



# CIS4.0 New Features – Admin Manual

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## **1. Introduction**

The new version of Case Information System, CIS 4.0, is released with focus to make system more robust, implement received user requirements and simplify the data entry.

### **1.1. Scope**

The scope of this document is to provide details of new updates in CIS 4.0 relevant to case proceedings. The document does not provide step-by-step details of all the relevant menu links, only the changed procedures are described in detail. It is assumed that the user is well conversant with earlier version of CIS.

#### **1.1.1 Audience**

The target audience for this document is the Admin User, who will use the Court Proceedings module.

#### **1.1.2 Purpose of this Document**

This document will familiarize the Admin User with the new updates applicable for Admin menu and other related sections.

#### **1.1.3 Objective of this Document**

The main objective of this document is to enable the Admin user to use new facilities effectively while completing regular operations.

## 2 Log-in

Facility for viewing notifications/latest updates is added on Log-in page.

### For cloud enabled version

- Login authentication is now two factor authentication. If user is logging-in for the first time on a machine, OTP verification is required
- CIS is integrated with SANDES app. OTP will be sent on SANDES.
- Facility to select district and establishment is provided.

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e-Committee, Supreme Court of India

Case Information System

Latest Updates

Login

Select

Username

Password

17-04-2023

Login

CIS 4.0 - eCommittee, Supreme Court of India. Designed & Developed by National Informatics Centre | Version:

### 3 Admin Menu

#### 3.1 Transfer of Case

##### 3.1.1 Individual Case

If a judge is assigned special court, dropdown for selecting special court appears in individual case transfer form.

##### 3.1.2 Bulk Transfer

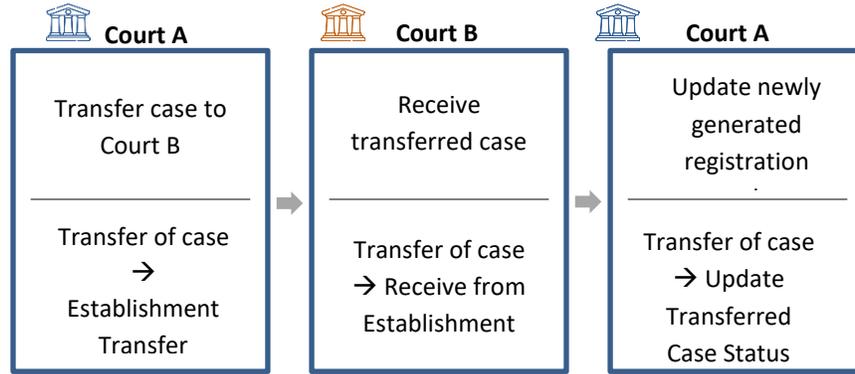
If a judge is assigned special court, dropdown for selecting special court appears in individual case transfer form.

S.No.	Check All	Case No.	Party Name	Special Court
1	Undated Case	AC Cri.M.A./22/2024	State of Maharashtra VS Sam	City Civil Court
2	Undated Case	AC Cri.M.A./23/2024	State of Maharashtra VS abcd	CBI Court
3	Undated Case	AC Cri.M.A./24/2024	State of Maharashtra VS abcd	Air and Water Pollution Special Court

### 3.1.3 Establishment Transfer

#### Transfer Flow

Establishment transfer menu is completely changed. In addition to transferring the case, facility is provided to pull all the case data in target establishment and update the new CNR number in source establishment.



#### Establishment Transfer Form

- Enter all the case details of the case to be transferred
- Select details of target establishment. When submitted, the case is transferred to the destination establishment.

Civil/Criminal Establishment Case Transfer

Filing No.     Case No.

\*Case Type:

\*Case No.:  \*Year:

\*Petitioner Name:       Respondent Name:

\*Date of Decision:       \*Nature of Disposal:

Contested     Uncontested

Next Date: 09-12-2020      Purpose of Listing: Report

---

State:       District:

Transfer to establishment:

### 3.1.4 Receive from Establishment

All the cases received through transfer can be pulled through this form.

**Note: Appellate courts can pull data committed cases also through this form.**

- Enter the CNR number or Case no. and click on Go
- All case details will be displayed. To view case history, click on the case link.
- Select case type and enter filing date.

- To **file** the case, click on the Submit button directly. If you want to **register** the case, check the Register Case box and then click on Submit.

Receive From Establishment

\*Lower Court Case :  CNR  Case No.

\*CNR :

**DISTRICT AND SESSIONS COURT NANDED** [Case No:-M.A.C.P/30/2022](#)

Petitioner	Respondent
1) Amol Tukaram Shalke(MP)	1) Ananda Namdeo Mulekar(MR)
	2)Cholamandalam MS General Insurance Co. Ltd., Through Asst. Manager(ER)
	3)Cholamandalam MS General Insurance Co. Ltd., Through Manager(ER)

Civil  Criminal \* :

- If Register Case box is checked, new case number will be displayed. Click on Submit to register the case

Receive From Establishment

\*Lower Court Case :  CNR  Case No.

\*CNR :

**DISTRICT AND SESSIONS COURT NANDED** [Case No:-M.A.C.P/30/2022](#)

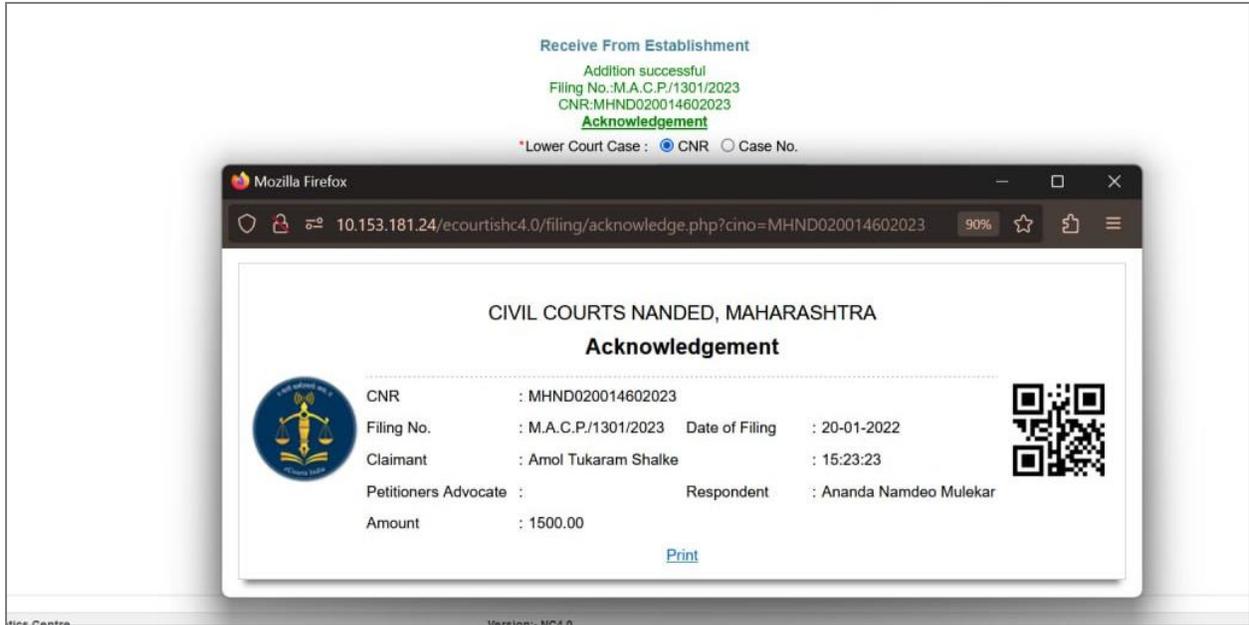
Petitioner	Respondent
1) Amol Tukaram Shalke(MP)	1) Ananda Namdeo Mulekar(MR)
	2)Cholamandalam MS General Insurance Co. Ltd., Through Asst. Manager(ER)
	3)Cholamandalam MS General Insurance Co. Ltd., Through Manager(ER)

Civil  Criminal \* :

\* Date of Filing:

**Register Case**

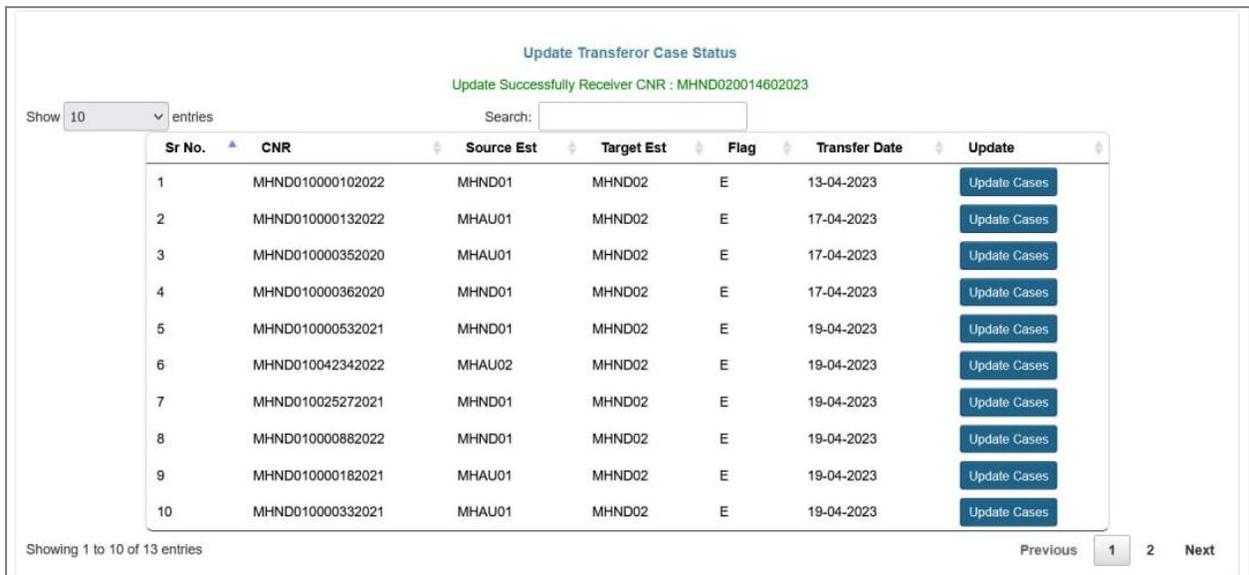
\* Case No.:  \* Year:  \* Date of Registration:



### 3.1.5 Update Transferred Case Status

New CNR number of the transferred/ Committed case is available for updation at source court for records. Flag 'E' represents the transferred case and flag 'C' represents the committed case.

- Click on the update Cases button to update the new CNR. Message is displayed on successful updation and the case is removed from the Update Transferor Case List.  
**Note:** If the new CNR is not yet generated by the target establishment, the status will not be updated and the case remains in the list.



- Both the CNR numbers are visible in the case history. New case history can be viewed by clicking on the new CNR number.

Query Search

Case Status
Advocate
Cause List
Lokadalat Report
Search Caveat

CNR Number
Filing No.
Registration No.
FIR Number
Party Name
Subordinate Court

[Back](#)

[Print](#)

**Case Details**

Case Type	: M.A.C.P		
Filing No.	: 119/2022	Filing Date:	20-01-2022
Registration No.	: 30/2022	Date of Registration:	21-01-2022
CNR	: MHND01-000217-2022		

**Case Status**

First Hearing Date	: 21st January 2022
Date of Decision	: 19th April 2023
Case Status	: Case Disposed
Nature of Disposal	: Canceled / HOWEY CANCELED / WAIVE GIVEN
Case Transferred To Establishment	: Civil Court Senior Division Nanded (MHND020014602023)
Date of Transfer	: 19-04-2023
Court No. and Judge	: 3-DISTRICT JUDGE-1 AND ADDITIONAL SESSIONS JUDGE NANDED

**Petitioner and Advocate**

1) Amol Tukaram Shaikhe Advocate- Reddy N.V.
---

### 3.1.6 Report

Facility to generate report of Cases transferred from Establishment & Cases received from another establishment.

Trasfered From this Establishment 
  Received From Other Establishment

Show  entries

[Hide Columns](#)
[PDF](#)
[Excel](#)
[CSV](#)

Sr. No.	CNR No.	Filing No.	Case No.	Party Name	Date of Transfer	Establishment
1	MHAU010069662022	Arbitration Case/3907/2022	Arbitration Case/269/2022	Sopan Parbhat Bhadake VS State of Maharashtra	21-10-2022	
2	MHAU010000702011	Civil M.A./100003/2011	Civil M.A./100006/2011	Bhujangappa Mahadeoappa Walekar VS Nandalal Nemichandshet Bothra	18-07-2012	
3	MHAU010001182012	Civil M.A./100081/2012	Civil M.A./100007/2012	Deorao Bhau Pawar VS Dnyaneshwar Dagdu Pawar	18-07-2012	
4	MHAU010001952012	Civil M.A./100137/2012	Civil M.A./100018/2012	Kailash Asaram Kale VS Shobhabai Asaram Kale	19-07-2012	
5	MHAU010002672012	Civil M.A./100181/2012	Civil M.A./100023/2012	Sakshi Jyoti Meenabai Bharaskar VS Chandrakalabai Bhanudas Padghan	19-07-2012	
6	MHAU010005252011	Civil M.A./100037/2011	Civil M.A./100038/2011	Raosaheb Janardhan Shinde VS Chandrabhan Baburao Raote	18-07-2012	
7	MHAU010006032011	Civil M.A./100039/2011	Civil M.A./100041/2011	Jijabai Vijay Pandav VS Anil Pandharinath Gaikar	18-07-2012	
8	MHAU010057652009	Civil M.A./100426/2009	Civil M.A./100044/2010	Jaubarilal Punamchand Chandaliya Through his L.Rs VS Manakchand Punamchand Chandaliya	18-07-2012	
9	MHAU010005612012	Civil M.A./100377/2012	Civil M.A./100048/2012	Shivaji Digambar Shingare VS The State of Maharashtra	18-07-2012	
10	MHAU010006922011	Civil M.A./100047/2011	Civil M.A./100050/2011	Gopala Fakira Tribhuvan VS Chandrabhagabai Barku Tribhuvan	18-07-2012	

Showing 1 to 10 of 5,654 entries

Previous  2 3 4 5 ... 566 Next

### 3.1.7 Bulk Establishment Transfer

A new facility of bulk establishment transfer is provided. Various options such as case type, police station etc. are provided to select bulk cases. All the listed cases can be transferred to selected establishment together.

- Select Type of Transfer and enter corresponding details. List of cases matching the given criteria is displayed.
- Select the Nature of disposal and the establishment to which all the cases need to be transferred and click on Submit.

**Bulk Establishment Transfer**

Type of Transfer :

\*Case Type:

\*Year:

\*Date of Decision:   Contested  Uncontested

\*Nature of Disposal:

Total Cases : 3

Note: Cases shown in red are undated and can not be transferred.

S.No.	<input type="checkbox"/> Check all	Case No.	Party Name
1		Civil M.A./111/2011	VS
2		Civil M.A./100245/2011	Raghunath Janardhan Dende VS Mudhukar Shankarrao Bhole
3		Civil M.A./100246/2011	Raghunath Janardhan Dende VS Madhavrao Kashinath Sable

State:  District:

Transfer to establishment:

## 4. Litigant Updation

### 4.1 Legal Aid

New form is added to update cases where parties have requested for legal aid. Facility is available to change name of advocate in legal aid, if necessary.

**Legal Aid**

Case No.  Filing No.  IA

\*Case Type:

\*Case No.:  \*Year:

### 4.2 Victim Details/ Witness Information

Modify, delete and Report options for Victim details and Witness Information. All data from victim & Witness forms encrypted.

## 5. ICJS

In verify section, separate tabs are provided for verifying physically received and electronically received FIRs / Chargesheets.

Fig: Verify FIR – Physical FIR tab

Fig: Verify Chargesheet – Physical Chargesheet tab

## 6. Audit Report

On-demand report can be generated for any CNR, which shall capture old and new field values of any modification along with date and time. User credentials and IP address will get captured only if they are different.

\*CNR: MHAU010072742022

\*From Date: 13-09-2023

To Date: 13-09-2023

Submit

Show 25 entries Search:

Table	Old Data	New Data
civil_1 Update	<pre>                     pet_adv: ३३३३३३३३३३३३                     pet_adv_cd: 310                     ipet_adv: ३३३३३३३३३३३३                     pet_mobile:                     create_modify: 2023-05-31T13:11:11.388312                     pet_adv_reg:                     ip_details:                     user_id:                     user_name:                     petadv_desig_code: 0                     petadv_desig_name:                 </pre>	<pre>                     pet_adv: ३३३३३३३३३३३३                     pet_adv_cd: 485                     ipet_adv: ३३३३३३३३३३३३                     pet_mobile: ३३३३३३३३३३३३                     create_modify: 2023-09-13T12:56:22.568014                     pet_adv_reg: MAH-2117-2002                     ip_details: 10.153.6.183                     user_id: 1                     user_name: supuser                     petadv_desig_code: 14                     petadv_desig_name: Prosecutor                 </pre>

Showing 1 to 1 of 1 entries

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