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

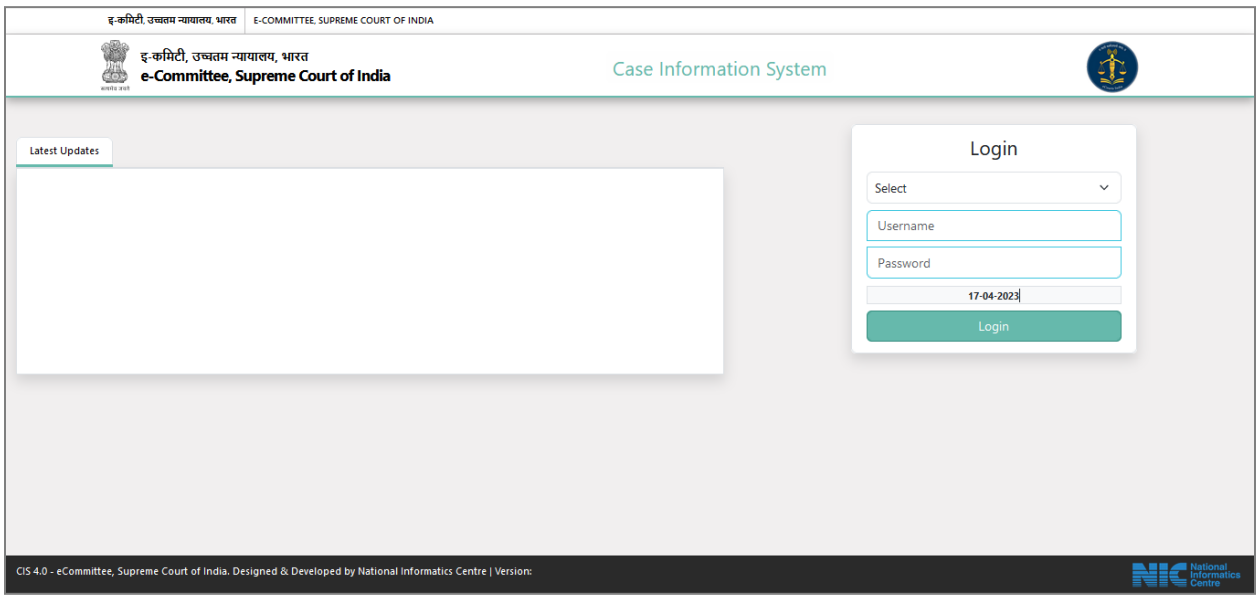
The main objective of this document is to enable the Admin user to use new facilities effectively while completing regular operations.

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.

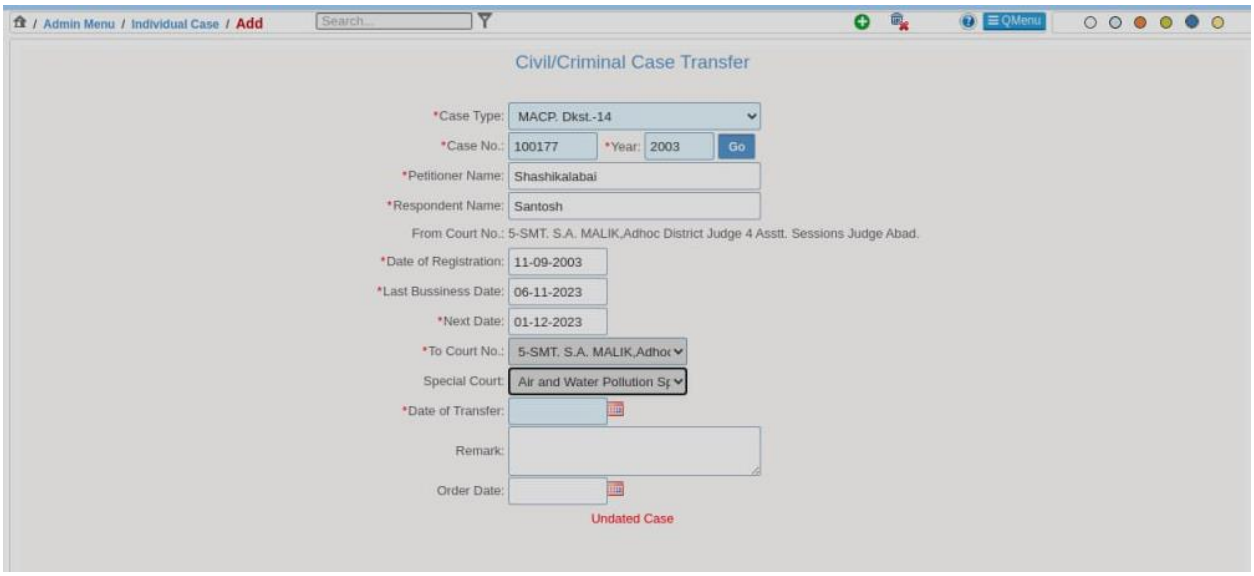


3 Admin Menu

3.1 Transfer of Case

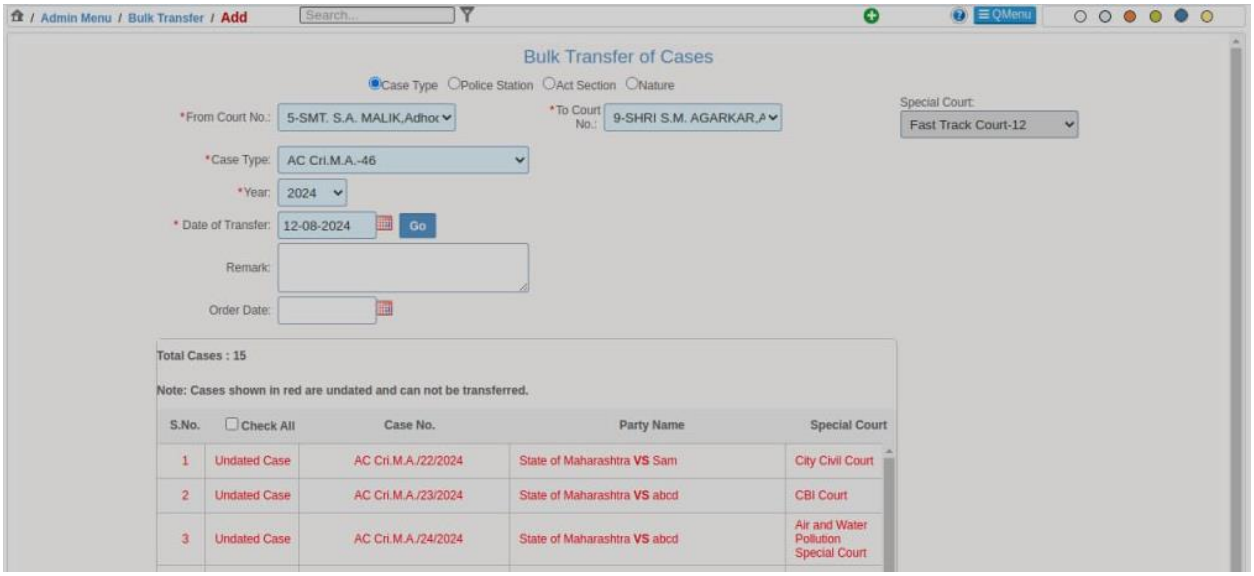
3.1.1 Individual Case

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



3.1.2 Bulk Transfer

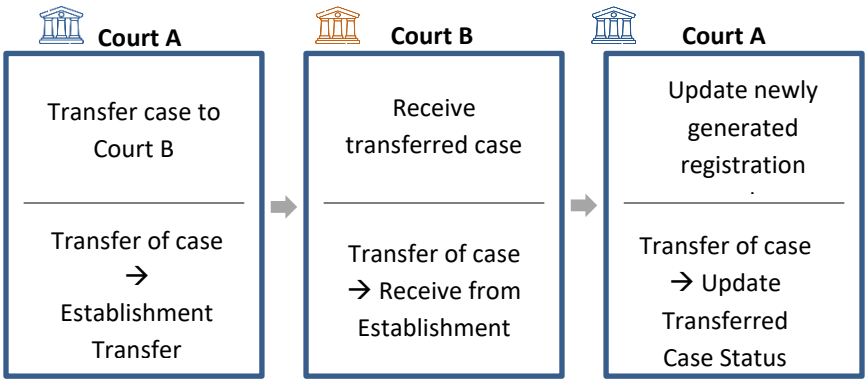
If a judge is assigned special court, dropdown for selecting special court appears in individual case transfer form.



3.1.3 Establishment Transfer

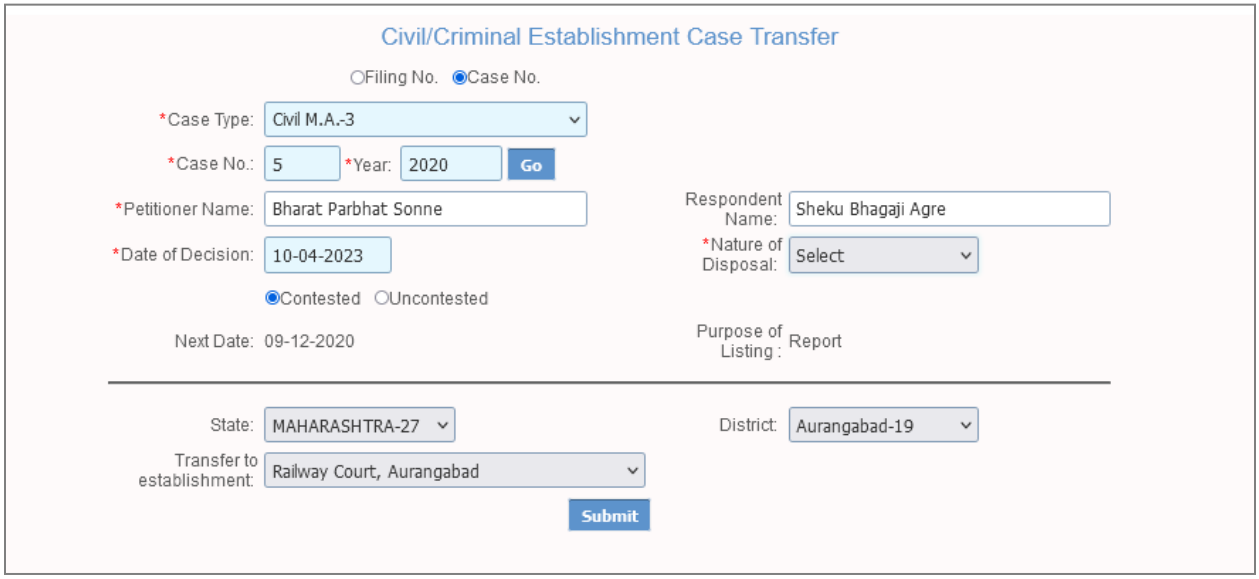
Transfer Flow

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.



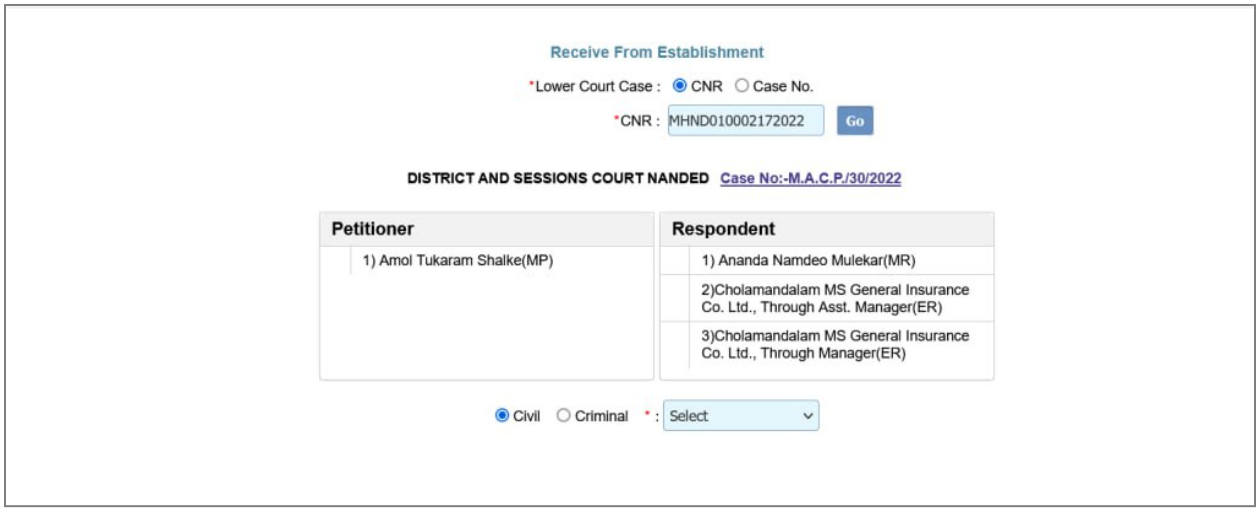
3.1.4 Receive from Establishment

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

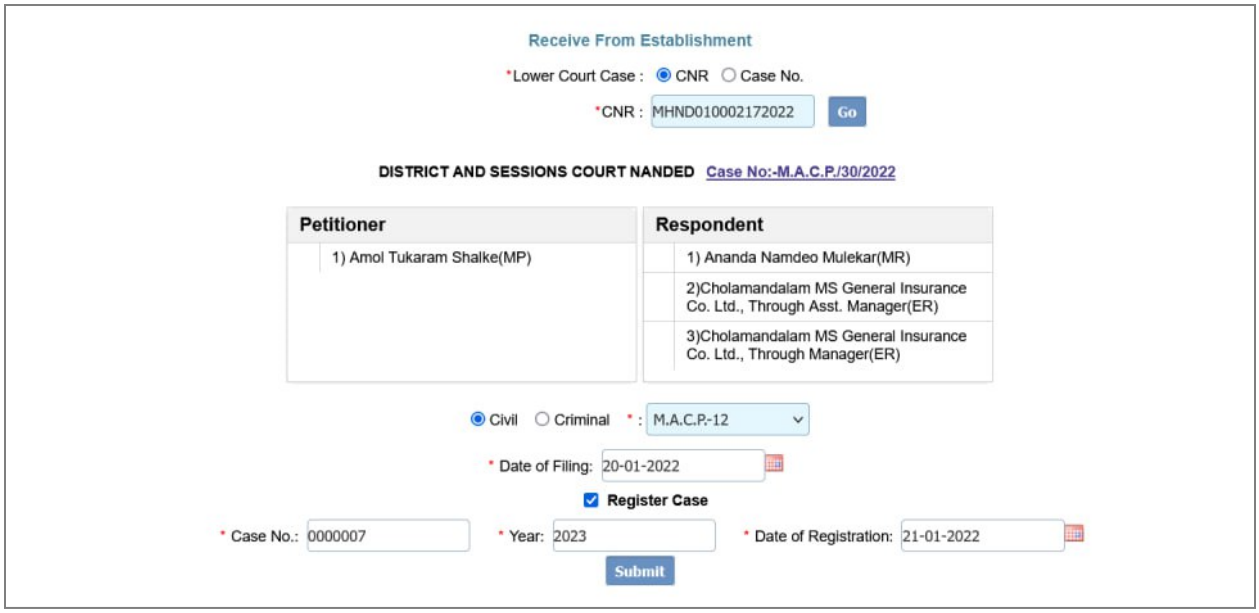
Note: Appellate courts can pull data committed cases also through this form.

- 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.



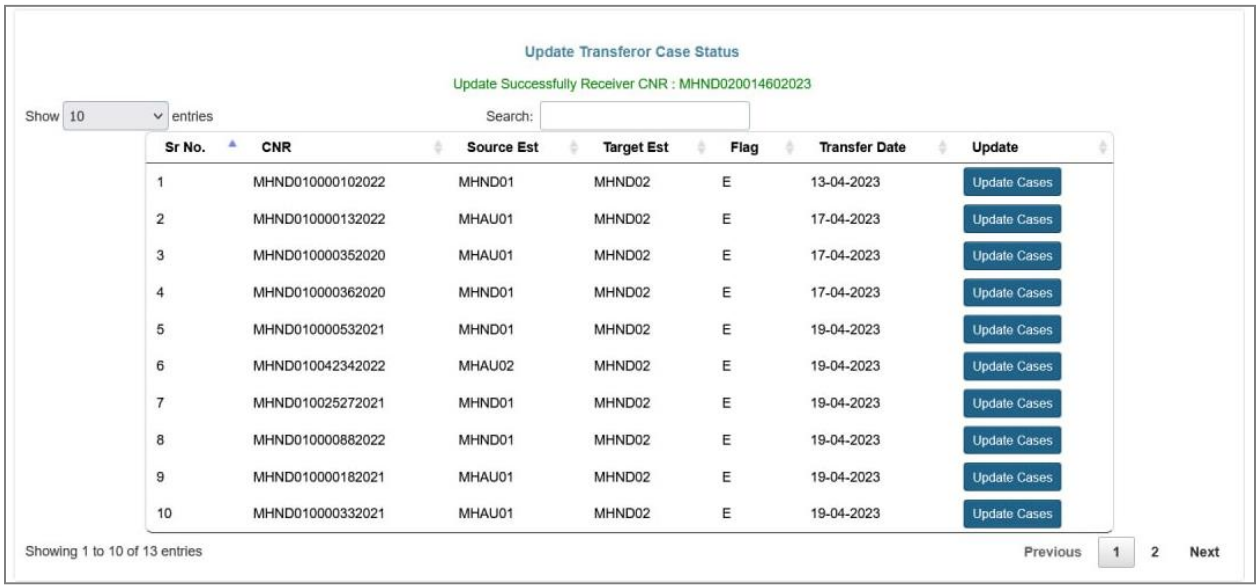
- If Register Case box is checked, new case number will be displayed. Click on Submit to register the case



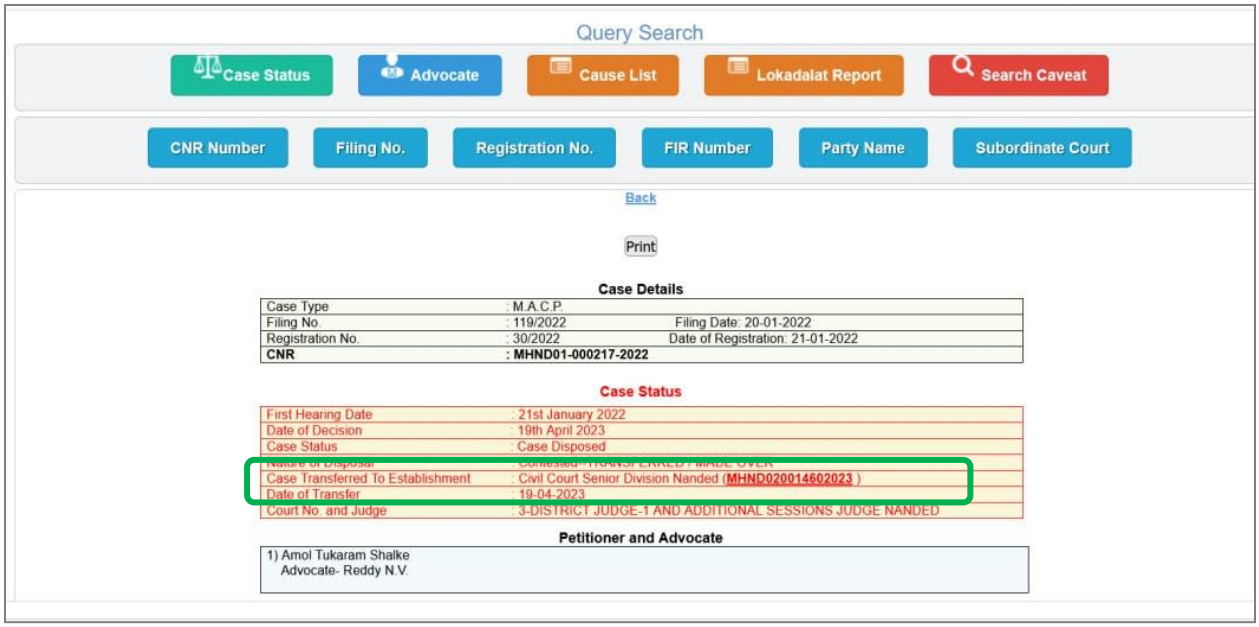
3.1.5 Update Transferred Case Status

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.

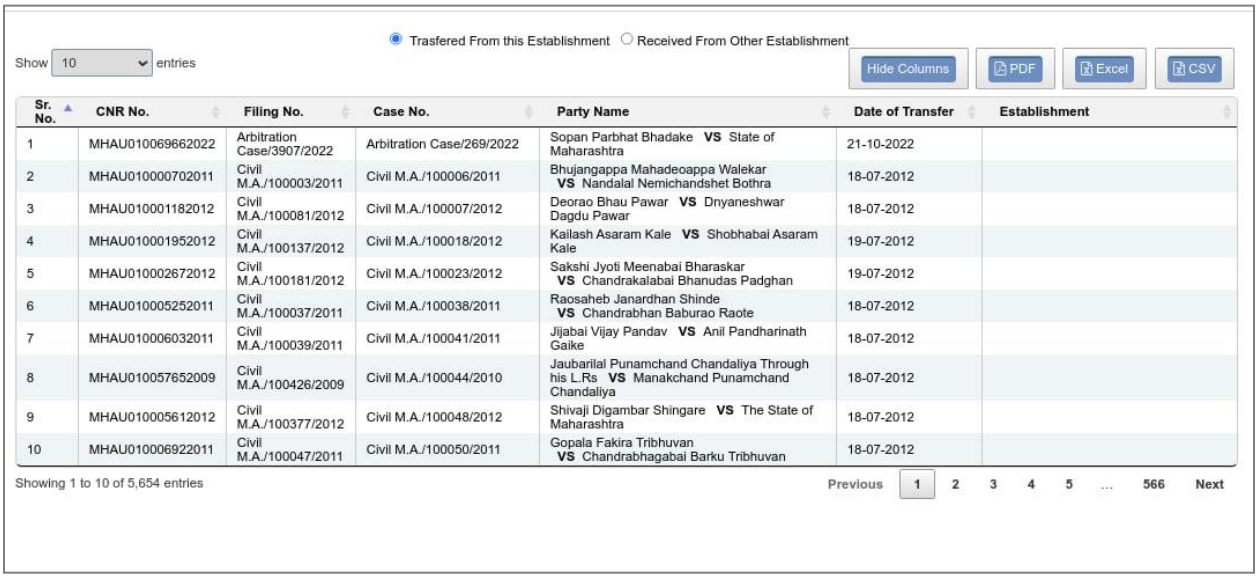


- Both the CNR numbers are visible in the case history. New case history can be viewed by clicking on the new CNR number.



3.1.6 Report

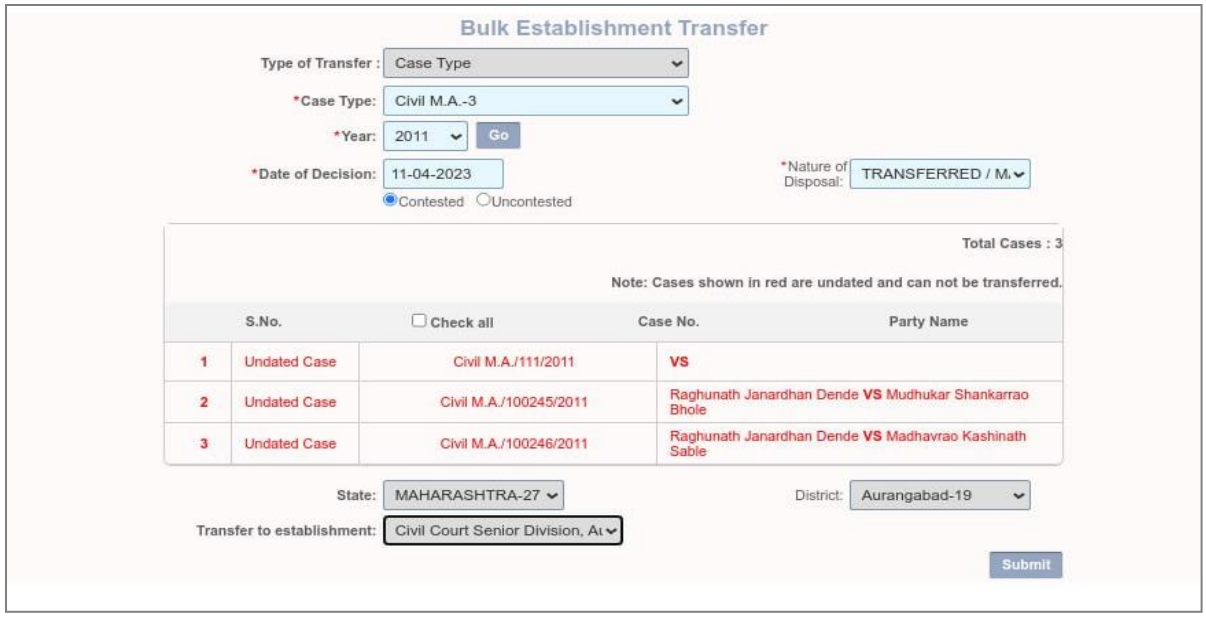
Facility to generate report of Cases transferred from Establishment & Cases received from another establishment.



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.



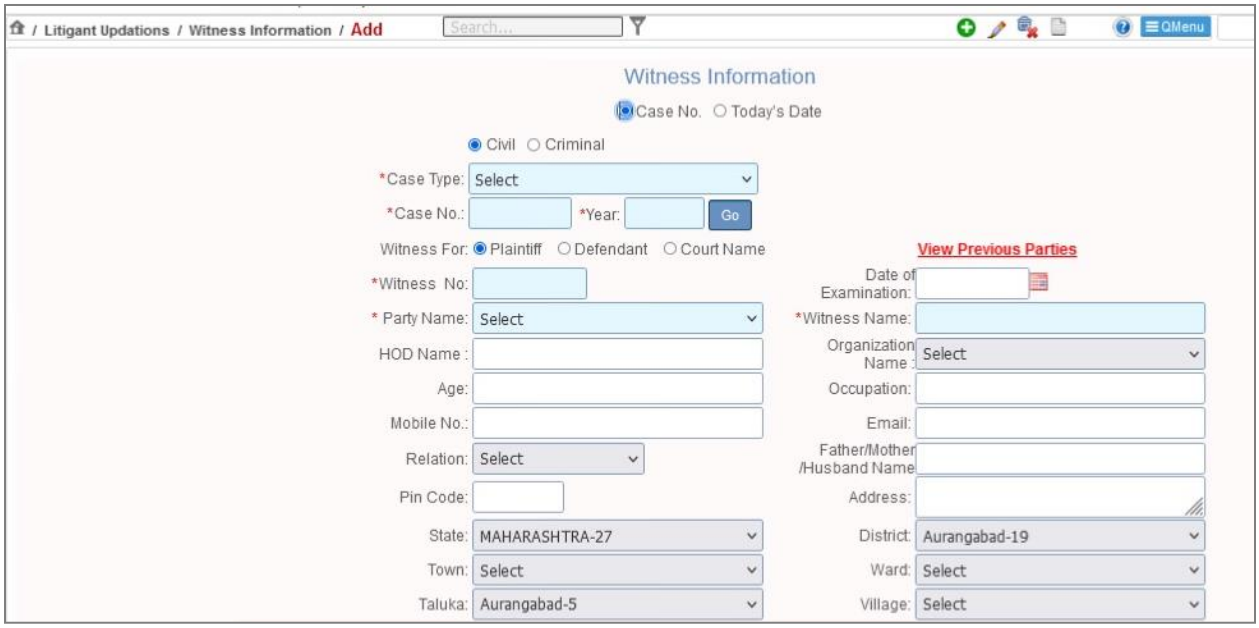
4. Litigant Updation

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.

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.

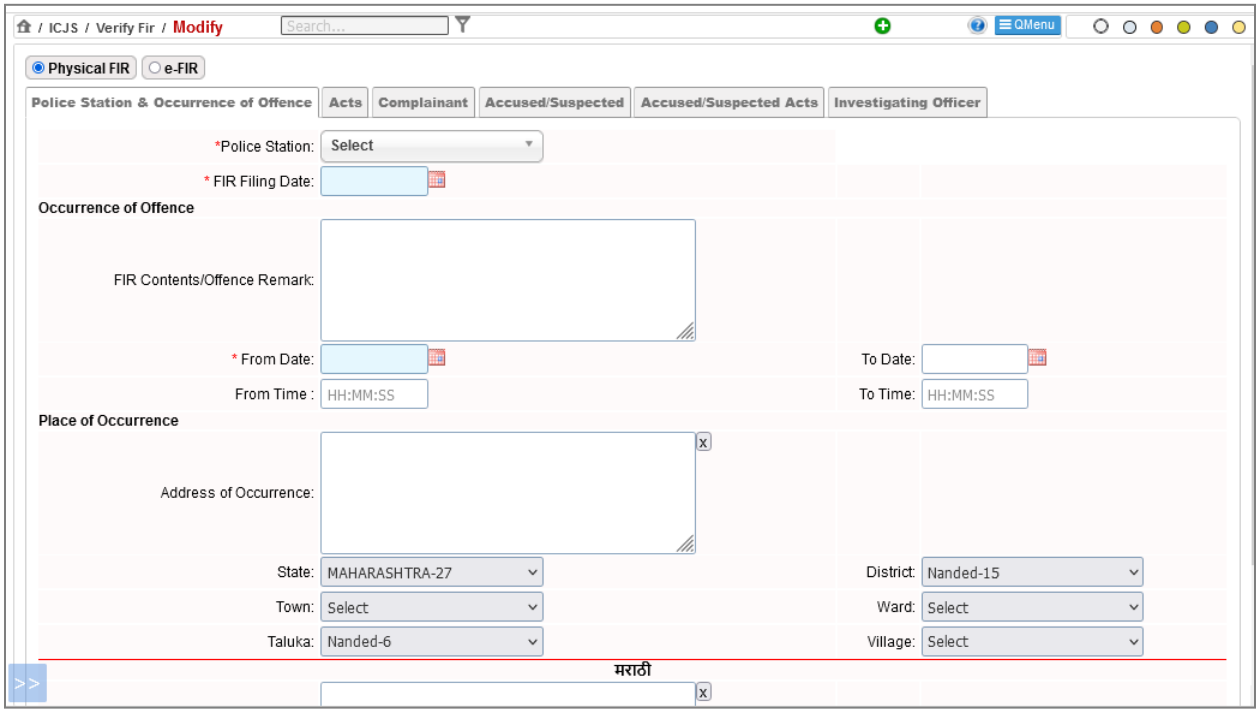


Fig: Verify FIR – Physical FIR tab

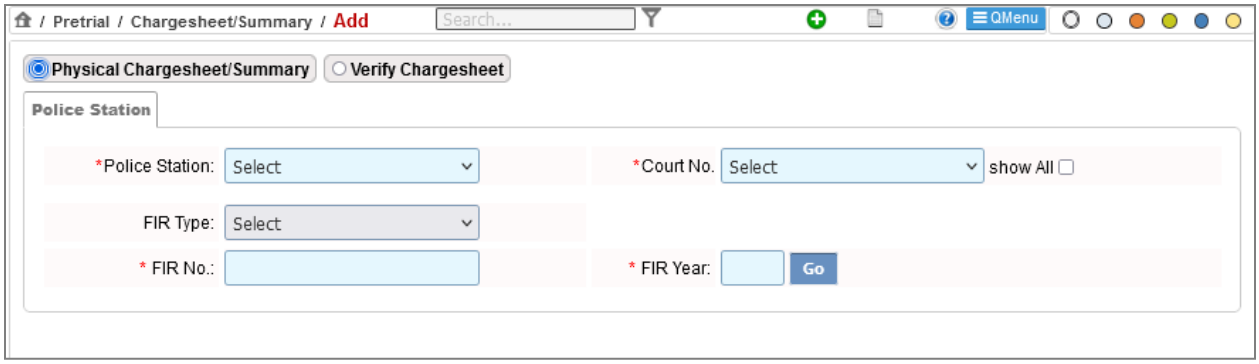
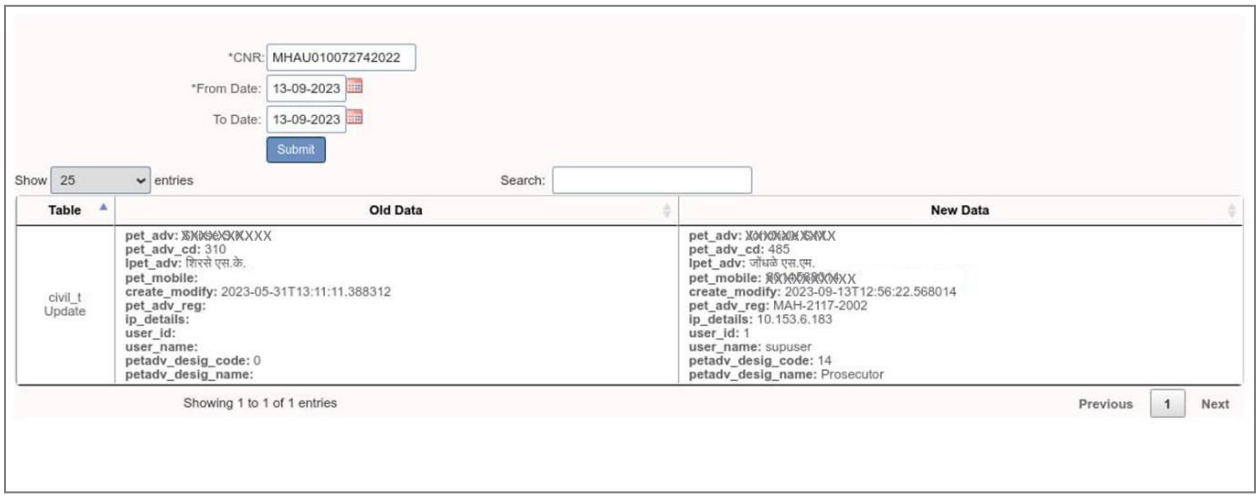


Fig: Verify Chargesheet – Physical Chargesheet tab

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.