

# 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.

इ-कमिटी, उच्चतम न्यायात्तय, भारत E-COMMITTEE, SUPREME COURT OF INDIA	
इ-कमिटी, उच्चतम न्यायालय, भारत 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.

/ Admin Menu / Individual Case / Add	Search		0 🖡	@ EQMenu	0000000
		Civil/Criminal Case Transfer			
	*Case Type:	MACP. Dkst-14			
	*Case No.;	100177 Year: 2003 Go			
	*Petitioner Name:	Shashikalabai			
	*Respondent Name:	Santosh			
	From Court No .:	5-SMT. S.A. MALIK, Adhoc District Judge 4 Asstt.	Sessions Judge Abad.		
	*Date of Registration:	11-09-2003			
	*Last Bussiness Date:	06-11-2023			
	*Next Date:	01-12-2023			
	*To Court No.:	5-SMT, S.A. MALIK, Adhor ~			
	Special Court	Air and Water Pollution Sr ~			
	*Date of Transfer:				
	Remark:				
	Order Date:				
		Undated Case			

#### 3.1.2 Bulk Transfer

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

✿ / Admin Menu / Bulk Transfer /	Add	Search	<b>₽</b>		0		000000
*From *( * Date of	Case Type:	Case Type 5-SMT. S.A. MALIK, Adhor AC Cri.M.A46 2024 V 12-08-2024 C	Bulk Tran Opoice Station OAct Secti To Court No:	sfer of Cases on ONature 9-SHRI S.M. AGARKAR,A¥		Special Court: Fast Track Court-12	•
Total Case Note: Case	Order Date:	ed are undated and can not	be transferred.				
S.No.	Check A	II Case No.		Party Name	Special Court		
1	Undated Case	AC Cri.M.A./22/2	024 State of Mahara	shtra VS Sam	City Civil Court		
2	Undated Case	AC Cri.M.A./23/2	024 State of Mahara	shtra VS abcd	CBI Court		
3	Undated Case	e AC Cri.M.A./24/2	024 State of Mahara	shtra 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 Establ	ishment Case Transfer
	⊖Filing No.   ●Case No.	
*Case Type:	Civil M.A3 v	
*Case No.:	5 *Year: 2020 Go	
*Petitioner Name:	Bharat Parbhat Sonne	Respondent Name: Sheku Bhagaji Agre
*Date of Decision:	10-04-2023	*Nature of Select 🗸
	Contested OUncontested	
Next Date:	09-12-2020	Purpose of Listing :
State:	MAHARASHTRA-27 Y	District: Aurangabad-19 V
Transfer to establishment:	Railway Court, Aurangabad	~
	5	ubmit

#### 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 *Lower Court	From Establishment           : Case :
DISTRICT AND SESSIONS CO	URT NANDED Case No:-M.A.C.P/30/2022 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)

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

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
Petitioner         Respondent           1) Amol Tukaram Shalke(MP)         1) Ananda Namdeo Mulekar(MR)           2)Cholamandalam MS General Insurance
1) Amol Tukaram Shalke(MP) 1) Ananda Namdeo Mulekar(MR) 2)Cholamandalam MS General Insurance
2)Cholamandalam MS General Insurance
Co. Ltd., Through Asst. Manager(ER)
3)Cholamandalam MS General Insurance Co. Ltd., Through Manager(ER)
Civil O Criminal *: M.A.C.P12



#### 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.

			Update Successi	fully Receiver CNR : N	/HND0200146020	023		
now 10	✓ entries		Search:					
	Sr No. 🔺	CNR	Source Est	Target Est	Flag	Transfer Date	Update 0	
	1	MHND010000102022	MHND01	MHND02	E	13-04-2023	Update Cases	
	2	MHND010000132022	MHAU01	MHND02	E	17-04-2023	Update Cases	
	3	MHND010000352020	MHAU01	MHND02	E	17-04-2023	Update Cases	
	4	MHND010000362020	MHND01	MHND02	E	17-04-2023	Update Cases	
	5	MHND010000532021	MHND01	MHND02	E	19-04-2023	Update Cases	
	6	MHND010042342022	MHAU02	MHND02	E	19-04-2023	Update Cases	
	7	MHND010025272021	MHND01	MHND02	E	19-04-2023	Update Cases	
	8	MHND010000882022	MHND01	MHND02	E	19-04-2023	Update Cases	
	9	MHND010000182021	MHAU01	MHND02	E	19-04-2023	Update Cases	
	10	MHND010000332021	MHAU01	MHND02	E	19-04-2023	Update Cases	

• 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	Cause	List Loka	adalat Report	Q Search Caveat
CNR Number Filing No. R	egistration No.	FIR Number	Party Name	Subordinate Court
	I	Back		
	I	Print		
	Case	Details		
Case Type	M.A.C.P.			
Filing No.	: 119/2022	Filing Date: 20-01-2	2022	
Registration No.	: 30/2022	Date of Registration:	21-01-2022	
CNR	. MITHOUT-000217-20	122		
	Case	e Status		
First Hearing Date	21st January 2022			
Date of Decision	: 19th April 2023			
Case Status	: Case Disposed			
Nature or Disposal	Contested Trongs	PERKED / WADE OVER	044600000	
Gase Transferred to Establishment	Givil Court Senior L	ivision Nanded (MHND020	1014602023 )	
Court No. and Judge	3 DISTRICT HIDG	E-1 AND ADDITIONAL SET	SSIONS JUDGE NANDE	
Contrato, data projite		C THE REPORTED TO THE DES		
	Petitioner	and Advocate		
1) Amol Tukaram Shalke Advocate- Reddy N.V.				

#### 3.1.6 Report

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

sr. 🔺	CNR No.	Filing No. 🕴	Case No.	Party Name	Date of Transfer	Establishment
	MHAU010069662022	Arbitration Case/3907/2022	Arbitration Case/269/2022	Sopan Parbhat Bhadake VS State of Maharashtra	21-10-2022	
	MHAU010000702011	Civil M.A./100003/2011	Civil M.A./100006/2011	Bhujangappa Mahadeoappa Walekar VS Nandalal Nemichandshet Bothra	18-07-2012	
	MHAU010001182012	Civil M.A./100081/2012	Civil M.A./100007/2012	Deorao Bhau Pawar VS Dnyaneshwar Dagdu Pawar	18-07-2012	
	MHAU010001952012	Civil M.A./100137/2012	Civil M.A./100018/2012	Kailash Asaram Kale VS Shobhabai Asaram Kale	19-07-2012	
	MHAU010002672012	Civil M.A./100181/2012	Civil M.A./100023/2012	Sakshi Jyoti Meenabai Bharaskar VS Chandrakalabai Bhanudas Padghan	19-07-2012	
	MHAU010005252011	Civil M.A./100037/2011	Civil M.A./100038/2011	Raosaheb Janardhan Shinde VS Chandrabhan Baburao Raote	18-07-2012	
	MHAU010006032011	Civil M.A./100039/2011	Civil M.A./100041/2011	Jijabai Vijay Pandav VS Anil Pandharinath Gaike	18-07-2012	
	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	
	MHAU010005612012	Civil M.A./100377/2012	Civil M.A./100048/2012	Shivaji Digambar Shingare VS The State of Maharashtra	18-07-2012	
	MHAU010006922011	Civil M.A./100047/2011	Civil M.A./100050/2011	Gopala Fakira Tribhuvan VS Chandrabhagabai Barku Tribhuvan	18-07-2012	

#### 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.

	type of transfer	Case Type	~	
	*Case Type	Civil M.A3	~	
	*Year	: 2011 🕶 Go		
	*Date of Decision	: 11-04-2023	*Nature Disposi	of TRANSFERRED / M.~
		Contested OUncontested		
				Total Cases : 3
			Note: Cases shown in red are ur	ndated and can not be transferred.
	S.No.	Check all	Case No.	Party Name
1	Undated Case	Civil M.A./111/2011	VS	
2	Undated Case	Civil M.A./100245/2011	Raghunath Janardhan De Bhole	ende VS Mudhukar Shankarrao
3	Undated Case	Civil M.A./100246/2011	Raghunath Janardhan De Sable	ende VS Madhavrao Kashinath
	State	MAHARASHTRA-27 -	Distri	ct: Aurangabad-19 🗸
101/15/06/4	or to ortablishment	Civil Court Senior Division Ar	3	

## 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.

*Case Type: Select  *Case No.: *Year: Co

## 4.2 Victim Details/ Witness Information

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

	arch 🍸			O / 🔩 🗅	0 ≡QMenu
	Wit	ness Informa	ation		
	(e) Ca	se No. 🔿 Today'	s Date		
	● Civil O Criminal				
*Case Type:	Select	~			
*Case No.:	*Year:	Go			
Witness For:	Plaintiff     O Defendant	O Court Name		View Previous Parties	
*Witness No:			Date of Examination:		
* Party Name:	Select	~	*Witness Name:		
HOD Name :			Organization Name :	Select	~
Age:			Occupation:		
Mobile No.:			Email:		
Relation:	Select ~		Father/Mother /Husband Name		
Pin Code:			Address:		1.
State:	MAHARASHTRA-27	~	District:	Aurangabad-19	~
Town:	Select	~	Ward:	Select	~
Taluka:	Aurangabad-5	~	Village:	Select	~

## 5. ICJS

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

✿ / ICJS / Verify Fir / Modify	ch 🍸			0	0	≡QMenu	0 0	) <b>(</b>	•	0
Physical FIR     O e-FIR										
Police Station & Occurrence of Offence	Acts Complainant	Accused/Suspected	Accused/Suspected Acts	Investigatin	g Officer					
*Police Station:	Select	•								
* FIR Filing Date:										
Occurrence of Offence										
FIR Contents/Offence Remark:			<i>III</i>							
* From Date:				To Date:						
From Time :	HH:MM:SS			To Time:	HH:MM:SS					
Place of Occurrence										
Address of Occurrence:			×							
State:	MAHARASHTRA-27	~		District:	Nanded-15	5		~		
Town:	Select	~		Ward:	Select			~		
Taluka:	Nanded-6	~		Village:	Select			~		
>>		मर	राठी							

Fig: Verify FIR – Physical FIR tab

🏦 / Pretrial / Chargeshee	et/Summary / <mark>Add</mark>	Search	Y	0	1 🕜 🗖	QMenu 🔘	0	• •	۰	0
Physical Chargeshee	t/Summary O Ve	rify Chargesheet								
Police Station										
*Police Station:	Select	¥	*Court No. Select	:	~	show All 🗌				
FIR Type:	Select	~								
* FIR No.:			* FIR Year:	Go						

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	]					
Show 25	✓ entries	Search:	4	New Data			
civil_t Update	pet_adv: 版W060ASUKXXX pet_adv_cd: 310 lpet_adv_cd: 310 lpet_adv_red; 100 rerate_modify: 2023-05-31T13:11:11.388312 pet_adv_reg; lp_detalls: user_ld: user_lame: petadv_desig_code: 0 petadv_desig_name:		pet_adv: X010%001X8 pet_adv: त्वां: 485 ipet_adv: जोपले एस pet_mobile: श्रू(X)60% create_modify: 2023 pet_adv_reg: MAH-2 ip_details: 10.153.6. user_name: supuser petadv_desig_code: petadv_desig_name	WX 00-13112:56:22.568014 117-2002 183 14 : Prosecutor			
	Showing 1 to 1 of 1 entries				Previous	1	Next