Revised Workflow for Chargesheet Registration in DCMS

1. Purpose

In order to reduce processing time, and ensure seamless handling of chargesheets in the District Court Case Management System (DCMS), the existing workflow for chargesheet registration has been revised. The earlier process involved multiple verification steps and dependencies, which resulted in procedural delays and repetitive actions.

The revised workflow streamlines the process by clearly defining the roles of the CMO/Junior Superintendent and the Judicial Officer, enabling early data entry of expected case details and empowering the Judicial Officer to directly take cognizance, register cases, convert filings, or reject defective chargesheets within the system. This change minimizes back-and-forth movement. A **quick operational guide** for processing chargesheets in DCMS under the **revised workflow**, covering verification, cognizance, case registration, conversion, and rejection is given below.

2. Revised Workflow – Stepwise

Step 1: Verification by CMO / JS

CMO / JS shall:

- Verify completeness and correctness of the chargesheet.
- Prepare and enter the **office notes as remarks**.
- Enter the following details in DCMS:
    - Expected Case Type (CC / ST / CP / SC)

- Next Posting Date
- Purpose of Listing
- Subjects and Additional Subjects

Additional details such as Accused in custody , Petty case can also be marked after verifying the chargesheet

- Forward the chargesheet to the **Judicial Officer** through DCMS by clicking the Forward button.

Step 2: Cognizance and Registration

The Judicial Officer shall examine the chargesheet along with the office notes. The list of Acts and Sections mentioned in the chargesheet will be displayed, and upon being satisfied, the Judicial Officer shall take cognizance of the offences. If required, the Judicial Officer may remove any of the Acts or Sections from the list. The Judicial Officer may also modify the details entered by the CMO / JS, wherever necessary. Thereafter, the Judicial Officer shall register the case as CC, ST, CP, or SC. Upon registration of the case, the system shall automatically record the taking of cognizance and the registration of the case as the first proceedings.

3. Handling of Special Reports

A. Negative Final Report

- On receipt and analysis of a Negative Final Report:
  - Judicial Officer converts the filing number:
    - **CR Number → RC (Referred Case)**
- RC indicates that the case is closed as per the negative report.

B. Undetected (UD) Report

- When accused cannot be identified, Police submit a **UD Report**.
- After analysis:
    - **CR Number → UD (Undetected Case)**
- **UD(Undetected Case)** – marking the case as undetected but kept on record for possible reopening if new evidence arises. If needed at a later stage, the UD can be registered as case (CC,ST)

4. Rejection of Chargesheet

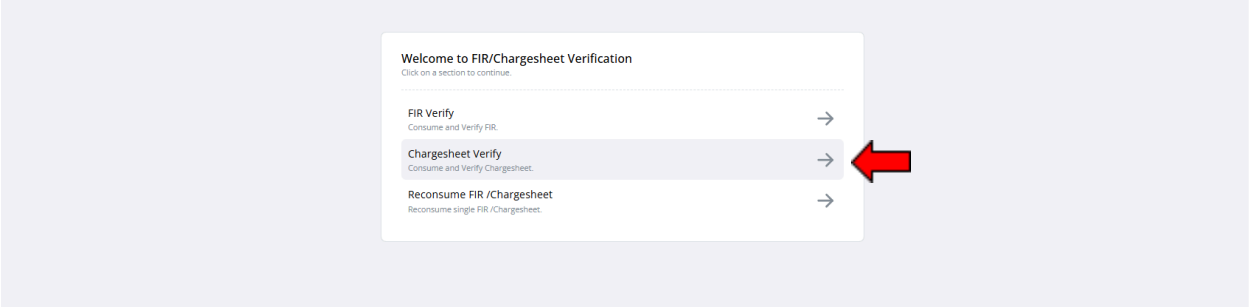
- If the chargesheet is **incorrect or defective**:
    - The Judicial Officer rejects it from the **Judicial Officer Dashboard**.
    - Defects and reasons are recorded in DCMS.
    - The Chargesheet is returned electronically to the **Police Station** for rectification.

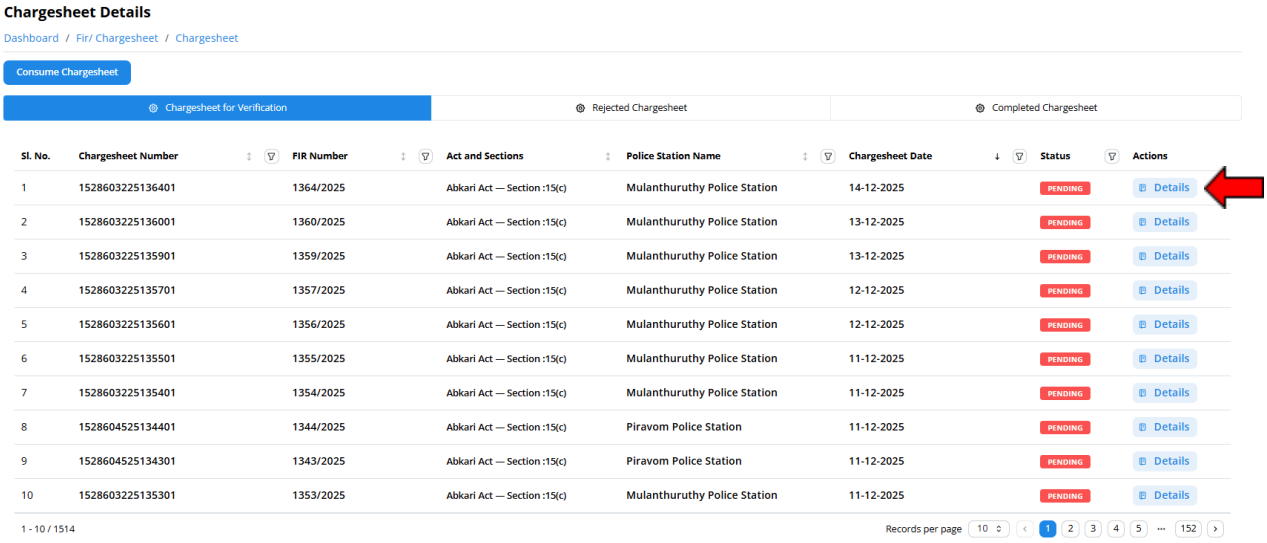
5. Main Changes from previous workflow

- CMO / JS marks **expected case details only**; final cognizance and registration is judicial.
- Cognizance and registration form the **first proceedings** from the system.
- Judicial Officers have **direct control** over registration, conversion, and rejection.
- RC and UD are **distinct outcomes** and can be used appropriately.

Steps

Verification by CMO / JS





Sl. No.	Chargesheet Number	FIR Number	Act and Sections	Police Station Name	Chargesheet Date	Status	Actions
1	1528603225136401	1364/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	14-12-2025	PENDING	Details
2	1528603225136001	1360/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	13-12-2025	PENDING	Details
3	1528603225135901	1359/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	13-12-2025	PENDING	Details
4	1528603225135701	1357/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	12-12-2025	PENDING	Details
5	1528603225135601	1356/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	12-12-2025	PENDING	Details
6	1528603225135501	1355/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	11-12-2025	PENDING	Details
7	1528603225135401	1354/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	11-12-2025	PENDING	Details
8	1528604525134401	1344/2025	Abkari Act — Section :15(c)	Piravom Police Station	11-12-2025	PENDING	Details
9	1528604525134301	1343/2025	Abkari Act — Section :15(c)	Piravom Police Station	11-12-2025	PENDING	Details
10	1528603225135301	1353/2025	Abkari Act — Section :15(c)	Mulanthuruthy Police Station	11-12-2025	PENDING	Details

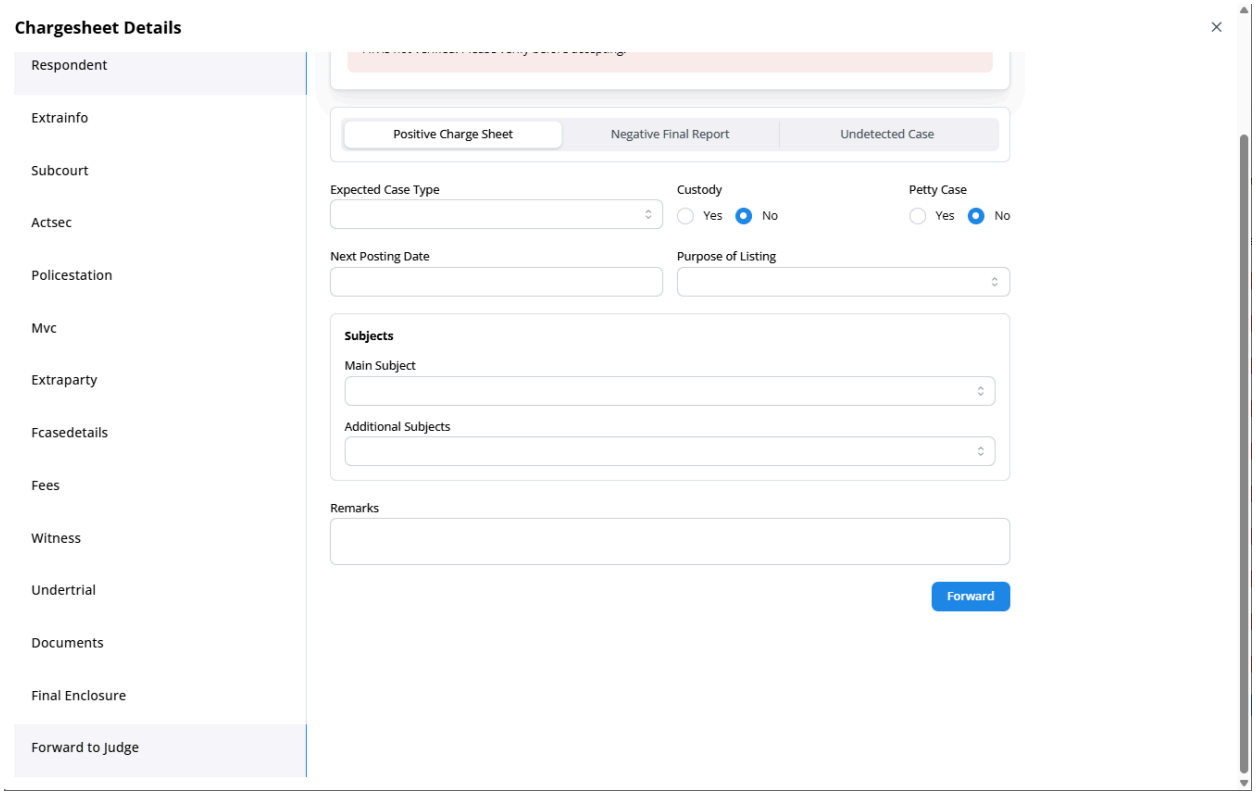
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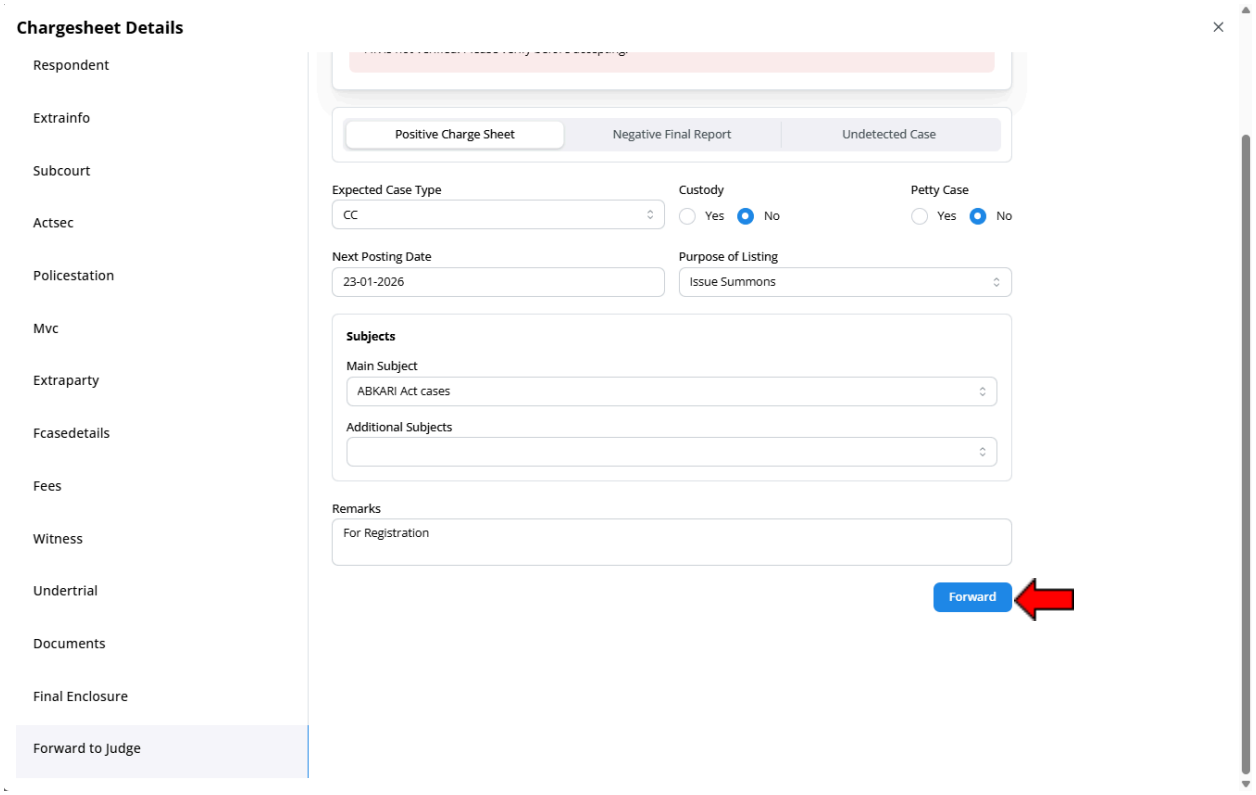
After verifying the chargesheet and attachments, the CMO / JS can enter the following details

- Expected Case Type (CC / ST / CP / SC)
- Next Posting Date
- Purpose of Listing
- Subjects and Additional Subjects

Additional details such as Accused in custody , Petty case can also be marked after verifying the chargesheet

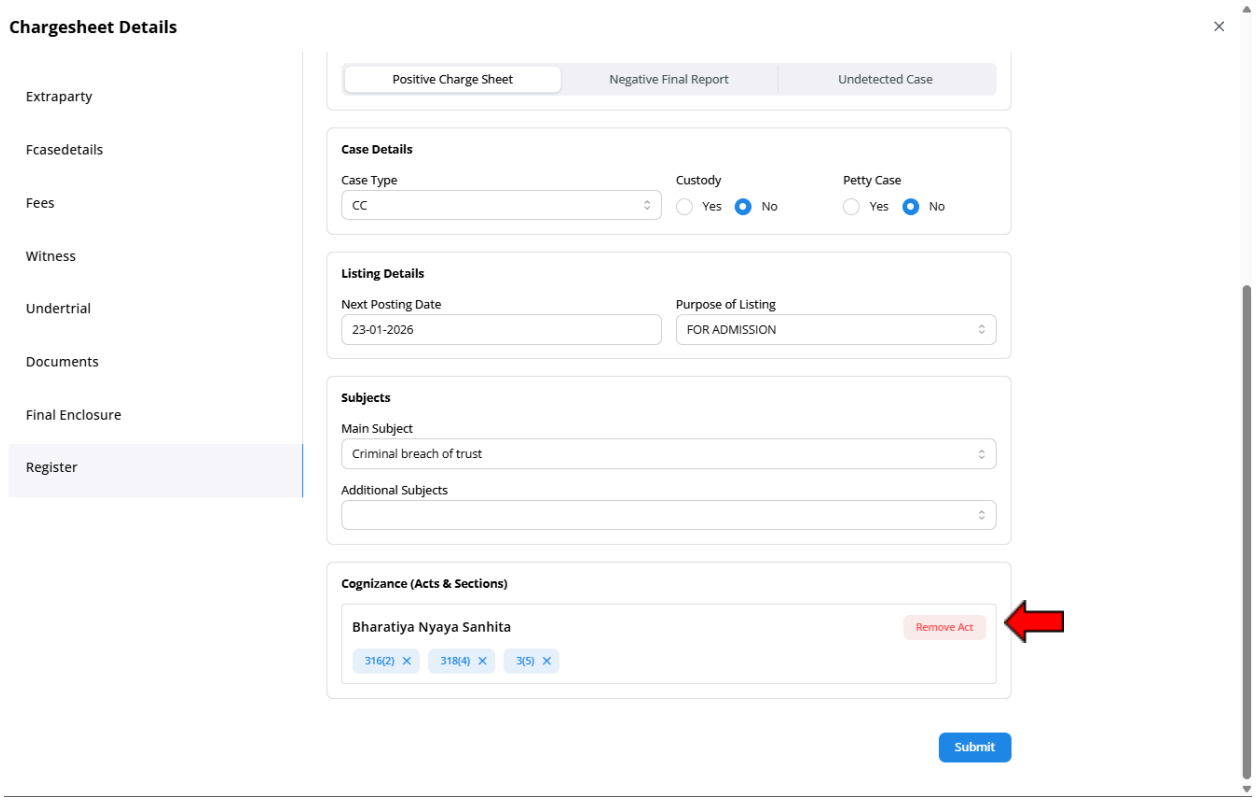


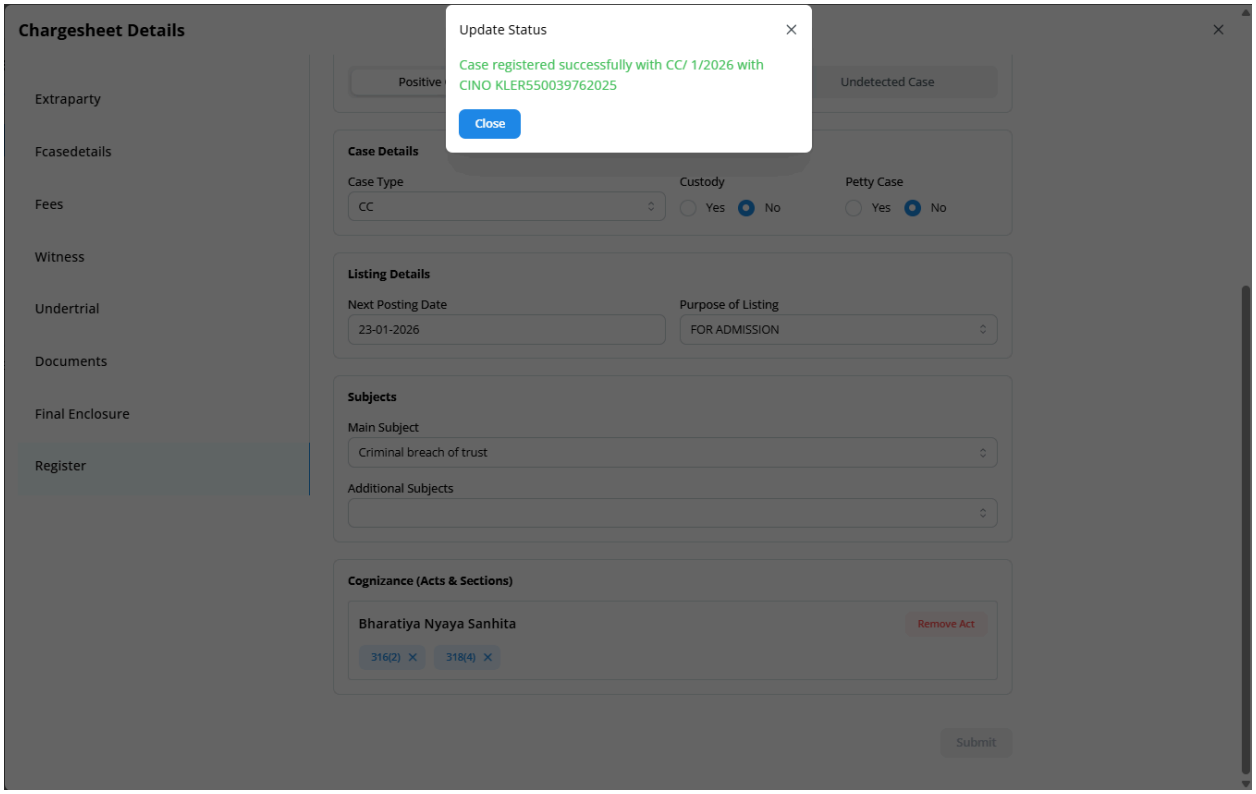
CMO / JS can forward the chargesheet to the **Judicial Officer** through DCMS by clicking the Forward button.



Judicial Officer Dashboard

The Judicial Officer shall examine the chargesheet along with the office notes. The list of Acts and Sections mentioned in the chargesheet will be displayed, and upon being satisfied, the Judicial Officer shall take cognizance of the offences. If required, the Judicial Officer may remove any of the Acts or Sections from the list. The Judicial Officer may also modify the details entered by the CMO / JS, wherever necessary. Thereafter, the Judicial Officer shall register the case as CC, ST, CP, or SC





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