedure

1. Select the Act from the **Act Code select box**.
2. Enter the **Section Code** in the **Section Code field**.
3. Enter the **Section Description** in the **Section Description field**.
4. Enter the **Chapter Code** in the **Chapter Code field**.
5. Enter the maximum days of Punishment in the **Maximum Punishment field**.
6. Choose the type of **Offence** by selecting the radio button for **Bailable** or **Non Bailable** options.
7. Enter the **Section Description** in local language also.
8. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.37.2 Act Section (Modify)

This option provides the facility to modify the **Act Section details** that already exists in the database.




The screenshot displays the 'Act Section (Modify)' interface. At the top, there is a breadcrumb trail: 'Master / Act Section / Modify'. Below this is a search bar. The main form area contains the following fields:

- *Act Code:** A dropdown menu currently showing 'Bombay Childrens Act-101'.
- *Section Code:** A dropdown menu currently showing 'Select'.
- *Section Description:** A text input field.
- Chapter Code:** A text input field.
- National Code:** A text input field.
- Maximum Punishment:** A text input field.
- Offence Type:** Two radio buttons, 'Bailable' (selected) and 'Non-Bailable'.

Below these fields, there is a horizontal line. Underneath the line, the text 'मराठी' (Marathi) is displayed. Below this, there is a field for ***अधिनियम विवरण:** (Act Description:). At the bottom right of the form, there is a blue 'Submit' button.

Figure 207: Act Section (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Act Section (Modify)** screen is displayed. (Refer Figure Number 207)
3. Select the **Act Code** details you want to modify from the **Act Code select box**.
4. Select the **Section Code** from the **Section Code select box**.

5. When you select the **Section Code**, the system will display the details.
6. You can now modify the wrongly entered details.
7. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.37.3 Act Section (Delete)

This option provides the facility to **Delete** or **Undelete** the **Act Section** details that already exists in the database.


The screenshot shows a web application interface for deleting an Act Section. The breadcrumb trail at the top is 'Master / Act Section / Delete'. A search bar is located next to it. The main form is titled 'Act Section'. It contains several fields:

- *Act Code: A dropdown menu showing 'Birth and Death Registration Act 1969'.
- *Section Code: A dropdown menu showing 'Select'.
- *Section Description: A text input field.
- Chapter Code: A text input field.
- National Code: A text input field.
- Maximum Punishment: A text input field.
- Offence Type: Two radio buttons, 'Bailable' (selected) and 'Non-Bailable'.

 Below these fields is a horizontal line. Under the line, there is a label 'अवधिनिम्न विवरणः' (Below the term) and a text input field. At the bottom, there are two radio buttons for 'Display': 'Delete' (selected) and 'Undelete'. A blue 'Submit' button is at the bottom right. A 'SHOW MENU' button is on the left side of the form.

Figure 208: Act Section (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The **Act Section (Delete)** screen is displayed. (Refer Figure Number 208)
3. Select the **Act** which you want to delete from the **Act Code** select box.
4. Select the corresponding **Section Code** from the **Section Code** select box.
5. The system will display the details that already exist in the database.
6. Select the **Delete** button to delete the selected **Act Section**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
7. Select the **Undelete** button to retrieve the deleted data.
8. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
9. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.37.4 Act Section (Report)

This report provides the facility to view the list of **Act Section details** that exists in the database. You can sort each column, copy, save, and print the report.

Act Code	Act Name	Section Code	Section Description	अविनियम विवरण	No. of Days	Offence Type
1	Indian Penal Code	302	Murder	अविनियम	3650	Non-Bailable
1	Indian Penal Code	395	dacoity	अविनियम	60	Non-Bailable

Figure 209: Act Section (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Act Section (Report)** is displayed. (Refer to Figure Number 209)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features.](#)

4.37.5 Act Section (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Act Section (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.37.6 Act Section (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Act Section (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.38 Prison Details

This option is used to enter the **Prison details** such as **Prison Name** and **Address**. The **Prison details** entered in the **Master** are fetched in the '**Under Trail**' option.

4.38.1 Prison Details (Add)

This option provides the facility to add the **Prison** details.

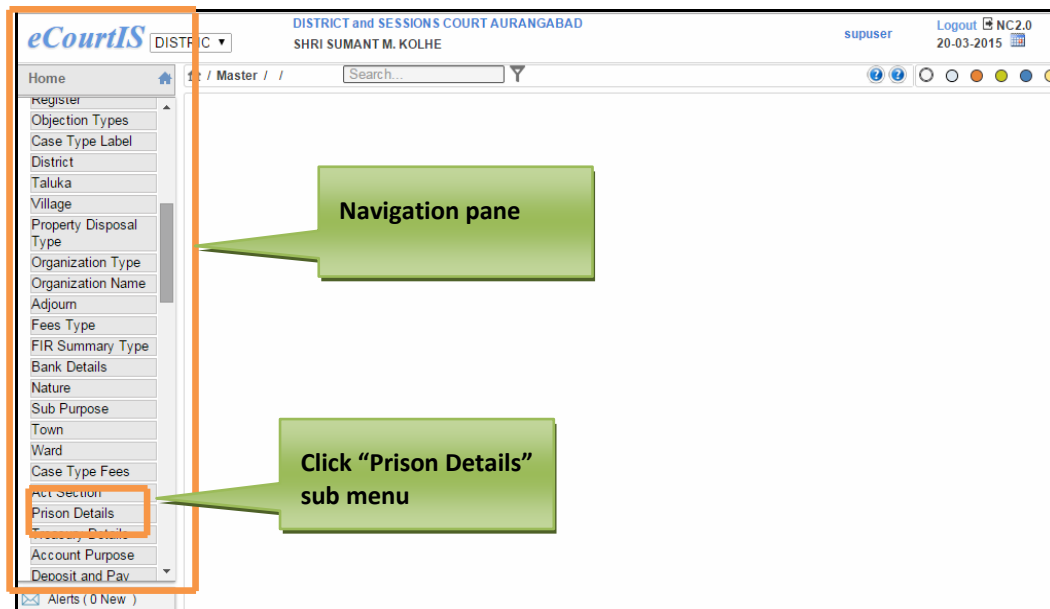


Figure 210: Navigation for "Prison Details (Add)" screen

To access the **Prison Details (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Prison Details** sub menu. (Refer Figure Number 210)
3. When you click **Prison Details** sub menu, the "**Prison Details (Add)**" screen is displayed. (Refer to Figure Number 211)

Master / Prison Details / Add

Search...

Prison Details

*Prison ID: 2

*Prison Code: ab123

*Prison Name: vxc fgf

Address: rtet ghfgh j

Email:

District: Aurangabad-19

Town: Select

Ward: Select

Taluka: Aurangabad-5

Village: -80759

मराठी

* करानुहाचे नाव: गुहाचे

पत्ता:

Submit

Figure 211: Prison Details (Add) screen

Procedure

1. By default, the **Prison ID** is displayed in the **Prison ID** field.
2. Enter the **Code of the Prison** in the **Prison Code** field.
3. Enter the **name of the Prison** in the **Prison Name** field.
4. Enter the **Address** of the Prison in the **Address** field.
5. Enter the **email of the Prison** in the **Email** field.
6. The **District** will be displayed by the system.
7. Select the Town from the **Town select box**.
8. Select the Ward from the **Ward select box**.
9. Select the Taluka from the **Taluka select box**.
10. Select the Ward from the **Ward select box**.
11. Select the Taluka from the **Taluka select box**.
12. Select the Village from the **Village select box**.
13. Enter the **name of the Prison** in local language also.
14. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
15. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.38.2 Prison Details (Modify)

This option provides the facility to modify the **Prison details** that already exists in the database.

Figure 212: Prison Details (Modify) screen

Procedure



1. Click the **Edit** icon which is located at the upper right corner on the menu bar.
2. The **Prison Details (Modify)** screen is displayed. (Refer to Figure Number 212)
3. Select the **Prison** that you want to modify from the **Prison ID select box**.
4. When you select the **Prison ID**, the system will display the details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.38.3 Prison Details (Delete)

This option provides the facility to **Delete** or **Undelete** the **Prison details** that already exists in the database.

The screenshot shows the 'Prison Details (Delete)' screen. The form contains the following fields:

- *Prison ID: xyz-1 (dropdown)
- *Prison Code: abc (text)
- *Prison Name: xyz (text)
- Address: (text)
- Email: (text)
- District: Aurangabad-19 (dropdown)
- Town: Select (dropdown)
- Ward: Select (dropdown)
- Taluka: Select (dropdown)
- Village: Select (dropdown)


Below a red horizontal line, there is a section for the Marathi name (मराठी):

- *कारागृहाचे नाव: कारागृहाचे (text)
- पत्ता: पत्ता (text)

At the bottom, there are radio buttons for 'Delete' and 'Undelete', and a 'Submit' button.

Figure 213: Prison Details (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Prison Details (Delete)** screen is displayed. (Refer to Figure Number 213)
3. Select the **Prison** that you want to modify from the **Prison ID** select box.
4. When you select the **Prison ID**, the system will display the details.
5. Select the **Delete** button to delete the selected **Prison details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.38.4 Prison Details (Report)

This report helps the user to view the list of **Prison** details entered. You can sort each column, copy, save, and print the report.

Prison ID	Prison Name	Address	District	Taluka	Village	Town	Ward
1	xyz		Aurangabad				
2	asS	VFGFG fgfdg	Aurangabad	Aurangabad			

Figure 214: Prison Details (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Prison Details (Report)** is displayed. (Refer to Figure Number 214)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.38.5 Prison (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Prison (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.38.6 Prison (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Prison (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.39 Treasury Details

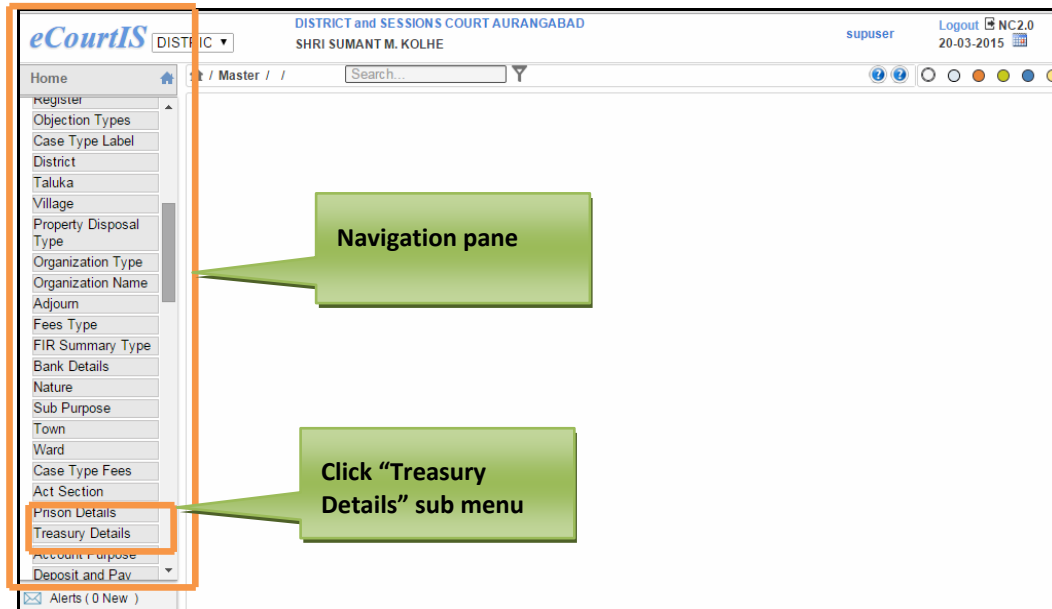


Figure 215: Navigation for "Treasury Details (Modify) screen

To access the **Treasury Details (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Treasury Details** sub menu. (Refer Figure Number 215)
3. When you click **Treasury Details** sub menu, the **"Treasury Details (Modify)"** screen is displayed. (Refer to Figure Number 216)

The screenshot shows the 'Treasury Details (Modify)' screen. The form contains the following fields:

- * Treasury Code:
- * Drawing officer code:
- * Bank Name:
- * Bank Address:
- * Code No.:

Below these fields, there is a section for 'मराठी' (Marathi) with the following fields:

- * बँकेचे नाव:
- * बँकेचा पत्ता:

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

Figure 216: Treasury Details (Modify) screen

Procedure:

1. Enter the Treasury Code in the **Treasury Code** field.
2. Enter the code of the Drawing Officer in the **Drawing Officer Code** field.
3. Enter the name of the Bank in the **Bank Name** field.
4. Enter the address of the bank in the **Bank Address** field.
5. Enter the Code Number in the **Code Number** field.

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Figure 216a: Treasury Details screen with Message

6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.40 Account Purpose

4.40.1 Account Purpose (Add)

This option provides the facility to add the **Account Purpose** details.

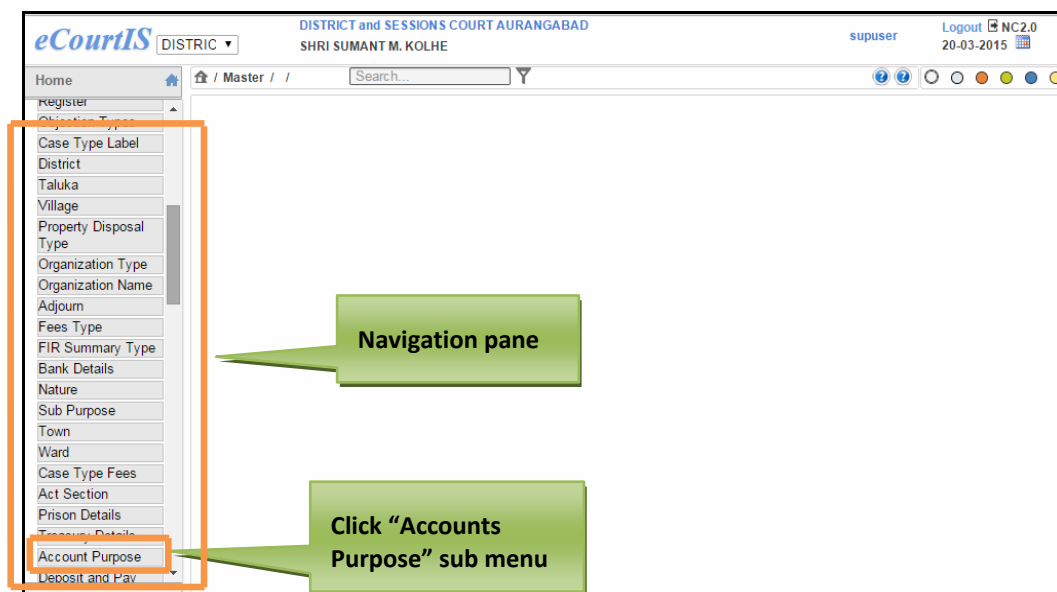


Figure 217: Navigation for “Account Purpose (Add)” screen

To access the **Account Purpose (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click Account sub menu. (Refer Figure Number 217)
3. When you click **Prison Details** sub menu, the “**Prison Details (Add)**” screen is displayed. (Refer to Figure Number 218)

Figure 218: Account Purpose (Add) screen

Procedure


1. The Account Purpose Code is displayed in the **Account Purpose Code** field.
2. Enter the **name of the Account Purpose** in the **Account Purpose** field.
3. Enter the name of the **Account Purpose** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.40.2 Account Purpose (Modify)

This option provides the facility to modify the **Account Purpose details** that already exists in the database.

Figure 219: Account Purpose (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Account Purpose (Modify)** screen is displayed. (Refer to Figure Number 219)
3. Select the Account Purpose Code that you want to modify from the **Account Purpose Code select box**.
4. When you select the **Account Purpose Code**, the existing details are displayed.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.


7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.40.3 Account Purpose (Delete)

This option provides the facility to **Delete** or **Undelete** the **Account Purpose** details that already exists in the database.

Figure 220: Account Purpose (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Account Purpose (Delete)** screen is displayed. (Refer to Figure Number 220)
3. Select the Account Purpose Code that you want to modify from the **Account Purpose Code select box**.
4. When you select the **Account Purpose Code**, the system will display the details.
5. Select the **Delete** button to delete the selected **Account Purpose details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **“Deleted successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.40.4 Account Purpose (Report)

This report helps the user to view the list of **Account Purpose** details entered. You can sort each column, copy, save, and print the report.



Figure 221: Account Purpose (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Account Purpose (Report)** is displayed. (Refer to Figure Number 221)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features

4.40.5 Account Purpose (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Account Purpose (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.40.6 Account Purpose (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Account Purpose (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.41 Deposit and Pay Register

4.41.1 Deposit and Pay Register (Add)

This option provides the facility to add the **Deposit and Pay Register** details.

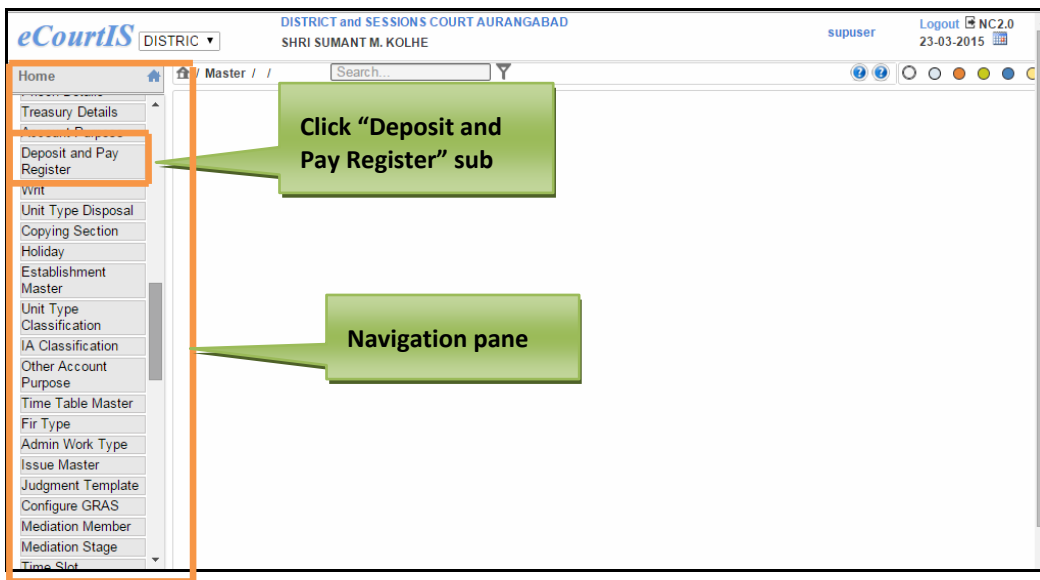


Figure 222: Navigation for "Deposit and Pay Register (Add) screen

To access the **Deposit and Pay Register (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Deposit and Pay Register** sub menu. (Refer Figure Number 222)
3. When you click **Deposit and Pay Register** sub menu, the "**Deposit and Pay Register (Add)**" screen is displayed. (Refer to Figure Number 223)

The screenshot shows the 'Deposit Register (Add)' screen. It has a title bar with the path 'Master / Deposit and Pay Register / Add'. The main content area contains the following fields:

- *Deposit Register Id: [1]
- *Deposit Register Name: [Text Field]
- Pay Register Name: [Text Field]
- Nature: ☒ Civil ☐ Criminal

 At the bottom right, there is a blue 'Submit' button.

Figure 223: Deposit Register (Add) screen

Procedure


1. The **Deposit Register ID** will be displayed by the system.
2. Enter the **name for the Deposit Register** in the **Deposit Register Name** field.
3. Enter the **name for the Pay Register** in the **Pay Register Name** field.
4. Choose the **Civil or Criminal Nature** by selecting their respective radio buttons.
5. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
6. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.41.2 Deposit and Pay Register (Modify)

This option provides the facility to modify the **Deposit and Pay Register details** that already exists in the database.

Figure 224: Deposit Register (Add) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Deposit Register (Modify)** screen is displayed. (Refer to Figure Number 224)
3. Select the **Deposit Register Id** that you want to modify from the **Deposit Register Id select box**.
4. When you select the **Deposit Register Id**, the system will display the details.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.41.3 Deposit and Pay Register (Delete)

This option provides the facility to **Delete** or **Undelete** the **Deposit and Pay Register** that already exists in the database.

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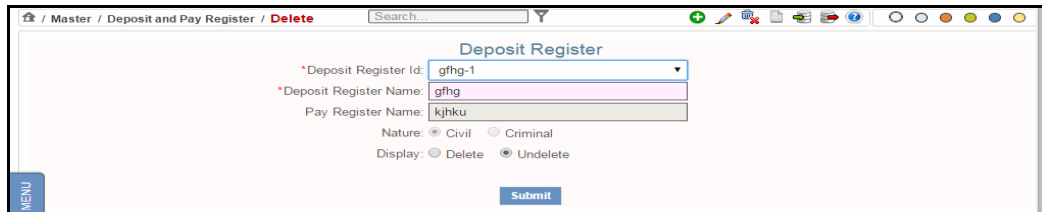



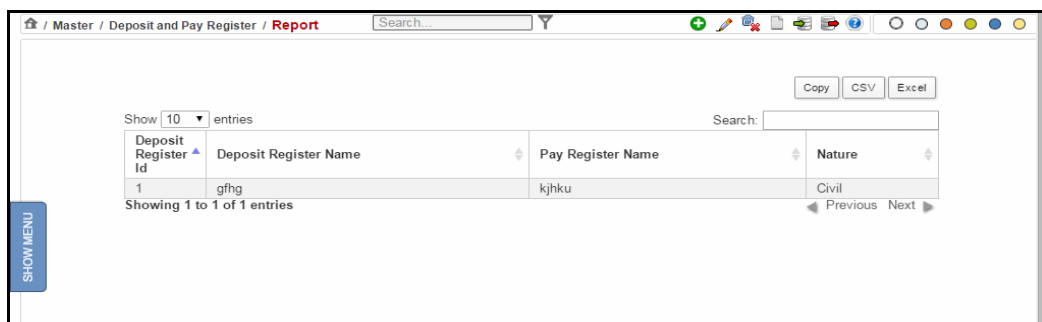
Figure 225: Deposit Register (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Deposit and Pay Register (Delete)** screen is displayed. (Refer to Figure Number 225)
3. Select the **Deposit Register** you want to modify from the **Deposit Register Id** select box.
4. When you select the **Deposit Register Id**, the system will display the details.
5. Select the **Delete** button to delete the selected **Deposit Register**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.

4.41.4 Deposit and Pay Register (Report)


This report helps the user to view the list of **Deposit Registers** entered. You can sort each column, copy, save, and print the report.



Deposit Register Id	Deposit Register Name	Pay Register Name	Nature
1	gfhg	kjhku	Civil

Figure 226: Deposit and Pay (Report) screen

Procedure


1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Deposit and Pay Register (Report)** is displayed. (Refer to Figure Number 226)

3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

4.41.5 Deposit and Pay Register (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Deposit and Pay Register (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.41.6 Deposit and Pay Register (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Deposit and Pay Register (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.42 Writ

This form is used to enter the **Writ** information. The information entered in **Writ Master** is fetched in 'Appellate Info' option in **Case Proceeding** module.

4.42.1 Writ (Add)

This option is used to add the **Writ** details.

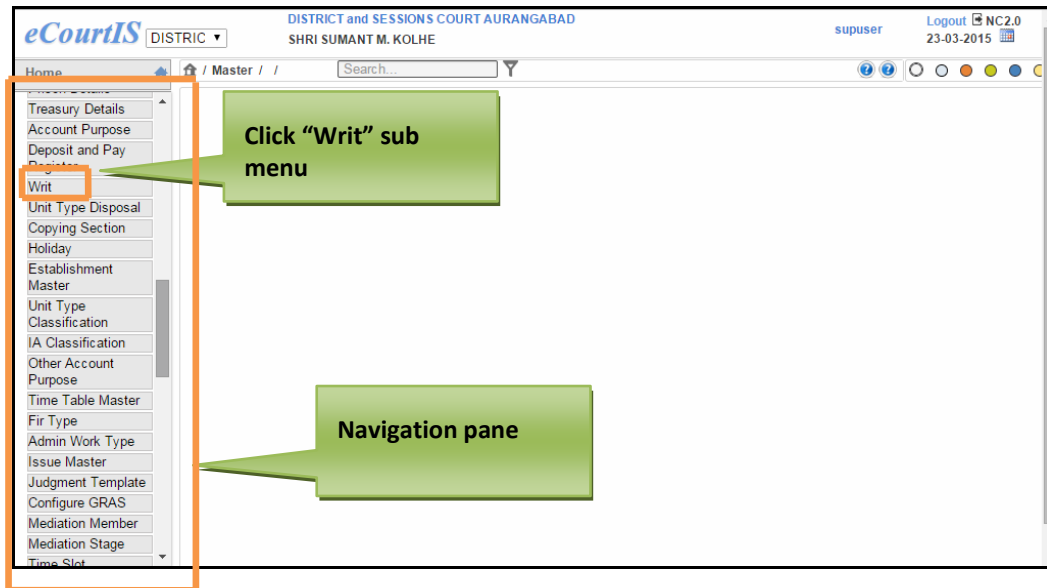


Figure 227: Navigation for "Prison Details (Add)" screen

To access the **Writ (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Writ** sub menu. (Refer Figure Number 227)
3. When you click **Writ** sub menu, the "**Writ (Add)**" screen is displayed. (Refer to Figure Number 228)

Figure 228: Writ (Add) screen

Procedure

1. By default **Writ Code** is displayed in the **Writ Code** field.
2. Enter the **name for the Writ** in the **Writ Name** field.
3. Enter the **name for the Writ** in the **Writ Name** field.
4. Enter the **name for the Writ** in local language also.
5. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
6. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.42.2 Writ (Modify)

This option provides the facility to modify the **Writ details** that already exists in the database.

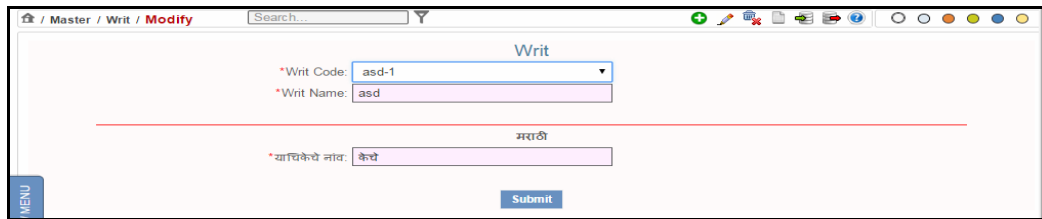



Figure 229: Writ (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Writ (Modify)** screen is displayed. (Refer Figure Number 229)
3. Select the **Writ Code** that you want to modify from the **Prison ID select box**.
4. When you select the **Writ Code**, the system will display the existing details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.42.3 Writ (Delete)

This option provides the facility to **Delete** or **Undelete** the **Writ details** that already exists in the database.



Figure 230: Writ (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Writ (Delete)** screen is displayed. (Refer Figure Number 230)
3. Select the **Writ** that you want to modify from the **Writ Code select box**.
4. When you select the **Writ**, the system will display the details.

5. Select the **Delete** button to delete the selected **Writ**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.42.4 Writ (Report)

This report helps the user to view the list of **Writ** details entered. You can sort each column, copy, save, and print the report.



Figure 231: Writ (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Writ (Report)** is displayed. (Refer to Figure Number 231)
3. ***For features of this option For features of this option For features of this option For features of this option*** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features

4.42.5 Writ (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Writ (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. ***For features of this option*** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.42.6 Writ (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Writ (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.43 Unit Type Disposal

4.43.1 Unit Type Disposal (Add)

This option is used to enter the **Unit Type** disposal details.

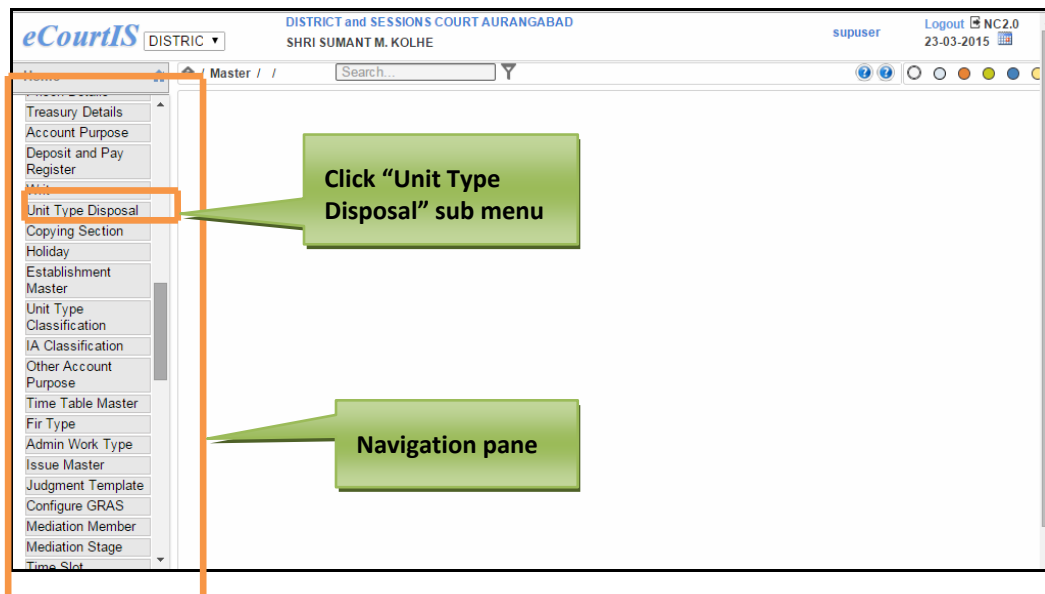


Figure 232: Unit Type Disposal (Add) screen

To access the **Unit Type Disposal (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Unit Type Disposal** sub menu. (Refer Figure Number 232)
3. When you click **Unit Type Disposal** sub menu, the “**Unit Type Disposal (Add)**” screen is displayed. (Refer to Figure Number 233)

Supuser Manual

Master / Unit Type Disposal / Add

Unit Type Disposal

*Case Type: Civil Appeal-1

*Unit Code: 22

Nature: Select

Unit Type: 10 Years-3

*Unit Name: ffgdg

*Units: 12

Unit Flag: ☒ Main Case ☐ Application

मराठी

*एककाचे नाव: कक्क

Submit

Figure 233: Unit Type Disposal (Add) screen

Procedure

1. By default **Unit Code** is displayed in the **Unit Code** field.
2. Select the case from the **Case Type** select box.
3. Select the Nature from the **Nature** select box.
4. Select the unit type from the **Unit Type** select box.
5. Enter the **name for the Unit** in the **Unit Name** field.
6. Enter the number of Links in the **Links** field.
7. Enter the **Unit Name** in local language also.
8. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.43.2 Unit Type Disposal (Modify)

This option provides the facility to modify the **Unit Type Disposal** details that already exists in the database.

Master / Unit Type Disposal / Modify

Unit Type Disposal

*Case Type: Civil Appeal-1

*Unit Code: 10 Years-3

Nature: Select

Unit Type: Select

*Unit Name: 10 Years

*Units: 0.75

Unit Flag: ☒ Main Case ☐ Application


मराठी

*एककाचे नाव:

Submit

Figure 234: Unit Type Disposal (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Unit Type (Modify)** screen is displayed. (Refer to Figure Number 234)
3. Select the case that you want to modify from the **Case Type select box**.
4. Select the **Unit Code** from the **Unit Code select box**.
5. When you select the **Unit Code**, the system will display the details.
6. You can now modify the details.
7. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.43.3 Unit Type Disposal (Delete)

This option provides the facility to **Delete** or **Undelete** the **Unit Type details** that already exists in the database.

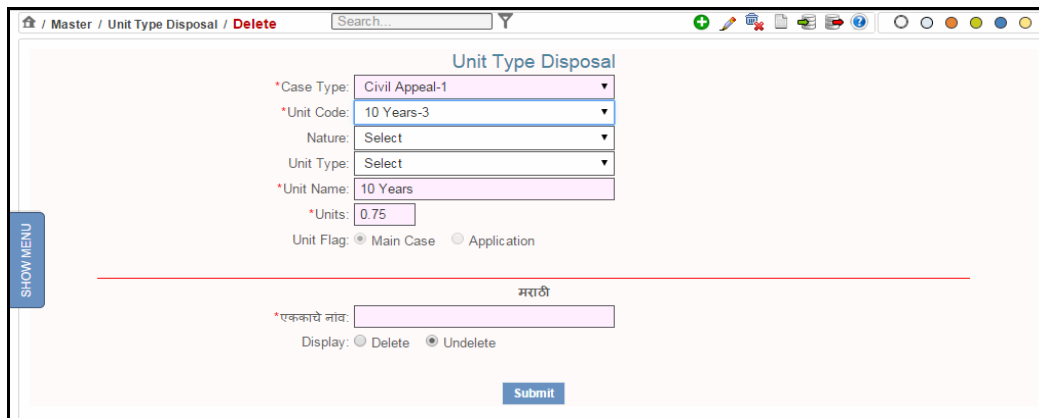



Figure 235: Unit Type Disposal (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Unit Type Disposal (Delete)** screen is displayed. (Refer to Figure Number 235)
3. Select the Case that you want to modify from the **Case Type select box**.
4. Select the **Unit Code** from the **Unit Code select box**.
5. When you select the **Unit Code**, the system will display the details.

6. Select the **Delete** button to delete the selected **Unit Code**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
7. Select the **Undelete** button to retrieve the deleted data.
8. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
9. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.43.4 Unit Type Disposal (Report)

This report helps the user to view the list of **Unit Type Disposal** details entered. This option provides the facility to sort each column, copy, save, and print the report.

Case Type	Unit Code	Unit Name	एककाचे नांव	Nature Name	Unit Type	Units	Unit Flag
AC Cri. M.A.-46	1	Case Refer to Mediation Centre				0.05	Application
AC Cri. M.A.-46	2	Case settled as Mediator Judge				0.50	Application
AC Cri. M.A.-46	3	Failed Mediation as Mediator Judge				0.25	Application
Arbitration Case-35	1	Case Refer to Mediation Centre				0.10	Application
Arbitration Case-35	2	Case settled as Mediator Judge				0.50	Application
Arbitration Case-35	3	Failed Mediation as Mediator Judge				0.25	Application
Arbitration R.D-73	1	Case Refer to Mediation Centre				0.10	Application
Arbitration R.D-73	2	Case settled as Mediator Judge				0.50	Application
Arbitration R.D-73	3	Failed Mediation as Mediator Judge				0.25	Application
Atro Spl. Case-24	1	Case Refer to Mediation Centre				0.05	Application

Figure 236: Unit Type Disposal (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Unit Type Disposal (Report)** is displayed. (Refer to Figure Number 236)
3. ***For features of this option For features of this option For features of this option For features of this option*** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.43.5 Unit Type Disposal (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Unit Type Disposal (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.43.6 Unit Type Disposal (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Unit Type Disposal (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.44 Copying Section

4.44.1 Copying Section (Add)

This option is used to add a **Copying Section** details.

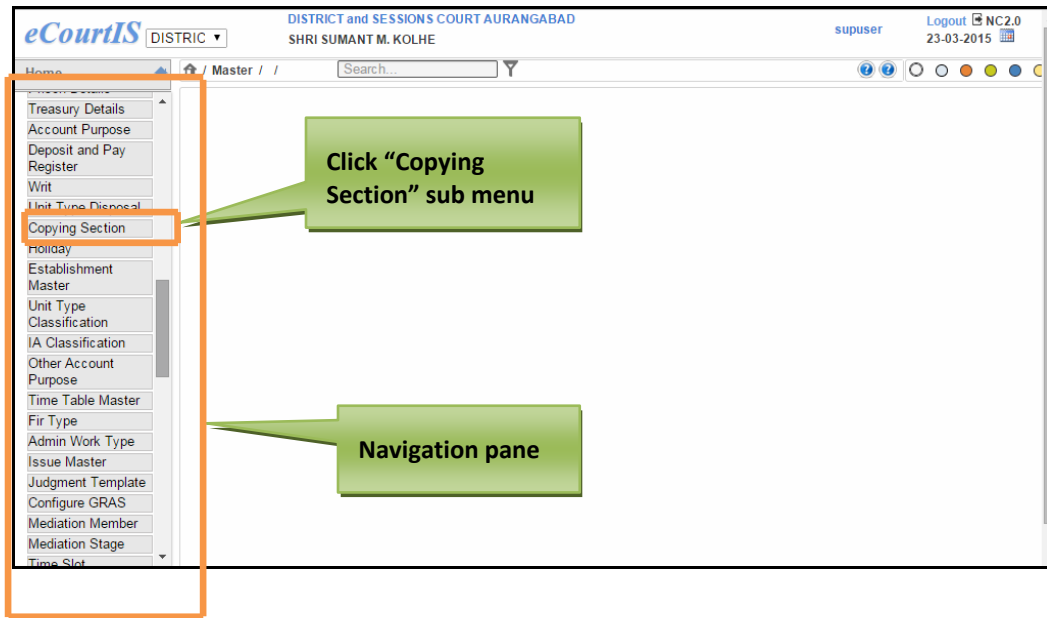


Figure 237: Navigation for "Copying Section (Add)" screen

To access the **Copying Section (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Copying Section** sub menu. (Refer Figure Number 237)
3. When you click **Copying Section** sub menu, the "**Copying Section (Add)**" screen is displayed. (Refer to Figure Number 238)

Figure 238: Copying Section (Add) screen

Procedure


1. The system will display the **Copying Section Code** in the **Copying Section Code** field.
2. Enter the name of the Copying section in the **Copying Section Name** field.
3. Enter the name of the Copying section in the local language also.
4. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.44.2 Copying Section (Modify)

This option provides the facility to modify the **Copying Section details** that already exists in the database.

Figure 239: Copying Section (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Copying Section (Modify)** screen is displayed. (Refer to Figure Number 239)
3. Select the **Copying Section** whose details you want to modify from the **Copying Section Code** select box.
4. When you select the **Copying Section Code**, the system will display the details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.44.3 Copying Section (Delete)

This option provides the facility to **Delete** or **Undelete** the **Copying Section** details that already exists in the database.

Figure 240: Copying Section (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.

2. The **Copying Section (Delete)** screen is displayed. (Refer to Figure Number 240)
3. Select the **Copying Section** from the **Copying Section Code** select box.
4. When you select the **Copying Section**, the system will display the details.
5. Select the **Delete** button to delete the selected **Copying Section Code**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.44.4 Copying Section (Report)

This report helps the user to view the list of **Copying Section** details entered. You can sort each column, copy, save, and print the report

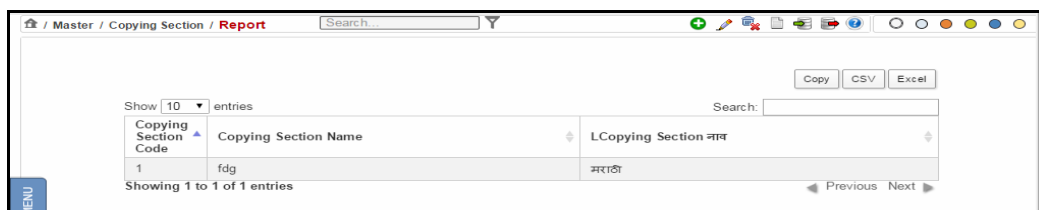



Figure 241: Copying Section (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Copying Section (Report)** is displayed. (Refer to Figure Number 241)
3. ***For features of this option For features of this option For features of this option For features of this option*** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.44.5 Copying Section (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Copying Section (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.44.6 Copying Section (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Copying Section (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.45 Holiday

This option provides the facility to enter the **Holiday details**. The holidays declared by the **High Court** are entered in the **Holiday Master**.

4.45.1 Holiday (Add)

This option is used to add a **Holiday** to the **Holiday Master**.

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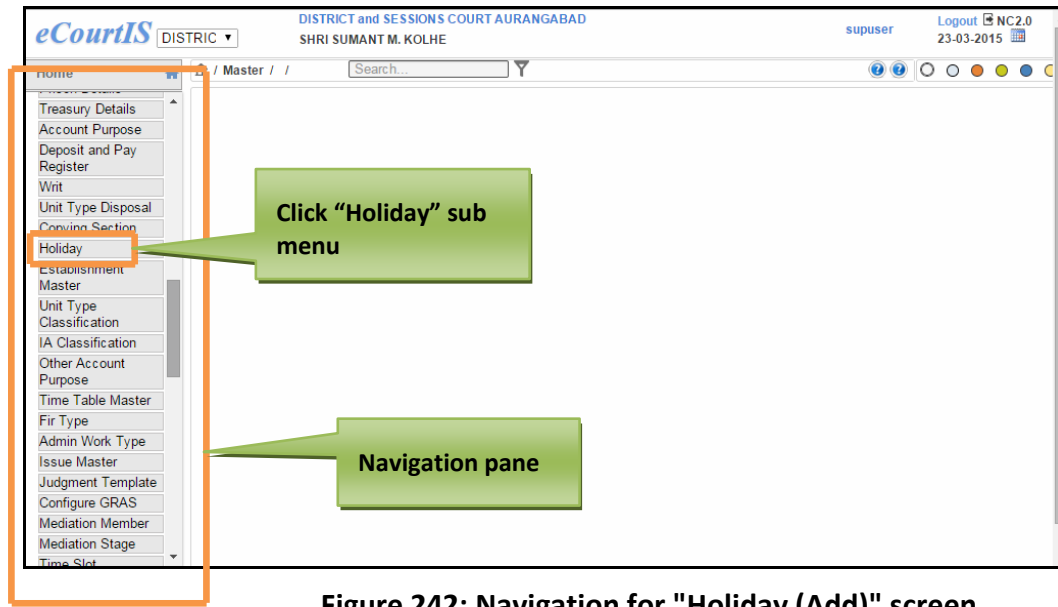


Figure 242: Navigation for "Holiday (Add)" screen

To access the **Holiday (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Holiday** sub menu. (Refer Figure Number 242)
3. When you click **Holiday** sub menu, the "Holiday (Add)" screen is displayed. (Refer to Figure Number 243)

The screenshot shows the 'Holiday (Add)' screen. The title bar indicates the path: Master / Holiday / Add. The form contains the following fields: 'Holiday ID' with value 446, 'From Date' with value 17-03-2015, 'To Date' with value 24-03-2015, and 'Holiday Name' with value ghgfjh. Below these is a section for the name in Marathi, with a label 'मराठी' and a field containing 'होटे ना'. A 'Submit' button is located at the bottom right of the form. A 'SHOW MENU' button is visible on the left side of the screen.

Figure 243: Holiday (Add) screen

Procedure

1. By default, the **Holiday ID** is displayed in the **Holiday ID** field.
2. Select the **From Date** from the calendar control.
3. Select the **To Date** from the calendar control.
4. Enter the name of the Holiday in the **Holiday Name** field.
5. Enter the name of the **Holiday** in the local language also.
6. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
7. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.

4.45.2 Holiday (Modify)


This option provides the facility to modify the **Holiday details** that already exists in the database.

The screenshot shows a web application interface for modifying holiday details. The breadcrumb navigation at the top reads 'Master / Holiday / Modify'. A search bar is present. The form contains the following fields:

- *Holiday ID:** A dropdown menu showing 'Anant Chaturdashi-150'.
- *From Date:** A date picker showing '29-09-2012'.
- *To Date:** A date picker showing '29-09-2012'.
- *Holiday Name:** A text input field containing 'Anant Chaturdashi'.
- A horizontal line separates the English name from the Marathi name.
- *सुट्टीचे नाव:** A text input field for the Marathi name.
- A 'Submit' button is located at the bottom right.

Figure 244: Holiday (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Holiday (Modify)** screen is modified. (Refer to Figure Number 244)
3. Select the entered **Holiday** whose details you want to modify from the **Holiday ID select box**.
4. When you select the **Holiday ID**, the system will display the details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.45.3 Holiday (Delete)

This option provides the facility to **Delete** or **Undelete** the **Holiday details** that already exists in the database.

Figure 245: Holiday (Delete) screen

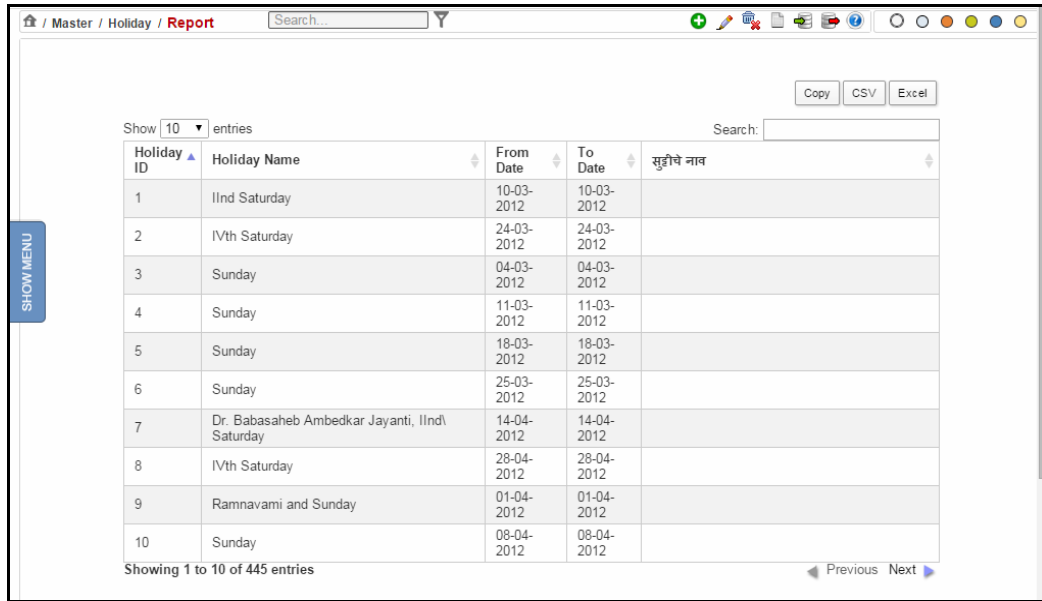
Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Holiday (Delete)** screen is displayed. (Refer to Figure Number 245)
3. Select the Holiday whose details you want to modify from the **Holiday ID select box**.
4. When you select the **Holiday ID select**, the system will display the details.
5. Select the **Delete** button to delete the selected **Holiday** details. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.45.4 Holiday (Report)

This report helps the user to view the list of **Holidays** entered. This option provides the facility to sort each column, copy, save, and print the report


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Holiday ID	Holiday Name	From Date	To Date	सुडीचे नाव
1	IIInd Saturday	10-03-2012	10-03-2012	
2	IVth Saturday	24-03-2012	24-03-2012	
3	Sunday	04-03-2012	04-03-2012	
4	Sunday	11-03-2012	11-03-2012	
5	Sunday	18-03-2012	18-03-2012	
6	Sunday	25-03-2012	25-03-2012	
7	Dr. Babasaheb Ambedkar Jayanti, IIInd Saturday	14-04-2012	14-04-2012	
8	IVth Saturday	28-04-2012	28-04-2012	
9	Ramnavami and Sunday	01-04-2012	01-04-2012	
10	Sunday	08-04-2012	08-04-2012	

Figure 246: Holiday (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The system **Holiday (Report)** is displayed. (Refer to Figure Number 246)
3. **For features of this option For features of this option For features of this option For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.45.5 Holiday (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Holiday (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.45.6 Holiday (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Holiday (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.46 Establishment Master

This option is used to enter the **Establishment details** like **Establishment name**, **Database name**, **Establishment IP**, **Username** and **Password**. It is useful during the transfer of case from one **Establishment** to other. If the case is transferred within same **Establishment** (having same server) then local host is used in Establishment IP, whereas if the case is transferred from one Establishment to other Establishment (different server) then its **IP address** needs to be given in **Establishment IP**.

4.46.1 Establishment (Add)

This option is used to enter the **Establishment details**.

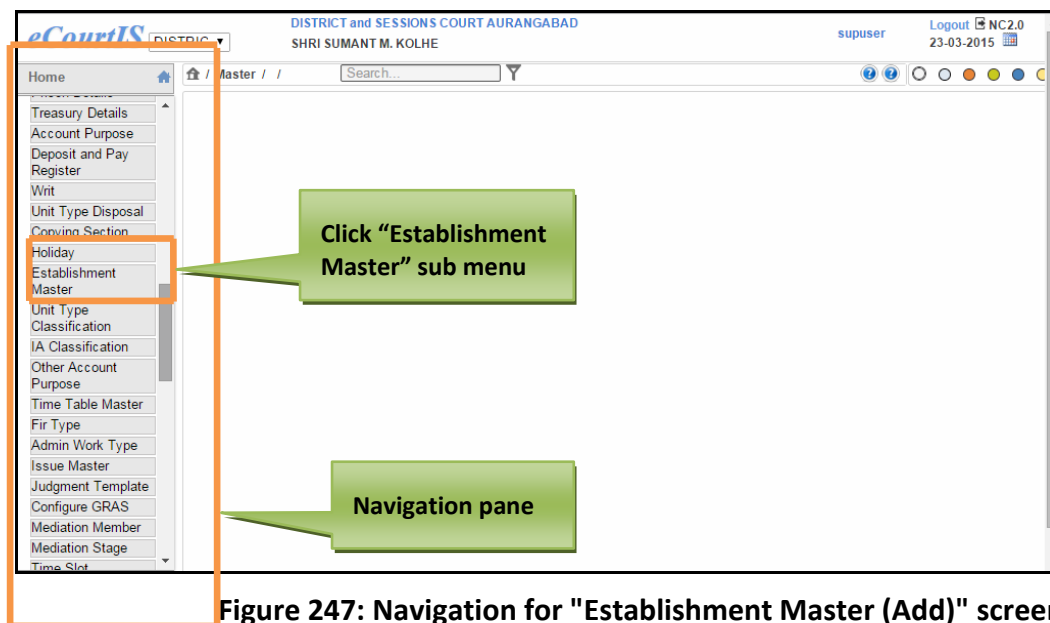


Figure 247: Navigation for "Establishment Master (Add)" screen

To access the **Establishment (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Establishment** sub menu. (Refer Figure Number 247)

3. When you click **Establishment** sub menu, the “**Establishment (Add)**” screen is displayed.
(Refer to Figure Number 248)

The screenshot shows a web application window titled "Establishment". The breadcrumb navigation at the top reads "Master / Establishment Master / Add". A search bar is located next to the breadcrumb. The form contains the following fields:

- *Establishment Sr. No.: 1
- *Establishment Code: [text input]
- *Establishment Name: [text input]
- *Establishment DB: [text input]
- *Establishment IP: [text input]
- *PgSql Username: [text input]
- PgSql Password: [text input]
- Transferor Court: ☐

A "Submit" button is positioned at the bottom right of the form. On the left side of the window, there is a vertical button labeled "SHOW MENU".

Figure 248: Establishment (Add) screen

Procedure

1. By default the **Establishment Sr. No.** is displayed
2. Enter the **Code** for the Establishment in the **Establishment Code** field.
3. Enter a **name for the Establishment** in the **Establishment Name** field.
4. Enter the **Establishment Database Name** in the **Establishment DB** field.
5. Enter the **Establishment IP address** in the **Establishment IP** field.
6. Enter the PgSql Username in the **PgSql Username**.
7. Enter the password for **PgSql User** in the **PgSql Username** field.
8. Select the checkbox for Transferor Court if the Court is a **Transferor Court**.
9. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.46.2 Establishment (Modify)

This option provides the facility to modify the **Establishment details** that already exists in the database.

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The screenshot shows a web application window titled 'Supuser Manual'. The breadcrumb navigation is 'Master / Establishment Master / Modify'. There is a search bar and a toolbar with icons for add, edit, delete, and other functions. The main form is titled 'Establishment' and contains the following fields:

- *Establishment Sr. No.: Select (dropdown menu)
- *Establishment Code: (text input)
- *Establishment Name: (text input)
- *Establishment DB: (text input)
- *Establishment IP: (text input)
- *PgSql Username: (text input)
- PgSql Password: (text input)
- Transferor Court: (checkbox)

A 'Submit' button is located at the bottom right of the form. A 'SHOW MENU' button is on the left side.

Figure 249: Establishment (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Establishment (Modify)** screen is displayed. (Refer to Figure Number 249)
3. Select the **Serial Number of the Establishment** whose details you want to modify from the **Establishment Sr. No.** select box.
4. When you select the **Establishment Sr. No**, the system will display the details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.46.3 Establishment (Delete)

This option provides the facility to **Delete** or **Undelete** the **Establishment details** that already exists in the database.


The screenshot shows a web application window titled 'Supuser Manual'. The breadcrumb navigation is 'Master / Establishment Master / Delete'. There is a search bar and a toolbar with icons for add, edit, delete, and other functions. The main form is titled 'Establishment' and contains the following fields:

- *Establishment Sr. No.: Select (dropdown menu)
- *Establishment Code: (text input)
- *Establishment Name: (text input)
- *Establishment DB: (text input)
- *Establishment IP: (text input)
- *PgSql Username: (text input)
- PgSql Password: (text input)
- Transferor Court: (checkbox)

At the bottom, there are radio buttons for 'Display: Delete' and 'Undelete'. A 'Submit' button is located at the bottom right of the form. A 'SHOW MENU' button is on the left side.

Figure 250: Establishment (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Establishments (Delete)** screen is displayed. (Refer to Figure Number 250)
3. Select the **Serial Number of the Establishment** whose details you want to modify from the **Establishment Sr. No. select box**.
4. When you select the **Establishment Sr. No**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Establishment**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.46.4 Establishment (Report)

This report helps the user to view the list of **Establishment details** entered. This option provides the facility to sort each column, copy, save, and print the report.

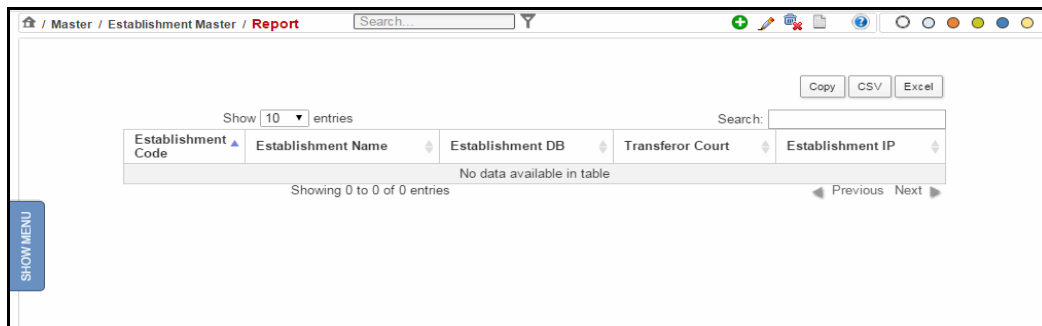



Figure 251: Establishment Master (Report) screen

Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Establishment Master (Report)** is displayed. (Refer to Figure Number 251)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.47 Unit Type Classification

4.47.1 Unit Type Classification (Add)

This option is used to enter the **Unit Type Classification** details.

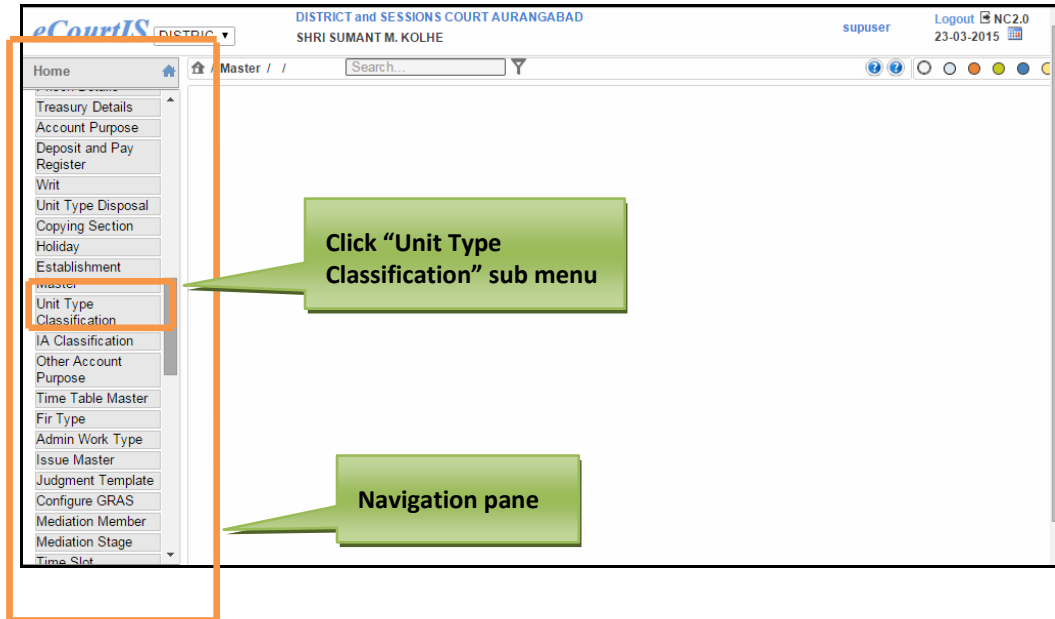


Figure 252: Navigation for "Unit Type Classification (Add)" screen

To access the **Unit Type Classification (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Unit Type Classification** sub menu. (Refer Figure Number 252)
3. When you click **Unit Type Classification** sub menu, the "Unit Type Classification (Add)" screen is displayed. (Refer to Figure Number 253)

Figure 253: Unit Type Classification (Add) screen

Procedure


1. By default the **Unit Type Code** is displayed in the **Unit Type Code** field.
2. Enter the description of the Unit Type in the **Unit Type Description** field.
3. Enter the description of the **Unit Type in local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.47.2 Unit Type Classification (Modify)

This option provides the facility to modify the **Unit Type Classification** details that already exists in the database.

Figure 254: Unit Type Classification (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Unit Type Classification (Modify)** screen is displayed. (Refer to Figure Number 254)
3. Select the **Unit Type** whose details you want to modify from the **Unit Type Code** select box.
4. When you select the **Unit Type Code**, the system will display the added details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.47.3 Unit Type Classification (Delete)

This option provides the facility to **Delete** or **Undelete** the **Unit Type Classification** details that already exists in the database.

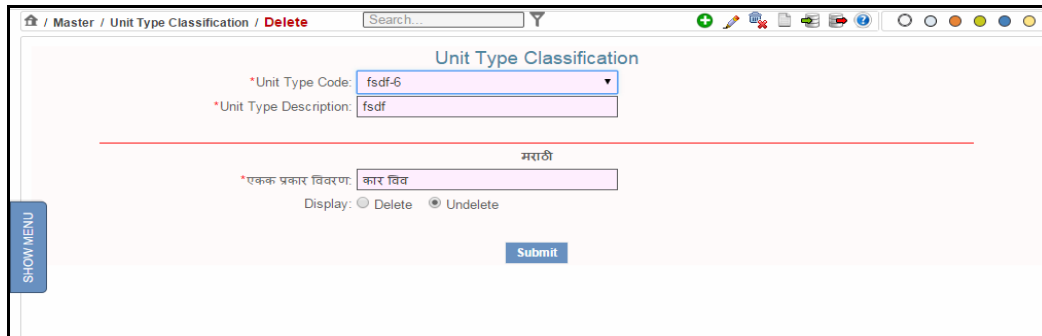



Figure 255: Unit Type Classification (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Unit Type Classification (Delete)** screen is displayed. (Refer to Figure Number 255)
3. Select the **Unit Type** whose details you want to modify from the **Unit Type Code** select box.
4. When you select the **Unit Type Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Unit Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.47.4 Unit Type Classification (Report)

This report helps the user to view the list of **Unit Type Classification** entered. You can sort each column, copy, save, and print the report.

Unit Type Code	Unit Type Description	एकक प्रकार विवरण
1	Regular Norms	
2	5 Years	
3	10 Years	
4	Marathi	
5	Bulky	
7	gdfg	प्रकार वि
8	Regular Norms 2	प्रकार विवर

Figure 256: Unit Type Classification (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Unit Type Classification (Report)** is displayed. (Refer to Figure Number 256)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.47.5 Unit Type Classification (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Unit Type Classification (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.47.6 Unit Type Classification (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Unit Type Classification (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.

4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.48 IA Classification

This option is used to enter the IA Classification details. The information entered in IA Classification master is fetched in IA filing module.

4.48.1 IA Classification (Add)

This option is used to enter the **IA Classification** details.

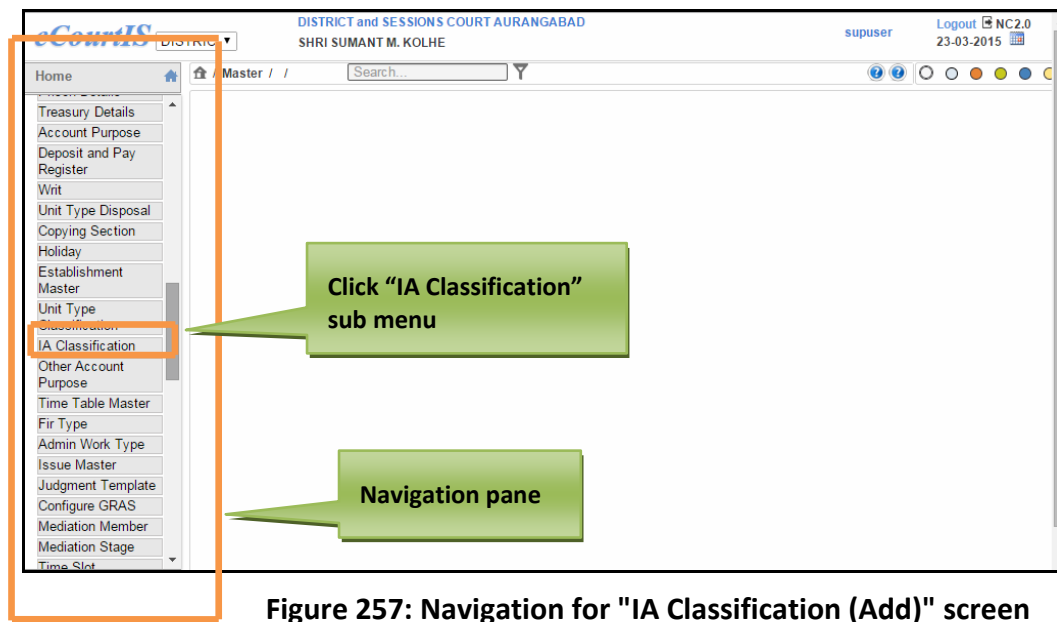


Figure 257: Navigation for "IA Classification (Add)" screen

To access the **IA Classification (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **IA Classification** sub menu. **(Refer Figure Number 257)**
3. When you click **IA Classification** sub menu, the "**IA Classification (Add)**" screen is displayed. **(Refer to Figure Number 258)**

Supuser Manual

IA Classification

*Classification Code: 1

*Classification Name: vcxv

मराठी

*LClassification Name: मराठी

Submit

SHOW MENU

Figure 258: IA Classification (Add) screen

Procedure

1. By default the **Classification Code** is displayed in the **Classification Code** field.
2. Enter a name for the **IA Classification** in the **Classification Name** field.
3. Enter the **IA Classification Name** in **local language** also.
4. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.48.2 IA Classification (Modify)

This option provides the facility to modify the **IA Classification details** that already exists in the database.

IA Classification

*Classification Code: jdjgh-2

*Classification Name: jdjgh

दी


*LClassification Name: दी

Submit

SHOW MENU

Figure 259: IA Classification (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **IA Classification (Modify)** screen is displayed. (Refer to Figure Number 259)
3. Select the **Classification** whose details you want to modify from the **Classification Code** select box.


4. When you select the **Classification Code**, the system will display the added details.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.48.3 IA Classification (Delete)

This option provides the facility to **Delete** or **Undelete** the **IA Classification** details that already exists in the database.

Figure 260: IA Classification (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **IA Classification (Delete) screen** is displayed. (Refer to Figure Number 260)
3. Select the **Classification** whose details you want to modify from the **Classification Code select box**.
4. When you select the **Classification Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **IA**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
8. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.48.4 IA Classification (Report)

This report helps the user to view the list of **IA Classification** entered. This option provides the facility to sort each column, copy, save, and print the report.

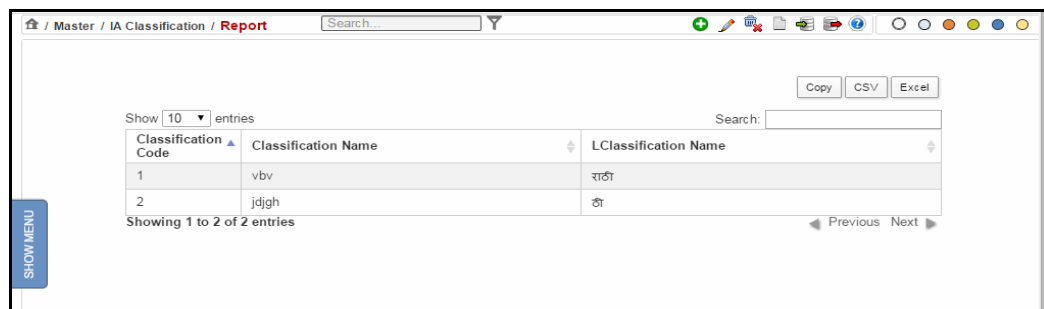



Figure 261: IA Classification (Report) screen


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **IA Classification (Report)** is displayed. (Refer to Figure Number 261)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.48.5 IA Classification (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **IA Classification (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.48.6 IA Classification (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.

2. The **IA Classification (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.49 Other Account Purpose

4.49.1 Other Accounts Purpose (Add)

This option is used to enter the **Other Accounts Purpose details**.

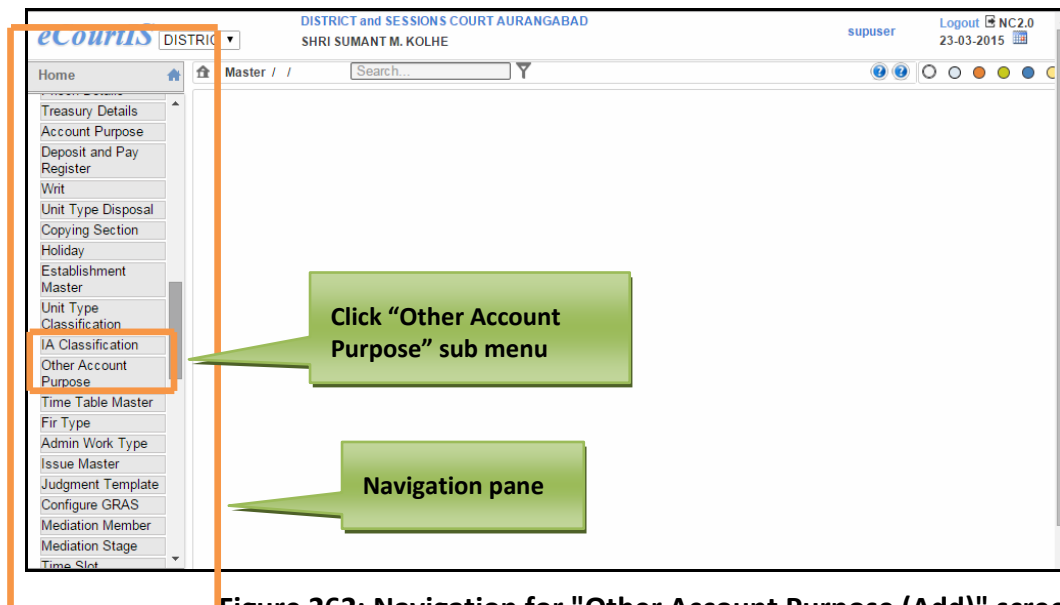


Figure 262: Navigation for "Other Account Purpose (Add)" screen

To access the **Other Account Purpose (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Other Account Purpose** sub menu. (Refer Figure Number 262)
3. When you click **Other Account Purpose** sub menu, the "**Other Account Purpose (Add)**" screen is displayed. (Refer to Figure Number 263)



Figure 263: Other Account Purpose (Add) screen

Procedure


1. By default, the **Other Account Purpose Code** is displayed.
2. Enter a name for the **Other Account Purpose** in the **Other Account Purpose Name** field.
3. Enter the **Other Account Purpose Name** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.49.2 Other Accounts Purpose (Modify)

This option provides the facility to modify the **Other Accounts Purpose** that already exists in the database.

Figure 264: Other Accounts Purpose (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Other Accounts Purpose (Modify)** screen is displayed. (Refer to Figure Number 264)
3. Select the **Other Accounts Purpose Code** whose details you want to modify from the **Other Accounts Purpose Code** select box.
4. When you select the **Other Accounts Purpose Code**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.49.3 Other Accounts Purpose (Delete)

This option provides the facility to **Delete** or **Undelete** the **Other Accounts Purpose details** that already exists in the database.

Figure 265: Other Accounts Purpose (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Other Accounts Purpose (Delete)** screen is displayed. (Refer to Figure Number 265)
3. Select the **Other Accounts Purpose Code** whose details you want to modify from the **Other Accounts Purpose Code** select box.
4. When you select the **Other Accounts Purpose Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Other Accounts Purpose**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.49.4 Other Accounts Purpose (Report)

This report helps the user to view the list of **Other Accounts Purpose** details. You can sort each column, copy, save, and print the report.

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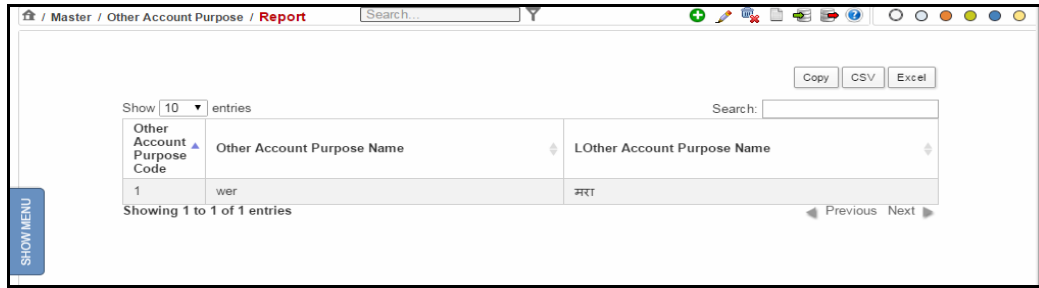



Figure 266: Other Accounts Purpose (Reports)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Other Accounts Purpose (Report)** is displayed. (Refer to Figure Number 266)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.49.5 Other Accounts Purpose (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Other Accounts Purpose (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.49.6 Other Accounts Purpose (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Other Accounts Purpose (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.50 Time Table Master

This option is used to enter the **Time Table Master** details. Ideal time table for a particular case type is set in the master. The **Time Table data** entered in the master can be viewed in '**Daily Proceeding**' option. The **Time Table** gives information whether the case is on track or is lagging. The **Time Table** option helps in checking and controlling the delay of the case at every stage and ensures that the case adheres to the specified time limits.

The ideal timetable is displayed for every selected case. The current position of the case vis-à-vis the ideal position are displayed on the screen. The court can also enter their own dates overriding the ones mentioned in the ideal timetable. The edited timetable is then used for tracking the case by the court. While overriding the ideal timetable, the court must mention valid reasons for doing so.

4.50.1 Time Table Master (Add)

This option is used to enter the **Time Table Master** details.

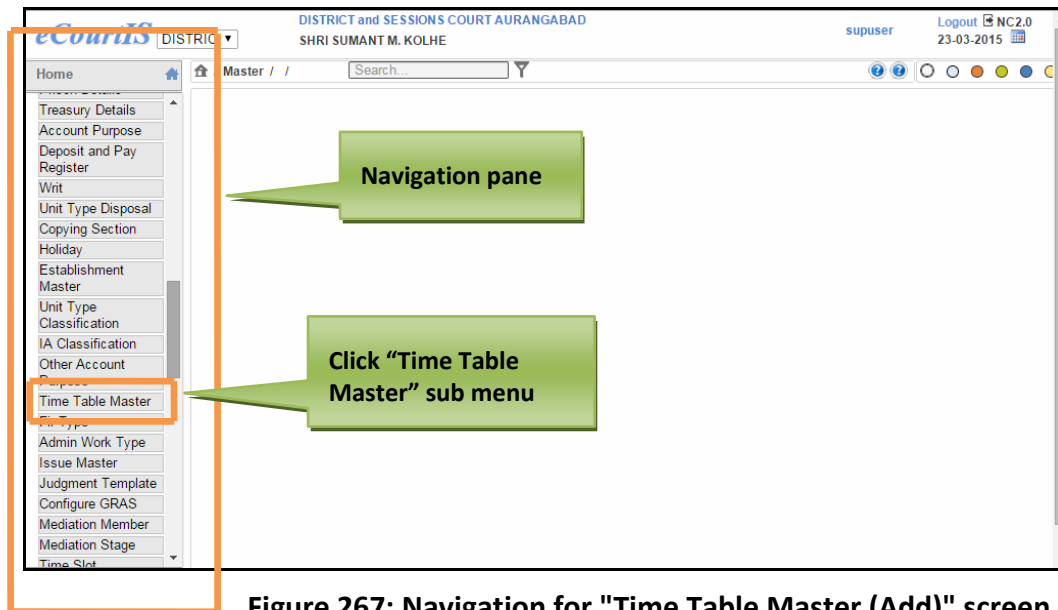


Figure 267: Navigation for "Time Table Master (Add)" screen

To access the **Time Table Master (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Time Table Master** sub menu. (Refer Figure Number 267)
3. When you click **Time Table Master** sub menu, the "**Time Table Master (Add)**" screen is displayed. (Refer to Figure Number 268)

Figure 268: Time Table Master (Add) screen

Procedure


1. Select the **Case Type** for which you want to add the time table from the **Case Type** field.
2. When you select the case type, the system will display the **Sequence ID**.
3. Select the Stage from the **Stage select box**.
4. Enter the number of days in the **No. of Days select box**.
5. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.
6. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.50.2 Time Table Master (Modify)

This option provides the facility to modify the **Time Table details** that already exists in the database.

Figure 269: Time Table (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Time Table (Modify)** screen is displayed. (Refer to Figure Number 269)
3. Select the **Case Type** whose details you want to modify from the **Case Type select box**.
4. Select the **Sequence ID** of the selected Case Type from the **Sequence ID select box**.


5. When you select the **Sequence ID**, the system will display the added details.
6. You can now modify or update the added details.
7. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”**.
8. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.50.3 Time Table Master (Delete)

This option provides the facility to **Delete** or **Undelete** the **Time Table** details that already exists in the database.

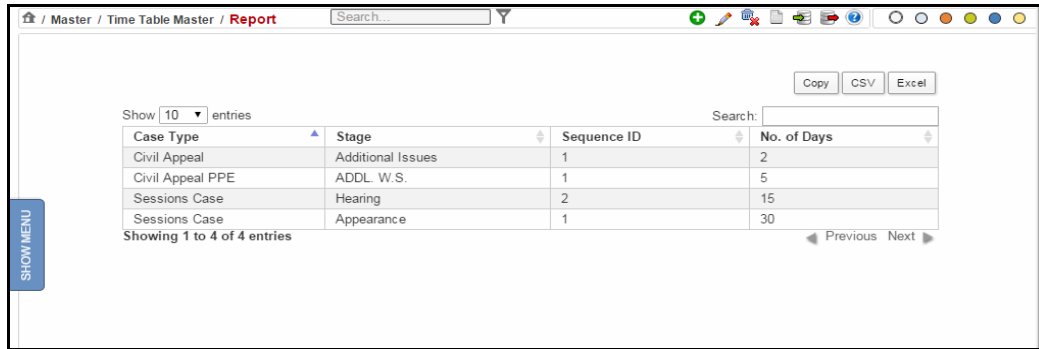
Figure 270: Time Table (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Time Table (Delete)** screen is displayed. (Refer to Figure Number 270)
3. Select the **Case Type** whose details you want to modify from the **Case Type** select box.
4. Select the **Sequence ID** of the selected Case Type from the **Sequence ID** select box.
5. When you select the **Sequence ID**, the system will display the added details.
6. Select the **Delete** button to delete the selected **Time Table**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
7. Select the **Undelete** button to retrieve the deleted data.
8. In case of **Delete** option, the system will display the message, **“Deleted Successfully”**.
9. In case of **Undelete** option, the system will display the message, **“Undeleted Successfully”**.

4.50.4 Time Table Master (Report)


This report is used to view the **Time Table** for a particular **Case Type**. This option provides the facility to sort each column, copy, save, and print the report.



Case Type	Stage	Sequence ID	No. of Days
Civil Appeal	Additional Issues	1	2
Civil Appeal PPE	ADDL W.S.	1	5
Sessions Case	Hearing	2	15
Sessions Case	Appearance	1	30

Figure 271: Time Table (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Time Table Master (Report)** is displayed. (Refer to Figure Number 271)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.50.5 Time Table Master (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Time Table Master (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.50.6 Time Table Master (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Time Table Master (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.51 FIR Type

This option is used to enter the **FIR Type** details. The information entered in **FIR Master** is fetched in **FIR Details** option, where information related to **FIR**, **Summary Reports** and **Charge sheet** is entered.

4.51.1 FIR Type (Add)

This option is used to enter the **FIR Type** details.

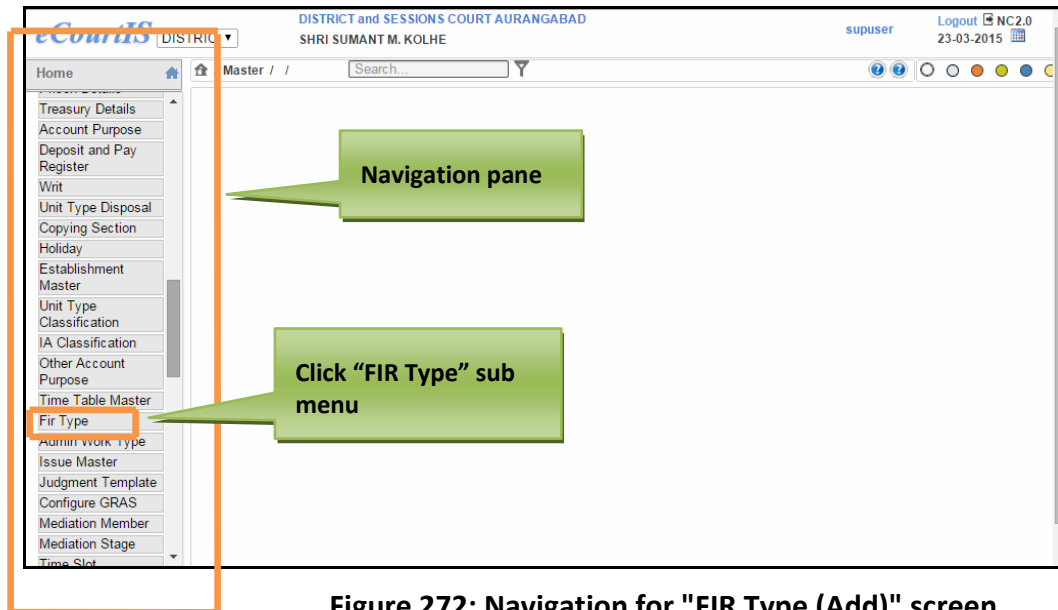


Figure 272: Navigation for "FIR Type (Add)" screen

To access the **FIR Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **FIR Type** sub menu. (Refer Figure Number 272)
3. When you click **FIR Type** sub menu, the "FIR Type (Add)" screen is displayed. (Refer to Figure Number 273)

Figure 273: FIR Type (Add) screen

Procedure


1. By default **FIR Type Code** is displayed in the **FIR Type Code** field.
2. Enter the name for the **FIR Type** in the **FIR Type Name** field.
3. Enter the **FIR Type Name** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.51.2 FIR Type (Modify)

This option provides the facility to modify the **FIR Type details** that already exists in the database.

Figure 274: FIR Type (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **FIR Type (Modify)** screen is displayed. (Refer to Figure Number 274)
3. Select the **FIR Type Code** whose details you want to modify from the **FIR Type Code** select box.
4. When you select the **FIR Type Code**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.51.3 FIR Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **FIR Type details** that already exists in the database.

Supuser Manual

Master / Fir Type / Delete

Search

FIR Type

*FIR Type Code: bvghgh-1

*FIR Type Name: bvghgh

मराठी

*प्रथमवर्दी प्रकार नांव: प्रकार


Display: ☐ Delete ☒ Undelete

Submit

SHOW MENU

Figure 275: FIR Type (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The **FIR Type (Delete)** screen is displayed. (Refer to Figure Number 275)
3. Select the **FIR Type Code** whose details you want to modify from the **FIR Type Code select box**.
4. When you select the **FIR Type Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **FIR Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.51.4 FIR Type (Report)

This report helps the user to view the list of **FIR Type** entered. You can sort each column, copy, save, and print the report.

Master / Fir Type / Report

Search

Copy CSV Excel

Show 10 entries

FIR Type Code	FIR Type Name	प्रथमवर्दी प्रकार नांव
1	bvghgh	प्रकार


Showing 1 to 1 of 1 entries

Previous Next

SHOW MENU

Figure 276: FIR Type (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **FIR Type (Report)** is displayed. (Refer to Figure Number 276)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.51.5 FIR Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **FIR Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.51.6 FIR Type (Export)

The SQL file can be generated using the **Export** option.

Procedure

5. Click the **Export**  icon which is located at the upper right corner on the menu bar.
6. The **FIR Type (Export)** screen is displayed.
7. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
8. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.52 Admin Work Type

4.52.1 Admin Work Type (Add)

This option is used to enter the **Admin Work Type** details.

Supuser Manual

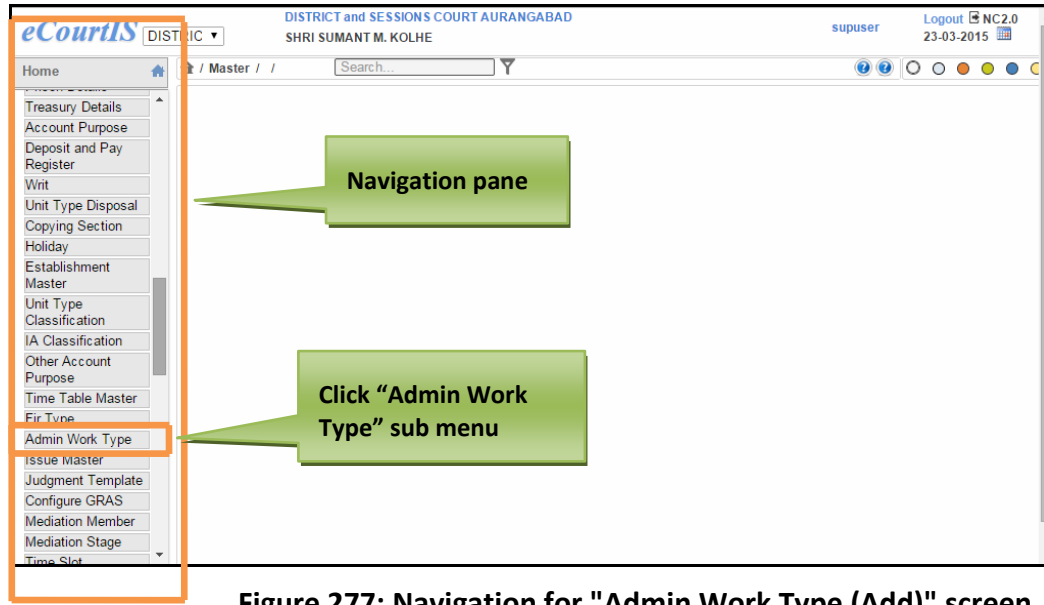


Figure 277: Navigation for "Admin Work Type (Add)" screen

To access the **Admin Work Type (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Admin Work Type** sub menu. (Refer Figure Number 277)
3. When you click **Admin Work Type** sub menu, the "**Admin Work Type (Add)**" screen is displayed. (Refer to Figure Number 278)

The screenshot shows the 'Admin Work Type (Add)' screen. The breadcrumb trail at the top reads 'Master / Admin Work Type / Add'. The form has three main input fields: 'Admin Work Type Code' with the value '3', 'Admin Work Type Name' with the value 'jhghigh', and a field for the name in local language with the value 'मराठी'. The local language field is preceded by an asterisk and the text '*प्रशासकीय कामाच्या प्रकाराचे नाव:'. A 'Submit' button is located at the bottom right of the form. A 'SHOW MENU' button is visible on the left side of the screen.

Figure 278: Admin Work Type (Add) screen

Procedure


1. By default the Admin Work Type Code in the **Admin Work Type Code** field.
2. Enter the name for the **Admin Work Type** in the **Admin Work Type Name** field.
3. Enter the **Admin Work Type** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.52.2 Admin Work Type (Modify)

This option provides the facility to modify the **Admin Work Type details** that already exists in the database.

Figure 279: Admin Work Type (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Admin Work Type (Modify)** screen is displayed. (Refer to Figure Number 279)
3. Select the **Admin Work Type** whose details you want to modify from the **Admin Work Type Code** select box.
4. When you select the **Admin Work Type Code**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.52.3 Admin Work Type (Delete)

This option provides the facility to **Delete** or **Undelete** the **Admin Work Type details** that already exists in the database.

Figure 280: Admin Work Type (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Admin Work Type (Delete)** screen is displayed. (Refer to Figure Number 280)
3. Select the **Admin Work Type** whose details you want to modify from the **Admin Work Type Code** select box.
4. When you select the **Admin Work Type Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Admin Work Type**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.52.4 Admin Work Type (Report)


This report helps the user to view the list of **Admin Work** entered. You can sort each column, copy, save, and print the report.



Admin Work Type Code	Admin Work Type Name	प्रशासकीय कामाच्या प्रकाराचे नांव
1	Administrative	
2	Legal Work	
3	jghghgh	कामाच्या

Figure 281: Admin Work Type (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Admin Work Type (Report)** is displayed. (Refer to Figure Number 281)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.52.5 Admin Work Type (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Admin Work Type (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.52.6 Objection Types (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Admin Work Type (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.53 Issue Master

This option is used to enter the **Issue** details. **Issues** can be entered for a particular case type and its respective nature. The information entered in **Issue Master** is fetched in 'Framing of Issues' option in **Case Proceedings Module**.

4.53.1 Issue Master (Add)

This option is used to enter the **Issue Master** details.

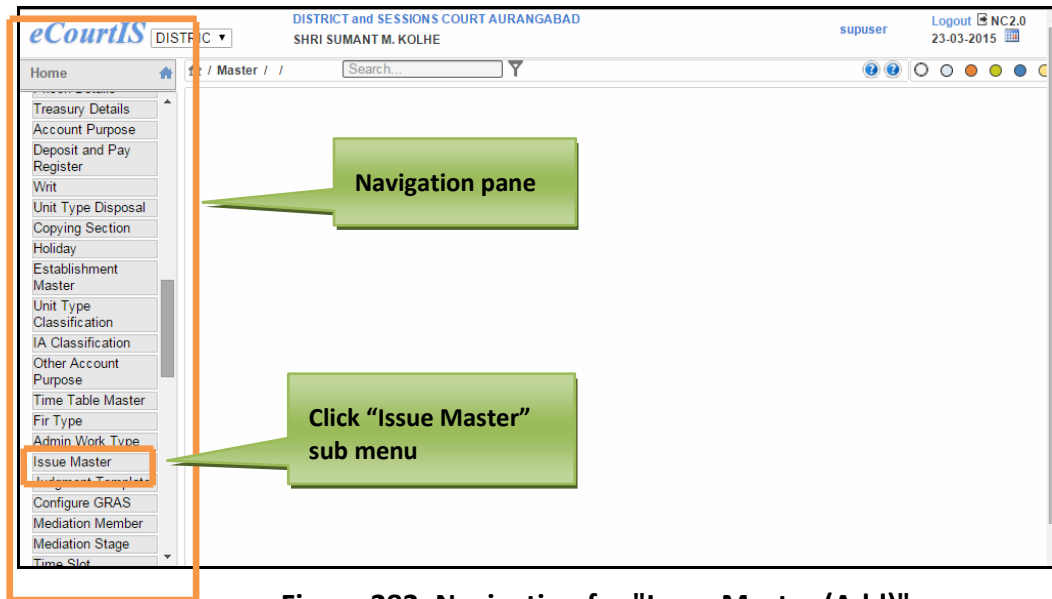


Figure 282: Navigation for "Issue Master (Add)" screen

To access the **Issue Master (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Issue Master** sub menu. (Refer Figure Number 282)
3. When you click **Issue Master** sub menu, the "**Issue Master (Add)**" screen is displayed. (Refer to Figure Number 283)

The screenshot shows the 'Issue Master (Add)' screen. The form has the following fields:

- *Issue ID:** A text field with the value '1'.
- *Case Type:** A dropdown menu with 'Civil Appeal-1' selected.
- Nature:** A dropdown menu with 'Select' selected.
- *Issue:** A text field with the value 'dfds sdfgsdg'.
- *मुद्दा:** A text field with the value 'राखी'.

 A 'Submit' button is located at the bottom right of the form. The page title is 'Issue Master / Add'.

Figure 283: Issue Master (Add) screen

Procedure


1. By default, the Issue ID Code is displayed in the **Issue ID Code field**.
2. Select the case type from the **Case Type select box**.
3. Select the Nature from the **Nature select box**.
4. Enter the Issue details in the **Issue field**.
5. Enter Issue details in local language also.
6. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.53.2 Issue Master (Modify)

This option provides the facility to modify the **Admin Work Type details** that already exists in the database.

Figure 284: Issue Master (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Issue Master (Modify)** screen is displayed. (Refer to Figure Number 284)
3. Select the **Issue ID** whose details you want to modify from the **Issue ID select box**.
4. When you select the **Issue ID**, the system will display the added details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.53.3 Issue Master (Delete)

This option provides the facility to **Delete** or **Undelete** the **Issue Master** that already exists in the database.

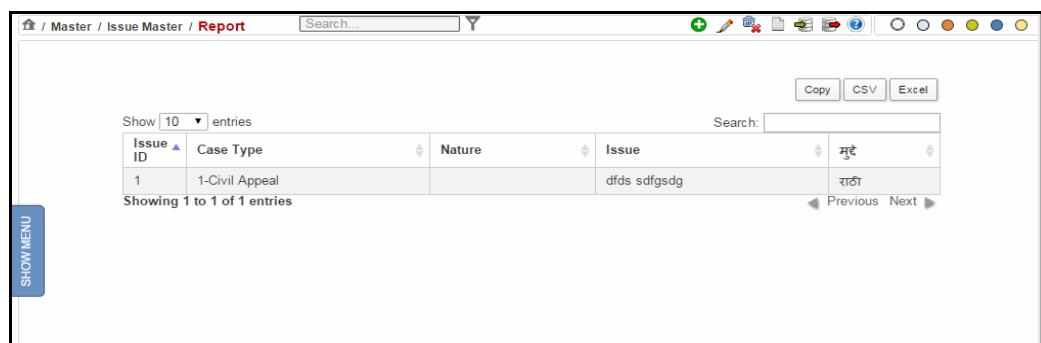
Figure 285: Issue Master (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Issue Master (Delete)** screen is displayed. (Refer to Figure Number 285)
3. Select the **Issue ID** whose details you want to modify from the **Issue ID select box**.
4. When you select the **Issue ID**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Issue Master**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.53.4 Issue Master (Report)


This report lists all the issues entered for a particular case type and its respective nature. You can sort each column, copy, save, and print the report.



Issue ID	Case Type	Nature	Issue
1	1-Civil Appeal		dfds sdfgsdg

Figure 286: Issue Master (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Issue Master (Report)** is displayed. (Refer to Figure Number 286)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.53.5 Issue Master (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Issue Master (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.53.6 Issue Master (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Issue Master (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.54 Judgment Template

This option is provided to generate the cause title of the **Orders, Judgments, and Decrees** using the long form or the short form, depending on the type selected. One can view the predefined templates with the **Case Number, Party Names, Address, or Advocate Name** etc. in the odt format. The **Judgment** can be typed by opening the odt file using the editor.

4.54.1 Judgment Template (Add)

This option is used to enter the **Judgment Template details**.

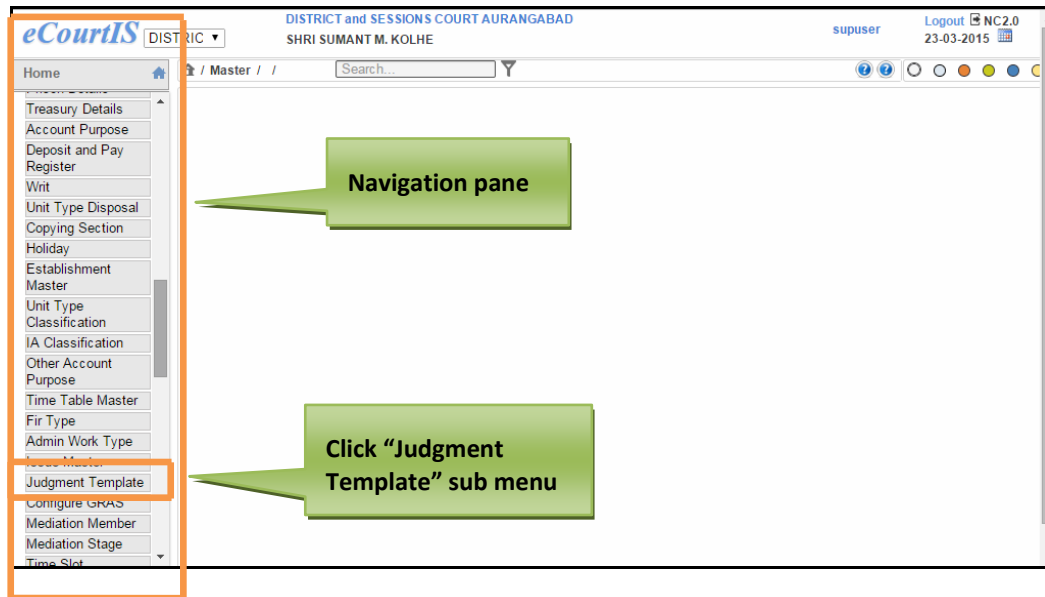


Figure 287: Navigation for Judgment Template (Add)" screen

To access the **Judgment Template (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click the **Judgment Template** sub menu. (Refer Figure Number 287)
3. When you click **Judgment Template** sub menu, the "**Judgment Template (Add)**" screen is displayed. (Refer to Figure Number 288)

Figure 288: Judgment Template (Add) screen

Procedure


1. By default the **Judgment Code** is displayed in the **Judgment Code** field.
2. Enter the name for the Judgment in the **Judgment Name** field.
3. Enter the name for the Template in the **Template Name** field.
4. Enter the name for the Judgment in local language also.
5. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
6. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.54.2 Judgment Template (Modify)

This option provides the facility to modify the **Judgment Template** that already exists in the database.

Figure 289: Judgment Template (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Judgment Template (Modify)** screen is displayed. (Refer to Figure Number 289)
3. Select the **Judgment Code** whose details you want to modify from the **Judgment Code select box**.
4. When you select the **Judgment Code**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.54.3 Judgment Template (Delete)

This option provides the facility to **Delete** or **Undelete** the **Judgment Template** that already exists in the database.

Figure 290: Judgment Template (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The **Judgment Template (Delete)** screen is displayed. (Refer to Figure Number 290)
3. Select the **Judgment Code** from the **Judgment Code select box**.
4. When you select the **Judgment Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Judgment Template**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.54.4 Judgment Template (Report)

This report lists all the entered **Judgment Template**. You can sort each column, copy, save, and print the report.

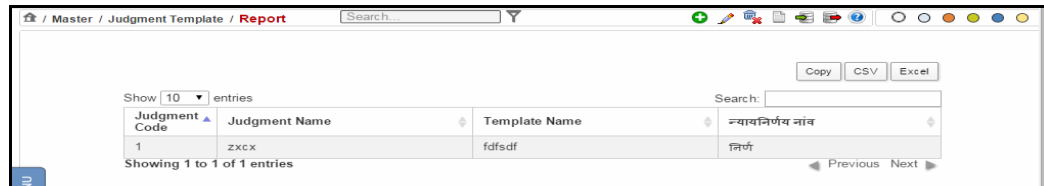



Figure 291: Judgment Template (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Judgment Template (Report)** is displayed. (Refer to Figure Number 291)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.54.5 Judgment Template (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Judgment Template (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.54.6 Judgment Template (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Judgment Template (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.55 Configure GRAS

Gras is abbreviation (short form) for **Government Receipt Account Service**. With this module you can provide the **User ID** and **Password** to access the **Government Receipt Account Service** website. The **Configure GRAS** feature includes the **Configure GRAS (Modify)** option with the fields given below:

1. Office Code

This Code is unique, by sequence and autogenerated by the system.

2. User ID

User ID is the **unique name** given to the user to log into the **Gras website** to access it. The system uses this **User ID** to identify its user.

3. Password

Password will enable the authorized user to access the **Gras website**.

4. Verification URL

This field displays the URL with which you can access the **Gras website** to create an **echallan**.

5. Deface url

.

4.55.1 Configure GRAS (Modify)

This option provides the facility to modify the **User Id** and **Password**.

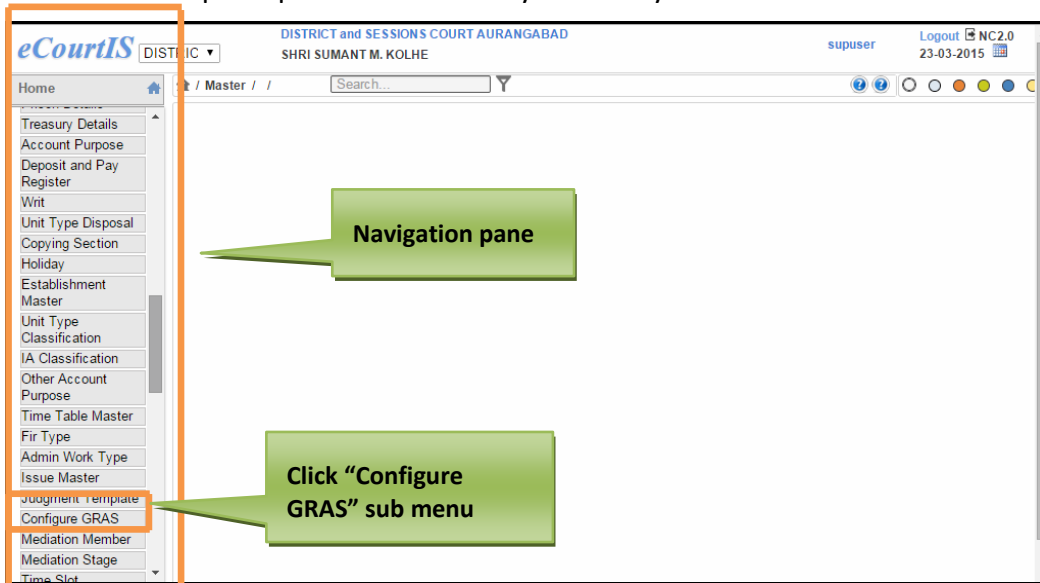


Figure 292: Navigation for "Configure Gras (Modify)" screen

To access the **Configure Gras (Modify)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Configure GRAS** sub menu. (Refer Figure Number 292)
3. When you click **Configure GRAS** sub menu, the "Configure Gras (Modify)" screen is displayed. (Refer to Figure Number 293)



Figure 293: Gras Modification (Modify) screen

Procedure

1. The **Gras Modification (Modify)** screen is displayed. (Refer to Figure Number 293)
2. By default details like the **Office Code**, **User ID**, **Verification URL** and **Deface URL** are displayed.
3. You can now modify the **User ID** or **Password**.

4. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
5. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.56 Mediation Member

4.56.1 Mediation Member (Add)

This option is used to add the **Mediation Member** details.

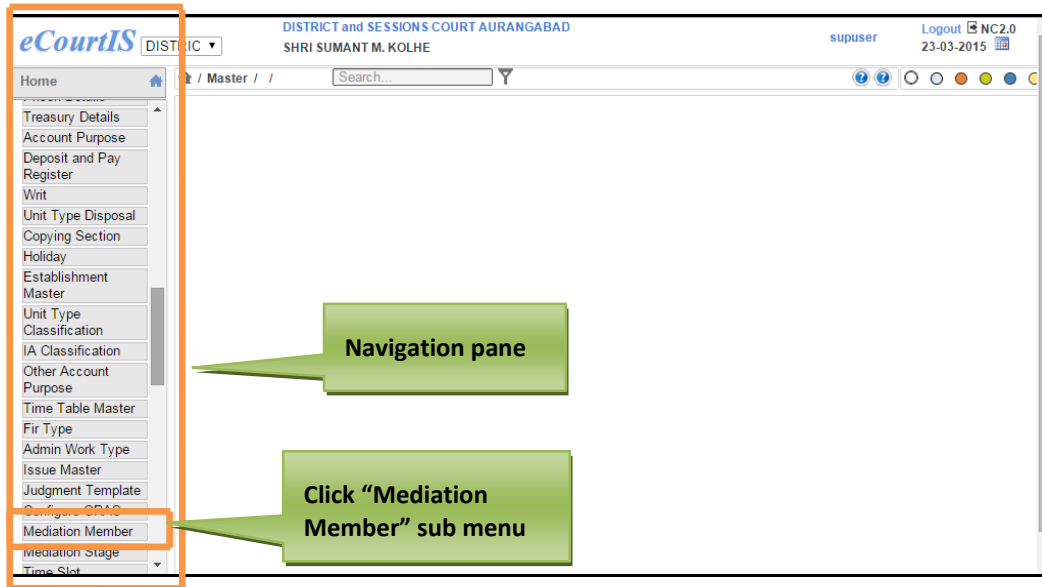


Figure 294: Navigation for "Mediation Member (Add)" screen

To access the **Mediation Member (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Mediation Member** sub menu. **(Refer Figure Number 294)**
3. When you click **Mediation Member** sub menu, the system will display the **"Mediation Member (Add)"** screen. **(Refer to Figure Number 295)**
4. The system will by default display Advocate as the selected options.
5. You can choose the **Judicial Officer**, **Retired Judicial Officer**, and **Other** options by selecting their respective radio buttons.

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Master / Mediation Member / Add

Search

Mediation Member

*Member ID: 1

Member Type: ☒ Advocate ☐ Judicial Officer ☐ Retired Judicial Officer ☐ Other

*Name of Advocate: Regular Bar Registration Number:

From Date: 26-03-2015

Expertise: vfgvsgsdf

Submit

Figure 295: Mediation Member (Add) screen

Procedure

1. By default the **Member ID** is displayed in the **Member ID field**.
2. Choose the **Member Type** by selecting their radio buttons.

For Advocate as the Mediation Member

3. Select the **Advocate** radio button.
4. The system will display the **Name of the Advocate** and **Bar Registration Number** fields.
5. Select **Regular** or **All** type from the **Name of Advocate** select box.

Mediation Member

*Member ID: 1

Member Type: ☒ Advocate ☐ Judicial Officer ☐ Retired Judicial Officer ☐ Other

*Name of Advocate: Regular Bar Registration Number:

From Date: 26-03-2015

Expertise: vfgvsgsdf

Submit

6. The **Bar Registration Number** will be displayed by the system.

For Judicial Officer as the Mediation Member

7. Select the radio button for **Judicial Officer**.
8. The **Judicial Officer Code** and **Judge Name** fields are displayed.

Master / Mediation Member / Add

Search

Mediation Member

*Member ID: 1

Member Type: ☐ Advocate ☒ Judicial Officer ☐ Retired Judicial Officer ☐ Other

Judicial Officer Code:

From Date: 26-03-2015

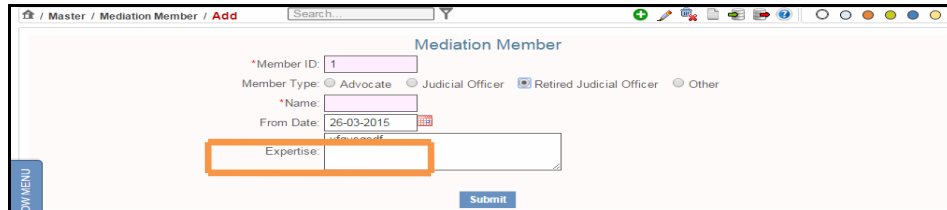
Expertise: vfgvsgsdf

Submit

9. Enter the **Judicial Officer Code** in the **Judicial Officer Code** field.
10. Enter the name of the Judge in the **Judge Name** field.

For Retired Judicial Officer as the Mediation Member

11. Select the radio button for **Retired Judicial Officer**.
12. The **Name** field is displayed; enter the Name of the **Retired Judicial Officer** here.



For "Other" option as the Mediation Member

13. Select the radio button for **Other option**.
14. The **Name** field is displayed; enter the name of the **Retired Judicial Officer** here.
15. The current date will be displayed in the **From Date** field. You can select another date from the calendar control. **Select From Date less than Current date**
16. Enter the expertise description of the **Judicial Officer** in the **Expertise** field.
17. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
18. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.56.2 Mediation Member (Modify)

This option provides the facility to modify the **Mediation Member** that already exists in the database.

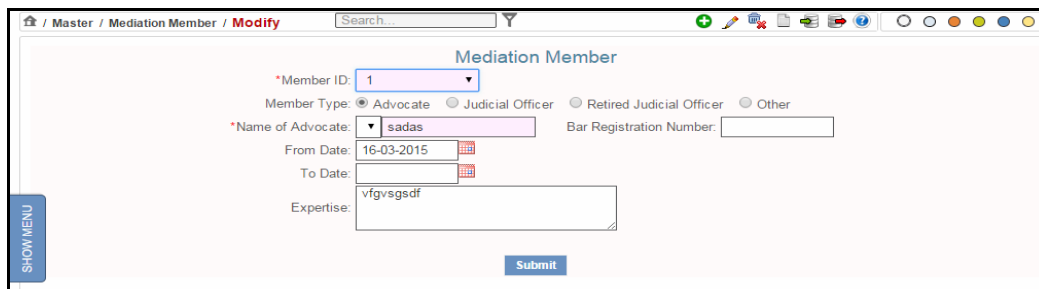



Figure 296: Mediation Member (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.

2. The **Mediation Member (Modify)** screen is displayed. (Refer to Figure Number 296)
3. Select the **Member ID** whose details you want to modify from the **Member ID select box**.
4. When you select the **Member ID**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.56.3 Mediation Member (Delete)

This option provides the facility to **Delete** or **Undelete** the **Mediation Member** that already exists in the database.

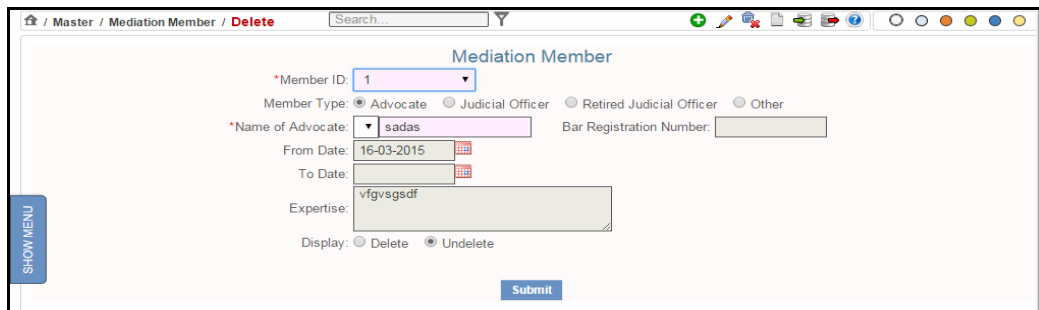



Figure 297: Mediation Member (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Mediation Member (Delete)** screen is displayed. (Refer to Figure Number 297)
3. Select the **Member ID** from the **Member ID select box**.
4. When you select the **Member ID**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Mediation Member details**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.56.4 Mediation Member (Report)

This report lists all the **Mediation Members** that are entered in the database. You can sort each column, copy, save, and print the report.

Member ID	Member Type	Mediation Member	From Date	To Date
1	Advocate	sadas	2015-03-16	

Figure 298: Mediation Member (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Mediation Member (Report)** is displayed. (Refer to Figure Number 298)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.56.5 Mediation Member (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Mediation Member (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.56.6 Mediation Member (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Mediation Member (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.57 Mediation Stage

4.57.1 Mediation Stage (Add)

This option is used to enter the **Mediation Stage** details.

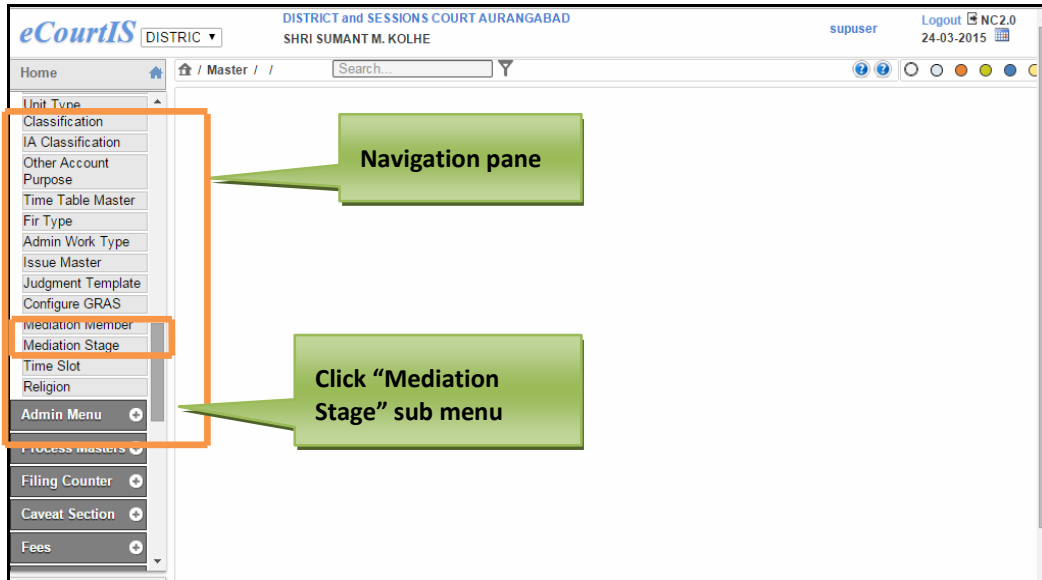


Figure 299: Navigation for "Mediation Stage (Add)" screen

To access the **Mediation Stage (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Mediation Stage** sub menu. (Refer Figure Number 299)
3. When you click **Mediation Stage** sub menu, the "**Mediation Stage (Add)**" screen is displayed. (Refer to Figure Number 300)

Figure 300: Mediation Stage (Add) screen

Procedure


1. By default the **Stage ID** is displayed in the **Stage ID** field.
2. Enter a name for the Stage in the **Stage** field.
3. Enter the name for the **Stage** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**

4.57.2 Mediation Stage (Modify)

This option provides the facility to modify the **Mediation Stage** that already exists in the database.

Figure 301: Mediation Stage (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Mediation Stage (Modify)** screen is displayed. (Refer to Figure Number 301)
3. Select the **Stage ID** whose details you want to modify from the **Stage ID select box**.
4. When you select the **Stage ID**, the system will display the added details.
5. You can now modify the wrongly entered details.
6. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**

4.57.3 Mediation Stage (Delete)

This option provides the facility to **Delete** or **Undelete** the **Mediation Stage** that already exists in the database.

Figure 302: Mediation Stage (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The **Mediation Stage (Delete)** screen is displayed. (Refer to Figure Number 302)
3. Select the **Stage ID** whose details you want to modify from the **Stage ID select box**.

4. When you select the **Stage ID**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Mediation Stage**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.57.4 Mediation Stage (Report)

This report lists all the entered **Mediation Stage**. You can sort each column, copy, save, and print the report.

Stage ID	Stage	LStage
1	Counc	मराठी
2	Argument	मराठी1
3	Order	मराठी2

Figure 303: Mediation Stage (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Admin Work Type (Report)** is displayed. (Refer to Figure Number 303)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.57.5 Mediation Stage (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Mediation Stage (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

4.57.6 Mediation Stage (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Mediation Stage (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.58 Time Slot

The **Time Slot** option is used, when the case is likely to be heard from the time slots provided. This feature is used for better time management of the cases.

4.58.1 Time Slot (Add)

This option is used to enter the **Time Slot details**.

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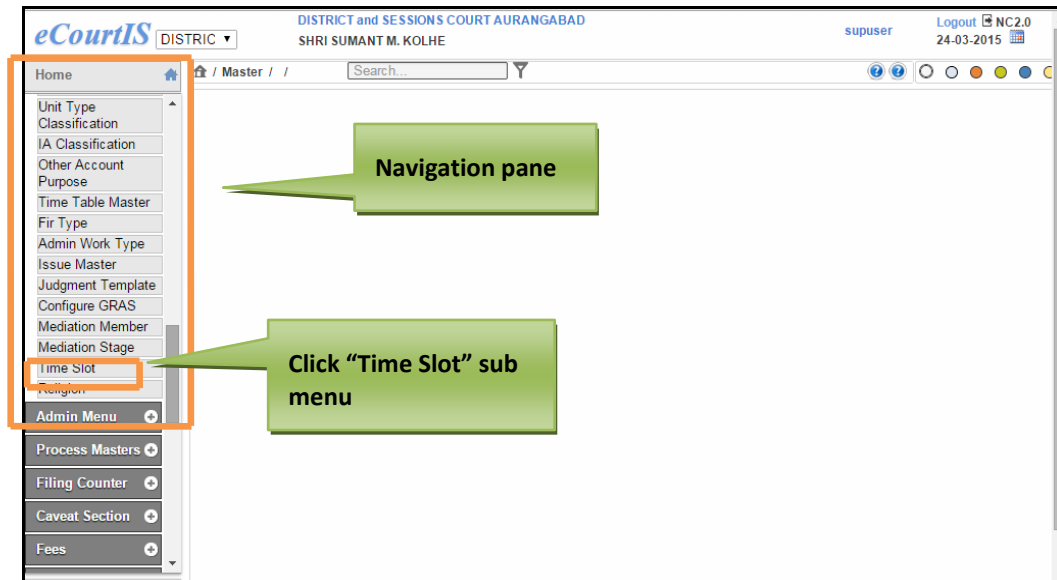


Figure 304: Navigation for "Time Slot (Add)" screen

To access the **Time Slot (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Time Slot** sub menu. (Refer Figure Number 304)
3. When you click **Time Slot** sub menu, the "**Time Slot (Add)**" screen is displayed. (Refer to Figure Number 305)

The screenshot shows the 'Time Slot (Add)' screen. At the top, it says 'Time Slot' and 'Addition successful'. Below this, there are three input fields: '*Time Slot ID:' with the value '2', '*Time Slot:' with the value 'ww', and '*Time Slot Name:' with the value 'zxc'. At the bottom, there is a field for '*LTime Slot नाव:' with the value 'मराठी' and a 'Submit' button. A vertical sidebar on the left contains a 'FOR MENU' button.

Figure 305: Time Slot (Add) screen

Procedure


1. By default the **ID** of the **Time Slot** in the **Time Slot ID** field is displayed.
2. Enter the **Time Slot** in the **Time Slot** field when the case is likely to be heard.
3. Enter a name for the **Time Slot** in the **Time Slot** field.
4. Enter the name for the **Stage** in local language also.
5. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
6. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**

4.58.2 Time Slot (Modify)

This option provides the facility to modify the **Time Slot details** that already exists in the database.

Figure 306: Time Slot (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Time Slot (Modify)** screen is displayed. (Refer to Figure Number 306)
3. Select the **Time Slot** whose details you want to modify from the **Time Slot ID select box**.
4. When you select the **Time Slot ID**, the already existing details are displayed.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields**

4.58.3 Time Slot (Delete)

This option provides the facility to **Delete** or **Undelete** the **Time Slot** that already exists in the database.

Figure 307: Time Slot (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.

2. The **Time Slot (Delete)** screen is displayed. (Refer to Figure Number 307)
3. Select the **Time Slot** whose details you want to modify from the **Time Slot ID select box**.
4. When you select the **Time Slot ID**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Time Slot**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.58.4 Time Slot (Report)

This report lists all the entered **Time Slot**. You can sort each column, copy, save, and print the report.



Figure 308: Time Slot (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Time Slot (Report)** is displayed. (Refer to Figure Number 308)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

4.58.5 Time Slot (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure


1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Time Slot (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.

4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.58.6 Time Slot (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Time Slot (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.59 Religion

4.59.1 Religion (Add)

This option is used to enter the **Religion details**.

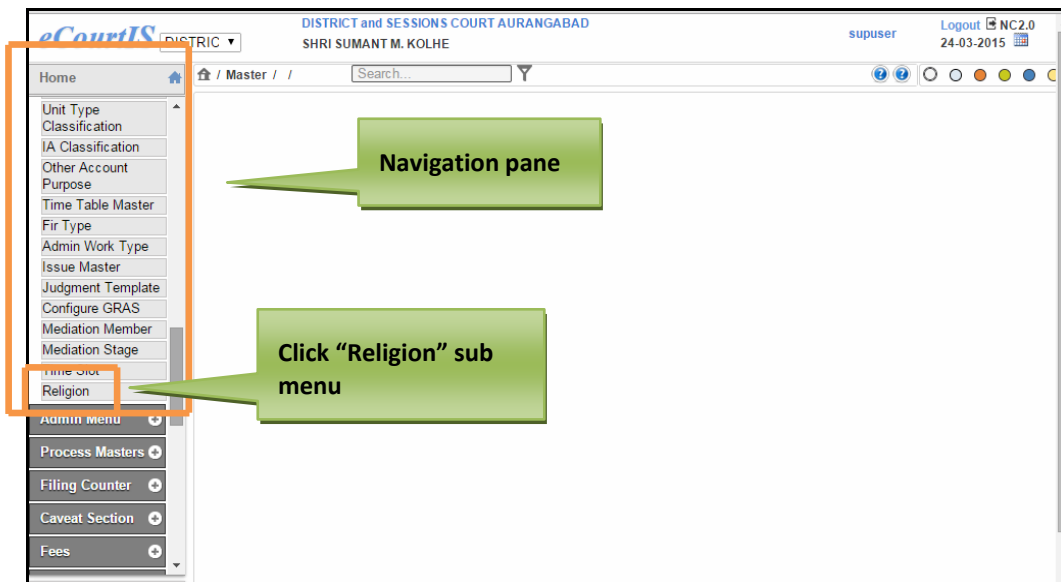


Figure 309: Navigation for "Religion (Add)" screen

To access the **Religion (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Religion** sub menu. (Refer Figure Number 309)
3. When you click **Religion** sub menu, the "**Religion (Add)**" screen is display. (Refer to Figure Number 310)

The screenshot shows a web application window titled 'Supuser Manual'. The breadcrumb navigation is 'Master / Religion / Add'. There is a search bar at the top. The main form is titled 'Religion'. It contains three fields: '*Religion ID:' with the value '6', '*Religion:' with the value 'Hindu', and a field for the local language 'मराठी' with the value 'ती'. A 'Submit' button is located at the bottom right of the form.

Figure 310: Religion (Add) screen

Procedure

1. By default **Religion ID** is displayed in the **Religion ID field**.
2. Enter the **Religion** in the **Religion field**.
3. Enter the **Religion** in local language also.
4. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**


4.59.2 Religion (Modify)

This option provides the facility to modify the **Religion details** that already exists in the database.

The screenshot shows a web application window titled 'Supuser Manual'. The breadcrumb navigation is 'Master / Religion / Modify'. There is a search bar at the top. The main form is titled 'Religion'. It contains three fields: '*Religion ID:' with a dropdown menu showing 'Hindu-1', '*Religion:' with the value 'Hindu', and a field for the local language 'मराठी'. A 'Submit' button is located at the bottom right of the form.

Figure 311: Religion (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Religion (Modify)** screen is displayed. (Refer to Figure Number 311)
3. Select the **Religion** whose details you want to modify from the **Religion ID select box**.
4. When you select the **Religion ID**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

4.59.3 Religion (Delete)

This option provides the facility to **Delete** or **Undelete** the **Religion** details that already exists in the database.

Figure 312: Religion (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The **Religion (Delete)** screen is displayed. (Refer to Figure Number 312)
3. Select the **Religion** whose details you want to modify from the **Religion ID** select box.
4. When you select the **Religion ID**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Religion** details. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, "**Deleted Successfully**".
8. In case of **Undelete** option, the system will display the message, "**Undeleted Successfully**".
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


4.59.4 Religion (Report)

This report lists all the entered **Report**. You can sort each column, copy, save, and print the report.

Religion ID	Religion
1	Hindu
2	Muslim
3	Christian
5	OTHER
6	Hindu 1

Figure 313: Religion (Report)


Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Time Slot (Report)** is displayed. (Refer to Figure Number 313)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.59.5 Religion (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Religion (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.59.6 Religion (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Religion (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.

4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.60 Case Type stage

4.60.1 Case Type Stage (Add)

This option is used to add purpose for the selected case type.

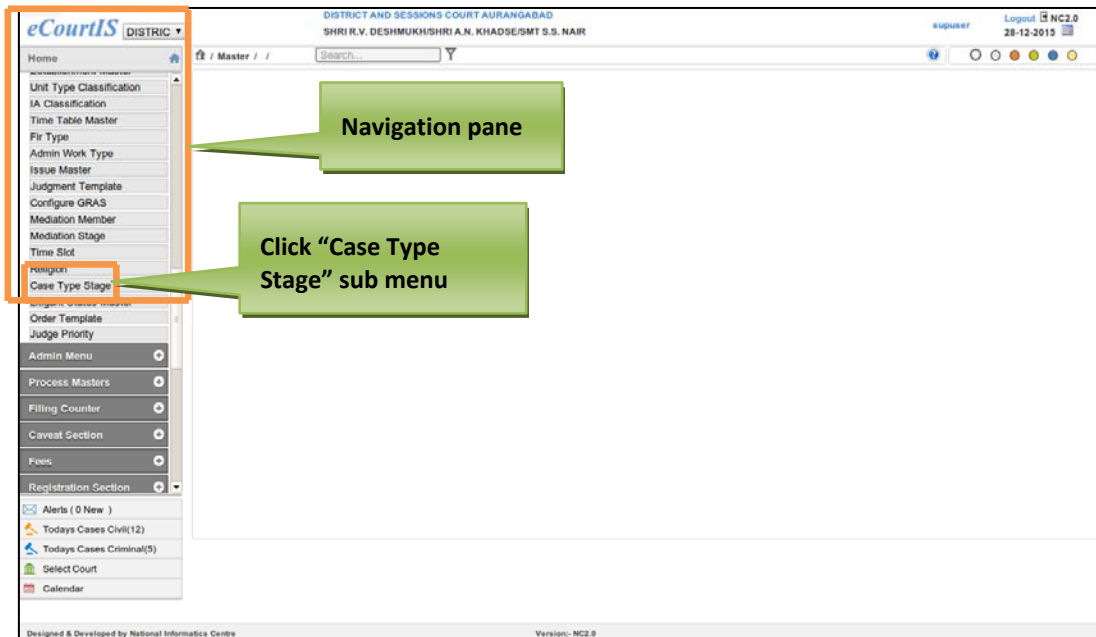
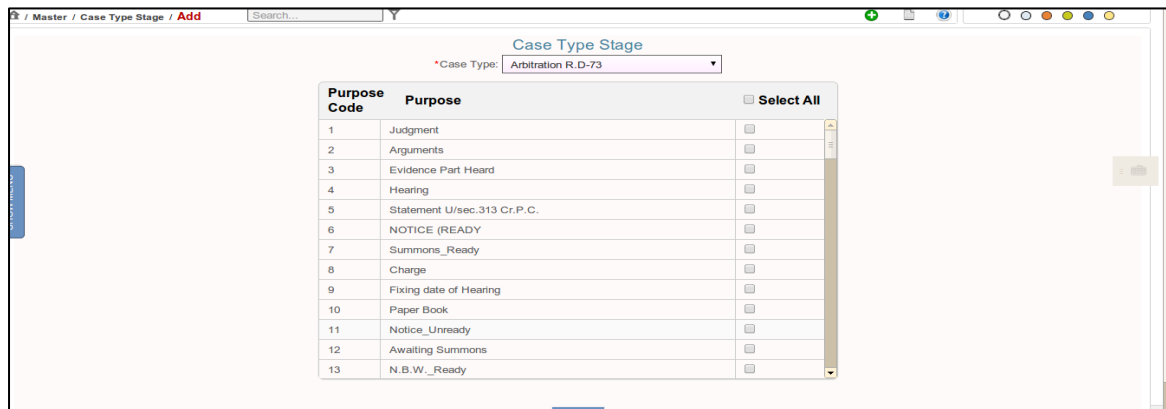


Figure 314: Navigation for Case Type Stage screen

Figure 315: Case Type Stage (Add) screen

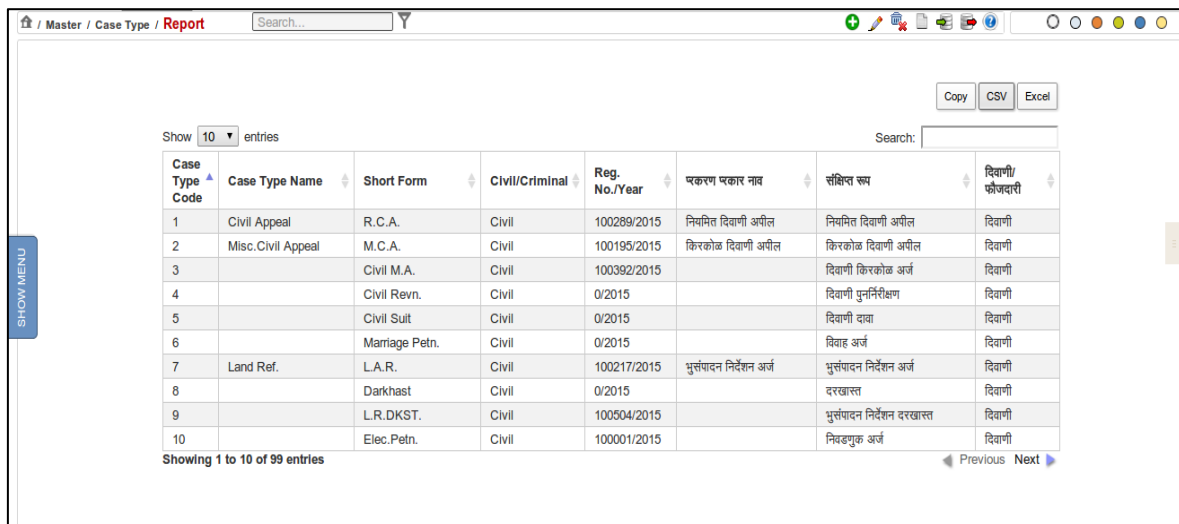


Procedure

1. Case Types are displayed in **Case Type** select box.
2. Select any case Type from select box
3. Purposes are displayed as per purpose code.
4. Choose purpose for selected case type.
5. Select all option also provided for selecting all purposes.
6. Click Submit to save the information into the system. The system will display the message, **“Updated successfully”**.
- 7. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields**

4.60.2 Case Type Stage (Report)

This report lists all selected purposes as per **case type**. You can sort each column,




Case Type Code	Case Type Name	Short Form	Civil/Criminal	Reg. No./Year	पकरण प्रकार नाम	संक्षिप्त रूप	दिवाणी/फौजदारी
1	Civil Appeal	R.C.A.	Civil	100289/2015	नियमित दिवाणी अपील	नियमित दिवाणी अपील	दिवाणी
2	Misc.Civil Appeal	M.C.A.	Civil	100195/2015	किरकोळ दिवाणी अपील	किरकोळ दिवाणी अपील	दिवाणी
3		Civil M.A.	Civil	100392/2015		दिवाणी किरकोळ अर्ज	दिवाणी
4		Civil Revn.	Civil	0/2015		दिवाणी पुनर्निरीक्षण	दिवाणी
5		Civil Suit	Civil	0/2015		दिवाणी दावा	दिवाणी
6		Marriage Petn.	Civil	0/2015		विवाह अर्ज	दिवाणी
7	Land Ref.	L.A.R.	Civil	100217/2015	भुसंपादन निर्देशन अर्ज	भुसंपादन निर्देशन अर्ज	दिवाणी
8		Darkhast	Civil	0/2015		दरखास्त	दिवाणी
9		L.R.DKST.	Civil	100504/2015		भुसंपादन निर्देशन दरखास्त	दिवाणी
10		Elec.Petn.	Civil	100001/2015		निवडणुका अर्ज	दिवाणी

copy, save, and print the report.

Figure 316: Case Type Stage (Report)

Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Case Type Stage (Report)** is displayed. (Refer to Figure Number 316)


3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)

4. Click the hyper link (text in blue) in step 3 to view the Reports features.

4.60.3 Case Type Stage (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type Stage (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\)](#).

4.60.4 Case Type Stage (Export)

The SQL file can be generated using the **Export** option.

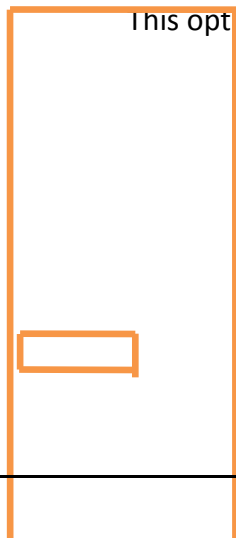
Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Case Type Stage (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

4.61 Litigant Status Master

4.61.1 Litigant Status (Add)

This option is used to enter the Litigant Status description.



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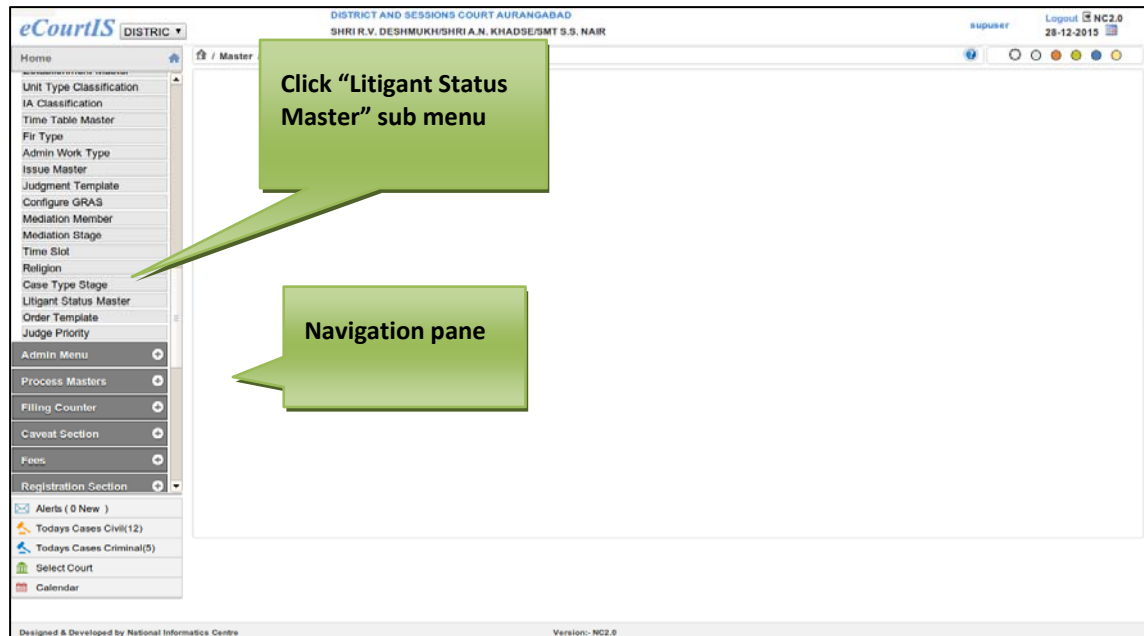


Figure 317: Navigation for "Litigant Status Master" screen

To access the **Litigant Status Master** (Add screen, follow the steps given below:

1. On the Navigation pane, click the Master menu.
2. Then, click Litigant Status Master sub menu. (Refer Figure Number 317)
3. When you click Litigant Status master sub menu, the **"Litigant Status (Add)"** screen is display. (Refer to Figure Number 317)

The screenshot shows the 'Litigant Status (Add)' screen. The title bar indicates the path: 'Master / Litigant Status Master / Add'. The main content area has a search bar at the top. Below it, the title 'Litigant Status' is centered. There are two input fields: '*Litigant Status ID:' with the value '4' and '*Description:' which is empty. A red horizontal line separates these from the '*LDescription:' field, which is also empty. A 'Submit' button is located at the bottom right. The left sidebar shows the 'LITIGANT STATUS' menu item.

Figure 318: Litigant Status (Add) screen

Procedure

1. By default Litigant Status ID is displayed in the Litigant Status ID field.
2. Enter the Description in the Description field.

3. Enter the Litigant Status Description in local language also.
4. Click Submit to save the information into the system. The system will display the message, "Addition Successful".

5. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields

4.61.2 Litigant Status Master (Modify)

This option provides the facility to modify the Litigant Status Description that already exists in the database.

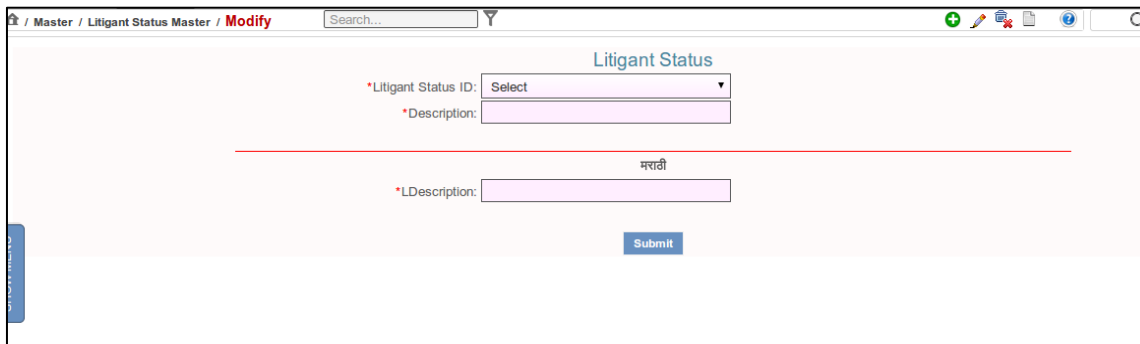



Figure 319: Litigant Status Master (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The Litigant Status (**Modify**) screen is displayed. (Refer to Figure Number 319)
3. Select the Litigant Status description whose details you want to modify from the Litigant Status ID select box.
4. When you select the Litigant Status ID, the system will display the added details.
5. You can now modify or update the added details.
6. Click Submit to save the information into the system. The system will display the message, "**Modification Successful**".


7. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.

4.61.3 Litigant Status (Delete)

This option provides the facility to **Delete** or **Undelete** the Litigant Status description that already exists in the database.

Figure 320: Litigant Status (Delete) screen

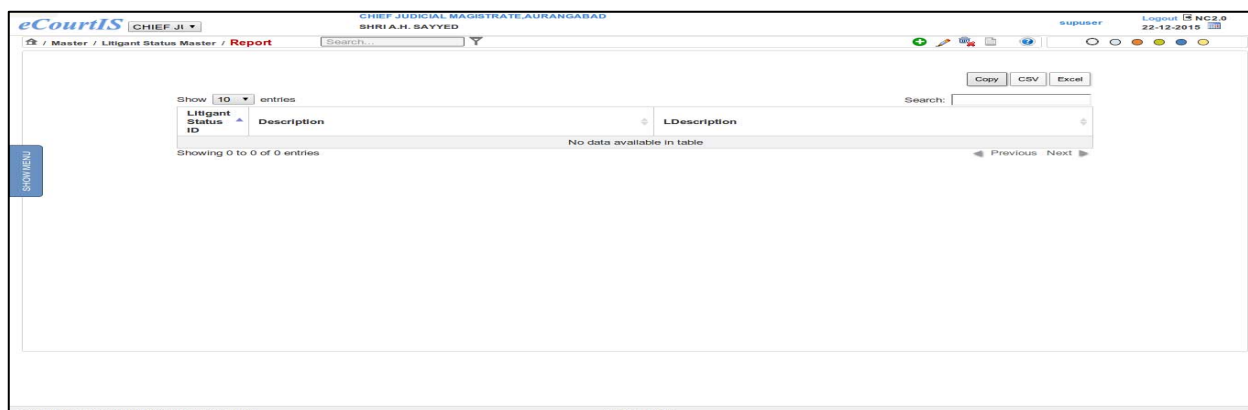
Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The Litigant Status master (Delete) screen is displayed. (Refer to Figure Number 320)
3. Select the Litigant Status whose details you want to modify from the Litigant Status ID select box.
4. When you select the Litigant Status ID, the system will display the added details.
5. Select the Delete button to delete the selected Litigant Status details. The details though deleted will remain in the database. This data can be retrieved using the Undelete button.
6. Select the Undelete button to retrieve the deleted data.
7. In case of Delete option, the system will display the message, “**Deleted Successfully**”.
8. In case of Undelete option, the system will display the message, “**Undeleted Successfully**”.
- 9. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**


4.61.4 Litigant Status (Report)

This report lists all the entered **Report**. You can sort each column, copy, save, and print the report.

Figure 321: Litigant Status (Report)



Procedure

1. Select the **Report** icon  which is located on the upper right corner on the menu bar.
2. The **Litigant Status (Report)** is displayed. (Refer to Figure Number 321)
3. *For features of this option For features of this option For features of this option For features of this option* [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Reports features.

4.62 Order Template

4.62.1 Order Template (Add)

This option provides the facility to add Order Template details

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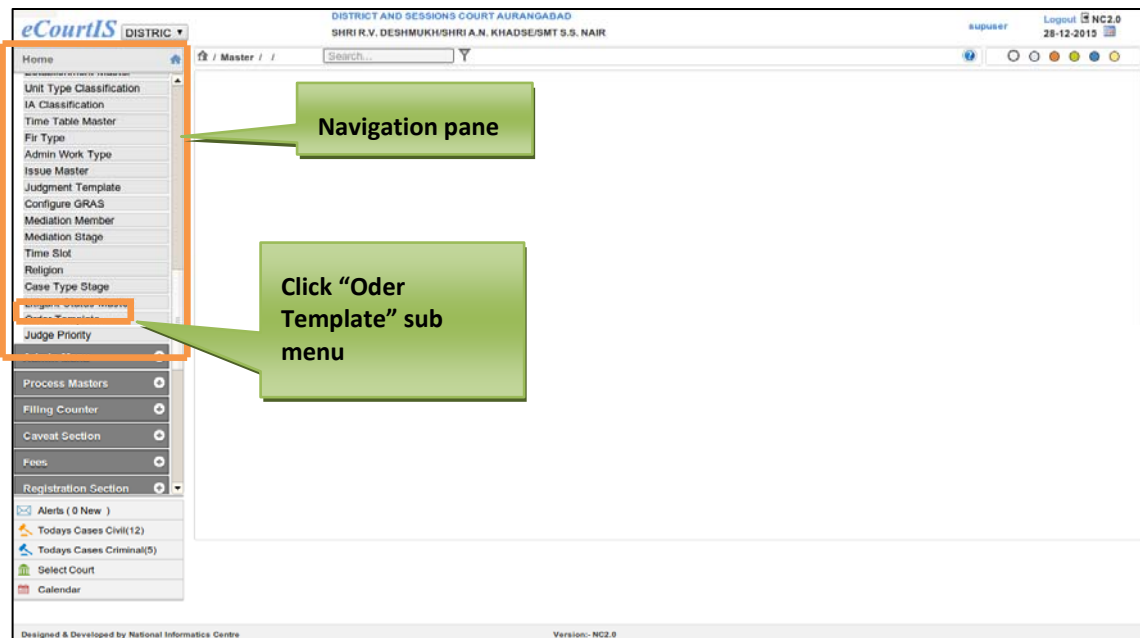


Figure 322: Navigation for "Order Template (Add)" screen

To access the **Order Template (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Master** menu.
2. Then, click **Order Template** sub menu. **(Refer Figure Number 322)**
3. When you click Order Template sub menu, the **"Order Template"** screen is displayed. **(Refer to Figure Number 322)**

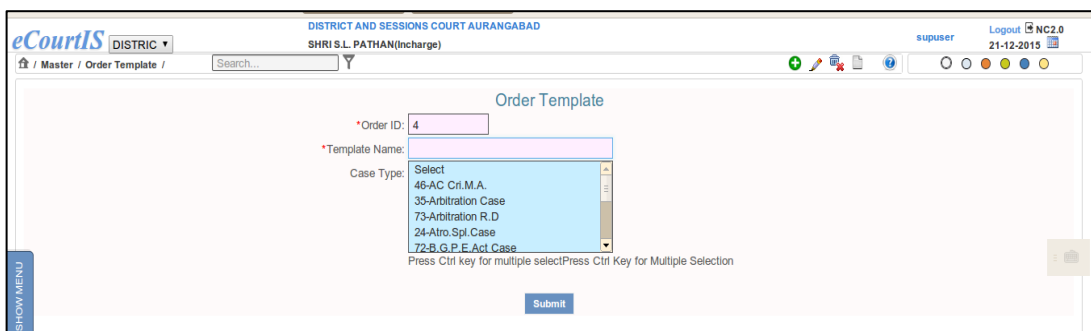


Figure 323: Order Template (Add)

Procedure

1. By default the system will display the Order ID in Order ID **field**. This **Code** is generated automatically.
2. Enter the Template name in the **Template field**.

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3. Select the **Caste Type** from the **Caste Type select box**. You can select more than one caste type using the **control (Ctrl) key and the mouse**. This control key (Ctrl) key is placed on lower left corner of the keyboard.

4. To select **multiple Caste Types**, Press **Ctrl key** and **right Click** on the **Caste Type** that you want to select (**Ctrl + right Click**). Perform both the actions together.

5. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**.

6. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.

4.62.2 Order Template (Modify)

This option provides the facility to modify the Order Template details that already exists in the database.


The screenshot shows the 'eCourtIS' web application interface for modifying an 'Order Template'. The page title is 'CHIEF JUDICIAL MAGISTRATE, AURANGABAD' and the user is logged in as 'supuser' on '22-12-2015'. The breadcrumb trail is 'Master / Order Template /'. The form contains the following fields:

- *Order ID:** A dropdown menu currently showing 'Template-1'.
- *Template Name:** A text input field containing 'Template'.
- Case Type:** A dropdown menu with a list of case types: 'Select', '45-AC Cri.M.A.', '35-Arbitration Case', '73-Arbitration R.D', '24-Atro Spl. Case', and '72-B.O.P.E Act Case'. The '72-B.O.P.E Act Case' option is currently selected.

Below the dropdowns, there is a small instruction: 'Press Ctrl key for multiple select Press Ctrl Key for Multiple Selection'. At the bottom of the form is a blue 'Submit' button. The footer of the page states 'Designed & Developed by National Informatics Centre' and 'Version:- NC2.0'.

Figure 324: Order Template (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Order Template (Modify)** screen is displayed. (Refer Figure Number 118)
3. Select the Order ID from the Order ID field.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click Submit to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.62.3 Order Template (Delete)

This option provides the facility to **Delete** or **Undelete** the **Order Template** details that already exists in the database.

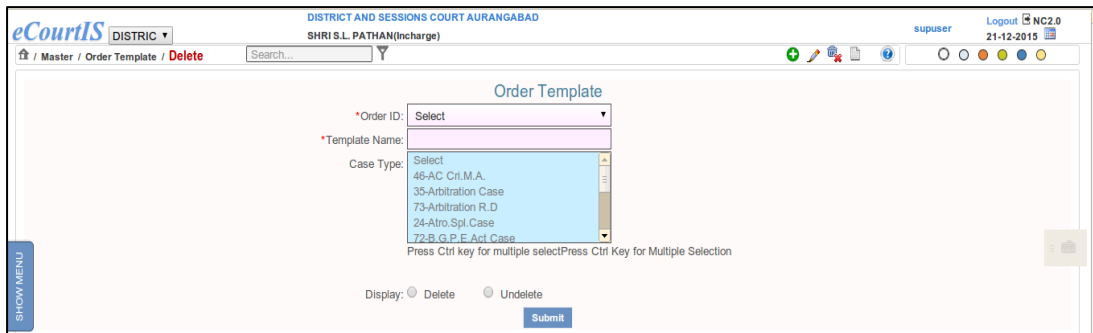



Figure 325: Order Template (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Order Template (Delete)** screen is displayed. (Refer Figure Number 325)

3. Select the **Order Template** that you want to delete or undelete from the **Order ID select box**.

4. The system will display the details that already exist in the database.

5. Select the **Delete** button to delete the selected **Order Template**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.

6. Select the **Undelete** button to retrieve the deleted.

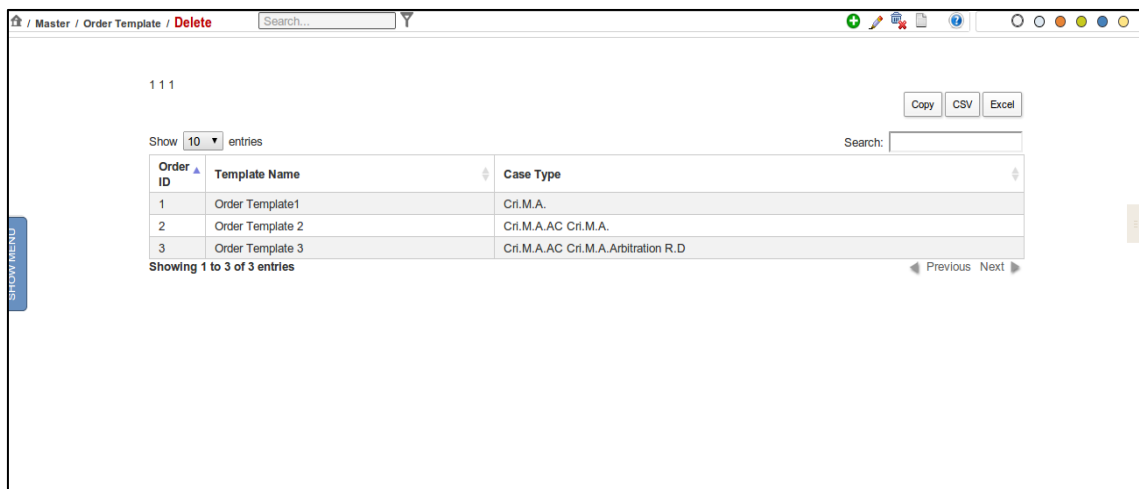
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.

8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.

9. The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

4.62.4 Order Template (Report)


This report provides the facility to view the list of **Order Template** details. You can sort each column, copy, save, and print the report.



Order ID	Template Name	Case Type
1	Order Template1	Cri.M.A.
2	Order Template 2	Cri.M.A.AC Cri.M.A.
3	Order Template 3	Cri.M.A.AC Cri.M.A.Arbitration R.D

Figure 326: Register (Report)

Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Order Template (Report)** is displayed. (Refer to Figure Number 326)
3. **For features of this option For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

Judge Priority


4.62.5 Judge Priority (Modify)

This option is used to set the priorities of the judges according to the hierarchy. The judge names will be displayed as per the priority set.

Judge Name	Judge Designation	Judge Priority
SHRI S.L. PATHAN	District Judge-1 and Addl. Sessions Judge, Abad.	0
SHRI S.G. SHETE	District Judge-2 and Addl. Sessions Judge, Abad.	0
SHRI U.L. TELGAONKAR	District Judge-3 and Addl. Sessions Judge, Abad.	0
SHRI S.S. GOSAVI	District Judge-4 and Addl. Sessions Judge, Abad.	0
SHRI P.S. SHINDE	District Judge-5 and Addl. Sessions Judge, Abad.	0
SHRI R.R. KAKANI	District Judge-6 and Addl. Sessions Judge, Abad.	0
SMT S.S. NAIR	District Judge-7 and Asst. Sessions Judge Abad.	0
SHRI J.N. RAJE	District Judge-8 and Addl. Sessions Judge, Abad.	0
SHRI S.A. UPADHYE	Adhoc District Judge 1 Asst. Sessions Judge Abad.	0
SHRI D.K. ANBHULE	Adhoc District Judge-2 Asst. Sessions Judge Abad.	0
	Adhoc District Judge-3 Asst. Sessions Judge	

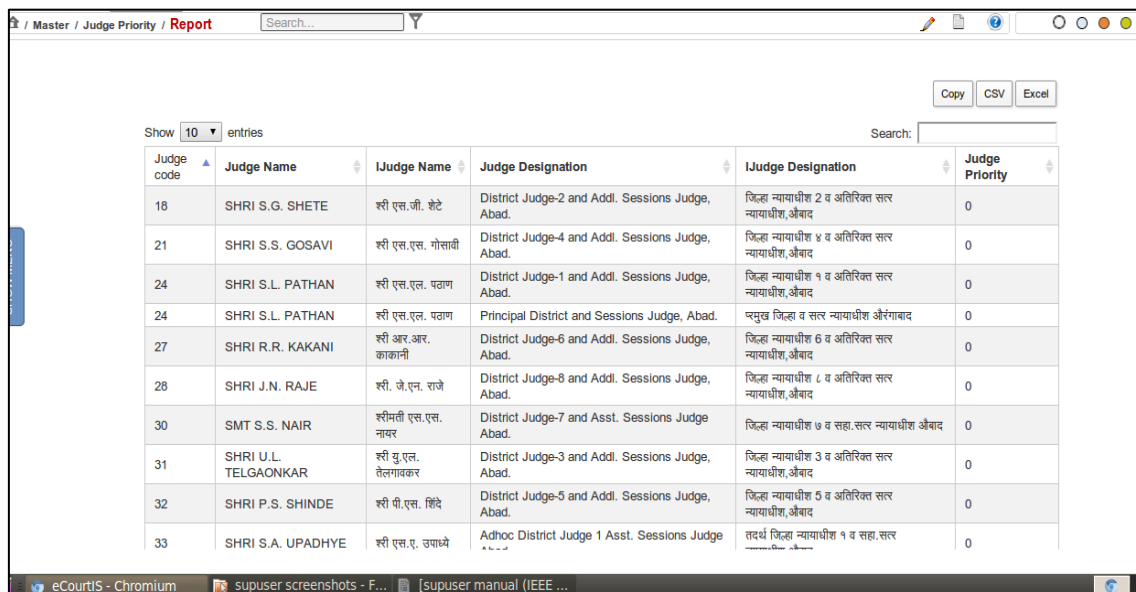
Figure 327: Judge Priority (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
 2. The Judge Priority (Modify) screen is displayed. (Refer Figure Number 327)
 3. Set the priority of the judges according to the hierarchy
 4. The system displays the judge names and the description.
 5. You can now add or update the priority.
 6. Click Submit to save the information into the system. The system will display the message, **"Modification Successful"**.
- 7. The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

4.62.6 Judge Priority (Report)


This option is used to display the priorities of the judges according to the hierarchy. The judge names will be displayed as per the priority set.



Judge code	Judge Name	I Judge Name	Judge Designation	I Judge Designation	Judge Priority
18	SHRI S.G. SHETE	श्री एस.जी. शेते	District Judge-2 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 2 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
21	SHRI S.S. GOSAVI	श्री एस.एस. गोसावी	District Judge-4 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 4 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
24	SHRI S.L. PATHAN	श्री एस.एल. पठान	District Judge-1 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 1 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
24	SHRI S.L. PATHAN	श्री एस.एल. पठान	Principal District and Sessions Judge, Abad.	प्रमुख जिल्हा व सत्र न्यायाधीश औरंगाबाद	0
27	SHRI R.R. KAKANI	श्री आर.आर. काकानी	District Judge-6 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 6 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
28	SHRI J.N. RAJE	श्री जे.एन. राजे	District Judge-8 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 8 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
30	SMT S.S. NAIR	श्रीमती एस.एस. नायर	District Judge-7 and Asst. Sessions Judge Abad.	जिल्हा न्यायाधीश 7 व सहा. सत्र न्यायाधीश औबाद	0
31	SHRI U.L. TELGAONKAR	श्री यु.एल. तेलगावकर	District Judge-3 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 3 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
32	SHRI P.S. SHINDE	श्री पी.एस. शिंदे	District Judge-5 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 5 व अतिरिक्त सत्र न्यायाधीश, औबाद	0
33	SHRI S.A. UPADHYE	श्री एस.ए. उपाध्ये	Adhoc District Judge 1 Asst. Sessions Judge	तदर्थ जिल्हा न्यायाधीश 1 व सहा. सत्र न्यायाधीश	0

Figure 328: Judge Priority (Report)

Procedure

1. Select the **Report** icon  which is located at the upper right corner on the menu bar.
2. The **Judge Priority (Report)** is displayed. (Refer to Figure Number 328)
3. **For features of this option For features of this option** [Please Refer to the Procedure of Section 4.2.4 \(Case Type Report\)](#)
4. Click the hyperlink (text in blue) in step 3 to view the Report features.

5 Process Masters

The **Process Master** module includes the following:

1. Bailiff Master
2. Other Process Messenger
3. Process Area Master
4. Tag Bailiff, Area
5. Unserved Process Reason

5.1 Bailiff Master

A **Bailiff** is a legal officer to whom some degree of authority or jurisdiction is given. In Bailiff Master you can add all the information pertaining to **Bailiff**.

5.1.1 Bailiff Master (Add)

This option provides the facility to add **Bailiff** details.

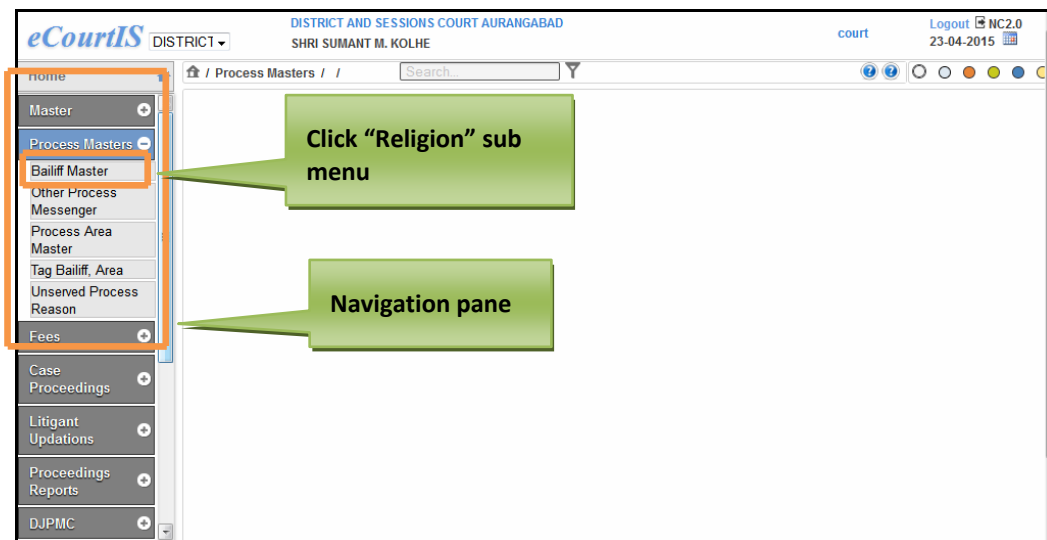


Figure 329: Navigation for "Bailiff (Add)" screen

To access **Bailiff Master (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Process Masters** menu.
2. Then, click the **Bailiff Master** sub menu. (Refer Figure Number 329)
3. When you click **Bailiff Master** sub menu, the **Bailiff Master (Add)** screen is displayed.

4. In this screen the **Bailiff Code** is displayed. This **Bailiff Code** is auto generated. (Refer to **Figure Number 330**)

The screenshot shows the 'Bailiff Master / Add' screen in the eCourtIS application. The header includes the application name, district (Aurangabad), and user information (SHRI SUMANT M. KOLHE). The form is divided into two main sections. The left section contains fields for personal and official details: Bailiff Code (1), Gender (Male), Date of Birth (23-04-1978), Office Address (Aurangabad), District (Aurangabad-19), Town (Select), Taluka (Aurangabad-5), Email (as@yahoo.com), Qualification, and Religion/Caste (Hindu/NT-6). The right section contains fields for residence and contact information: Bailiff Name (Ramchandra Naik), Address of Residence (Aurangabad), Area Assigned, Ward (Select), Village (-80759), Mobile No. (1234567891), Phone No., Mother Tongue, and Date of Joining Service (14-03-2012). At the bottom, there are two yellow-highlighted fields for the Bailiff's name in Marathi (बैलिफ: लिल) and their address in Marathi (निवासस्थानाचा पत्ता: थानाचा). A Submit button is located at the bottom right.

Figure 330: Bailiff (Add) screen

Procedure

To add the **Bailiff** details follow the steps given below:

1. By default, the **Bailiff Code** is displayed in the **Bailiff Code** field.
2. Enter the **Name** of the **Bailiff** in the **Bailiff** field.
3. Select the **gender** of the Bailiff from the **Gender** select box.
4. Select the **Date of Birth** of the **Bailiff** with the help of calendar control.
5. Enter the Residence **Address** in the **Address of Residence** field.
6. Enter the **Official** address of the **Bailiff** in the **Official Address** field.
7. Enter the **Area Assigned** to the **Bailiff** in the **Area Assigned** field.
8. Select the **District** from the **District** select box.
9. Select the **Town** from the **Town** select box.
10. Select the **Taluka** from the **Taluka** select box.
11. Select the **Ward** from the **Ward** select box.
12. Select the **Village** from the **Village** select box.
13. Enter **e-mail address** of the Bailiff in the **Email** field.
14. Enter **Mobile Number** of the Bailiff in the **Mobile Number** field.
15. Enter the **Phone Number** of the Bailiff in the **Phone Number** field.

16. Enter **Qualification** of the Bailiff in the **Qualification field**.
17. Enter **Mother tongue** of the Bailiff in the **Mother Tongue field**.
18. Select the **Religion/Caste** from the **Religion/Caste select box**.
19. Select the **Date of Joining Service** with the help of calendar control.
20. You can enter the **Name of the Bailiff, Address of Residence, and Official Address** in local language also.
21. Click **Submit** to save the data into the system. The system will display the message, **"Addition Successful"**
22. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

5.1.2 Bailiff Master (Report)

This option provides the facility to view the **list of Bailiffs**.

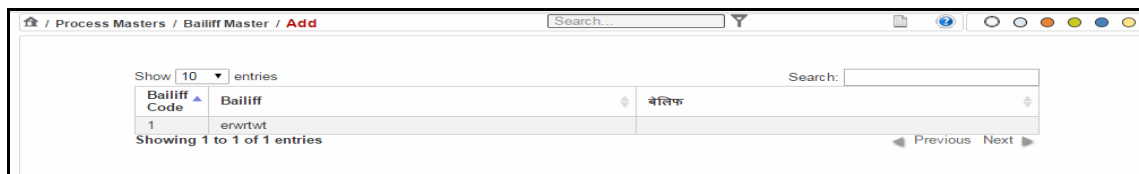
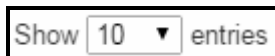


Figure 331: Bailiff Master (Report)


Procedure

To view the **Bailiff Master (Report)** follow the steps given below:

1. Click the **Report icon** which is located on the upper right corner on the menu bar.
2. The **Bailiff Master (Report)** is displayed. (Refer to Figure Number 331)
3. Select the number of entries you want to view from **Show Entries** select box.



4. **Search box:** If you want to search a specific **Bailiff**, then enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Bailiff details** in the report. The **Search box** is located at the top right corner of the table, which includes all the lists of **Bailiff** existing in the database.
5. The **Report** screen should display in a table format with the details given below:
 - **Bailiff Code**
 - **Bailiff Name**
 - **Bailiff in local language**
6. You can sort the details of each column of the report. To sort, Click the arrow buttons placed towards the upper right corner of each column. You can sort the details in ascending and descending order.

7. **For example**, to sort **Bailiff Code** column, Click the arrow ▴ to sort the details of the column.
8. Click **upper arrow** ▴ to sort the **Bailiff Code** in **ascending order** and **lower arrow** ▾ for **descending order**.
9. Click **Previous** ◀ Previous Next ▶ to view the previous page and **Next** to view the next page.
10. You can view  the **Bailiff (Report)** in pdf and xls format also.

5.2 Other Process Messenger

5.2.1 Process Messenger (Add)

This option provides the facility to add a **Process Messenger**.

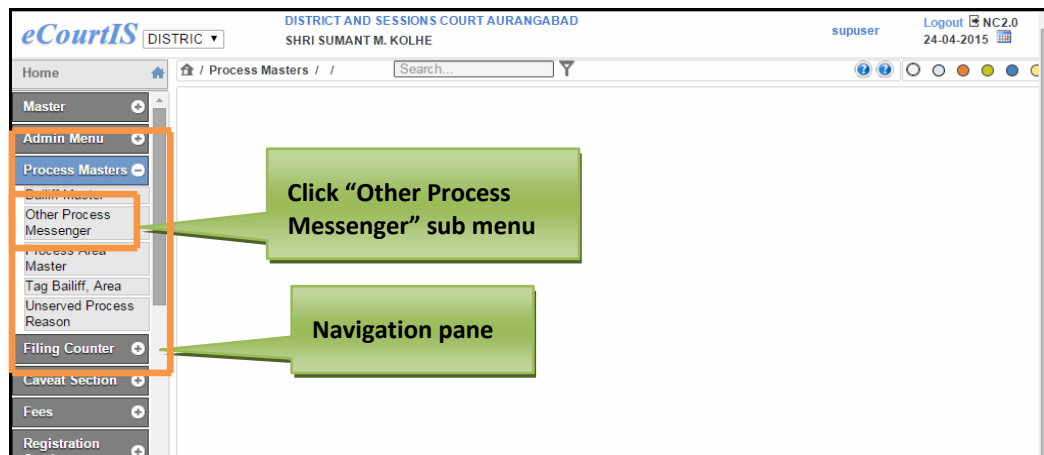


Figure 332: Navigation for "Process Messenger (Add)" screen

To access **Process Messenger (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Process Masters** menu.
2. Then, click the **Process Messenger** sub menu. (Refer Figure Number 332)
3. When you click **Process Messenger** sub menu, the **Process Messenger (Add)** screen is displayed.
4. In this screen the **Process Messenger Code** is displayed. (Refer to Figure Number 333)

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The screenshot displays the 'Process Messenger (Add)' screen. The form includes the following fields:

- *Process Messenger Code: 1
- *Process Messenger: fsdfs
- Contact Address: asd hjk yrtr
- Contact Person: (empty)
- Mobile No.: (empty)
- Phone No.: (empty)
- Email: (empty)

Below a red horizontal line, there is a section for local language input (मराठी):

- आदेशिका दूत: देशिका
- संपर्क व्यक्ती: फिल
- LContact Address: (empty)

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

Figure 333: Process Messenger (Add) screen

Procedure


1. By default **Process Messenger Code** is displayed.
2. Enter a name for the Process Messenger in the **Process Messenger** field.
3. Enter the address in the **Contact Address** field.
4. Enter the name of the contact person in the **Contact Person** field.
5. Enter the mobile number of the messenger in the **Mobile No.** field.
6. Enter the phone number in the **Phone Number** field.
7. Enter the email in the **Email** field.
8. You can also enter the name of **Process Messenger**, **Contact Person**, and **Contact Address** in local language also.
9. Click **Submit** to save the data into the system. The system will display the message, **"Addition Successful"**
10. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

5.2.2 Process Messenger (Modify)

This feature provides the facility to **update or modify** the **Process Messenger** details already existing in the system.

Figure 334: Process Messenger (Modify)

Procedure:

1. Click the **Edit** icon  which is located at the upper right corner of the menu bar.
2. The **Process Messenger (Modify)** screen is displayed. (Refer to Figure Number 334)
3. Select the **Process Messenger Code** whose details you want to modify from the **Process Messenger Code select box**.
4. When you select the **Process Messenger Code**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields**


5.2.3 Process Messenger (Delete)

This option provides the facility to **Delete** or **Undelete** the **Process Messenger** that already exists in the database.

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Figure 335: Process Messenger (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The Process Messenger (**Delete**) screen is displayed. (Refer to Figure Number 335)
3. Select the **Process Messenger Code** whose details you want to modify from the **Process Messenger Code** select box.
4. When you select the **Process Messenger Code**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Process Messenger** details. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**










5.2.4 Process Messenger (Report)

Process Messenger Code	Process Messenger	LProcess Messenger
1	pro	
2	Arya	संपर्क
3	fghfgh	
4	sdf	
5	hhh	संपर्क:संपर्क
6	courier	संपर्क:संपर्क:संपर्क
7		संपर्क व्यक्ति

Figure 336: Process Messenger (Report) screen

Procedure


To view the **Process Messenger (Report)**, follow the steps given below:

1. Click the **Report icon**  located at the upper right corner on the menu bar.
2. The **Process Messenger Report** is displayed. (Refer to Figure Number 336)
3. Select the number of entries you want to view from **Show Entries** select box.

4. **Search box:** If you want to search a specific Bailiff, then enter a part of the name or the whole name as search criteria in the  **Search box**. The system will search using the search criteria and display the **Bailiff details** in the report. The **Search box** is located at the top right corner of the table, which includes all the lists of **Bailiff** existing in the database.
5. The **Report** screen should display in a table format with the details given below:
 - **Process Messenger Code**
 - **Process Messenger**
 - **LProcess Messenger**
6. You can sort the details of each column of the report. To sort, Click the arrow buttons  placed at the upper right corner of each column. You can sort the details in ascending and descending order.
For example, to sort **Bailiff Code** column, Click the arrow  to sort the details of the column
7. Click **upper arrow**  to sort the **Bailiff Code** in **ascending order** and **lower arrow** for **descending order**.
8. Click **upper arrow**  to sort the **Bailiff Code** in **ascending order** and **lower arrow** for **descending order**. (Refer to Figure given below)
9. Click **Previous**  to view the previous page and **Next** to view the next page.
10. You can view  the **Bailiff (Report)** in pdf and xls format also.

5.2.5 Process Messenger (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Process Messenger (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

5.2.6 Process Messenger (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Process Messenger (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

5.3 Process Area Master

5.3.1 Process Area (Add)

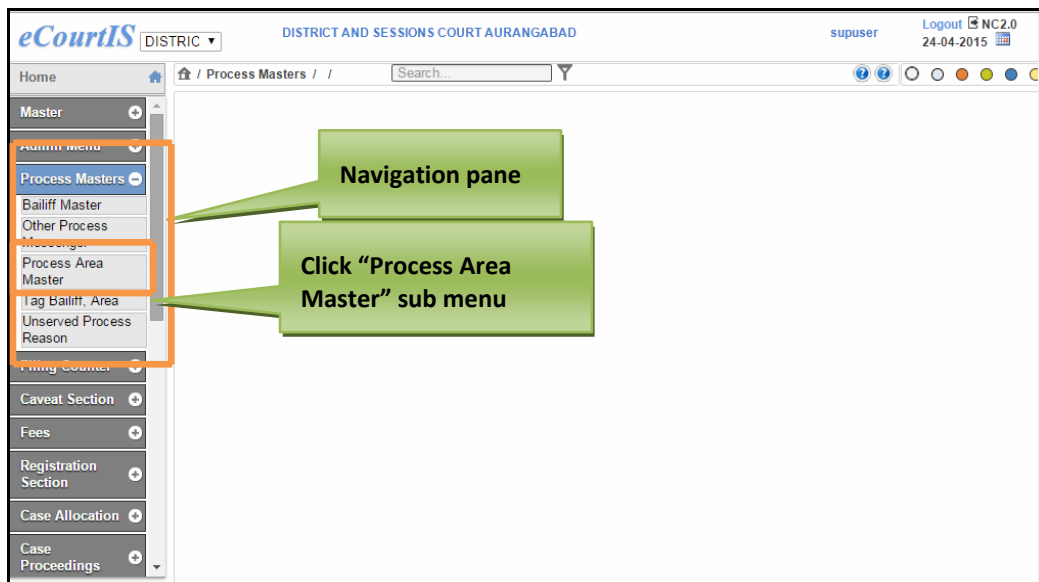


Figure 337: Navigation for "Area" screen

To access **Area (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Process Masters** menu.
2. Click the **Process Area Master** sub menu. (Refer Figure Number 337)
3. When you click **Process Area Master** sub menu, the **Area (Add)** screen is displayed. (Refer Figure Number 338)

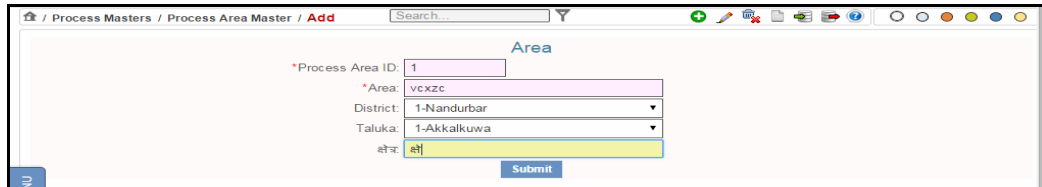


Figure 338: Area (Add) screen

Procedure

1. By default the system will display the **Process Area ID**.
2. Enter the area name in **Area** field.
3. Select the District from the **District** field.
4. Select the Taluka from the **Taluka** field
5. You can enter the area name in local language also.
6. Click **Submit** to save the data into the system. The system will display the message, **"Addition Successful"**
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

5.3.2 Process Area (Modify)

This feature provides the facility to **update or modify** the **Process Area** details already existing in the system.

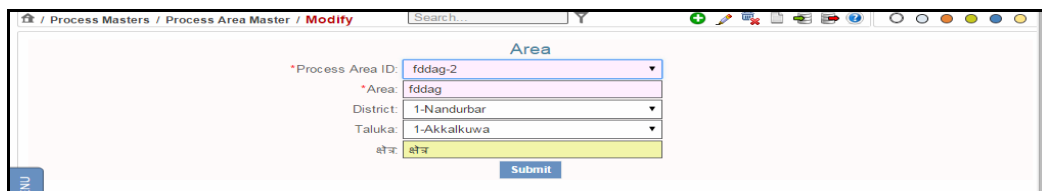



Figure 339: Process Area (Modify)

Procedure:

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Area (Modify)** screen is displayed. (Refer to Figure Number 339)
3. Select the **Process Area** whose details you want to modify from the **Process Area ID** select box.


4. When you select the **Process Area ID**, the system will display the added details.
5. You can now modify or update the added details.
6. Click **Submit** to save the information into the system. The system will display the message, **"Modification Successful"**.
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**

5.3.3 Process Area (Delete)

This option provides the facility to **Delete** or **Undelete** the **Process Messenger** that already exists in the database.

Figure 340: Process Area (Delete) screen




Procedure

1. Click **Delete** icon  which is located at the upper right corner of the menu bar.
2. The **Process Area (Delete)** screen is displayed. (Refer to Figure Number 340)
3. Select the **Process Area** whose details you want to delete or undelete from the **Process Area ID** select box.
4. When you select the **Process Area ID**, the system will display the added details.
5. Select the **Delete** button to delete the selected **Process Area**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** button.
6. Select the **Undelete** button to retrieve the deleted data.
7. In case of **Delete** option, the system will display the message, **"Deleted Successfully"**.
8. In case of **Undelete** option, the system will display the message, **"Undeleted Successfully"**.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**

5.3.4 Process Area (Report)

Figure 341: Process Area Report

Procedure

1. Click the **Report icon**  which is located at the upper right corner of the menu bar.
2. The **Process Area Report** is displayed. (Refer to Figure Number 341)
3. Select the number of entries from the **Show Entries**  select box.
4. **Show Entries select box:** The **Show Entries**  select box **provides the facility to view 10, 25, 50, and 100** numbers of entries. The system will display the number of entries you select from the select box. (Refer to Figure Number 342)

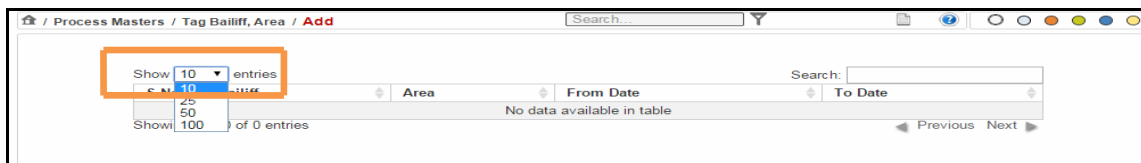







Figure 342: "Show Entries" select box

5. **Search box:** If you want to search a specific **Process Area**, then enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Process Area details** in the report.
6. The **Search box**  is located above the table at the top right corner of the **Other Process Messenger Report**.
7. The **Report** will display the details given below:
 - Process Area ID
 - Area
 - Area (in local language)
8. To sort the list according to the alphabetical list, Click the arrow  to sort the details of the column.
9. Click **upper arrow**  to sort the **Process Area ID** in **ascending order** and **lower arrow** for **descending order**. (Refer to Figure given below)
10. Click **Previous** to view the previous page and **Next** to view the next page.
11. You can view  the **Process Area Master (Report)** in pdf and xls format also.

5.3.5 Process Area (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Process Area (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

5.3.6 Process Area (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Process Area (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

5.4 Tag Bailiff, Area

5.4.1 Tag Bailiff, Area (Add)

This option provides the facility to assign a **Process Area** to a **Bailiff** from the selected date. You can choose more than one Process Area by using Ctrl key (on the keyboard).

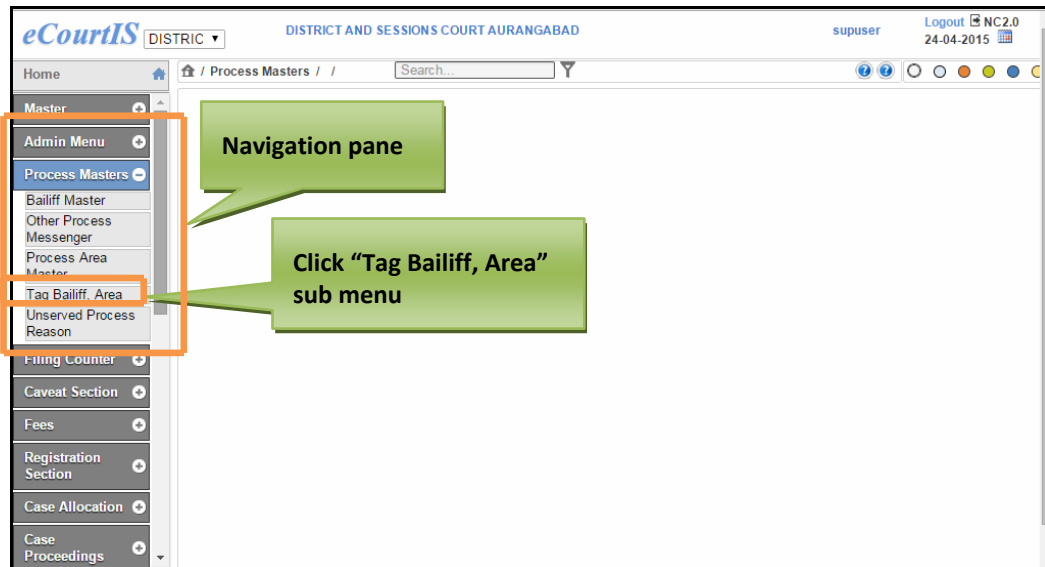


Figure 343: Navigation for "Bailiff Area (Add)" screen

To access **Bailiff Area (Add)** screen to tag a Bailiff and Area, follow the steps given below:

1. On the Navigation pane, click the **Process Masters** menu.
2. Then, click the **Tag Bailiff Area Master** sub menu. **(Refer Figure Number 343)**
3. When you click **Process Area** sub menu, the **Bailiff Area (Add)** screen is displayed. **(Refer Figure Number 344)**

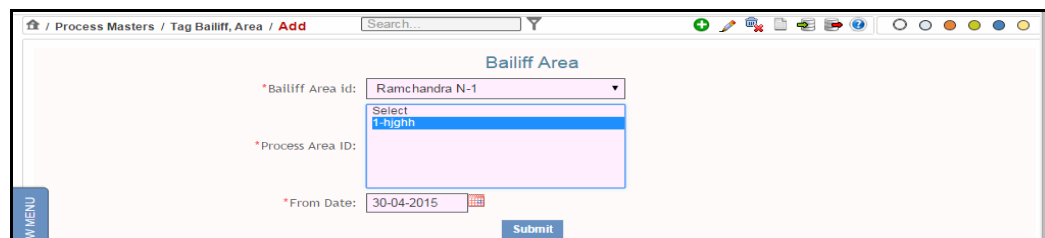


Figure 344: Bailiff Area (Add) screen

Procedure


1. Select the Bailiff Area that you want to tag from the **Bailiff Area ID** select box.
2. Select the **Process Area** from the **Process Area ID** select box. To select more than one **Process Area**, Press Ctrl+Click. Perform both the actions together.
3. Select the **From Date** from the calendar control.
4. Click **Submit** to save the data into the system. The system will display the message, **"Addition Successful"**
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

5.4.2 Tag Bailiff, Area (Modify)

This option provides the facility to modify the **Tag Bailiff Area** that already exists in the database.

Figure 345: Bailiff Area (Modify) screen

Procedure


1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Bailiff Area (Modify)** screen is displayed. (Refer Figure Number 345)
3. Select the **Bailiff Area** from the **Bailiff Area ID** select box.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, “**Modification Successful**”.
7. **The mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

5.4.3 Tag Bailiff, Area (Delete)

This option provides the facility to **Delete** or **Undelete** the **Tag Bailiff Area** details that already exists in the database.

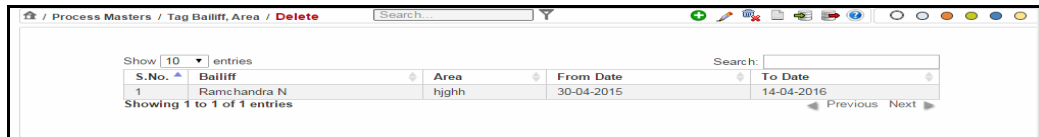
Figure 346: Bailiff Area (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.
2. The **Bailiff Area (Delete)** screen is displayed. (Refer to Figure Number 346)
3. Select the **Bailiff Area ID** that you want to delete or undelete from the **Bailiff Area ID select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to delete the selected **Bailiff Area**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “Deleted Successfully”.
8. In case of **Undelete** option, the system will display the message, “Undeleted Successfully”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**

5.4.4 Tag Bailiff, Area (Report)


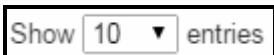


With the “**Tag Bailiff, Area**” report you can view the list which displays the **Areas** assigned to the **Bailiffs for a time period**.









S.No.	Bailiff	Area	From Date	To Date
1	Ramchandra N	hghh	30-04-2015	14-04-2016

Figure 347: Tag Bailiff, Area (Report)

Procedure


1. Click the **Report icon**  which is located at the upper right corner of the menu bar.
2. Select the number of entries from the **Show Entries**  select box.
3. **Search box:** If you want to search a specific **Bailiff**, then enter a part of the name or the whole name as search criteria in the  **Search box**. The system will search using the search criteria and display the **details of the Bailiff** in the report.
4. The **Search box**  is located above the table at the top right corner of the **Report**.
5. The **Report** will display the details given below:

- Serial Number (S. No)
 - Bailiff
 - Area
 - From Date
 - To Date
6. To sort the list according to the alphabetical list, Click the arrow  to sort the details of the column. You can Sort the details of every column using these arrows.
 7. Click **upper arrow**  to sort the **Bailiff** in **ascending order** and **lower arrow** for **descending order**. (Refer to Figure given below)
 8. The **S. No** column can be sorted according to alphabetical order. To sort the list according to the alphabetical list, click the arrow . (Refer to the Figure given below)
 9. Click **upper arrow**  to sort the **S. No** in **ascending order** and **lower arrow** for **descending order**.
 10. Similarly, you can sort the contents of all the columns.
 11. Click **Previous**  to view the previous page and **Next** to view the next page.
 12. You can view  the **Report** in pdf and xls format also.

5.4.5 Tag Bailiff, Area (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.

Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Tag Bailiff, Area (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. *For features of this option* [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

5.4.6 Tag Bailiff, Area (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.

2. The **Tag Bailiff, Area (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. *For features of this option* [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

5.5 Unserved Process

5.5.1 Unserved Process (Add)

This option provides the facility to add an **Unserved Process**.

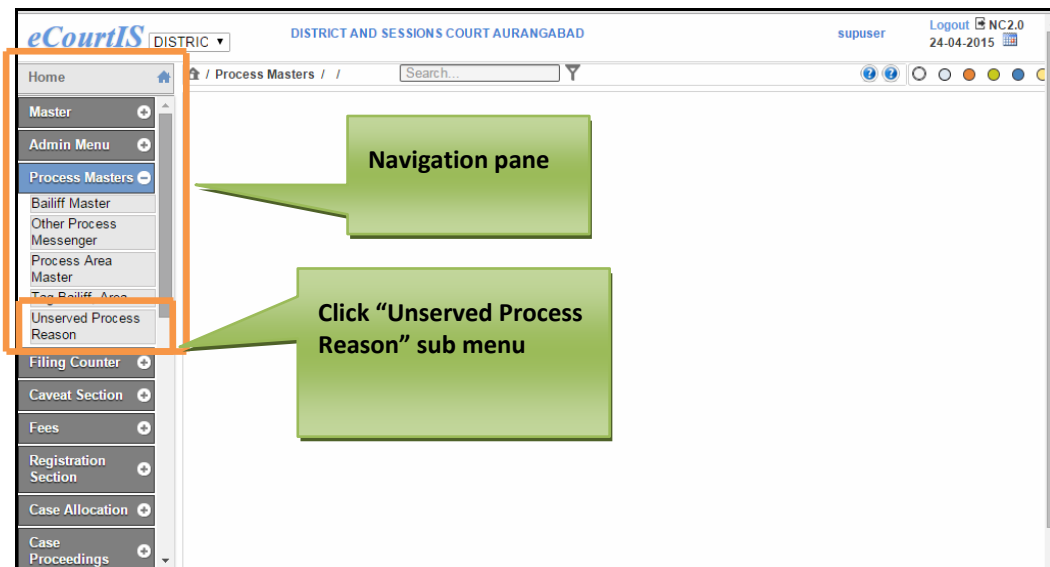


Figure 348: Navigation for "Unserved Process (Add)" screen

To access **Unserved Process (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Process Masters** menu.
2. Then, click the **Unserved Process Reason** sub menu. (Refer Figure Number 348)
3. When you click **Unserved Process Reason** sub menu, the **Unserved Process Reason (Add)** screen is displayed. (Refer Figure Number 334)

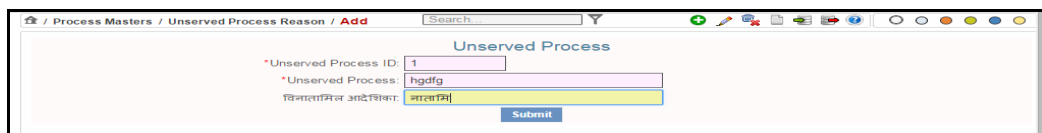


Figure 349: Unserved Process (Add) screen

Procedure

1. By default, **Unservd Process ID** is displayed in the **Unservd Process ID** field.
2. Enter a name for the Unservd Process in the **Unservd Process** field.
3. You can enter the name for **Unservd Process** in local language also.
4. Click **Submit** to save the data into the system. The system will display the message, "Addition Successful"
5. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

5.5.2 Unservd Process (Modify)

This option provides the facility to modify the **Unservd Process** details that already exists in the database.

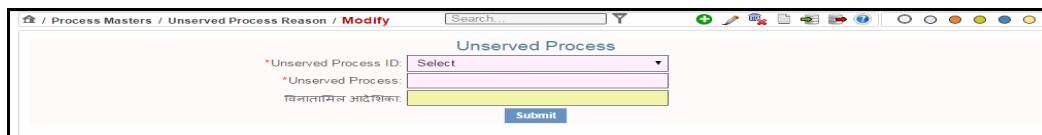



Figure 350: Unservd Process (Modify) screen

Procedure

1. Click the **Edit** icon  which is located at the upper right corner on the menu bar.
2. The **Unservd Process (Modify)** screen is displayed. (Refer Figure Number 350)
3. Select the **Unservd Process** from the **Unservd Process ID** select box.
4. The system will display details that already exist in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, "Modification Successful".
7. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**


5.5.3 Unservd Process (Delete)

This option provides the facility to **Delete** or **Undelete** the **Unservd Process** details that already exists in the database.



Figure 351: Unservd Process (Delete) screen

Procedure

1. Click **Delete** icon  which is located at the upper right corner on the menu bar.

2. The **Unservd Process (Delete)** screen is displayed. (Refer to Figure Number 351)
3. Select the **Unservd Process ID** that you want to delete or undelete from the **Bailiff Unservd Process select box**.
4. The system will display the details that already exist in the database.
5. Select the **Delete** radio button to delete the selected **Unservd Process**. The details though deleted will remain in the database. This data can be retrieved using the **Undelete** radio button.
6. Select the **Undelete** radio button to retrieve the deleted.
7. In case of **Delete** option, the system will display the message, “**Deleted Successfully**”.
8. In case of **Undelete** option, the system will display the message, “**Undeleted Successfully**”.
9. **The mandatory fields are marked with an asterix (*). Please fill all mandatory fields**


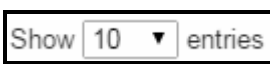


5.5.4 Unservd Process (Report)






With the “**Unservd Process Reason**” report you can view the list which displays the **Unservd Process Reason along with the Unservd Process ID**.



Figure 352: Unservd Process (Report) screen

Procedure


1. Click the **Report icon**  which is located at the upper right corner of the menu bar.
2. Select the number of entries from the **Show Entries**  select box.
3. Use the **Search box**  if you want to search a particular **Unservd Process** in the report. **Enter** a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Unservd Process** in the report.
4. **Search box**  is displayed above the table at the right hand side of **Unservd Process Reason Report**.
5. The **Report** will display the details given below:
 - Unservd Process ID

- Unserved Process
 - Unserved Process in local language
6. To sort the contents of each column according to the alphabetical, ascending, or descending order, Click the arrow  located at the right side of each column.
 7. Click **upper arrow**  to sort the **Unserved Process** in **ascending order** and **lower arrow** for **descending order**
 8. Click **upper arrow**  to sort the **Unserved Process ID** in **ascending order** and **lower arrow** for **descending order**.
 9. Click  **Previous** and **Next** to view the corresponding display.
 10. You can view  the **Process Area Master (Report)** in pdf and xls format also.

5.5.5 Unserved Process (Import)

The master data received from the respective High Court can be imported using the **Import** option provided.


Procedure

1. Click the **Import**  icon which is located at the upper right corner on the menu bar.
2. The **Unserved Process (Import)** screen is displayed.
3. Browse and select the file to be imported and click on the **Submit** button.
4. **For features of this option** [Please Refer to the Procedure of Section 4.2.5 \(Case Type Import\).](#)

5.5.6 Objection Types (Export)

The SQL file can be generated using the **Export** option.

Procedure

1. Click the **Export**  icon which is located at the upper right corner on the menu bar.
2. The **Unserved Process (Export)** screen is displayed.
3. The file *filename.sql* which consists of the SQL statements to add the master entries is created automatically. This file can then be imported using the **Import** option.
4. **For features of this option** [Please refer to the Procedure of Section 4.2.6 \(Case Type Export\)](#)

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