

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH DISTRICT
SAKET COURT COMPLEX : NEW DELHI

CIRCULAR

It is bring to kind notice that as per the instructions of Ld. Chairman, Centralised Computer Committee, Tis Hazari Court, Delhi, the Lok Adalat Module in CIS software version 3.1 is being utilized for the upcoming Lok Adalat to be held on 13-07-2019 and so on.

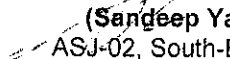
A step by step user manual is prepared for the Court Staff officials to work with the Lok Adalat Module in CIS software which is annexed as Annexure –'A' and available in Layers Login of the all Court officials.

It is also informed that the Reader/Ahmad deputed in Lok Adalat will update the case status (kharja) as Settled or Non-settled through "Settlement of Cases" option available in CIS 3.1.

All the Judicial Officers posted at South District and South-East District are hereby requested to direct their concerned officials to work with Lok Adalat Module as per the guidelines in the said manual.

If any staff official faces any issue/problem regarding working of Lok Adalat Module, they may contact **Sh. Ravi Verma, JA/SA** and **Sh. Pritam Singh, JJA/DSA** posted at **Server Room, First Floor, Saket Court, New Delhi** to resolve their queries.

This issues with the prior approval of Ld. District & Sessions Judge, South and Ld. District & Sessions Judge, South-East, Saket Court Complex, New Delhi.

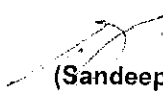

(Sandeep Yadav)
ASJ-02, South-East /
Officer In-charge (Computers)
Saket Courts, Delhi

No. 14790-14811 /Comp/CIS/2019

Dated 08.07.19

Copy forwarded for information and necessary action to:

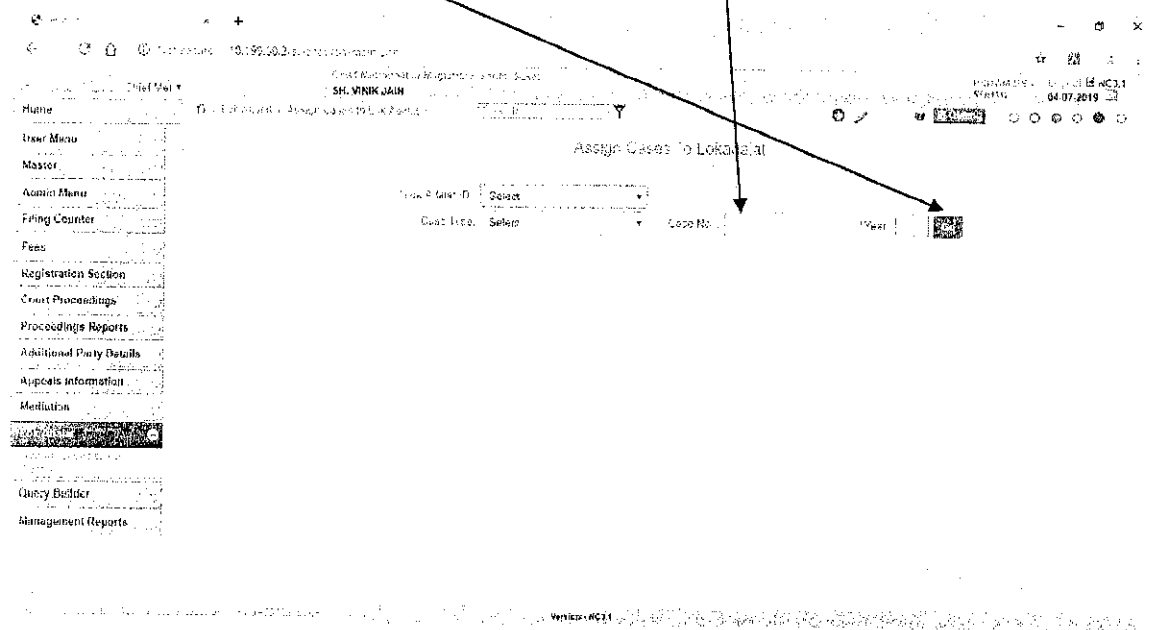
1. All the Judicial Officers posted within the South and South-East District, Saket Courts, New Delhi with request to direct the concerned officials to work with Lok Adalat Module as per the guidelines in the said manual.
2. The Secretary, DLSA, South District, Saket Court Complex, New Delhi.
3. The Secretary, DLSA, South-East District, Saket Court Complex, New Delhi.
4. Sh. Virender Bansal, Ld. Chairman, Centralized Computer Committee, Tis Hazari Court, Delhi.
5. PS to the Id. District & Sessions Judge (HQs) to place before Id. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
6. PS to the Id. District & Sessions Judge (South) to place before Id. District & Sessions Judge (South), Saket Courts, New Delhi.
7. PS to the Id. District & Sessions Judge (South-East) to place before Id. District & Sessions Judge (South-East), Saket Courts, New Delhi.
8. Dealing official, Computer Branch, Saket Court, New Delhi with the direction to upload the same on the Website of Saket Courts, New Delhi.
9. For uploading on layers.


(Sandeep Yadav)
ASJ-02, South-East /
Officer In-charge (Computers)
Saket Courts, Delhi

Step - 1

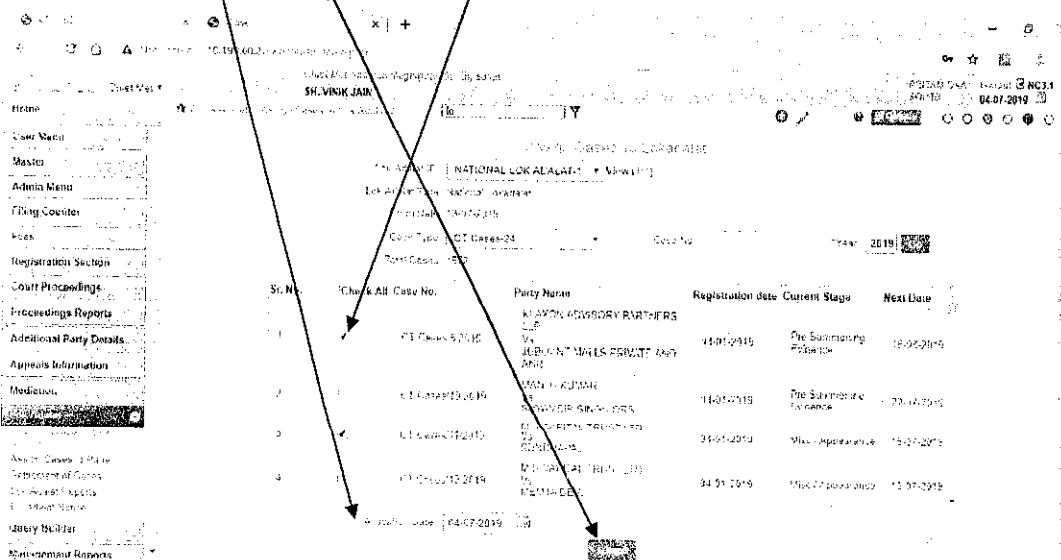
For assign cases to Lok Adalat

- i. Go to "Lok Adalat" module in CIS 3.1
- ii. Click on "Assign Cases to Lok Adalat" / Type Assign Cases to Lok Adalat in Search bar.
- iii. Select "Lok Adalat Id, Case Type".
- iv. For assigning any particular case individually. "Type CIS Case Registration No. & Year." or
- v. For assigning cases in Bulk. "left case no. blank and only type year of the cases. (i.e. 2019, 2018, 2017 etc.)."
- vi. Click on Go "Button".



Step - 2

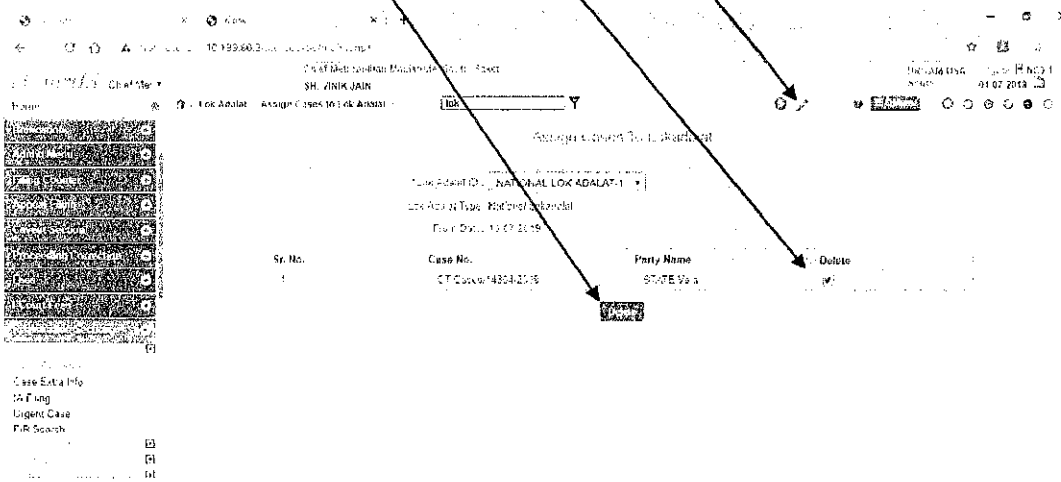
- i. Select cases/Marks on check box.
- ii. Select Allocation date.
- iii. Click on "Submit" button.



Step - 3

Deletion of any case if wrongly assign to the Lok Adalat.

- I. Go to "Assign Case to Lok Adalat" in Lok Adalat Module.
- II. Click on Edit button (Pencil Sign) on the top line.
- III. Select/mark check box of wrongly assigned cases.
- IV. Click on "Delete" Button and the case will be removed from Lok Adalat.



Step - 4

Click on “Settlement of Cases” in Lok Adalat Module.

I. Select Lok Adalat Id.

II. Select Panel Id.

III. Select / Mark check box of case/cases.

IV. Select “Yes or No” on Settlement Column.

V. Select “Settlement Date”

VI. Click on “Submit Button”

The screenshot shows the 'Settlement of Cases' page in the eCourts system. The interface includes a sidebar menu on the left with options like 'Lok Adalat Reports' and 'Lok Adalat Archive'. The main content area displays a table of cases with columns for 'Cases Sr. No.', 'Case No.', 'Party Name', 'Settlement', and 'Settlement Date'. A dropdown menu for 'Lok Adalat Id.' is open, showing 'NATIONAL LOK ADALAT 1'. The 'Settlement' column has a 'Yes' radio button selected. The 'Settlement Date' is '13-07-2019'. A 'Submit' button is visible at the bottom right of the table. Arrows from the numbered instructions point to these specific elements: I points to the Lok Adalat Id. dropdown, II points to the Panel Id. dropdown, III points to the 'Select All' checkbox, IV points to the 'Settlement' column, V points to the 'Settlement Date' field, and VI points to the 'Submit' button.

Step - 5

Click on “Lok Adalat Reports”

The screenshot shows the 'Lok Adalat Reports' page in the eCourts system. The interface includes a sidebar menu on the left with options like 'Lok Adalat Reports' and 'Lok Adalat Archive'. The main content area displays a table of cases with columns for 'Cases Sr. No.', 'Case No.', 'Party Name', 'Settlement', and 'Settlement Date'. A dropdown menu for 'Lok Adalat Id.' is open, showing 'NATIONAL LOK ADALAT 1'. The 'Settlement' column has a 'Yes' radio button selected. The 'Settlement Date' is '13-07-2019'. A 'Submit' button is visible at the bottom right of the table. An arrow from the instruction points to the 'Lok Adalat Reports' link in the sidebar menu.