

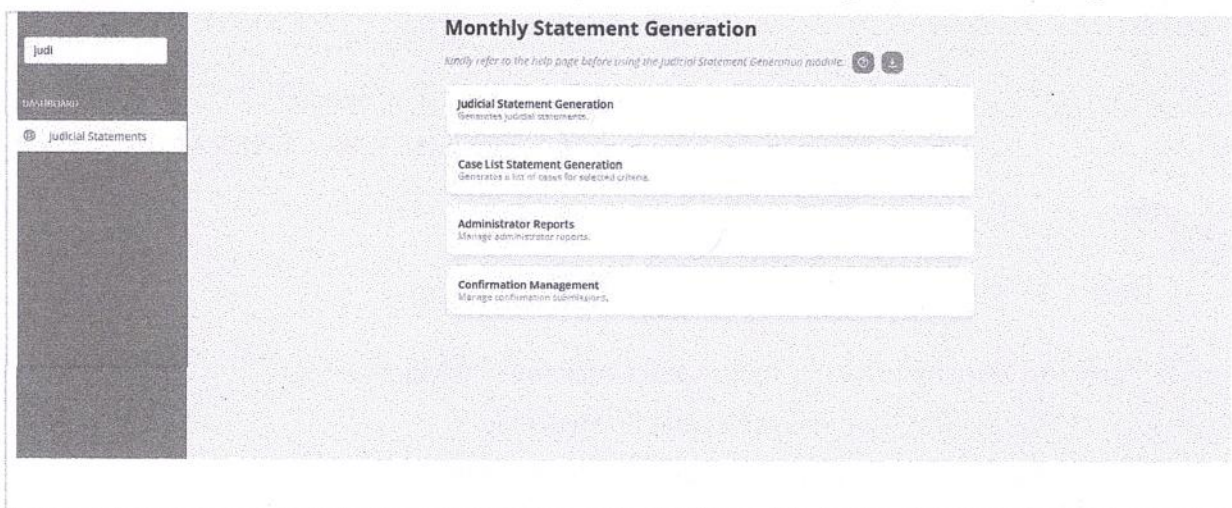
Confirmation Management — Illustrated Guide

This guide walks through the Confirmation Management workflow in DCMS, screen by screen. Every Court is required to enter physical figures and DCMS-generated figures in this module **on or before the 7th day of each month**, so that variations between the two can be tracked and resolved. Follow the five steps below in order.

Step-by-step walkthrough

Step 1. Open the Judicial Statements menu

From the left-hand menu, click Judicial Statements. This opens the Monthly Statement Generation screen, which lists all the modules available under Judicial Statements, including Confirmation Management.



Screenshot 1 — Judicial Statements menu, with Confirmation Management listed among the available modules.

Step 2. Open Confirmation Management

Clicking Confirmation Management opens its own screen, organised into five tabs: Inbox, Drafted, Sent, Rejected and Approved. This is where every confirmation submission for the Court will appear as it moves through the workflow.



Screenshot 2 — Confirmation Management screen, showing the Inbox tab with its status tabs (Inbox, Drafted, Sent, Rejected, Approved).

Step 3. Fill the monthly statement//Feedback submission form

Click the + button to open the Monthly Statement/Feedback Entry Form. Here the Court enters the statement details for the month: Statement Type, From Date and To Date, District, Feedback Type, Feedback Category, and a Feedback Description. A generated statement can also be attached if relevant. All fields marked with * are mandatory.

District Judiciary Kerala

Search in menu...

Feedback Entry Form All fields marked with * are mandatory.

Statement Type *
-- Choose Statement --

From Date * From Date **To Date *** To Date

District *
District

Feedback Type * Feedback Type **Feedback Category *** Feedback Category

Feedback Description *
Share your feedback in detail...

Select a generated statement if any

SAVE FEEDBACK **HOME**

Screenshot 3 — Feedback Entry Form for the monthly statement submission.

Monthly DCMS Submission

Monthly Statement / Feedback Entry Form All fields marked with * are mandatory.

Statement Type *
Consolidation monthly statements (Statement No: 1)

From Date * July 1, 2025 **To Date *** July 31, 2025

District * ALAPPUZHA **Court *** Judicial First Class Magistrate Court, Ramankary

Feedback Type * Monthly DCMS Submission **Feedback Category *** Feedback Category

Feedback Description *
Enter your feedback details.

Monthly DCMS Submission

#	CATEGORY	SYSTEM GENERATED	MANUAL GENERATED
1	Opening Balance	0	0
2	Registered	0	0
3	Transferred Out	0	0
4	Transferred In	0	0
5	Contested	0	0
6	Total Disposed	0	0
7	Converted	0	0
8	Closing Balance	0	0

Screenshot 3.1 — Entry Form for the monthly DCMS statement submission.

Monthly Manuel Submission

Monthly Statement / Feedback Entry Form All fields marked with * are mandatory

Statement Type *
Consolidation of statements relating to fine in all the courts of the State. (Statement No: 51)

From Date *
July 1, 2026

To Date *
July 31, 2026

District *
KOLLAM

Court *
Sub Court Karunagappally

Feedback Type *
Monthly Manual Submission → **Manual Submission**

Feedback Category *
Feedback Category

Feedback Description *

#	Column Details	Value	Remarks
1	Opening Balance Opening Balance		
2	Fine Imposed Fine Imposed		
3	Amount Realised Amount Realised		

Screenshot 3.2 — Entry Form for the monthly Manuel statement submission.

Step 4. Save as Draft

Once saved, the entry appears under the Drafted tab as a report not yet submitted. Each entry shows the statement title, type, category, and the reporting period, along with action icons to view, edit, duplicate, forward, or delete the entry.

District Judiciary Kerala

Search in menu...

NAVIGATION

- Dashboard
- Case Search
- Court Proceedings
- Management Reports
- Copy Application
- Reports
- Take On Board
- Case Display
- Case Details
- Case Modification
- eStatements
- Document Filing Offline

INBOX DRAFTED SENT REJECTED APPROVED

REPORTS NOT YET SUBMITTED

Sl.No	Title	Details	Actions
10 451	Additional District and Sessions Judge-IV, Additional District and...	CONSOLIDATION MONTHLY STATEMENT (STATEMENT NO: 51) Type: CONSOLIDATION SUBMISSION Category: PERIODIC Period: From 01-06-2026 To 30-06-2026 Generated On: 14-07-2026 at 10:20 AM	    

1 - 1 / 1

Records per page 20

Screenshot 4 — Drafted tab, showing statements saved but not yet forwarded.

Step 5. Take action — Forward or Reject

Opening a drafted report and going to its Actions tab lets the Court forward the statement to the next user in the workflow. Select the District (if applicable), choose the user to Forward To, add Remarks, and click Forward. The Reject button is used to send the entry back.

The screenshot displays a web application interface for a 'Consolidation Monthly Statement (Statement No: 1)'. The interface is divided into two main panels. The left panel, titled 'REPORT #11' and 'ACTIVE', contains a header with the statement title and a list of users: 'Additional District and Sessions Judge-IV, Additional District and Sessions Judge-V, District and Sessions Judge, IInd Additional District And Sessions Judge, Ist Additional District and Sessions Judge' and 'District Court / Rent Control Appellate Authority, Knzhikode'. Below this is a tabbed interface with 'Details', 'Report', 'Metadata', 'Tracking', and 'Actions' tabs. The 'Actions' tab is active, showing a 'District' dropdown menu (currently set to 'Select District'), a 'Forward To *' dropdown menu (currently set to 'Select User'), and a 'Remarks *' text area with the placeholder 'Enter remarks'. At the bottom of the 'Actions' tab are two buttons: 'Forward' and 'Reject'. The right panel is a dark sidebar with a header 'DISTRICT COURT / RENT CONTROL Appellate Authority, Knzhikode' and a list of users. Below this is a section titled 'Actions' with a list of actions: 'SENT', 'REJECTED', and 'APPROVED'. At the bottom of the sidebar is a 'Records per page' dropdown menu set to '20 / 5'.

Screenshot 5 — Actions tab, used to forward a drafted statement to the next user with remarks.

Statements List

Consolidated Reference of Enabled Judicial and Administrative Performance Statements

Annexure-I: The list of the 51 statements already enabled in DCMS

Sl. No	The list of the 51 statements enabled in the District
1	Monthly Statement for Special Courts for SC/ST (POA) Act Cases (7courts)
2	Monthly Statement for Special Courts for NDPS Act Cases (2courts)
3	List of Cases Against MP/MLA's for Monthly Uploading
4	List of SC/ST (POA) Act Cases for Monthly Uploading
5	Monthly Statement of Waqf Tribunal
6	Monthly Combined Case Status Statement of Fast Track Special Courts (55 Courts)
7	Monthly Statement of Case Status of Fast Track Special Courts (41 Courts)
8	Monthly Statement of Case Status of Exclusive POCSO Act Cases(14 Courts)
9	Monthly Statement of Designated / Ist Additional POCSO Courts (14 Courts)
10	Monthly Statement of Pendency of Sexual Offences Cases
11	Quarterly Statement of Succession, Eviction and Dowry Cases
12	Monthly Statement of Pendency of Rape cases
13	Monthly Statement of Pendency of Child Rape Cases
14	Monthly Statement of Pendency of POCSO Act Cases (including JJB)
15	Monthly FTSCS Collection and Collation Statement
16	Monthly Statement of Filing, Disposal and Pendency of Family Courts

- 17 Statement of Filing, Disposal and Pendency of Exclusive Divorce Cases
- 18 Annual statements pertaining to Family Courts
- 19 Age-wise Statement of Cases in Family Courts
- 20 Consolidated Trial Courts Statement for Supreme Court Server Updation (774 Courts)
- 21 Monthly Gram Nyayalayas Statement for Ministry of Law & Justice Portal
- 22 Age-Wise statement of cases in District Courts, Sub Courts, Munsiffs Courts and Gram Nyayalayas.
- 23 Monthly OPMV Filing, Disposal and Pendency Statement for SCS Updation (27 MACTs & 52 Additional MACTs)
- 24 Annual Statement of Filing, Disposal and Pendency of Magistrate Courts
- 25 Monthly Statement of Filing, Disposal and Pendency of Magistrate Courts
- 26 Statement of Priority Cases (Marginalized Sections, Women, Senior Citizens and Persons with Disabilities)
- 27 Quarterly Consolidated NDPS Statement (District, Special and Magistrate Courts)
- 28 Consolidated Monthly Civil and Criminal Statement for All Courts
- 29 Monthly Statement of Local Self-Government Institutions
- 30 Monthly Statement of State Transport Appellate Tribunal
- 31 Monthly Statement of Forest Tribunal (EFL) Cases (4 Districts)
- 32 Monthly Statement of Forest Tribunal (OA) Cases, Kozhikode
- 33 Monthly Statement of University Appellate Tribunal
- 34 List of Cases referred to Land Tribunals u/s 125(3) of Kerala Land Reforms Act
- 35 Statement of Cases Under the PC Act in Trial Courts
- 36 Statement of Cases Under PC-PNDT Act

37	Consolidated Statement of Murder Cases (Filing, Disposal and Pendency)
38	Consolidated Statement of Commercial Courts Data
39	Consolidating Statement of Rent Control Petitions and Appeals
40	Consolidating Statement of Attempt to Murder Cases
41	Annual Statement of Work Done in Subordinate Civil Courts & Lakshadweep
42	Monthly Statement of Enquiry Commissioners & Special Judges (SCS Updation)
43	Monthly Statement of Special Courts (SPE/CBI)
44	Monthly Statement of OPMV Cases (MACTS)
45	Monthly Statement of Enquiry Commissioners & Special Judges
46	Quarterly Statement of PWDVA Cases
47	Age-Wise Pendency Statement of Enquiry Commissioners & Special Judges
48	Annual Statement of OPMV Cases
49	Annual Statement of Enquiry Commissioners & Special Judges
50	Annual Statement of Special Courts (SPE/CBI)
51	Statement of Food Safety Offence Cases

Annexure-II: The list of the 8 statements enabled in DCMS

Sl. No	The list of the 8 statements enabled in the DCMS	Remarks
1	Statement of Cases Under Section 102 of the Kerala Land Reforms Act Before Land Reforms Appellate Authorities	Auto Generation
2	Statement of Cases in Which the Union of India Is a Party	Auto Generation
3	Statement of KVAT/AIT/STAT Cases (Institution, Disposal and	Auto Generation

Pendency)

4	Kerala Co-operative Tribunal Cases Statement (Institution, Disposal and Pendency)	Auto Generation
5	Statement of Petty and Trivial Cases Pending for More Than Two Years	Auto Generation
6	Section 138 Negotiable Instruments Act Cases Statement (Institution, Disposal and Pendency)	Auto Generation
7	Petty/Challan Cases Statement (Institution, Disposal and Pendency)	Auto Generation
8	Age-wise Pendency Statement of Cases in All Courts	Auto Generation

Annexure-III: The list of the 6 statements for which data is not available in DCMS

Sl. No	The list of the 6 statements to be submitted through Data Submission Option	Remarks
1	Administrative Arrears Statement of Civil Courts, MACTs and Family Courts (14 Districts)	Through DCMS submission
2	Quarterly statement of Thondy articles	Through DCMS submission
3	Special List System Work Done Statement	Through DCMS submission
4	Consolidated Fine Statement of All Courts	Through DCMS submission
5	Consolidated Statement of Sentences of Imprisonment Pending Execution	Through DCMS submission
6	Consolidated Statement of Stayed Cases	Through DCMS submission