

One-Time Pendency Confirmation — Illustrated Guide

All courts are required to enter their total number of pending cases as on 31/07/2026, year-wise and case-type-wise, in the DCMS confirmation module on or before 20/08/2026. This is a one-time exercise — once a court confirms its total case count, that figure becomes the official record of pending cases for the selected date and for future reference. The steps below explain how to submit this confirmation in DCMS.

Step-by-step walkthrough

Step 1: Open the Statement and Select the Confirmation Type

1. Open the **Monthly Statement / Feedback Entry Form** and set **Statement Type** to "**One-Time Pendency Confirmation (Statement No. 145)**".
2. Enter the **From Date**, **To Date**, **District**, **Feedback Type**, and **Feedback Category**, and provide a **Feedback Description** before proceeding.

Monthly Statement / Feedback Entry Form

All fields marked with * are mandatory.

Statement Type *

One-Time Pendency Confirmation (Statement No. 145)

From Date *

To Date *

District *

Feedback Type *

Feedback Category *

Feedback Description *

Select a generated statement (if any)

Screenshot 1 — Statement Type set to One-Time Pendency Confirmation (Statement No: 145) on the entry form.

Step 2: Select the Bench and Enter Year-wise, Case Type-wise Figures

1. Select the **Bench** and ensure that **Feedback Type** is set to "**One-Time Pendency Confirmation**" and **Feedback Category** is set to "**Monthly**".
2. Against each **Year** and **Case Type**, the **Count** column displays the number of pending cases as per DCMS. Enter the corresponding figures from the physical registers in the **Manual** column. The **Difference** column will be calculated automatically.
3. Wherever a difference is reflected, enter the **CNR numbers** of the affected cases under **Case**

Details and specify the reason for the discrepancy under **Reasons**.

Select Bench *

Court 2 - Additional District Judge

Feedback Type *

Year-wise DCMS Submission

Feedback Category *

Monthly

Feedback Description *

Share the general feedback description.

S.No.	Year	CaseType	Count	Manual	Difference	Case Details	Reasons
Reasons drop and paste the CNR numbers for queries regarding Pendency							Reasons drop and paste the CNR numbers for queries regarding Pendency
1	2015	SC	1	0	0		
2	2020	CriRP (Calendar)	1	0	0		
3	2020	SC	1	0	0		
4	2021	SC	3	0	0		
5	2022	RCA	1	0	0		
6	2022	SC	3	0	0		
7	2023	CA	1	0	0		
8	2023	CriA	5	0	0		
9	2023	CriRP (Calendar)	2	0	0		
10	2023	PO	1	0	0		

Screenshot 2 — Year-wise, case-type-wise confirmation table with Manual count, Difference, Case Details (CNR numbers) and Reasons.

Key points to remember

- The year-wise and case type-wise pendency figures as on **31.07.2026** shall be entered on or before **20.08.2026**.
- If any case is found to be available in the physical register but is not reflected in DCMS, the case shall first be registered in DCMS. Thereafter, the pendency figures shall be confirmed and reported through the module.
