

भारत सरकार  
वाणिज्य और उद्योग मंत्रालय  
विकास आयुक्त का कार्यालय  
सीपज़ विशेष आर्थिक क्षेत्र  
अंधेरी (पूर्व), मुंबई - 400096



Government of India  
Ministry of Commerce & Industry  
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कार्यकारी आदेश संख्या/ Executive Order No. 244 / 2025

डी.ओ. संख्या ए-60011/14/2014-प्रशासन IV(LA) दिनांक 03-03-2016 के अनुसार, विधि मंत्रालय ने एकीकृत मंच के माध्यम से कानूनी मामलों की केंद्रीय निगरानी के लिए सभी मंत्रालयों और विभागों में LIMBS एप्लिकेशन के कार्यान्वयन को अनिवार्य किया है। इस निर्देश के अनुरूप, डीसी कार्यालय वर्तमान में कानूनी अनुभाग गतिविधियों को सुव्यवस्थित करने और LIMBS एप्लिकेशन के साथ सहज एकीकरण सुनिश्चित करने के लिए ERP समाधान के भीतर एक कोर्ट केस मॉड्यूल को लागू करने की प्रक्रिया में है।

वर्तमान में सीपज़ एसईजेड का डीसी कार्यालय मैनुअल प्रक्रियाओं के माध्यम से सीपज़ द्वारा या उसके विरुद्ध दायर सभी कानूनी मामलों के रिकॉर्ड का प्रबंधन कर रहा है। वर्तमान में, मामले का विवरण औपचारिक रूप से प्राप्त किया जाता है, और मामले/इकाई से संबंधित प्रासंगिक दस्तावेजों के साथ-साथ सभी अनुवर्ती कार्रवाई मैनुअल रूप से समेकित की जाती है। सुनवाई की तिथियां, निर्णय और अन्य मामले से संबंधित विवरण भी मैनुअल रूप से ट्रैक किए जाते हैं।

कानूनी मामलों की निगरानी प्रक्रिया को सरल और मजबूत बनाने के लिए, आरआईएसई ईआरपी प्लेटफॉर्म के तहत एक ऑनलाइन कोर्ट केस मैनेजमेंट मॉड्यूल विकसित किया गया है। यह मॉड्यूल सभी कानूनी मामलों की केंद्रीकृत डिजिटल ट्रैकिंग को सक्षम करेगा, सुनवाई के कार्यक्रम और मामले की स्थिति पर अपडेट को स्वचालित करेगा, और संबंधित दस्तावेजों का सुरक्षित भंडारण और आसान पुनर्प्राप्ति

As per D.O. No. A-60011/14/2014-Admn.IV(LA) dated 03-03-2016, the Ministry of Law mandated the implementation of the LIMBS application across all ministries and departments to centrally monitor legal cases through a unified platform. In line with this directive, the DC Office is currently in the process of implementing a Court Case module within the ERP solution to streamline legal section activities and ensure seamless integration with the LIMBS application.

At present DC Office of SEEPZ SEZ has been managing records of all legal cases filed by or against SEEPZ through manual processes. Currently, case details are received formally, and all follow-ups, along with relevant documents related to the case/unit, are consolidated manually. Hearing dates, judgments, and other case-related details are also tracked manually.

To streamline and strengthen the legal case monitoring process, an **Online Court Case Management Module** has been developed under the **RISe ERP platform**. This module will enable centralized digital tracking of all legal cases, automate updates on hearing schedules and case status, and ensure secure

सुनिश्चित करेगा, जिससे कानूनी निगरानी और परिचालन दक्षता बढ़ेगी।

वर्तमान में, SEEPZ विधि एवं न्याय मंत्रालय द्वारा संचालित LRMS सॉफ्टवेयर में आंशिक डेटा दर्ज कर रहा है। LRMS को केंद्रीय स्तर पर मामलों की निगरानी के लिए डिज़ाइन किया गया है; हालाँकि, SEEPZ की क्षेत्रीय और प्राधिकरण-स्तरीय आवश्यकताओं के लिए, अतिरिक्त डेटा की आवश्यकता है। परिणामस्वरूप, वर्तमान में डेटा दो अलग-अलग प्रणालियों में दर्ज किया जा रहा है। एक बार LIMBS और ERP RISE के बीच API एकीकरण पूरा हो जाने के बाद, डेटा प्रविष्टि का एक एकल बिंदु स्थापित हो जाएगा, जिससे प्रक्रिया सुव्यवस्थित हो जाएगी।

यह SEEPZ SEZ के सभी हितधारकों को सूचित करने के लिए है कि अब से, सभी न्यायालय केस प्रबंधन प्रक्रियाओं को SEEPZ SEZ के लिए लागू RISE ERP एप्लिकेशन ([rise.seepz.gov.in](http://rise.seepz.gov.in)) के माध्यम से संभाला जाएगा। यह मॉड्यूल विभिन्न गतिविधियों की सुविधा प्रदान करता है, जिसमें एक नया मामला जोड़ना, न्यायालय और SEEPZ के बीच संचार विवरण रिकॉर्ड करना, सुनवाई और निर्णय विवरण को ट्रैक करना, अपील विवरण प्रबंधित करना, न्यायालय के मामलों की अवमानना और निष्पादन याचिकाएँ शामिल हैं। इसके अतिरिक्त, मॉड्यूल आगामी सुनवाई तिथियों के लिए अलर्ट प्रदान करता है।

कोर्ट केस मैनेजमेंट मॉड्यूल दिनांक 30.11.2023 से उपयोगकर्ता स्वीकृति परीक्षण (यूएटी) के लिए उपलब्ध है, जिसमें अंतिम उपयोगकर्ता डेटा दर्ज करते हैं और सुधार के लिए प्रतिक्रिया प्रदान करते हैं। इस प्रतिक्रिया के आधार पर, सुझाए गए संवर्द्धन के साथ एक अद्यतन संस्करण दिनांक 27.01.2025 को जारी किया गया था और अब संबंधित हितधारकों के लिए उपयोगकर्ता विशेषाधिकार सक्षम किए गए हैं।

storage and easy retrieval of related documents, thereby reducing legal oversight and enhancing operational efficiency.

Presently, SEEPZ is entering partial data into the LRMS software governed by the Ministry of Law and Justice. The LRMS is designed for monitoring cases at the central level; however, for SEEPZ's zonal and authority-level requirements, additional data is needed. As a result, data is currently being entered into two separate systems. Once the API integration between LIMBS and the ERP RISE is completed, a single point of data entry will be established, streamlining the process

This is to inform all stakeholders of SEEPZ SEZ that, henceforth, all Court Case Management processes shall henceforth be handled through the RISE ERP application ([rise.seepz.gov.in](http://rise.seepz.gov.in)) implemented for SEEPZ SEZ. This module facilitates various activities, including adding a new case, recording communication details between the court and the SEEPZ, tracking hearing and judgment details, managing appeal details, contempt of court cases, and execution petitions. Additionally, the module provides alerts for upcoming hearing dates.

The Court Case Management module has been available for User Acceptance Testing (UAT) since 30.11.2023, with end users entering data and providing feedback for improvements. Based on this feedback, an updated version with the suggested enhancements was released on 27.01.2025, and user privileges have now been enabled for the respective stakeholders.

मामले का विवरण दर्ज करने की विस्तृत प्रक्रिया उपयोगकर्ता पुस्तिका में संलग्न है::

### SEEPZ कार्यालय की कानूनी टीम:

1. rise.seepz.gov.in पर जाएं।
2. अपने क्रेडेंशियल के साथ लॉग इन करें और कोर्ट केस मॉड्यूल पर जाएं।
3. कोर्ट केस मॉड्यूल का चयन करके और केस लिस्ट टैब पर क्लिक करके नया केस जोड़ें और फाइलिंग तिथि, पार्टी का प्रकार, कोर्ट विवरण, SEEPZ अनुभाग, केस श्रेणी, अधिनियम विवरण और वित्तीय निहितार्थ जैसे विवरण दर्ज करें। सुनवाई की प्रगति के साथ केस विवरण अपडेट करें, जिसमें याचिकाकर्ता/प्रतिवादी विवरण, अधिवक्ता विवरण, सुनवाई की स्थिति और अनुपालन शामिल हैं। यदि आवश्यक हो तो अपील को भी ट्रैक किया जा सकता है।
4. प्रत्येक मामले के लिए इतिहास देखें टैब पर क्लिक करके पूरा केस इतिहास देखें।
5. प्रत्येक मामले के लिए इतिहास देखें टैब पर क्लिक करके पूरा मामला इतिहास देखें
6. यदि आवश्यक हो तो निपटाए गए मामलों को फिर से खोलें। फिर से खोले गए मामलों को आर्काइव्ड सेक्शन के भीतर फिर से खोले गए टैब के माध्यम से एक्सेस किया जा सकता है।
7. महत्वपूर्ण केस दस्तावेजों को रिपॉजिटरी टैब में बनाए रखें, उन्हें आसान एक्सेस और संदर्भ के लिए प्रासंगिक मामलों से लिंक करें।

इस आदेश के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं को प्रबंधित करने के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएं अनुलग्नक-क में उपलब्ध हैं।

यदि हितधारकों को किसी भी कठिनाई का

The detailed Process involved in registering case details is attached in user manual:

### Legal Team of SEEPZ office:

1. Visit [rise.seepz.gov.in](http://rise.seepz.gov.in).
2. Log in with your credentials and navigate to the **Court Case Module**.
3. **Add a New Case** by selecting the Court Case Module and clicking on the **Case List** tab and enter details such as filing date, party type, court details, SEEPZ section, case category, act details, and financial implications. Update case details as hearings progress, including petitioner/respondent details, advocate details, hearing status, and compliance. Appeals can also be tracked if needed.
4. **View complete case history** by clicking the **View History** tab for each case.
5. **Access archived cases** in the Archived tab to facilitate retrieval of closed case information.
6. **Reopen disposed cases** if needed. Reopened cases can be accessed via the **Reopened** tab within the **Archived** section.
7. **Maintain important case documents** in the **Repository** tab, linking them to relevant cases for easy access and reference.

A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any queries or training requirements. The roles of Users are available in Annexure-A.

In case stakeholders face any

सामना करना पड़ता है, तो उन्हें RISE सिस्टम में सक्षम तकनीकी हेल्पडेस्क मॉड्यूल पर टिकट उठाना चाहिए। इससे सीपज़ प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

difficulty, they should raise tickets on the Technical Helpdesk module enabled in the RISE system. This will help the SEEPZ Authority track and monitor the issues and pendency as well.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

Digitally signed by  
Mital Sudhir Hiremath  
संयुक्त विकास आयुक्त/Development Commissioner  
सीपज़-सेज़, मुंबई/SEEPZ-SEZ, Mumbai  
Date: 01-07-2025  
Time: 16:45:18

F.No.: SEEPZ-SEZ/ADMIN/RISeERP/2024-25/ 46145

Date: 01.07.2025

प्रतिलिपि/ Copy to:

1. सभी अधिकारी/कर्मचारी/ All Officers/Staff Members
2. विआका/संविआका/उविआका/विआ/ DCO/JDCO/DDCO/SO
3. कार्यालय आदेश फ़ाइल / रजिस्टर/ Office Order file/register
4. सीपज़ वेबसाइट/ SEEPZ Website
5. नोटिस बोर्ड/ Notice Board
6. ईआरपी टीम/ ERP Team

## **Annexure A**

### Roles of Users in Courtcase Management Module

<b>User</b>	<b>Roles in Module</b>
<b>Development Commissioner</b>	<ol style="list-style-type: none"><li>1. View Dashboard</li><li>2. Generate Reports</li><li>3. Search and view Case details</li><li>4. Alert on upcoming hearings</li></ol>
<b>Joint Development Commissioner</b>	<ol style="list-style-type: none"><li>1. View Dashboard</li><li>2. Generate Reports</li><li>3. Search and view Case details</li><li>4. Alert on upcoming hearings</li></ol>
<b>Deputy Development Commissioner</b>	<ol style="list-style-type: none"><li>1. View Dashboard</li><li>2. Generate Reports</li><li>3. Search and view Case details</li><li>4. Alert on upcoming hearings</li></ol>
<b>Assistant Development Commissioner, Legal</b>	<ol style="list-style-type: none"><li>1. View Dashboard</li><li>2. Generate Reports</li><li>3. Add Case</li><li>4. Update Case details</li><li>5. Search and view Case details</li><li>6. Alert on upcoming hearings</li></ol>
<b>Assistant/ UDC/ LDC - Legal</b>	<ol style="list-style-type: none"><li>1. View Dashboard</li><li>2. Generate Reports</li><li>3. Add Case</li><li>4. Update Case details</li><li>5. Search and view Case details</li><li>6. Alert on upcoming hearings</li></ol>
<b>Executives - Legal</b>	<ol style="list-style-type: none"><li>1. View Dashboard</li><li>2. Generate Reports</li><li>3. Add Case</li><li>4. Update Case details</li><li>5. Search and view Case details</li><li>6. Alert on upcoming hearings</li></ol>



**RISe ERP for SEEPZ SEZ**

# **USER MANUAL**

for

**COURT CASE MANAGEMENT**

Submitted to

**SEEPZ SPECIAL ECONOMIC ZONE**

Office of Zonal Development Commissioner  
(Maharashtra, Goa, Union Territory of Daman,  
Diu & Dadra Nagar Haveli)

# Table of Contents

1	VERSION HISTORY	11
2	INTRODUCTION – COURT CASE MANAGEMENT	12
2.1.	PRODUCT FUNCTION	12
2.2.	INTENDED AUDIENCE AND FUNCTIONALITIES	12
3	LOGIN – LDC	13
3.1.	CASE REGISTRATION PROCEDURE	13
3.2.	CASE LIST – CASE DETAILS REGISTERING	15
4	UPDATION OF REGISTERED CASE DETAILS	22
4.1.	PETITIONER / RESPONDENT	23
4.1.1	ADD PETITIONER DETAILS	23
4.1.2	ADD RESPONDENT DETAILS	26
4.2.	ADVOCATE	28
4.3.	PLEADING/COMMUNICATION	31
4.3.1	COMMUNICATION TO COURT	32
4.3.2	COMMUNICATION FROM COURT	32
4.3.3	RECEIVED FROM ADVOCATE	34
4.4.	CASE STATUS	34
4.5.	HEARINGS	36
4.5.1	HEARING STATUS DETAILS – HEARD/ ADJOURNED	38
4.5.2	HEARING STATUS DETAILS – INTERIM ORDER	39
4.5.3	HEARING STATUS DETAILS – AGREED TO SETTLE	40
4.5.4	HEARING STATUS DETAILS – REFERRED	41
4.5.5	HEARING STATUS DETAILS – CASE DISPOSED	42
4.6.	JUDGEMENT	43
4.7.	APPEAL	46
4.8.	COMPLIANCE	48



4.8.1 LIST OF INTERIM ORDER ISSUED	48
4.8.2 JUDGEMENT DETAILS	50
4.9. CASE DETAILS – UPDATED	51
4.10. CASE DETAILS – FILTERING	53
5 LOGIN – ADC	55
5.1. DASHBOARD	55
5.2. INBOX	57
5.3. CASE LIST	57
5.4. ARCHIVED	59
5.5. REPOSITORY	61
5.6. REPORTS	63
5.6.1 CASE REGISTER REPORT	63
5.6.2 CASE WISE REPORT	64
5.6.3 GENERAL REPORT	64
5.6.4 ADVOCATE WISE REPORT	65
5.6.5 PETITIONER WISE REPORT	66
5.6.6 HEARING DATE WISE REPORT	66
5.6.7 VERDICT WISE REPORT	67
5.6.8 COMMUNICATION REPORT	67
6 SETUP	68
6.1. SET UP – STATE	68
6.2. SET UP – COURT CLASSIFICATION	69
6.3. SET UP – COURT	69
6.4. SET UP – ADVOCATE CATEGORY	70
6.5. SET UP – ADVOCATE SUB CATEGORY	71
6.6. SET UP – ADVOCATE	72



6.7.	SET UP – CASE CATEGORY	73
6.8.	SET UP – CASE SUB CATEGORY	73
6.9.	SET UP – CASE STATUS	74

## Table of Figures

Figure 1 – Login Page .....	13
Figure 2 – Login Credentials.....	13
Figure 3 – Select LDC - Legal Division.....	14
Figure 4 – Select Court Case Module .....	14
Figure 5 – Home Page .....	15
Figure 6 – Case List.....	15
Figure 7 – Add Case.....	15
Figure 8 – Register Case Details .....	16
Figure 9 – Enter Case Number & Select Date of Filing.....	16
Figure 10 – Select State.....	17
Figure 11 – Select Court Classification .....	17
Figure 12 – Enter Case Category, Case Sub Category & Select Section .....	18
Figure 13 – Select Case Filed Against/ By.....	18
Figure 14 – Select Case Category .....	19
Figure 15 – Select Case Sub Category .....	19
Figure 16 – Enter the Act, Issue Involved, Reason for Claim & Financial Implication ..	19
Figure 17 – Enter Claim Amount Details .....	20
Figure 18 – Add Attachments & Save the Case Details .....	20
Figure 19 – List of Cases.....	21
Figure 20 – Forward Case Details to ADC.....	21
Figure 21 – Alert: Successfully Forwarded .....	21
Figure 22 – Update Case Details .....	22
Figure 23 – General Details of Registered Case .....	22
Figure 24 – Add Petitioner Details .....	23
Figure 25 – Select Petitioner Category.....	23
Figure 26 – Select Petitioner Type .....	23

Figure 27 – Petitioner Type - Unit .....	24
Figure 28 – Add Petitioner Details .....	24
Figure 29 – Petitioner List .....	24
Figure 30 – Forward Petitioner Details to ADC .....	25
Figure 31 – Alert: Successfully Forwarded .....	25
Figure 32 – Respondent Sub- tab .....	26
Figure 33 – Add Respondent Details .....	26
Figure 34 – Select Respondent Category .....	26
Figure 35 – Select Respondent Type .....	27
Figure 36 – Respondent Type - Unit .....	27
Figure 37 – Add Respondent Details .....	27
Figure 38 – Respondent List .....	28
Figure 39 – Advocate Details .....	28
Figure 40 – Add Advocate Details (1) .....	29
Figure 41 – Add Advocate Details (2) .....	29
Figure 42 – Add Advocate Details (3) .....	29
Figure 43 – Advocate Sub Category .....	30
Figure 44 – Save Advocate Details .....	30
Figure 45 – Advocate Details .....	31
Figure 46 – Pleading/Communication .....	31
Figure 47 – Save Communication to Court Details .....	32
Figure 48 – Communications to Court .....	32
Figure 49 – Save Communication from Court Details .....	33
Figure 50 – Communications from Court .....	33
Figure 51 – Save Received from Advocate Details .....	34
Figure 52 – Received from Advocate .....	34
Figure 53 – Case Status .....	35

Figure 54 – Add Case Status Details.....	35
Figure 55 – Case Status List.....	35
Figure 56 – Status of Case in Case List Tab .....	36
Figure 57 – Hearings .....	36
Figure 58 – Hearing Details .....	37
Figure 59 – Upcoming Hearing Date in Dashboard Tab .....	37
Figure 60 – Hearing Status as ‘Heard/Adjourned’ .....	38
Figure 61 – Next Posting Date in Dashboard Tab .....	38
Figure 62 – Interim Order .....	39
Figure 63 – Agreed to Settle .....	40
Figure 64 – Referred .....	41
Figure 65 – Case Disposed .....	42
Figure 66 – Hearing Details .....	42
Figure 67 – Judgement.....	43
Figure 68 – Add Judgement Details (1) .....	43
Figure 69 – Add Judgement Details (2) .....	44
Figure 70 – Judgement Details.....	44
Figure 71 – Case Attachment Details .....	44
Figure 72 – Sample View of Attached File .....	45
Figure 73 – Forward Judgement Details to ADC .....	45
Figure 74 – Appeal .....	46
Figure 75 – Add Appeal Details .....	46
Figure 76 – New Case Details.....	47
Figure 77 – Generated Case List .....	47
Figure 78 – Case General Details .....	47
Figure 79 – Previous Case General Details.....	48
Figure 80 – List of Interim Order Issued.....	48

Figure 81 – Add Interim Order Details .....	49
Figure 82 – List of Compliance Entry (Interim Order) .....	49
Figure 83 – Judgement Details .....	50
Figure 84 – Add Compliance .....	50
Figure 85 – List of Compliance Entry (Judgement) .....	51
Figure 86 – Update Case Details through Case Number .....	51
Figure 87 – Added Petitioner Details .....	51
Figure 88 – Added Respondent Details .....	52
Figure 89 – Added Advocate Details .....	52
Figure 90 – Added Communication from Court & To Court Details & Received from Advocate .....	52
Figure 91 – Added Case Status List .....	52
Figure 92 – Added Hearing Details & Judgement Details .....	53
Figure 93 – Added Appeal Details .....	53
Figure 94 – List of Cases (All) .....	53
Figure 95 – Case Attachment Details .....	54
Figure 96 – List of Cases (Important) .....	54
Figure 97 – List of Cases (Not Verified) .....	54
Figure 98 – Dashboard (Year Wise Cases, Upcoming Hearings) .....	55
Figure 99 – Dashboard (Litigation Chart) .....	55
Figure 100 – Dashboard (Category-wise Cases) .....	56
Figure 101 – Dashboard (Financial Implication Wise Cases) .....	56
Figure 102 – Inbox - ADC .....	57
Figure 103 – View Forwarded Case Details .....	57
Figure 104 – Action Buttons .....	57
Figure 105 – Verify Case .....	58
Figure 106 – Alert: Successfully Verified .....	58

Figure 107 – Verify Petitioner Details .....	58
Figure 108 – Alert: Successfully Verified .....	59
Figure 109 – Move to Archived Tab .....	59
Figure 110 – Moved Verified Case .....	60
Figure 111 – Reopen Verified Case .....	60
Figure 112 – Reopened Case Details .....	60
Figure 113 – Repository .....	61
Figure 114 – Add Circular Details .....	61
Figure 115 – Add Circular Link .....	61
Figure 116 – Link the Saved Circular .....	62
Figure 117 – Link the Circular to the Case .....	62
Figure 118 – Full Case Uploads .....	62
Figure 119 – Case Attachments .....	63
Figure 120 – List of Reports .....	63
Figure 121 – Case Register Report .....	63
Figure 122 – Case Register Details .....	64
Figure 123 – Case Wise Report .....	64
Figure 124 – Case List Report .....	64
Figure 125 – Court Classification Wise Report .....	64
Figure 126 – General Report .....	65
Figure 127 – Advocate Wise Report .....	65
Figure 128 – Generate Advocate Wise Report .....	65
Figure 129 – Petitioner Wise Report .....	66
Figure 130 – Generate Petitioner Wise Report .....	66
Figure 131 – Hearing Date Wise Report .....	66
Figure 132 – Generate Hearing Date- wise Report .....	66
Figure 133 – Verdict Wise Report .....	67

Figure 134 – Generate Verdict wise Report .....	67
Figure 135 – Communication Report .....	67
Figure 136 – Generate Communication Report .....	67
Figure 137 – Add Setup Details .....	68
Figure 138 – Setup - State .....	68
Figure 139 – Setup- Court Classification .....	69
Figure 140 – Setup-Court Details .....	69
Figure 141 – Setup - Court .....	70
Figure 142 – Setup- Advocate Category .....	70
Figure 143 – Setup- Advocate Sub Category .....	71
Figure 144 – Setup- Advocate .....	72
Figure 145 – Setup- Case Category .....	73
Figure 146 – Setup- Case Sub Category .....	73
Figure 147 – Set up- Case Status .....	74



1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	26-07-2024	Anakha S	Sourav K	Vishnu K S
1.1	Second Version	20-03-2025	Nageswari G	Sourav K	Vishnu K S

## **2 INTRODUCTION – COURT CASE MANAGEMENT**

### **2.1.PRODUCT FUNCTION**

The Court Case Management module maintains the information pertaining to all court cases of SEEPZ SEZ. The information on the cases filed by SEEPZ SEZ or against SEEPZ SEZ shall be managed using this module.

The User Manual is designed to offer a comprehensive understanding on the details regarding case register, filing/ communication details, hearings, judgment, appeal, compliance, facility for the user to generate multiple reports like case profile, period wise list of cases – settled, disposed, moved for appeal, based on judgment and reports on hearing dates / filing / communication details, and also configuring setup details for case registration.

Each highlighted feature in this User Manual is supported by accompanying screenshots to enhance user assistance.

### **2.2.INTENDED AUDIENCE AND FUNCTIONALITIES**

This manual is designed mainly for:

#### **1. SEEPZ User:**

- SEEPZ user have various functionalities, including case registration, updating registered case details, report generation.

## 3 LOGIN – LDC

### 3.1. CASE REGISTRATION PROCEDURE

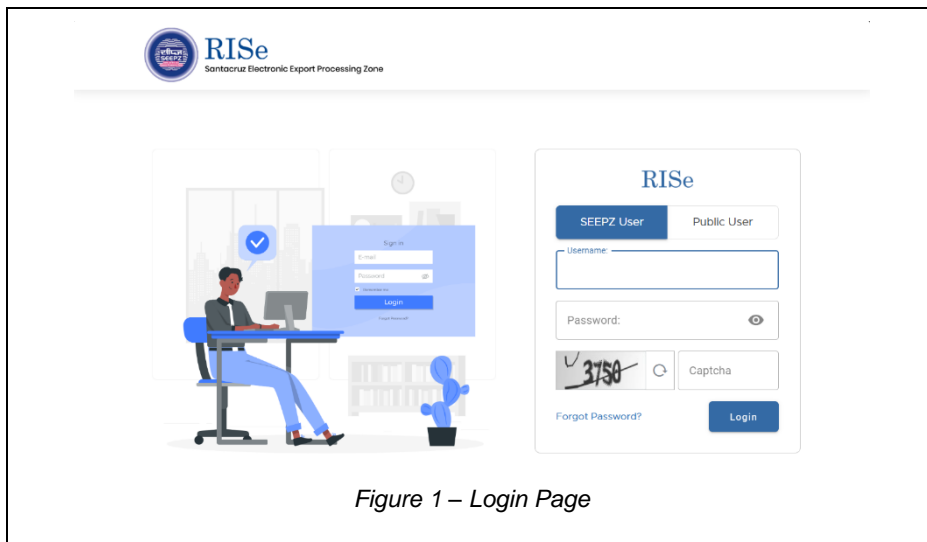


Figure 1 – Login Page

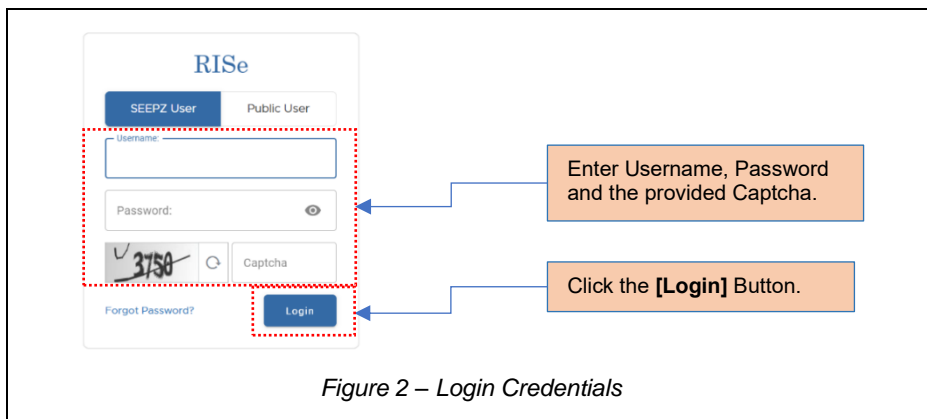
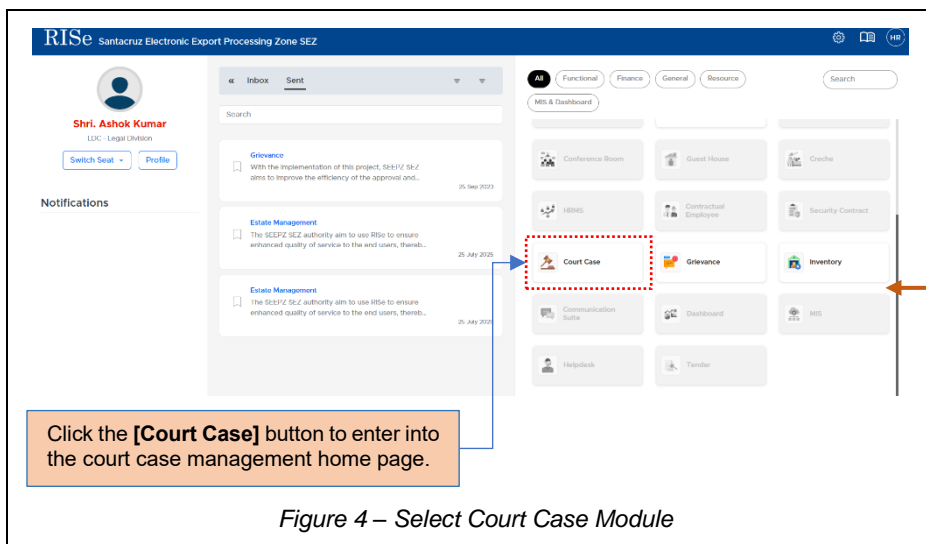
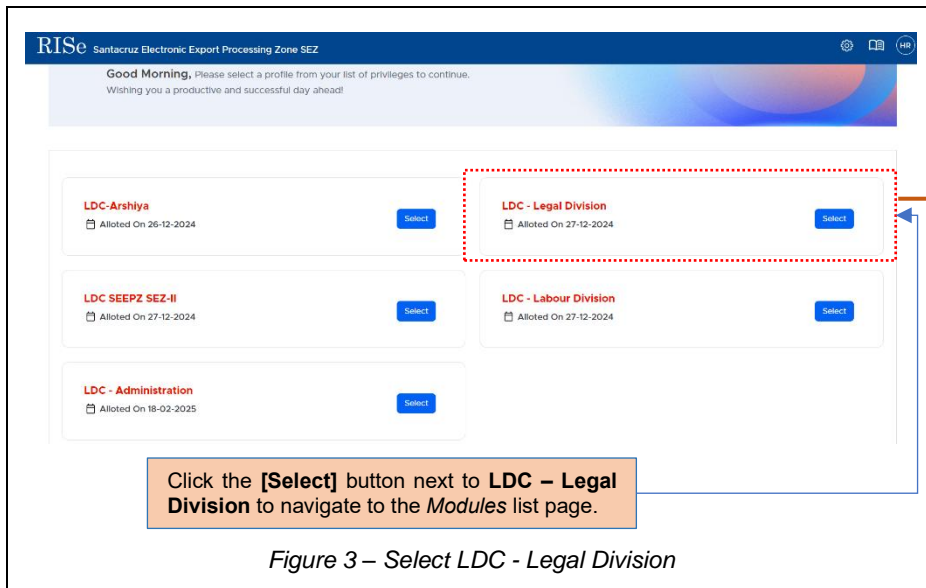
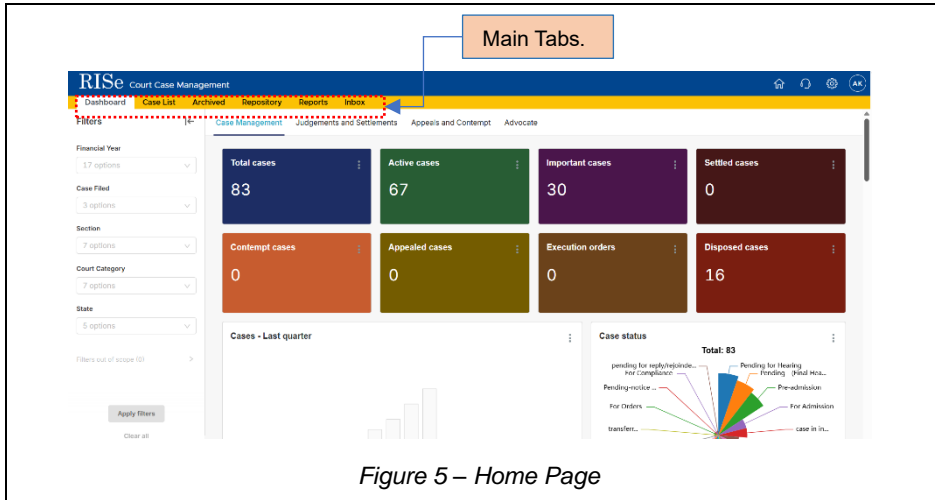


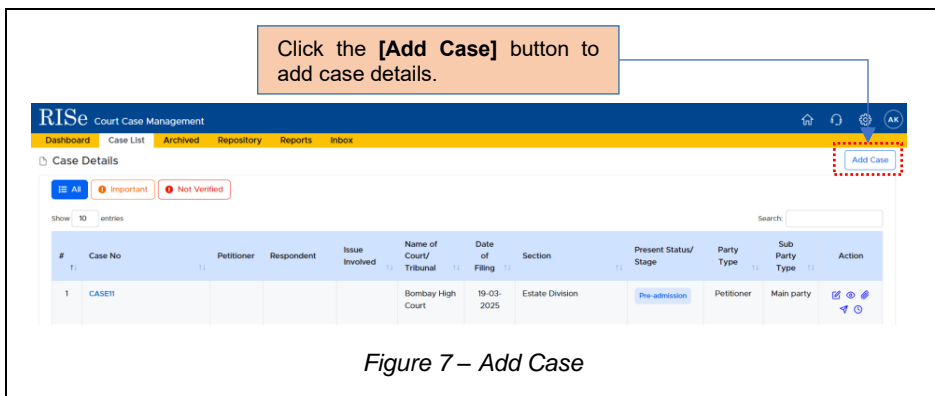
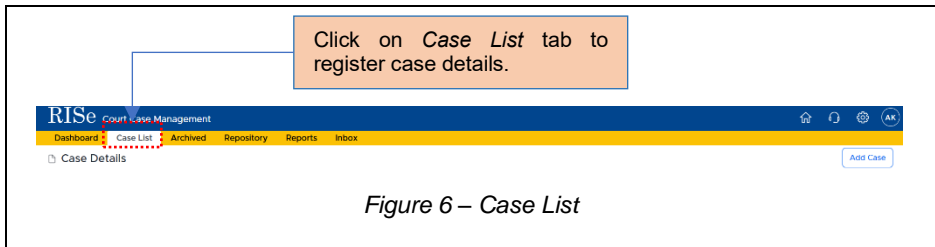
Figure 2 – Login Credentials

On login, the respective user enters for seat selection.





## 3.2. CASE LIST – CASE DETAILS REGISTERING



Mark the Importance of Case as Yes/No.

**RISe Court Case Management**

Dashboard Case List **Archived** Repository Reports Inbox

Case Details

Important Case: ☒ Yes ☐ No

Party Type: ☒ Petitioner ☐ Respondent Sub Party Type: ☒ Main Party ☐ Proforma Party

Case Number\* Date of Filing\* dd-mm-yyyy State\* --Select State-- Court Classification\* --Select Court Classification--

Court Place/Bench\* --Select Place-- Court/Tribunal Name\* --Select Court/ Tribunal-- Section\* --Select Section-- Sub Section

Case Filed Against/ By\* --Select option-- Case Category\* --Select Case Category-- Case Sub Category --Select Case Sub Category-- Under the Act

Issue Involved Reason for Claim Financial Implication\* --Select Financial Implication-- Claim Amount (Rs.) - Estate Dues

Claim Amount(Rs.) - Customs Duty Liability Claim Amount (Rs.) - Pending Foreign Exchange Brief Facts of the Case

**Attachments**

Attachment Subject Choose File No file chosen (Allowed Types: pdf) (Max size : 30mb)

Figure 8 – Register Case Details

Dashboard Case List **Archived** Repository Reports Inbox

Case Number\* Date of Filing\* dd-mm-yyyy

Court Place/Bench\* --Select Place--

Case Filed Against/ By\* --Select option--

Issue Involved

Claim Amount(Rs.) - Customs Duty Liability Claim Amount (Rs.) - Pending Foreign Exchange

Enter Case Number.

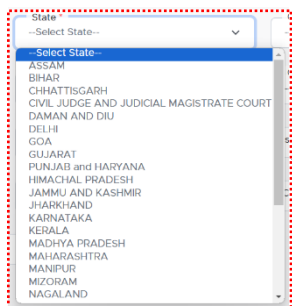
Select Date of Filing.

March, 2025

Su	Mo	Tu	We	Th	Fr	Sa
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Clear Today

Figure 9 – Enter Case Number & Select Date of Filing



State

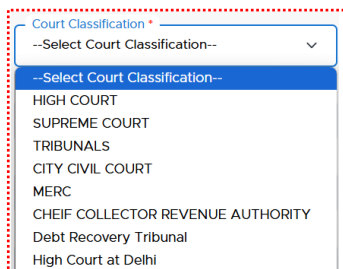
--Select State--

--Select State--

ASSAM  
BIHAR  
CHHATTISGARH  
CIVIL JUDGE AND JUDICIAL MAGISTRATE COURT  
DAMAN AND DIU  
DELHI  
GOA  
GUJARAT  
PUNJAB and HARYANA  
HIMACHAL PRADESH  
JAMMU AND KASHMIR  
JHARKHAND  
KARNATAKA  
KERALA  
MADHYA PRADESH  
MAHARASHTRA  
MANIPUR  
MIZORAM  
NAGALAND

Select State.

Figure 10 – Select State



Court Classification \*

--Select Court Classification--

--Select Court Classification--

HIGH COURT  
SUPREME COURT  
TRIBUNALS  
CITY CIVIL COURT  
MERC  
CHIEF COLLECTOR REVENUE AUTHORITY  
Debt Recovery Tribunal  
High Court at Delhi

Select Court Classification.

Figure 11 – Select Court Classification



The screenshot shows a web form for entering case details. Annotations with arrows point to specific fields:

- Select Court Place/ Bench against the selected State.** Points to the "Court Place/Bench" dropdown menu.
- Select Court / Tribunal Name where the case has been registered.** Points to the "Court/ Tribunal Name" dropdown menu.
- Select Section from where the case has been forwarded/registered.** Points to the "Section" dropdown menu, which is open and shows a list of departments including Estate Division, Finance, Accounts & Procurement Division, etc.

Other visible fields include "Case Filed Against/ By", "Case Category", "Issue Involved", "Reason for Claim", "Claim Amount(Rs.)", "Attachments", and status buttons like "All", "Important", and "Not Verified".

*Figure 12 – Enter Case Category, Case Sub Category & Select Section*

The screenshot shows a close-up of the "Case Filed Against/ By" dropdown menu. An annotation points to the menu:

- Select Case Filed option.** Points to the dropdown menu, which is open and shows options: "Against SEEPZ", "By SEEPZ", and "Others".

*Figure 13 – Select Case Filed Against/ By*

Select Case Category.

Figure 14– Select Case Category

Select Case Sub Category against the selected Case Category.

Figure 15– Select Case Sub Category

Mention the reason for filing the Case.

Select the Financial Implication against the Claim.

Figure 16– Enter the Act, Issue Involved, Reason for Claim & Financial Implication

Enter claim amount details whether it is for *Estate Dues*, *Customs Duty Liability*, *Pending Foreign Exchange*.

Figure 17 – Enter Claim Amount Details

**Note:** *Estate Dues* furnishes the details about the rental dues by SEEPZ.

Provide a concise overview of the case and its key facts.

Figure 18 – Add Attachments & Save the Case Details

The registered Case Details will appear in *Case List* tab >> *List of Cases* table.

Click on View icon to view registered case details.

Click on Forward icon to forward registered case details to ADC.

*Figure 19 – List of Cases*

Do you want to forward this case?

Click the [OK] button to verify case.

*Figure 20 – Forward Case Details to ADC*

Successfully Forwarded

OK

*Figure 21 – Alert: Successfully Forwarded*

## 4 UPDATION OF REGISTERED CASE DETAILS

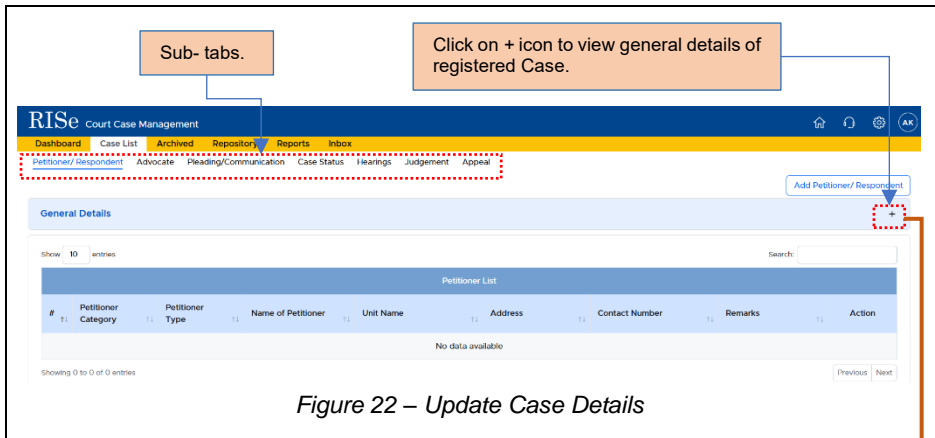


Figure 22 – Update Case Details

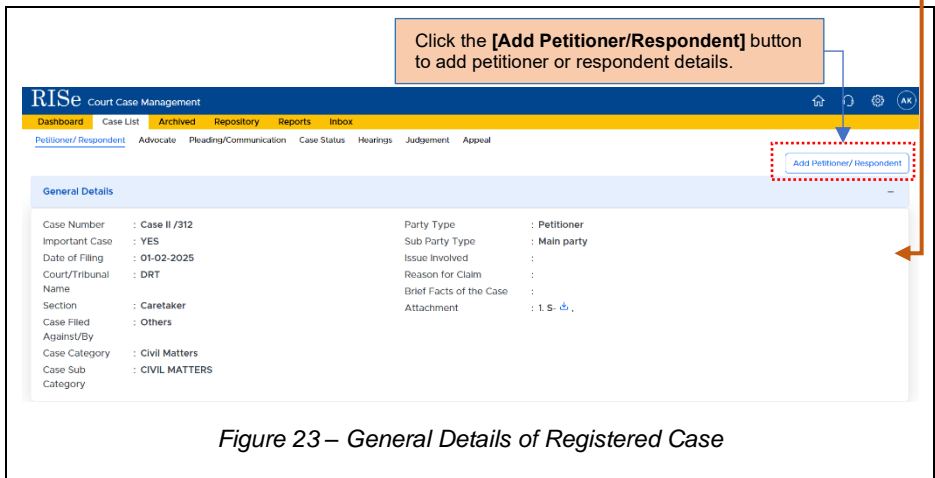


Figure 23 – General Details of Registered Case

## 4.1. PETITIONER / RESPONDENT

### 4.1.1 ADD PETITIONER DETAILS

Click on *Petitioner/Respondent* sub- tab to add Petitioner Details.

RISe Court Case Management

Dashboard Case List Archived Repository Reports Inbox

Petitioner/Respondent Advocate Pleading/Communication Case Status Hearings Judgement Appeal

Add Petitioner Details

Petitioner Category \*  
--Select Petitioner Category--

Petitioner Type \*  
--Select Petitioner Type--

Address

Contact Number

Remarks

Clear Save

Figure 24 – Add Petitioner Details

Select Petitioner Category.

Petitioner Category \*

--Select Petitioner Category--

--Select Petitioner Category--

Plaintiff

Petitioner

Applicant

Appellant

Intervener

Figure 25 – Select Petitioner Category

Select Petitioner Type.

Petitioner Type \*

--Select Petitioner Type--

--Select Petitioner Type--

Unit

Public

SEEPZ User

Vendor

Ministry

Government

Others

Bank

EOU Units

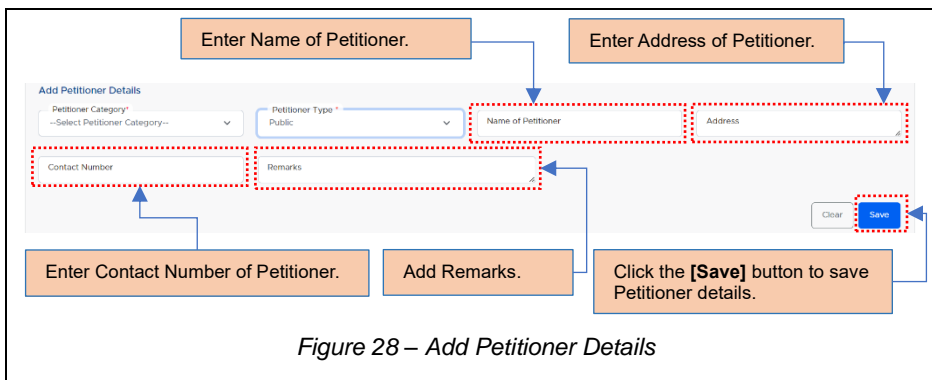
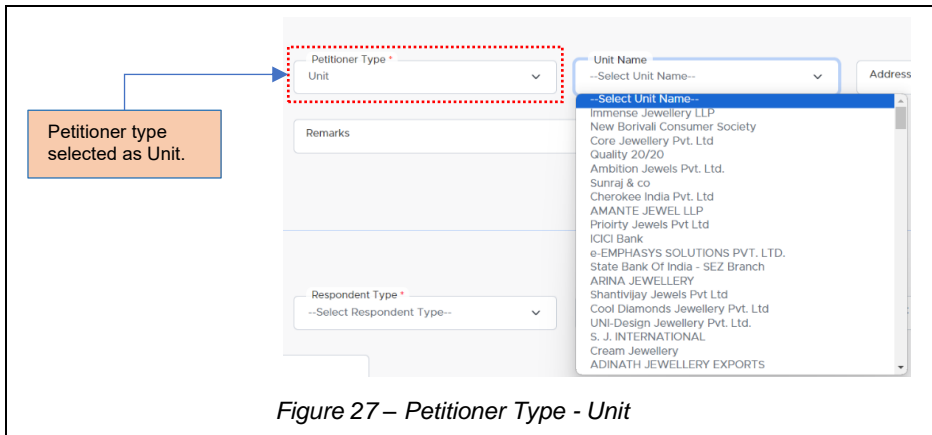
SEZ Units

New SEZ Unit

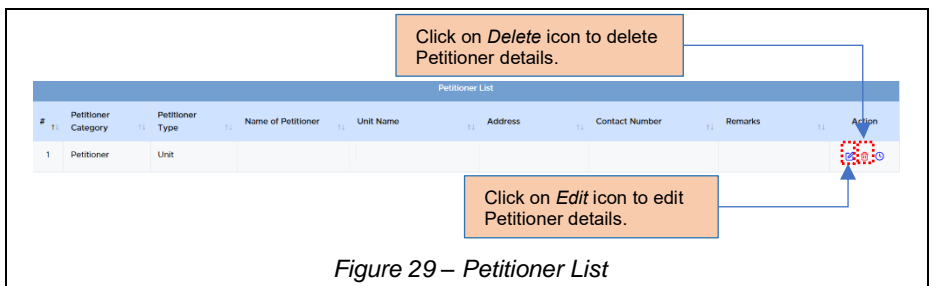
SEZ Developers

Figure 26 – Select Petitioner Type

**Note:** If the user selects the Petitioner Type as 'Unit,' they are required to choose the corresponding Unit Name. This information is derived from the details captured in the Estate Management module.



The added Petitioner Details will appear in *Case List* tab >> *Petitioner List* table.





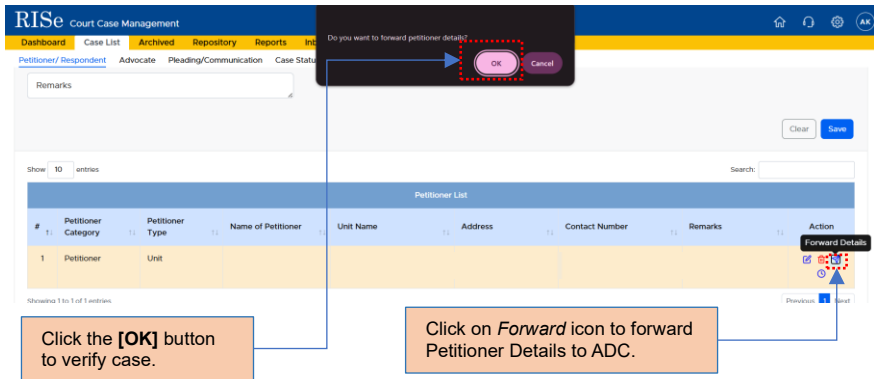


Figure 30 – Forward Petitioner Details to ADC

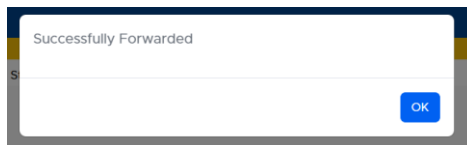
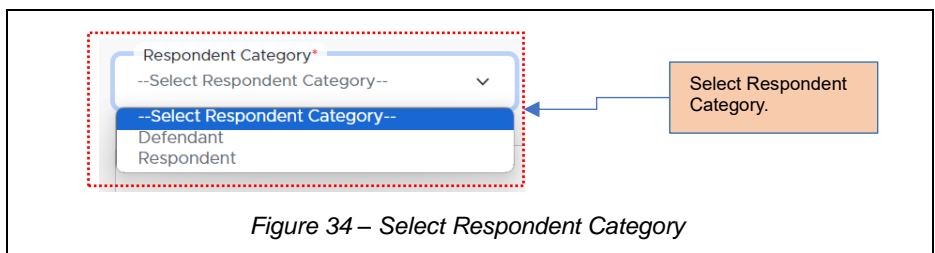
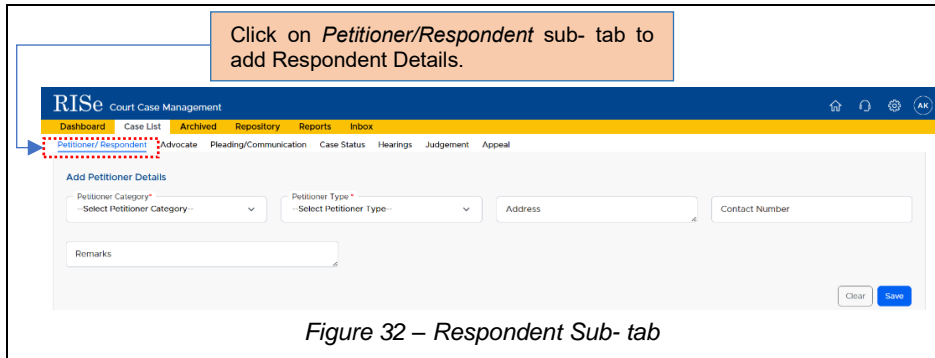


Figure 31 – Alert: Successfully Forwarded

The forwarding process for Advocate, Pleading/Communication, Case Status, Hearing, and Judgment Details is the same as for the Petitioner Details. These following details can be individually forwarded to ADC for verification.

## 4.1.2 ADD RESPONDENT DETAILS

In this step, the concerned user inputs the details of the respondent against whom the case has been filed.



Select Respondent Type.

Figure 35 – Select Respondent Type

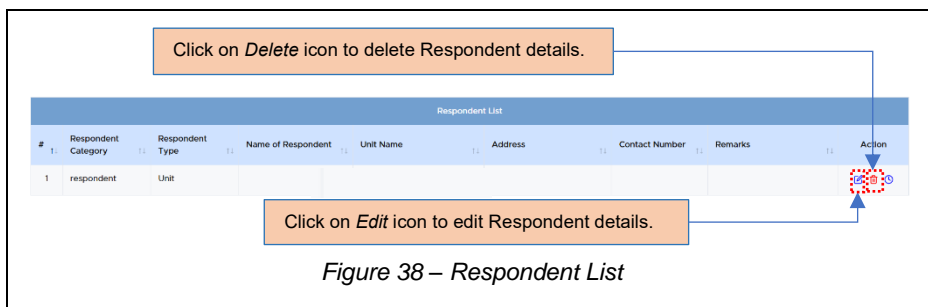
**Note:** If the user selects the Respondent Type as 'Unit,' they are required to choose the corresponding Unit Name. This information is derived from the details captured in the Estate Management module.

Respondent type selected as Unit.

Figure 36 – Respondent Type - Unit

Figure 37 – Add Respondent Details

The added Respondent details will appear in *Case List* tab >> *Respondent List* table.

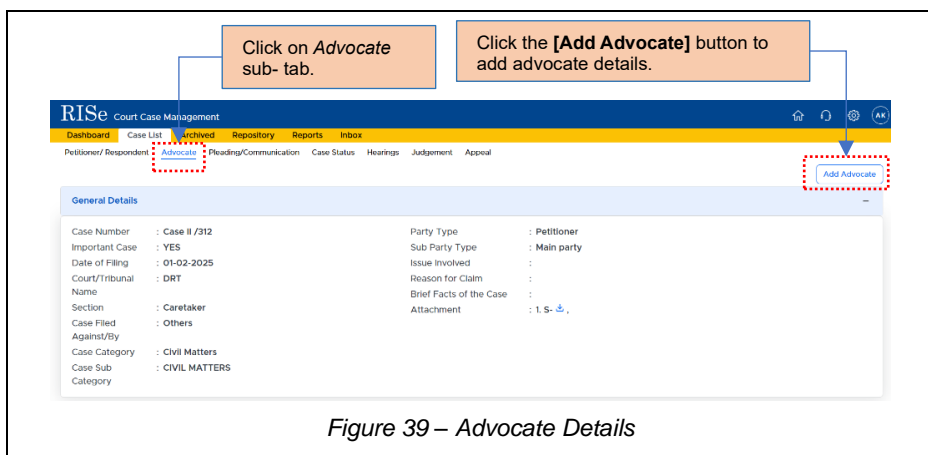


Follow the same process mentioned in Figure 30 to forward the *Respondent Details* to ADC.

## 4.2. ADVOCATE

The concerned user adds the details of Advocate appointed for the registered case.

**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.



**Add Advocate Details**

Advocate Of: Plaintiff

Advocate Category: --Select Advocate Category--

Name of Standing Counsel/Advocate: --Select Advocate Name--

From Date: dd mm yyyy

To Date: dd-mm-yyyy

Remarks:

Clear Save

Figure 40 – Add Advocate Details (1)

Advocate Of: Plaintiff

To Date: dd-mm-yyyy

Select Advocate Of whom the case has filed.

- Plaintiff
- Defendant
- Petitioner
- Applicant
- Appellant
- Intervener
- Respondent

Figure 41 – Add Advocate Details (2)

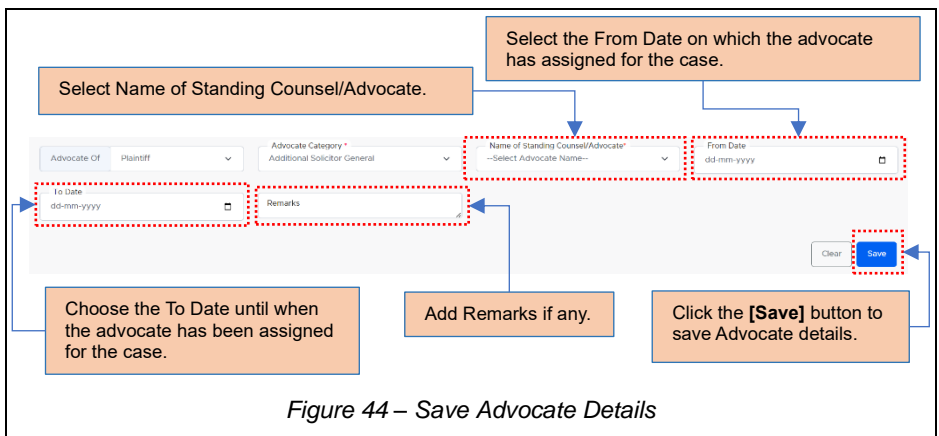
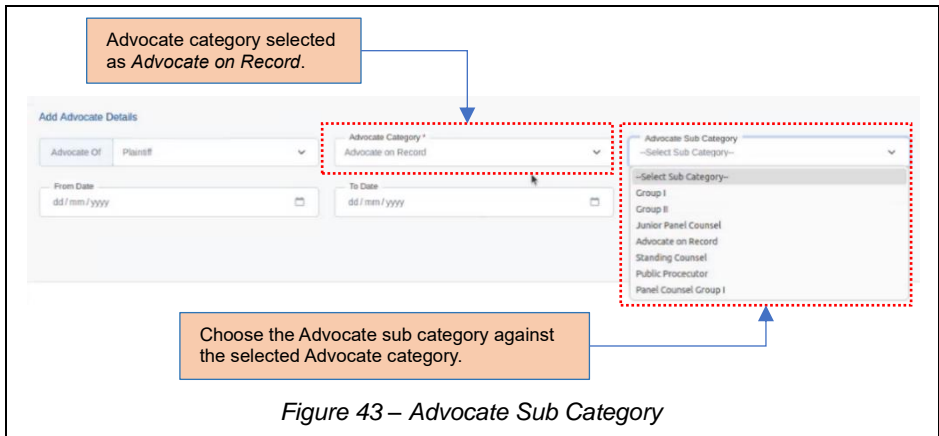
Advocate Category: --Select Advocate Category--

Select Advocate Category.

- Select Advocate Category--
- Additional Solicitor General
- Assistant Solicitor General
- Panel Counsel
- Central Law Agency Section

Figure 42 – Add Advocate Details (3)

**Note:** When certain Advocate Categories are chosen, corresponding sub-categories will be displayed. At this juncture, select the appropriate sub category from the provided list in the *Advocate Sub Category* dropdown box.



The saved details will appear in *Case List* tab >> *Advocate Details* table.

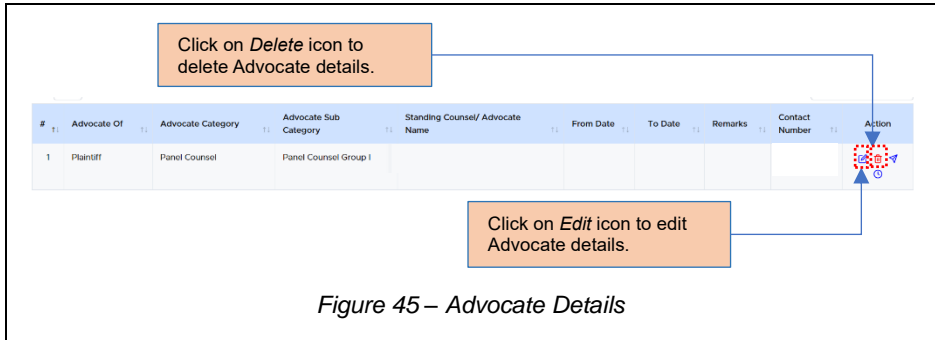


Figure 45 – Advocate Details

Follow the same process mentioned in Figure 30 to forward the *Advocate Details* to ADC.

### 4.3. PLEADING/COMMUNICATION

Communication between the court and the case registered user is taking place here.

**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.

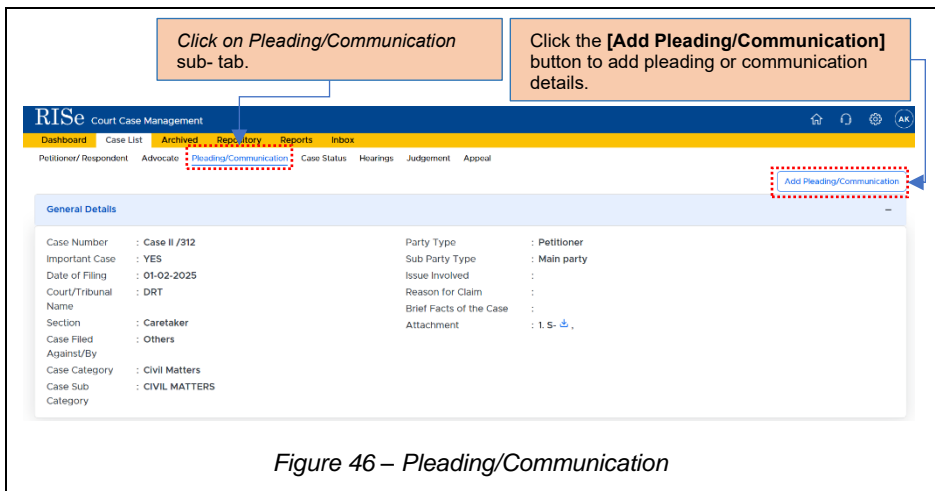


Figure 46 – Pleading/Communication

### 4.3.1 COMMUNICATION TO COURT

Specifies about the submission of supporting documents to court by the concerned user.

The screenshot shows a web form titled 'Communication to Court'. It includes a date picker for 'Date of Communication to Court\*' (format dd-mm-yyyy), a text area for 'Remarks', and an 'Attachments' section with an 'Attachment Subject' field, a 'Choose File' button (showing 'No file chosen'), and a file upload icon. Below the form are 'Clear' and 'Save' buttons. Annotations with arrows point to the date picker, remarks field, attachment subject field, file upload area, and the 'Save' button.

**Select date of Communication to Court.**

**Add Remarks.**

**Add Attachment Subject and upload the file.**

**Click the [Save] button to save Communication to Court details.**

*Figure 47 – Save Communication to Court Details*

The saved details will appear in *Case List* tab >> *Communications to Court* table.

The screenshot shows a table titled 'Communications to Court'. It has columns for '#', 'Communication To Court', 'Remarks', and 'Action'. A single row is visible with the date '12-03-2025'. The 'Action' column contains icons for edit, delete, and share.

#	Communication To Court	Remarks	Action
1	12-03-2025		

*Figure 48 – Communications to Court*

Follow the same process mentioned in Figure 30 to forward the *Communication to Court Details* to ADC.

### 4.3.2 COMMUNICATION FROM COURT

In this context, the court communicates the specified date for the submission of supporting documents related to the registered case.



**Figure 49 – Save Communication from Court Details**

The saved details will be captured in *Case List* tab >> *Communications from Court* table.

**Figure 50 – Communications from Court**

#	Communication from Court	Last Date of Submission	Remarks	Action
1	12-03-2025	17-03-2025		[Edit] [Delete] [Refresh]

Follow the same process mentioned in Figure 30 to forward the *Communication from Court Details* to ADC.

### 4.3.3 RECEIVED FROM ADVOCATE

Select date of Communication from Court.

Enter last date of submission of documents.

Add Remarks.

Received from Advocate

Received Date \*  
dd-mm-yyyy

Last Submission Date  
dd-mm-yyyy

Remarks

Attachments

Attachment Subject

Choose File No file chosen

(Allowed Types: pdf) (Max Size: 30mb)

Add Attachment Subject and upload the file.

Click the **[Save]** button to save received from Advocate details.

Figure 51 – Save Received from Advocate Details

The saved details will be captured in *Case List* tab >> *Received from Advocate* table.

Received from Advocate				
#	Received Date	Last Date of Submission	Remarks	Action
1	12-03-2025	17-03-2025		

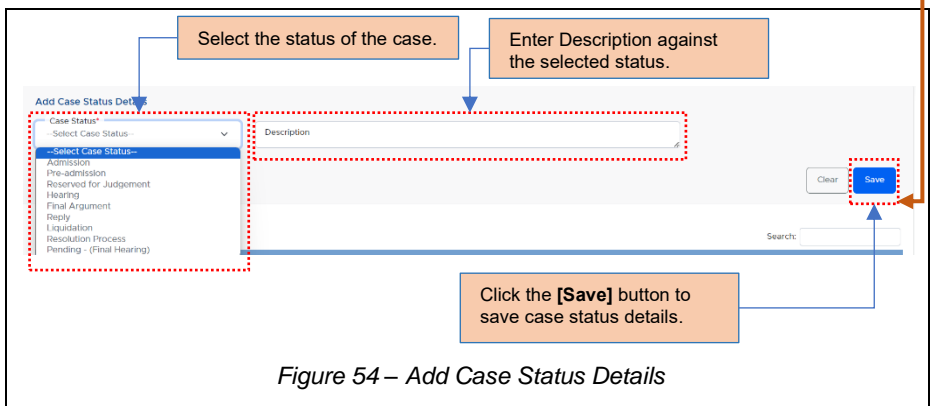
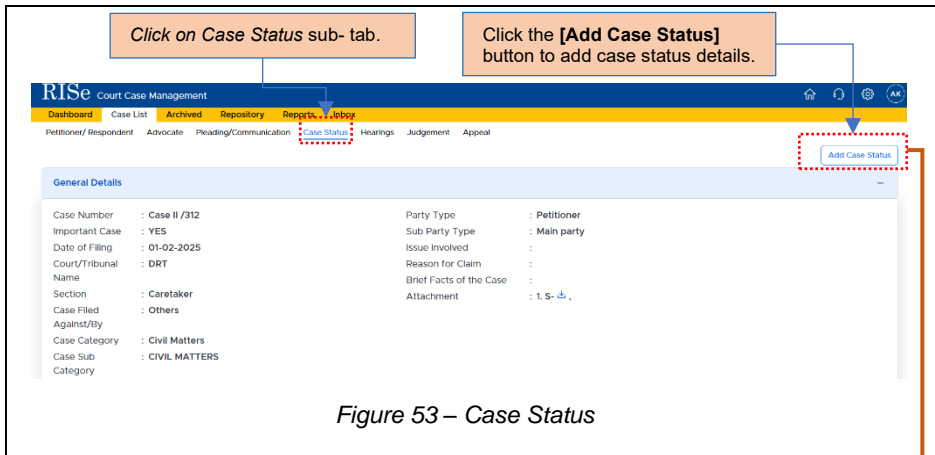
Figure 52 – Received from Advocate

Follow the same process mentioned in Figure 30 to forward the *Received from Advocate Details* to ADC.

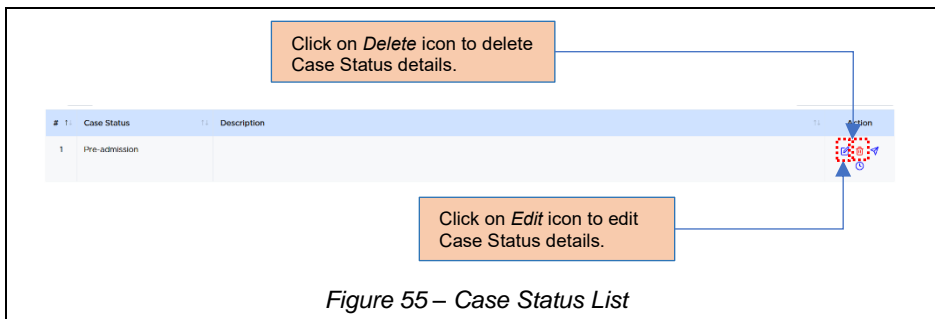
## 4.4. CASE STATUS

The status of the registered case is captured in *Case Status* tab.

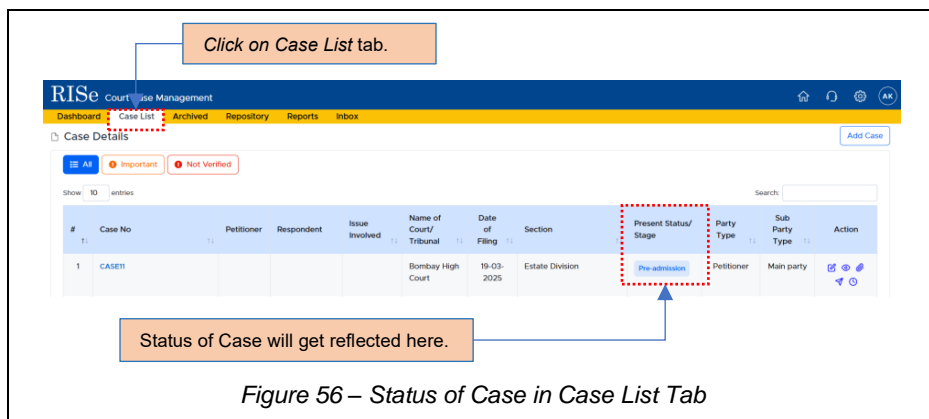
**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.



The added details will appear in *Case list* tab >> *Case Status* List table.



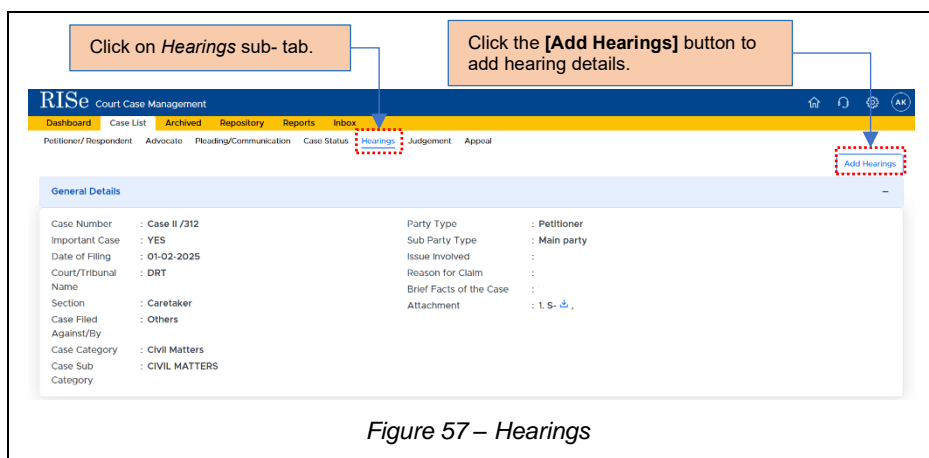
The updated Case status details will also get reflected in *Case List* tab >> *List of Cases* table.



Follow the same process mentioned in Figure 30 to forward the *Case Status Details* to ADC.

## 4.5. HEARINGS

**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.



The screenshot shows the 'Hearing Details' form with the following fields and callouts:

- Enter upcoming Hearing Date.** points to the 'Hearing Date' field (format: dd mm yyyy).
- Select Hearing Status.** points to the 'Hearing Status' dropdown menu, which includes options: --Select Hearing Status--, --Select Hearing Status--, Heard/Adjourned, Interim Order, Agreed to Settle, Referred, and Case Disposed.
- Enter Remarks.** points to the 'Remarks' text area.
- Add Attachments and click the [Save] button to save hearing details.** points to the 'Attachments' section (with 'Choose File' and 'No file chosen' buttons) and the 'Save' button.

Other visible fields include 'Attachment Subject' and a 'Clear' button.

Figure 58 – Hearing Details

The entered upcoming hearing date will be notified in the *Dashboard* tab.

The screenshot shows the 'Upcoming Hearings' table in the 'Dashboard' tab. The table has the following columns: Financial Year, Month Name, Case ID, Case Name, Hearing Date, Court Classification, Court Name, Plaintiff/Defendant, and Standing Counsel Name. A red dashed box highlights the first row of data.

Financial Year	Month Name	Case ID	Case Name	Hearing Date	Court Classification	Court Name	Plaintiff/Defendant	Standing Counsel Name
2019-2020	December	2		11/06/2021	SUPREME COURT	Supreme Court	Petitioner	

A callout box labeled 'Upcoming Hearing Date details.' points to the 'Hearing Date' column in the highlighted row.

Figure 59 – Upcoming Hearing Date in Dashboard Tab

### 4.5.1 HEARING STATUS DETAILS – HEARD/ ADJOURNED

If the upcoming hearing status is marked as 'Heard/Adjourned,' indicating that the hearing of the registered case has been postponed to another day, follow the specified steps:

The screenshot shows the 'Hearing Details' form with the following fields and annotations:

- Hearing Status:** A dropdown menu set to 'Heard/Adjourned'. An annotation box says: 'Hearing status selected as 'Heard/Adjourned'.'
- Next Posting:** A date field set to 'dd-mm-yyyy'. An annotation box says: 'Select Next Posting date of the Hearing.'
- Name of Advocate:** A dropdown menu set to '--Select Advocate--'. An annotation box says: 'Select Name of Advocate.'
- Attachments:** A section with an 'Attachment Subject' field, a 'Choose File' button, and a 'No file chosen' message. An annotation box says: 'Add Attachments and click the [Save] button to save hearing details.'
- Buttons:** 'Clear' and 'Save' buttons are at the bottom right of the form.

**Figure 60 – Hearing Status as 'Heard/Adjourned'**

The next posting date will be reflected in the *Dashboard* tab as an alert message.

The screenshot shows the RISE Court Case Management Dashboard with the 'Upcoming Hearings' table. The table has the following columns: Financial Year, Month/Name, CaseID, CaseName, HearingDate, CourtClassification, CourtName, Plaintiff/Defendant, and Standing Counsel Name. The data row shows: 2019-2020, December, 2, [Case Name], 11/09/2021, SUPREME COURT, Supreme Court, Petitioner.

An annotation box points to the 'HearingDate' column with the text: 'Next Posting Date details.'

**Figure 61 – Next Posting Date in Dashboard Tab**

## 4.5.2 HEARING STATUS DETAILS – INTERIM ORDER

If the hearing status details is selected as 'Interim Order',

The screenshot displays the 'Hearing Details' form for an 'Interim Order'. Annotations include:

- Select Date of Receipt of Interim Order and Next Posting Date.** Points to the 'Hearing Date' and 'Next Hearing Date' fields.
- Hearing status selected as 'Interim Order'.** Points to the 'Hearing Status' dropdown menu.
- Select Interim Relief/Stay as 'Yes' / 'No'.** Points to the 'Interim Relief/Stay' dropdown menu, which is open showing 'YES' and 'NO' options.
- Add Remarks.** Points to the 'Remarks' text area.
- Add Attachments and click the [Save] button to save Interim Order details.** Points to the 'Attachments' section and the 'Save' button.

The form fields include:

- Hearing Date: dd-mm-yyyy
- Hearing Status: Interim Order
- Date of Receipt of Interim Order: dd-mm-yyyy
- Next Hearing Date: dd-mm-yyyy
- Interim Relief/Stay: --Select option-- (YES, NO)
- Interim Order Remarks
- Remarks
- Attachments: Attachment Subject, Choose File, No file chosen (Allowed Types: .pdf) (Max Size : 30mb)
- Clear, Save buttons

Figure 62 – Interim Order

### 4.5.3 HEARING STATUS DETAILS – AGREED TO SETTLE

If the Respondent and the Petitioner agrees to settle the registered case at the time of hearing, select the status as 'Agreed to Settle'.

The screenshot shows a web form for 'Agreed to Settle' with several sections and annotations:

- Hearing Details:** Includes a 'Hearing Date' field (dd-mm-yyyy) and a 'Hearing Status' dropdown menu. An annotation points to the dropdown with the text: 'Hearing status selected as 'Agreed to Settle'.'
- Name of Official Authority:** A text input field. An annotation points to it with the text: 'Enter Name of Official Authority whom the case has been settled.'
- Agreed to Settle Remarks:** A text input field.
- Remarks:** A larger text input field.
- Attachments:** Includes an 'Attachment Subject' field, a 'Choose File' button, and a 'No file chosen' status. Below the file selection area, it says '(Allowed Types: .pdf) (Max Size : 30mb)'. There are also red and green icons.
- Buttons:** At the bottom right, there are 'Clear' and 'Save' buttons. An annotation points to the 'Save' button with the text: 'Click the [Save] button to save Agreed to Settle details.'
- Other Annotations:** A box labeled 'Add Remarks.' has an arrow pointing to the 'Remarks' field. A red dashed box highlights the 'Save' button.

*Figure 63 – Agreed to Settle*



#### 4.5.4 HEARING STATUS DETAILS – REFERRED

If the hearing of the registered case has been referred to another court click on 'Referred.'

The screenshot shows the 'Hearing Details' form for a 'Referred' status. Annotations include:

- Select Referred Date and enter Referred Court Name.** Points to the 'Referred Date' (dd-mm-yyyy) and 'Referred Court Name' fields.
- Hearing status selected as 'Referred'.** Points to the 'Hearing Status' dropdown menu.
- Add Referred Remarks.** Points to the 'Referred Remarks' text area.
- Add Attachments and click the [Save] button to save hearing details.** Points to the 'Attachments' section, which includes an 'Attachment Subject' field, a 'Choose File' button, and a 'No file chosen' status. Below this, it says '(Allowed Types: pdf) (Max Size : 30mb)'. At the bottom right of the attachments section are 'Clear' and 'Save' buttons.

The form sections are:

- Hearing Details:** Contains 'Hearing Date' (dd-mm-yyyy), 'Hearing Status' (Referred), 'Referred Date' (dd-mm-yyyy), 'Referred Court Name', 'Referred Remarks', and a general 'Remarks' field.
- Attachments:** Contains an 'Attachment Subject' field, a 'Choose File' button, and a 'No file chosen' status. It also includes a note about allowed types and size, and 'Clear' and 'Save' buttons.

Figure 64 – Referred

### 4.5.5 HEARING STATUS DETAILS – CASE DISPOSED

If the registered case has been disposed at the time of hearing, click 'Case Disposed' to enter the disposed details.

The screenshot shows the 'Hearing Details' form with the following fields and annotations:

- Hearing Status:** A dropdown menu with 'Case Disposed' selected. An annotation box points to it with the text: 'Hearing status selected as 'Case Disposed'.'
- Select Case Disposed Date:** An annotation box points to the 'Case Disposed Date\*' field.
- Judgement Date\*:** A date field (dd-mm-yyyy) with an annotation box pointing to it: 'Select Judgement Date and add Judgement Remarks.'
- Judgement Remarks\*:** A text area for remarks.
- Case Disposed Date\*:** A date field (dd-mm-yyyy) with an annotation box pointing to it: 'Select Case Disposed Date.'
- Attachments:** A section with 'Attachment Subject', 'Choose File', and 'No file chosen' (Allowed Types: pdf | Max Size : 30mb). An annotation box points to the 'Save' button: 'Add Attachments and click the [Save] button to save Case Disposed details.'
- Buttons:** 'Clear' and 'Save' buttons are at the bottom right.

Figure 65 – Case Disposed

**Note:** Next posting dates selected for hearing status details such as *Heard/Adjourned*, *Interim Order* will get reflected in the *Dashboard* tab. The judgement date of the disposed case will be auto-updated in the *Judgement* tab and moved to *Archived* tab.

The saved hearing status details of the registered case such as *Heard/Adjourned*, *Interim Order*, *Agreed to Settle*, *Referred*, *Case Disposed*, will appear in the *Hearing Details* list table.

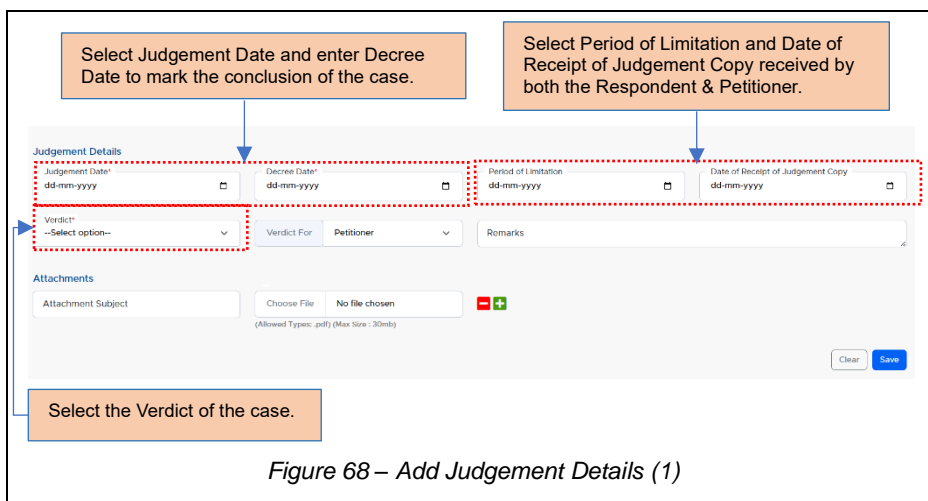
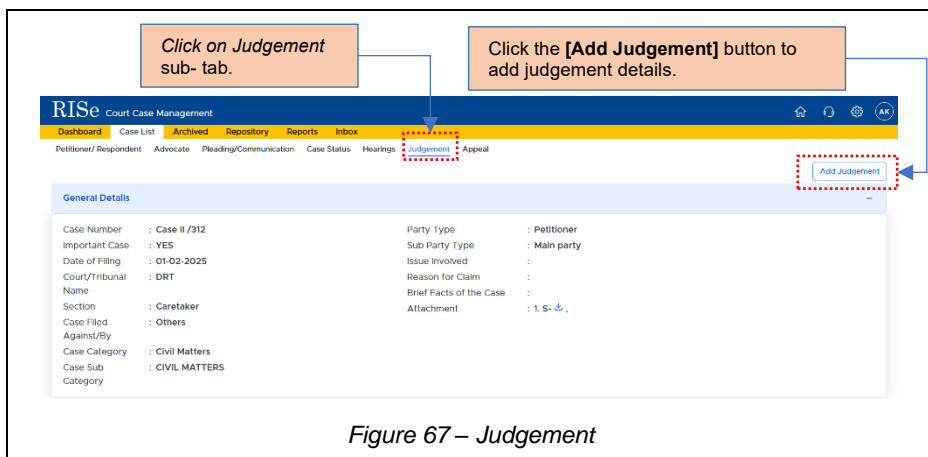
Hearing Details						
Sl No	Hearing Date	Hearing Status	Next Posting Date	Remarks	Action	
1	05/04/2024	Case Disposed		hearing date		

Figure 66 – Hearing Details

Follow the same process mentioned in Figure 30 to forward the *Hearing Details* to ADC.

## 4.6. JUDGEMENT

**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.



Choose the relevant individual /party to whom the Verdict has been delivered.

Enter Remarks.

Verdict\*  
--Select option--

Verdict For: Petitioner  
Petitioner  
Respondent  
Both

Remarks

Attachments

Attachment Subject

Choose File  
No file chosen





(Allowed Types: .pdf (Max Size : 30mb))

Clear Save

Add Attachment Subject & upload the file, then click the **[Save]** button to save judgement details.

Figure 69 – Add Judgement Details (2)

The saved details will appear in *Case List* tab >> *Judgement Details* table.

#	Judgement Date	Decreed Date	Period of Limitation	Date of Receipt of Judgement Copy	Verdict	Verdict For	Remarks	Update Compliance	Action
1	12-03-2025	12-03-2025	--	--	Settled	petitioner		Update Compliance	   

Click on *Attachment* icon to view the attached file.

Figure 70 – Judgement Details

Case Attachment Details

#	Attachment Subject	Attachment
1	supporting document	judgment.pdf

Click the link to view the attached file.

Figure 71 – Case Attachment Details

**Contract Details**

Contract Name

Work order number Work Order Date Contract category Name of Vendor/ Agency

GST Number CIN Number EIS Number PAN Number

PF Number Email Phone Number Contract Value

Sanctioned Amount/ Month Contract Start Date Contract End Date

**Bank Account Details**

Name of Bank Name of Branch Bank Account Number IFSC Code

**Contact Details**

Primary Contact Name Primary Contact Number Primary Contact Email Primary Contact Designation

Alternate Contact Name Alternate Contact Number Alternate Contact Email Alternate Contact Designation

Sanctioned Amount/ Month Contract Start Date Contract End Date

**Resource Details**

Role Number of Resources Wage/ Day

**Attachments**

Attachment Subject

Drag files to upload

Task.doc 656 Kb 70% done

Task.doc 656 Kb Completed

Cancel Save

Figure 72 – Sample View of Attached File

Follow the same process mentioned in Figure 30 to forward the *Judgement Details* to ADC.

#	Judgement Date	Decreed Date	Period of Limitation	Date of Receipt of Judgement Copy	Verdict	Verdict For	Remarks	Update Compliance	Action
1	12-03-2025	12-03-2025	--	--	Settled	petitioner		Update Compliance	   

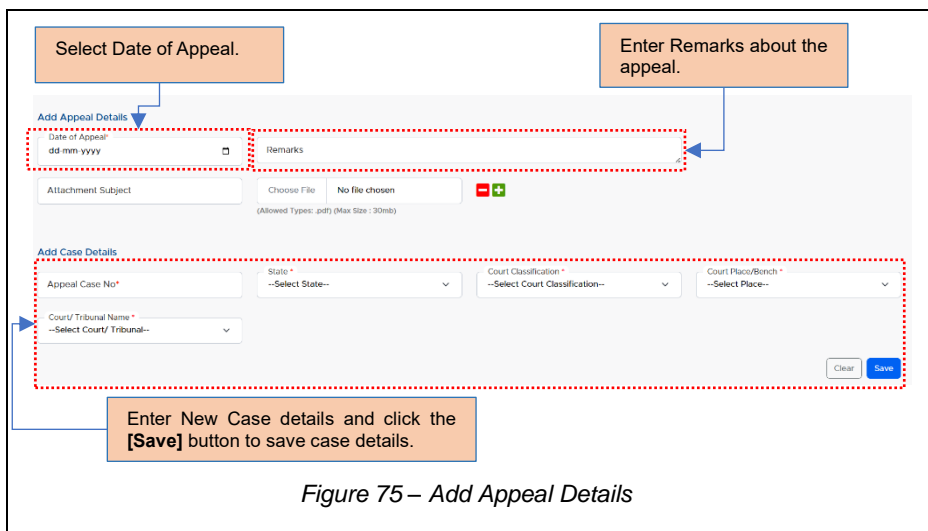
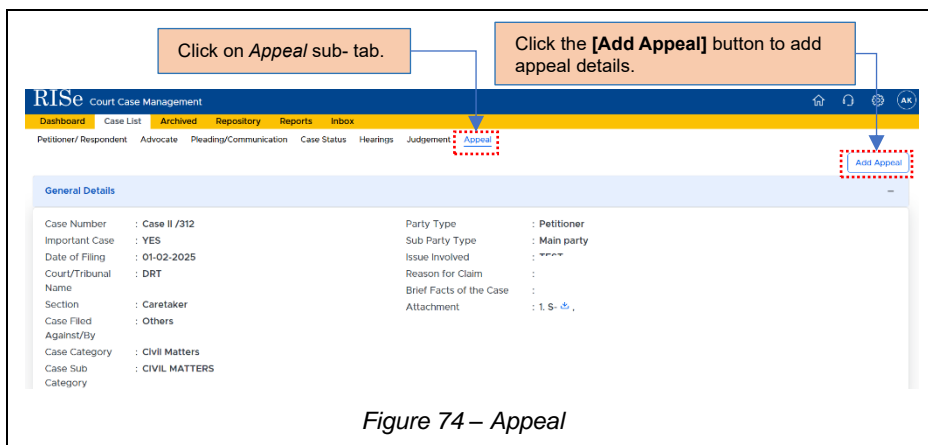
Click on *Forward* icon to forward Judgement Details to ADC.

Figure 73 – Forward Judgement Details to ADC

## 4.7. APPEAL

To initiate the process of filing an appeal to the higher court against the received judgment for the registered case, navigate to the *Appeal* sub- tab and follow the relevant steps.

**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23 .




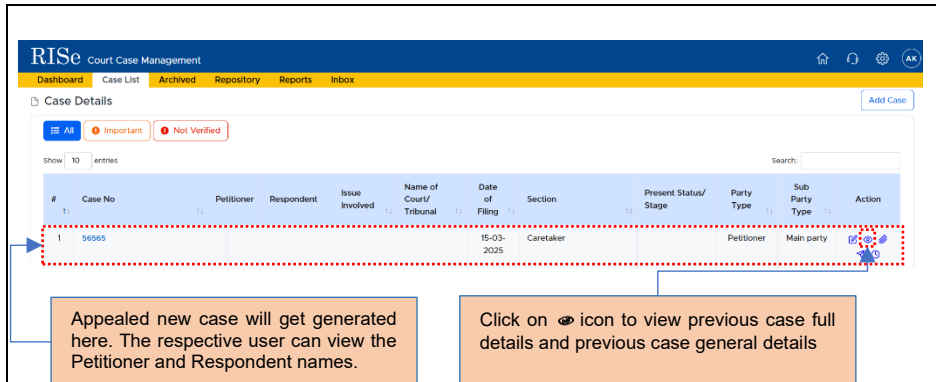
#	New Case No	Date of Appeal	Remarks	Action
1	56565	15-03-2025		

Figure 76 – New Case Details

**Note:** The saved Case details will get generated as a new case in *Case List* tab.




**RISe Court Case Management**

Dashboard Case List **Archived** Repository Reports Inbox

Case Details Add Case

Filter: All Important Not Verified

Show 10 entries

#	Case No	Petitioner	Respondent	Issue Involved	Name of Court/Tribunal	Date of Filing	Section	Present Status/Stage	Party Type	Sub Party Type	Action
1	56565					15-03-2025	Caretaker		Petitioner	Main party	

Appealed new case will get generated here. The respective user can view the Petitioner and Respondent names.


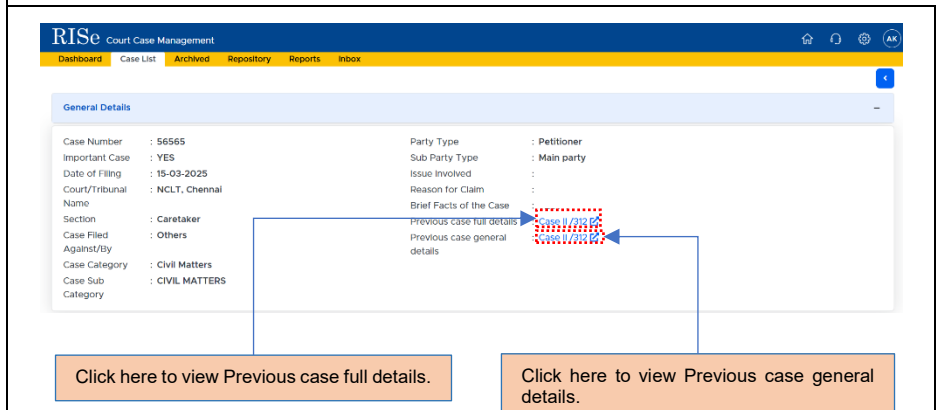
Click on  icon to view previous case full details and previous case general details

Figure 77 – Generated Case List



**RISe Court Case Management**

Dashboard Case List Archived Repository Reports Inbox

General Details

Case Number	: 56565	Party Type	: Petitioner
Important Case	: YES	Sub Party Type	: Main party
Date of Filing	: 15-03-2025	Issue Involved	:
Court/Tribunal	: NCLT, Chennai	Reason for Claim	:
Name	:	Brief Facts of the Case	:
Section	: Caretaker	Previous case full details	<a href="#">Click here to view Previous case full details.</a>
Case Filed	: Others	Previous case general details	<a href="#">Click here to view Previous case general details.</a>
Against/By	:		
Case Category	: Civil Matters		
Case Sub Category	: CIVIL MATTERS		

Click here to view Previous case full details.

Click here to view Previous case general details.

Figure 78 – Case General Details

Previous Case General Details

Case Number	: Case II /312	Issue Involved
Date of Filing	: 01-02-2025	Reason for Claim
Court/Tribunal Name	: DRT	Brief Facts of the Case
Section	: Caretaker	
Case Filed Against/By	: Others	
Case Category	: Civil Matters	
Case Sub Category	: CIVIL MATTERS	

Figure 79 – Previous Case General Details

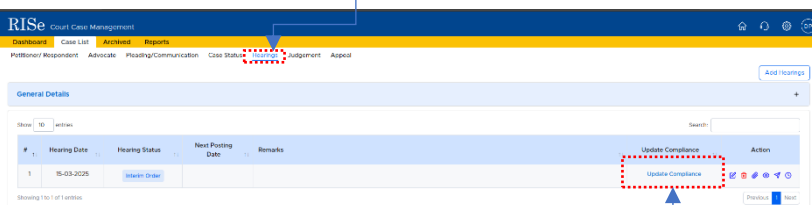
## 4.8. COMPLIANCE

### 4.8.1 LIST OF INTERIM ORDER ISSUED

In the List of Interim Order Issued, which has been generated from additional details in *Hearings* sub- tab, the concerned user has the capability to capture supplementary information by selecting Update Compliance.

**Note:** The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.

Click on *Hearings* sub- tab.



Click on **Update Compliance** in Action section to update compliance details of Interim Order.

Figure 80 – List of Interim Order Issued



Enter details for compliance.

Select due date in Interim Order.

General Details  
Case No : 58  
Date of Receipt of Interim Order : 15-03-2025

Add Interim Orders Details

Compliance Details  
Due Date: 01/01/2025

Attachment Subject  
Browse... No file selected  
(Allowed types: pdf, doc, docx, xls, xlsx, ppt, pptx, zip, rar, tar, gz, bz2, 7z, exe, mp3, mp4, avi, mov, flv, h264, h265, mkv, mpeg, wmv, asf, wma, wav, aac, ac3, eac3, ogg, oga, ogv, ogx, ogg, oga, ogv, ogx, ogg, oga, ogv, ogx)

Add Attachment Subject and upload the file.

Click the **[Save]** button to save Interim Order compliance details.

Figure 81 – Add Interim Order Details

The saved details of Interim Order compliance will appear in *Hearings* tab >> *List of Compliance Entry* table.

Show: 10 entries

Search:

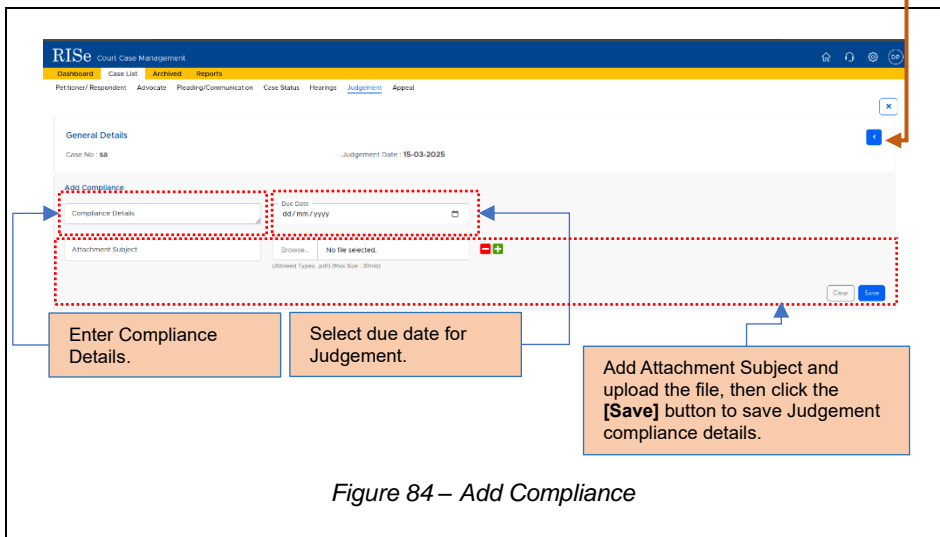
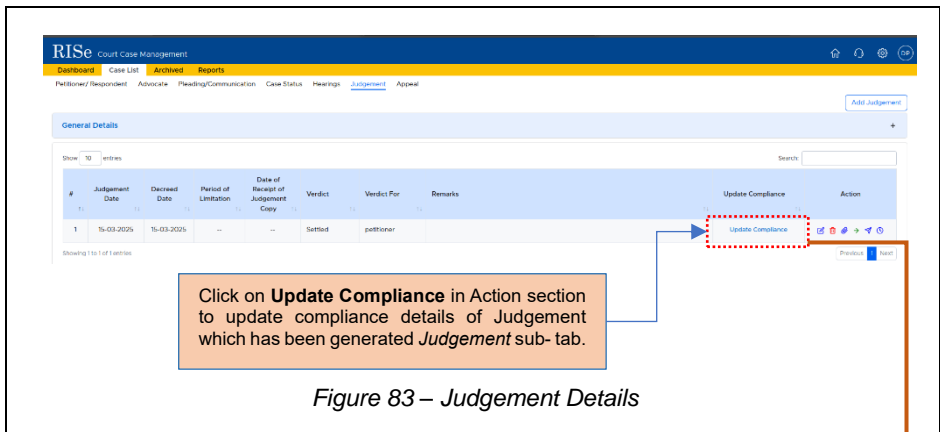
#	Date of Receipt of Interim Order	Compliance Details	Due Date	Action
1	17-04-2024	Interim order	27-04-2024	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 82 – List of Compliance Entry (Interim Order)

## 4.8.2 JUDGEMENT DETAILS



The saved details of Judgement compliance will appear in *Judgement* tab >> *List of Compliance Entry* table.

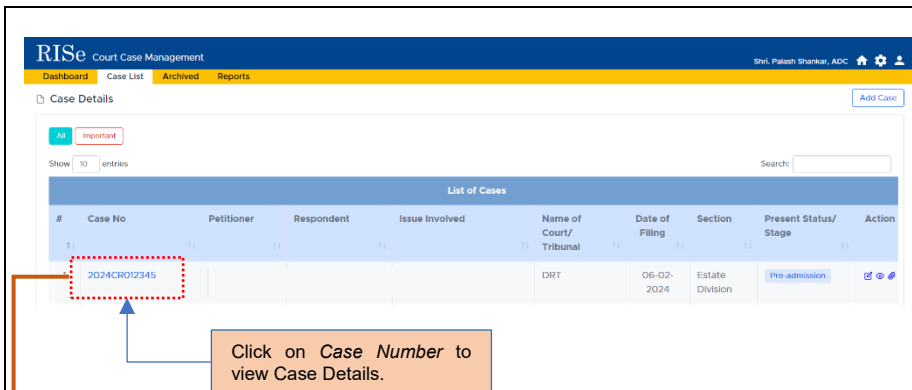


#	Judgement Date	Compliance Details	Due Date	Action
1	20-04-2024	Judgment details	27-04-2024	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

*Figure 85 – List of Compliance Entry (Judgement)*

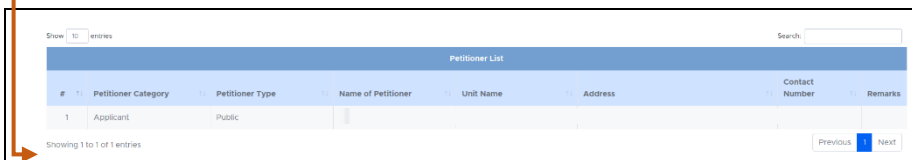
## 4.9. CASE DETAILS – UPDATED

The concerned view the updated case details by clicking on **Case Number** from **List of Cases** table.



#	Case No	Petitioner	Respondent	Issue Involved	Name of Court/Tribunal	Date of Filing	Section	Present Status/Stage	Action
1	2024CR072345				DRT	06-02-2024	Estate Division	Pre-admission	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

*Figure 86 – Update Case Details through Case Number*



#	Petitioner Category	Petitioner Type	Name of Petitioner	Unit Name	Address	Contact Number	Remarks
1	Applicant	Public					

*Figure 87 – Added Petitioner Details*

Show 10 entries

Search

Respondent List							
#	Respondent Category	Respondent Type	Name of Respondent	Unit Name	Address	Contact Number	Remarks
1	defendant	Public					

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 88 – Added Respondent Details

Show 10 entries

Search

Advocate Details							
#	Advocate Of	Advocate Category	Advocate Sub Category	Standing Counsel/ Advocate Name	From Date	To Date	Remarks
1	Plaintiff	Additional Solicitor General	--	Mr Arun dev			

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 89 – Added Advocate Details

Communications to Court				
#	Communication To Court	Remarks	Action	
1	12-03-2025		  	

Communications from Court				
#	Communication from Court	Last Date of Submission	Remarks	Action
1	12-03-2025	17-03-2025		  

Received from Advocate				
#	Received Date	Last Date of Submission	Remarks	Action
1	12-03-2025	17-03-2025		  

Figure 90 – Added Communication from Court & To Court Details & Received from Advocate

Show 10 entries

Search

Case Status List		
#	Case Status	Description
1	Pre-admission	

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure 91 – Added Case Status List

Show10entries

Search

Hearing Details

Sl							
No	Hearing Date	Hearing Status	Next Posting Date	Remarks		Action	
1	05/04/2024	<a href="#">Hearing Date</a>		hearing date		<a href="#">🔗</a> <a href="#">🔗</a>	

Showing 1 to 1 of 1 entries

Previous

1

Next

Show10entries

Search

Judgement Details

#	Judgement Date	Decreed Date	Period of Limitation	Date of Receipt of Judgement Copy	Verdict	Verdict For	Action
1	20-04-2024	10-04-2024	--	--	Settled	petitioner	<a href="#">🔗</a>

Figure 92 – Added Hearing Details & Judgement Details

Show 10 entries Search

Appeal Details				
#	New Case No	Date of Appeal	Court Name	Remarks
1	2024CRO12125	23-04-2024	mumbai high court	case appealed

Showing 1 to 1 of 1 entries Previous 1 Next

Figure 93 – Added Appeal Details

## 4.10. CASE DETAILS – FILTERING

The concerned user has the option to filter the registered case details under *Case List* tab.

Click the **[All]** button to filter & view all registered cases.

**RISe Court Case Management**

Dashboard Case List Archived Repository Reports Inbox

Case Details Add Case

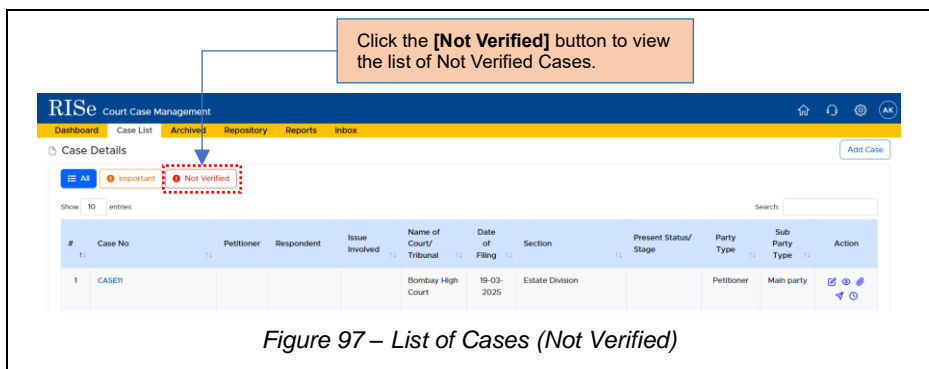
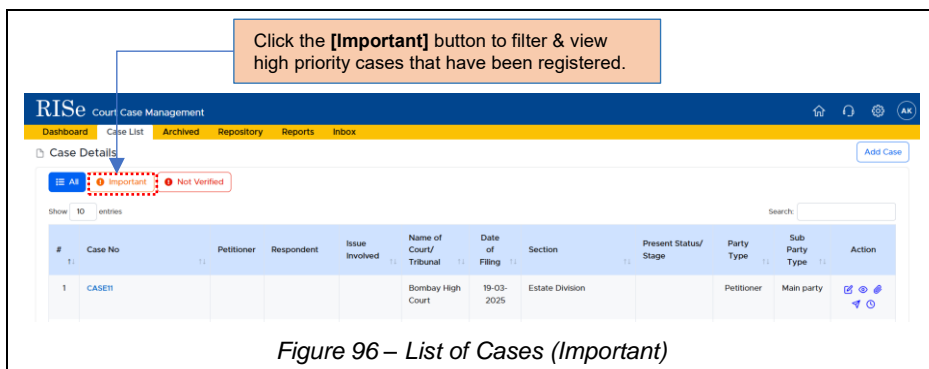
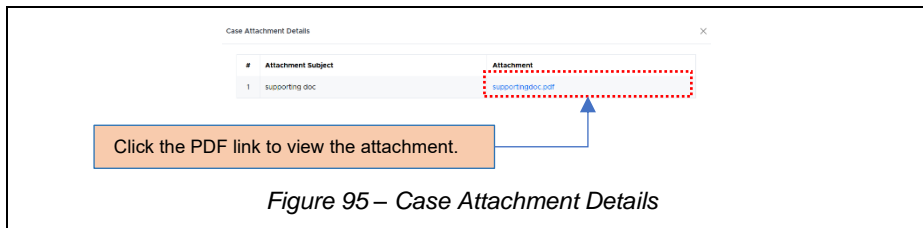
**[All]** Important Not Verified

Show 10 entries Search

#	Case No	Petitioner	Respondent	Issue Involved	Name of Court/ Tribunal	Date of Filing	Section	Present Status/ Stage	Party Type	Sub Party Type	Action
1	CASE1				Bombay High Court	19-03-2025	Estate Division		Petitioner	Main party	<a href="#">Attachment</a>

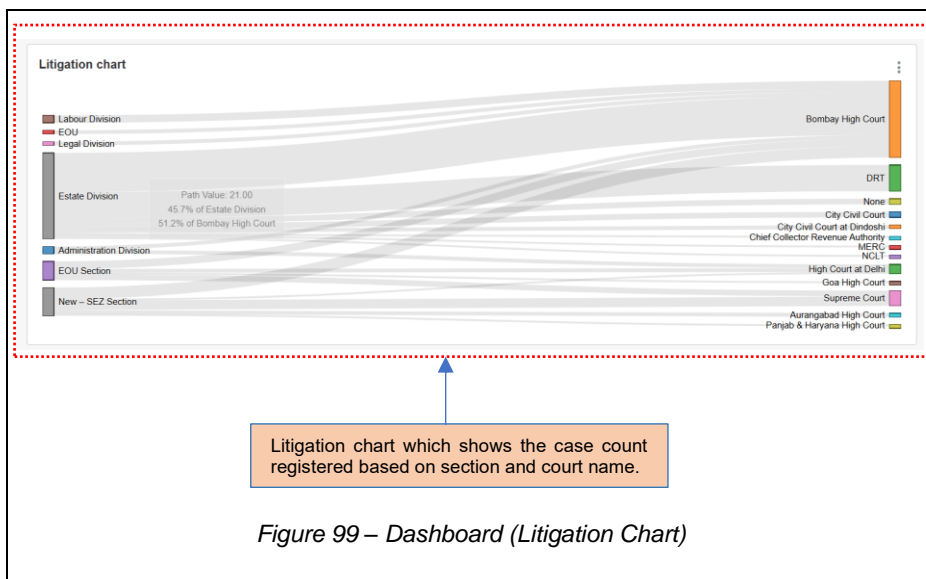
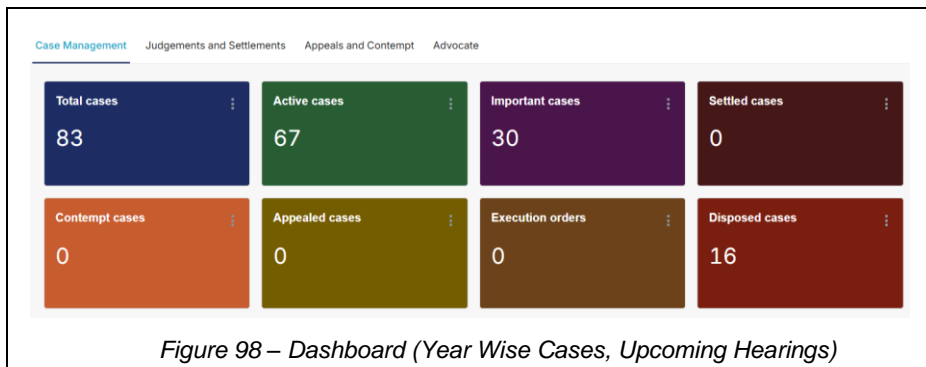
Click on *Attachment* icon to view details of the case.

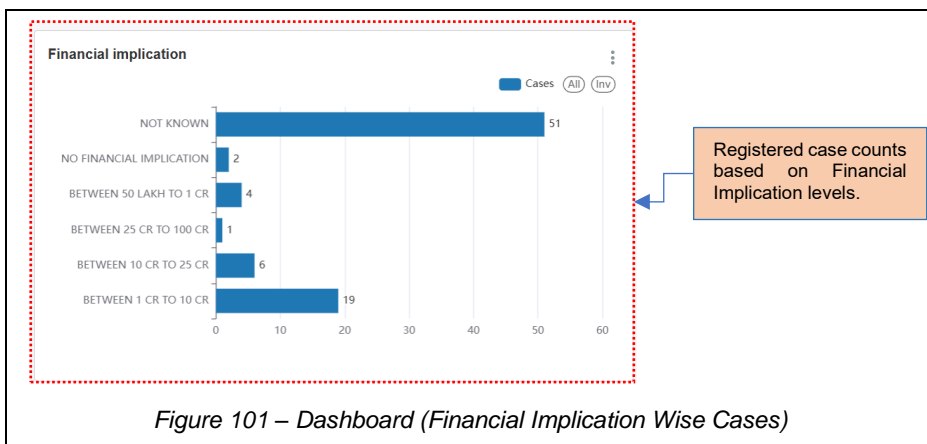
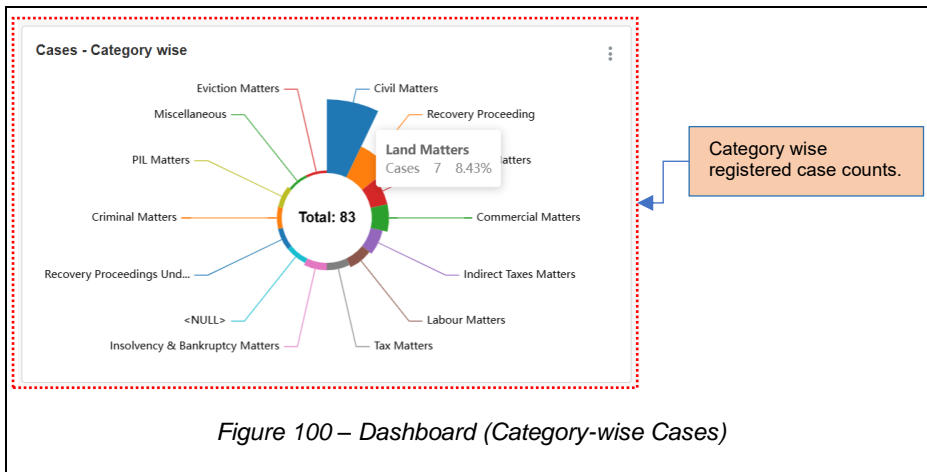
Figure 94 – List of Cases (All)



## 5 LOGIN – ADC

### 5.1. DASHBOARD







## 5.2. INBOX

The ADC logs in to verify the case details,



#	Case No	Submitted On	Action
1	CASE VERIFICATION PENDING FOR CASE NUMBER - (CASE 201)	15-03-2025	[Icon]
2	RESPONDENT DETAILS VERIFICATION PENDING FOR CASE NUMBER - (CASE 8/312)	11-03-2025	[Icon]
3	PETITIONER DETAILS VERIFICATION PENDING FOR CASE NUMBER - (CASE 8/312)	11-03-2025	[Icon]

Figure 102 – Inbox - ADC

## 5.3. CASE LIST



#	Case No	Petitioner	Respondent	Issue Involved	Name of Court/ Tribunal	Date of Filing	Section	Present Status/ Stage	Party Type	Sub Party Type	Action
1	Case 201				NCLT Gurgaon	15-03-2025	Finance,Accounts & Procurement Division(S&Z Authority Fund)		Petitioner	Main party	[Icons]

Figure 103 – View Forwarded Case Details

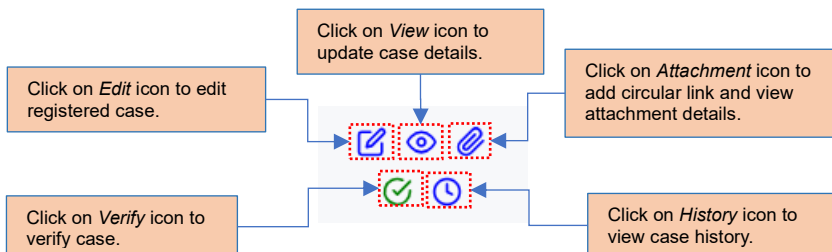


Figure 104 – Action Buttons

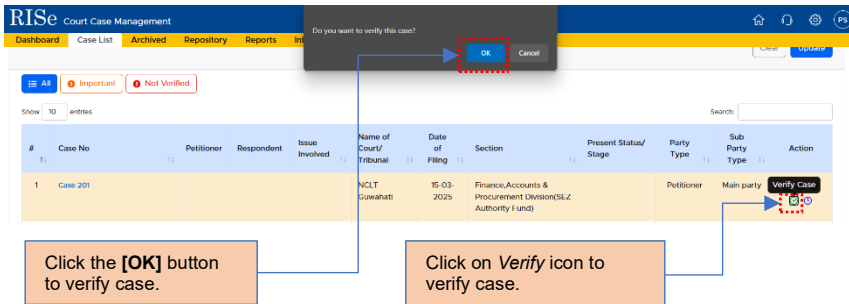


Figure 105 – Verify Case

Successfully Verified

OK

Figure 106 – Alert: Successfully Verified

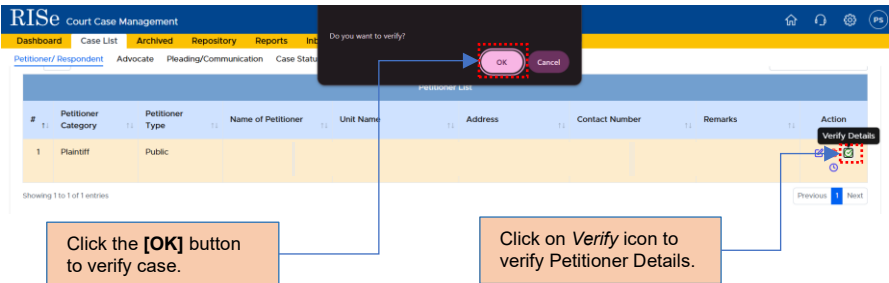


Figure 107 – Verify Petitioner Details

The verification process for Advocate, Pleading/Communication, Case Status, Hearing, and Judgment Details is the same as for the Petitioner Details. These forwarded details can be individually verified by LDC.

Successfully Verified

OK

Figure 108 – Alert: Successfully Verified

Follow the same process mentioned in Figure 107 to verify the Advocate, Pleading/Communication, Case Status, Hearing, and Judgment Details forwarded by LDC.

## 5.4. ARCHIVED

The registered case which has been disposed at the time of hearing, will appear in *Archived* tab and will no longer be visible in the *Case List* tab. After verification, click on *Move to Archive Tab* icon to move the verified case to *Archived* Tab.

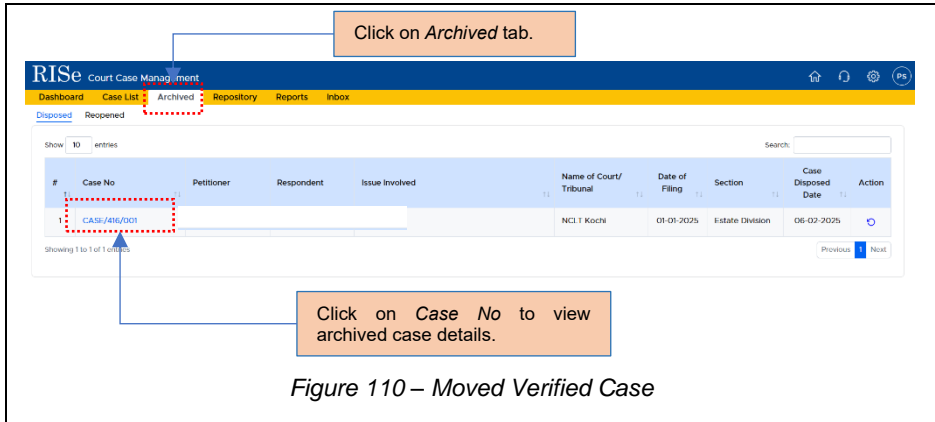


Case No.	Judgment Date	Decreed Date	Period of Limitation	Date of Receipt of Judgment Copy	Verdict	Verdict For	Remarks	Update Compliance	Action
1	07.03.2025	07.03.2025	...	...	Loss	petitioner		Update Compliance	

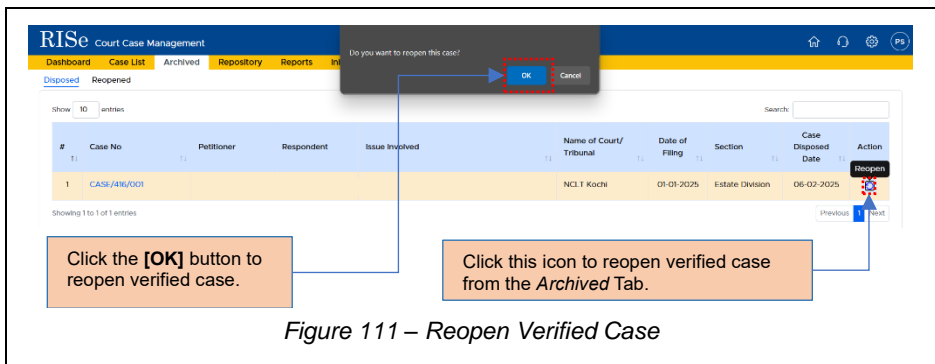
Click on *Move to Archive Tab* icon to move the verified case to *Archived* Tab.

Figure 109 – Move to Archived Tab

**Note:** Upon clicking the **Case No.**, the respective user can view the archived details of the case such as Case General details, Petitioner details, Respondent details, Advocate details, Communications from court, to court and Received from Advocate details, Case Status details, Hearing details, Judgment details and Appeal details.



The moved verified case will be listed under the *Disposed* sub- tab in the *Archived* tab. It can be reopened if necessary.



The reopened case will be listed under the *Case Details* list.



## 5.5. REPOSITORY

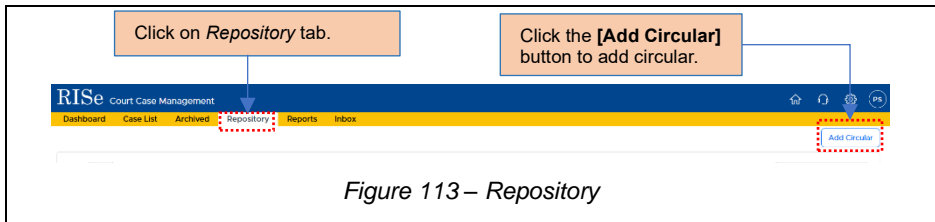


Figure 113 – Repository

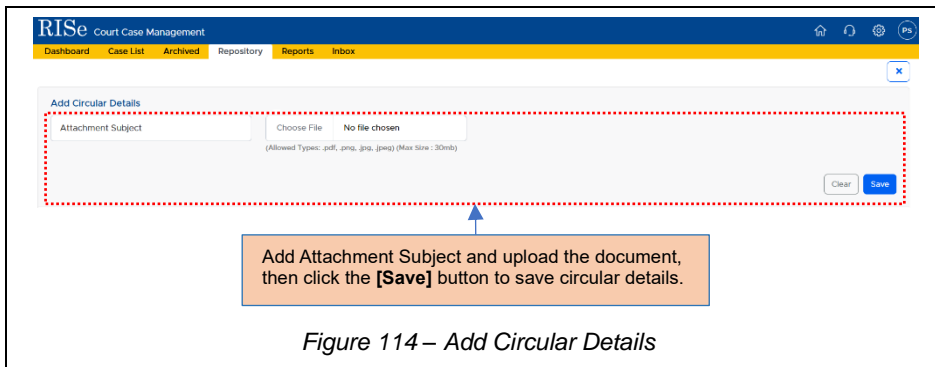


Figure 114 – Add Circular Details

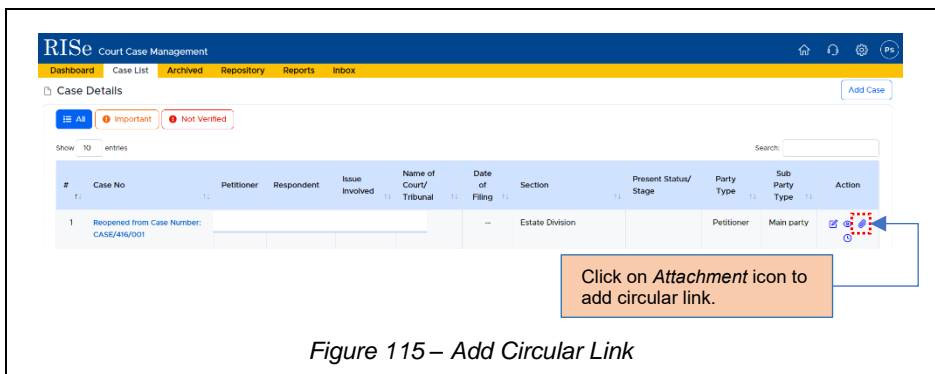
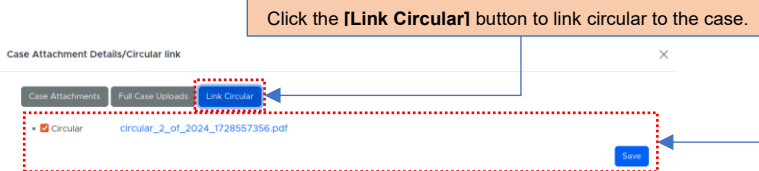


Figure 115 – Add Circular Link



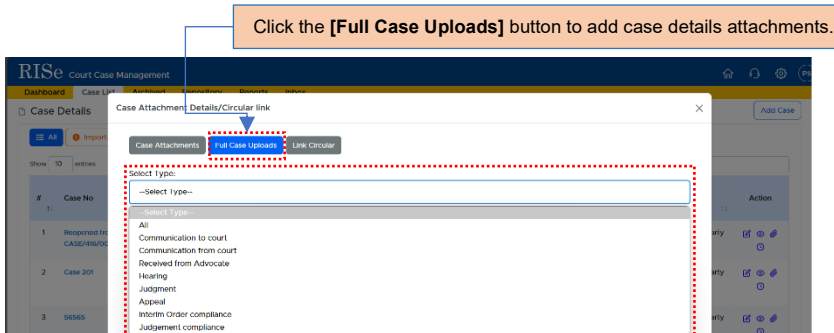
Select any one or all the circular from the following list to link the circular to the case, then click on the Link to view the circular and the **[Save]** button to save linked circular.

Figure 116 – Link the Saved Circular

Circular successfully linked to the case!

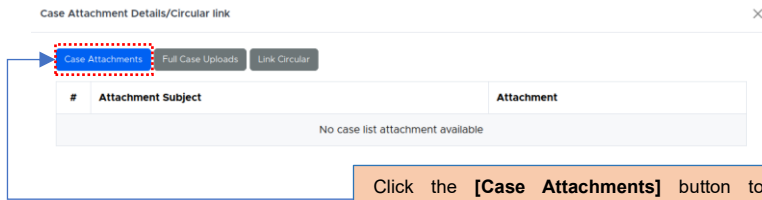
OK

Figure 117 – Link the Circular to the Case



Select all or any one of the following to add the particular case details attachments.

Figure 118 – Full Case Uploads



Click the **[Case Attachments]** button to view attachment subject and attachment of the case details.

Figure 119 – Case Attachments

## 5.6. REPORTS

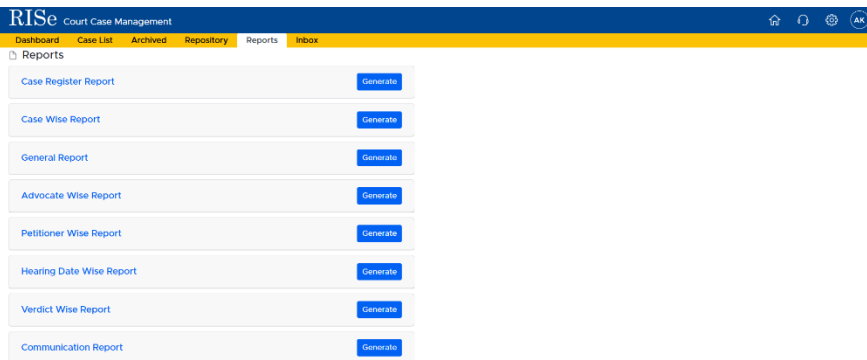


Figure 120 – List of Reports

### 5.6.1 CASE REGISTER REPORT

Case Register Report

[Generate](#)

Click the **[Generate]** button to generate Case Register Report.

Figure 121 – Case Register Report

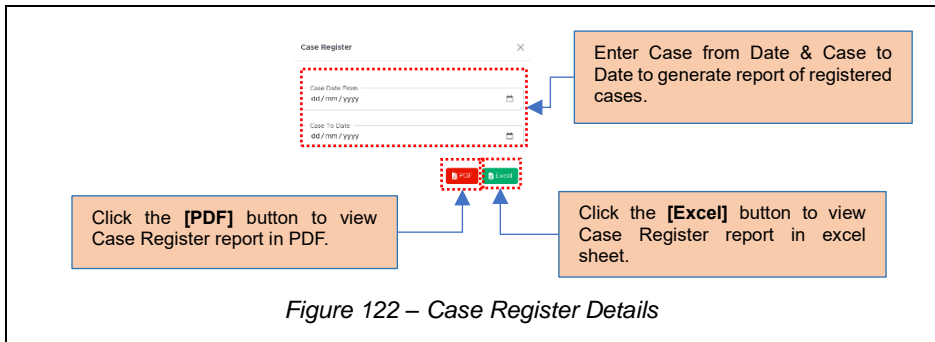


Figure 122 – Case Register Details

## 5.6.2 CASE WISE REPORT

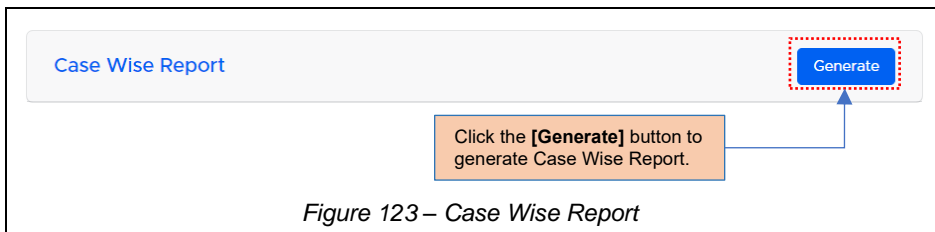


Figure 123 – Case Wise Report

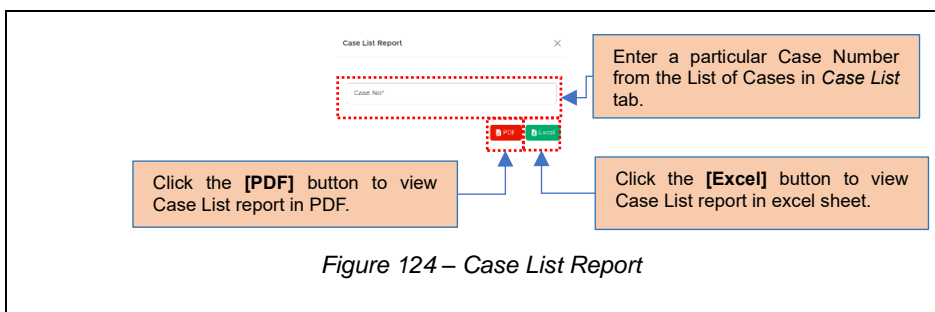


Figure 124 – Case List Report

## 5.6.3 GENERAL REPORT

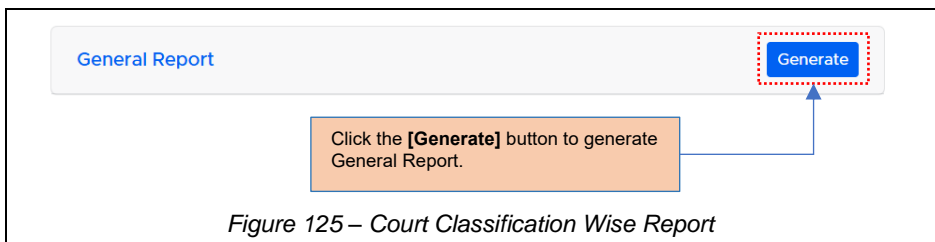


Figure 125 – Court Classification Wise Report



Select Court Classification, Case Type, Court Type, Financial Implication, Case Importance, Section, Disposed Case from the drop down to generate report on the selected court.

General report

The screenshot shows a form titled "General report" with a close button (X) in the top right corner. The form contains several dropdown menus arranged in a grid:

- Row 1: Court Classification (dropdown), Case Type (dropdown with text "--Select Case Type--"), Court type (dropdown with text "--Select Court--").
- Row 2: Financial Implication (dropdown with text "--Select Financial Implication--"), Case Importance (dropdown with text "--Select Option--"), Section (dropdown with text "--Select Section--").
- Row 3: Disposed case (dropdown with text "--Select Dispose type--").

A red dashed box highlights the first two rows of dropdowns. Below the form, there are two buttons: a red "PDF" button and a green "Excel" button, both highlighted with red dashed boxes. Arrows point from the form area to these buttons and from the buttons to the instructions below.

Click the **[PDF]** button to view General Report in PDF.

Click the **[Excel]** button to view General Report in excel sheet.

Figure 126 – General Report

## 5.6.4 ADVOCATE WISE REPORT

Advocate Wise Report

Generate

Click the **[Generate]** button to generate Advocate Wise Report.

Figure 127 – Advocate Wise Report

Advocate Wise Report

The screenshot shows a form titled "Advocate Wise Report" with a close button (X) in the top right corner. It features a single dropdown menu labeled "Advocate" with the text "Select Advocate--" below it. A red dashed box highlights this dropdown menu. Below the form, there are two buttons: a red "PDF" button and a green "Excel" button, both highlighted with red dashed boxes. Arrows point from the dropdown menu to these buttons and from the buttons to the instructions below.

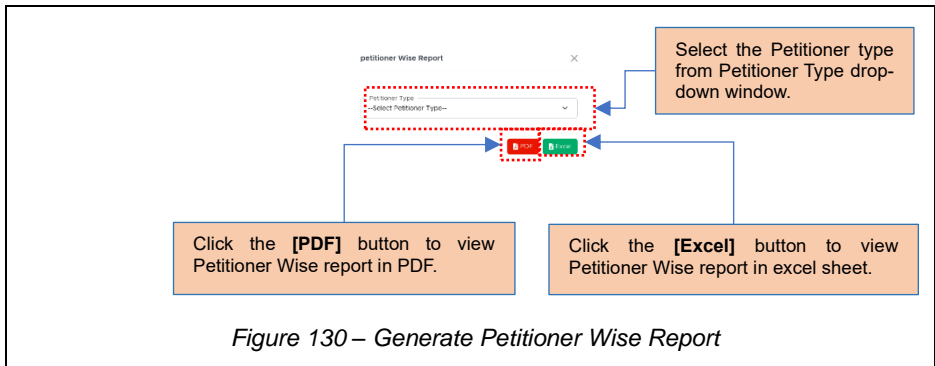
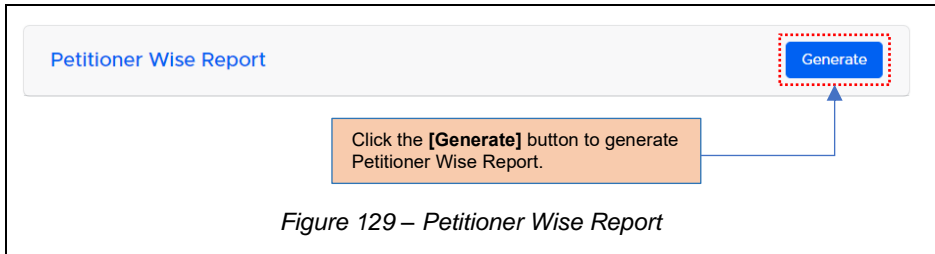
Select the respective Advocate name from the drop down to view the number of cases registered for his concern.

Click the **[PDF]** button to view Advocate Wise report in PDF.

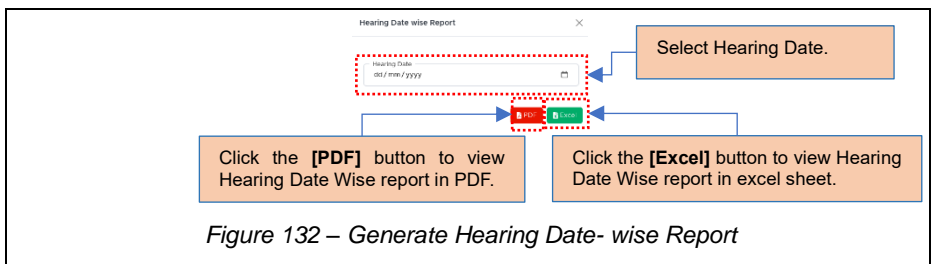
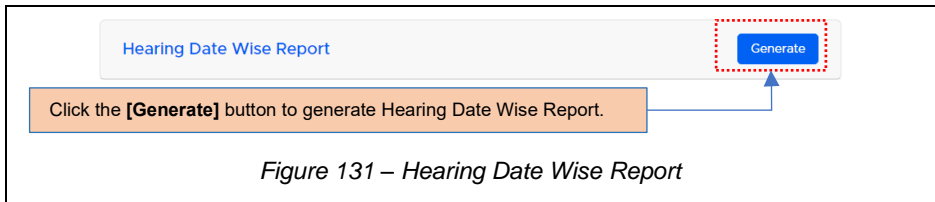
Click the **[Excel]** button to view Advocate Wise report in excel sheet.

Figure 128 – Generate Advocate Wise Report

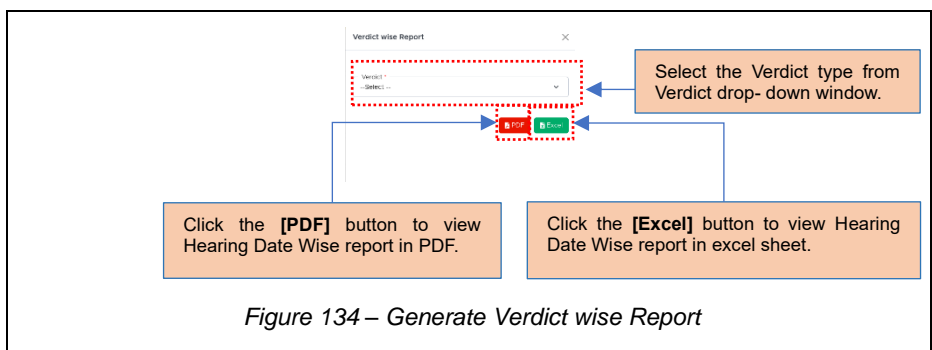
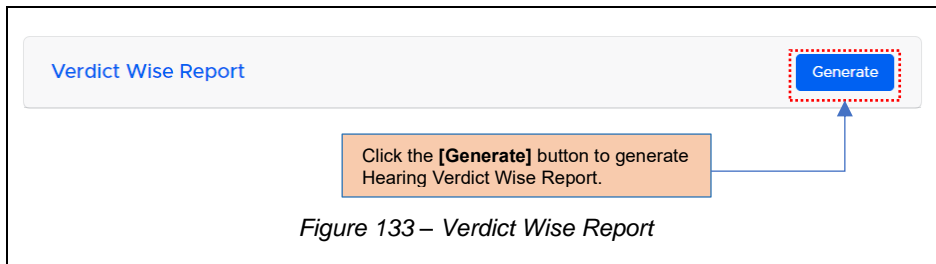
### 5.6.5 PETITIONER WISE REPORT



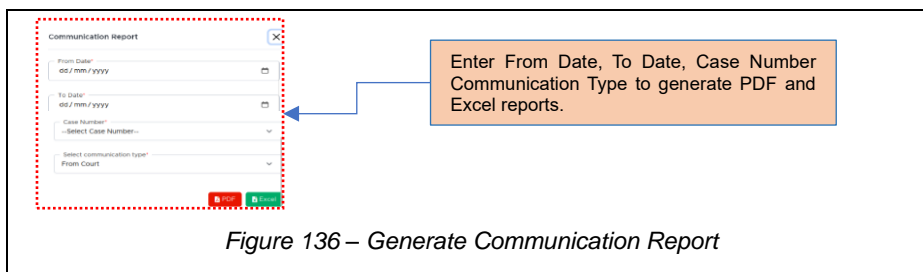
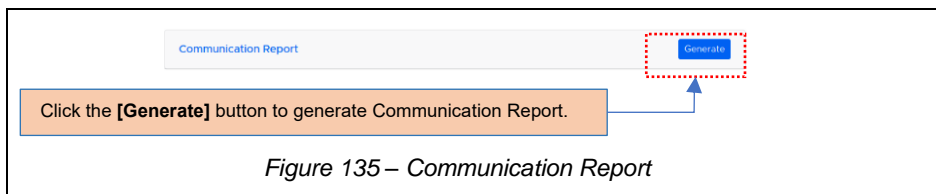
### 5.6.6 HEARING DATE WISE REPORT



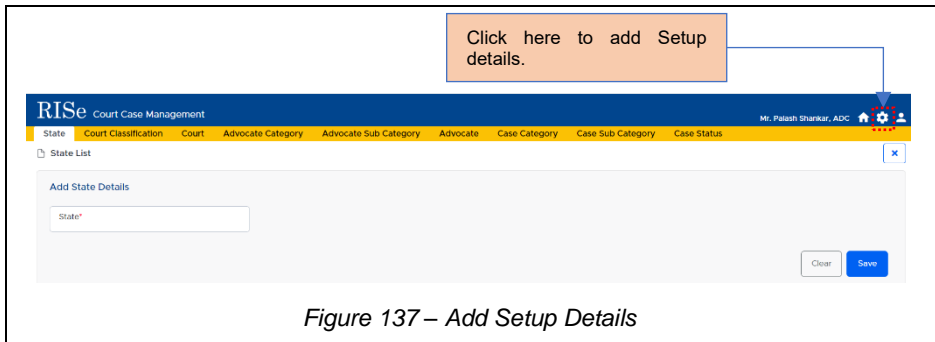
## 5.6.7 VERDICT WISE REPORT



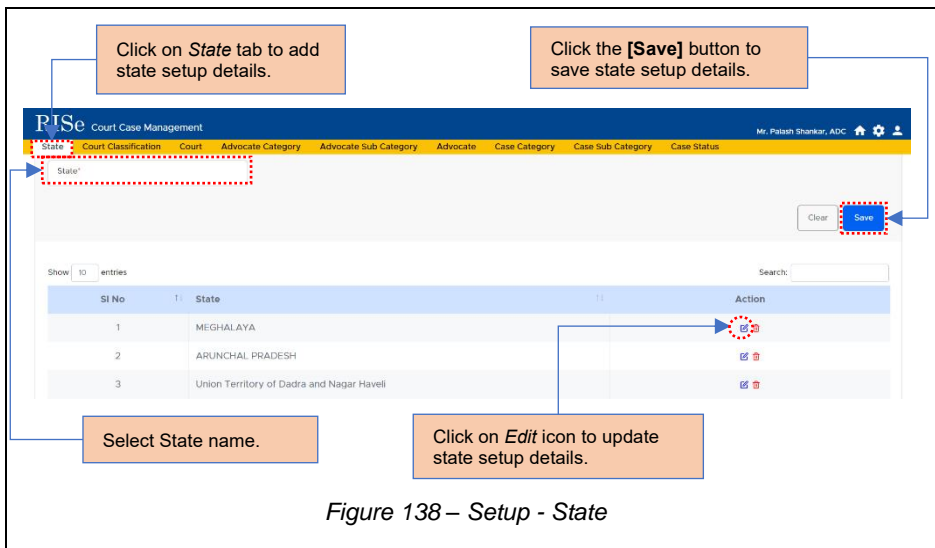
## 5.6.8 COMMUNICATION REPORT



## 6 SETUP



### 6.1. SET UP – STATE



## 6.2. SET UP – COURT CLASSIFICATION

Click on *Court Classification* tab to add Court Classification details.

Enter the details regarding type of Court Classification & Remarks.

Click the **[Save]** button to save court classification setup details.

*Figure 139 – Setup- Court Classification*

## 6.3. SET UP – COURT

Click on *Court* tab to add Court details.

Select State and Classification from the following drop- down.

*Figure 140 – Setup-Court Details*

Enter Court/Tribunal Name and name of Court place/ Bench.

Enter Court Address and Remarks, then click the [Save] button to save the court setup details.

Click on *Edit* icon to update the court setup details.

SI No	Classification	Court/Tribunal Name	Court Address	Court Place/Bench	State	Remarks	Action
1	HIGH COURT	Delhi High Court	Delhi	Delhi	DELHI		
2	CHIEF COLLECTOR REVENUE AUTHORITY	Chief Collector Revenue Authority	Pune	Pune	MAHARASHTRA		

Figure 141 – Setup - Court

## 6.4. SET UP – ADVOCATE CATEGORY

Click on *Advocate Category* tab to add advocate category

Click the [Save] button to save advocate category details.

Enter Advocate Category name.

Click on *Edit* icon to update Advocate category setup details.

SI No	Category	Action
1	Central Law Agency Section	
2	Panel Counsel	

Figure 142 – Setup- Advocate Category

## 6.5. SET UP – ADVOCATE SUB CATEGORY

Click on *Advocate Sub Category* tab to add Advocate Sub Category details.

Click the **[Save]** button to save advocate sub category details.

**Advocate Sub Category List**

Advocate Category:  Advocate Sub Category:

Show: 10 entries Search:

Sl No	Category	Sub Category	Action
1	Panel Counsel	Special Counsel	

Choose the Advocate category from the dropdown menu, which has been added through the *Advocate Category* set up details and enter Advocate Sub Category name.

Click on *Edit* icon to update Advocate sub category details.

Figure 143 – Setup- Advocate Sub Category

## 6.6. SET UP – ADVOCATE

Click on *Advocate* tab to add Advocate details.

Enter Name of the Advocate.

The screenshot displays the RISE Court Case Management interface. The top navigation bar includes tabs for State, Court Classification, Court, Advocate Category, Advocate Sub Category, Advocate, Case Category, Case Sub Category, and Case Status. The Advocate tab is selected. Below the tabs, there are dropdown menus for selecting Advocate Category and Advocate Sub Category, followed by a text field for the Advocate Name. Below these are input fields for PAN No, Place of Practice, Enrollment No, Contact Number, Email, and Advocate Fee(Rs.). A 'Clear' button and a 'Save' button are at the bottom right of the form. Below the form is an 'Advocate List' table with columns: Sl No, Advocate Category, Advocate Sub Category, Standing Counsel/Advocate Name, PAN No, Place of Practice, Enrollment No, Contact Number, Email, Advocate Fee, and Action. The first row shows an 'Additional Solicitor General' with the name 'Mr. Arun dev'. An 'Edit' icon is visible in the Action column for this row.

Annotations on the screenshot:

- Click on *Advocate* tab to add Advocate details.
- Enter Name of the Advocate.
- Choose the Advocate category & Advocate sub-Category from the dropdown menu, which has been added through the *Advocate Category* & *Advocate Sub Category* set up details.
- Enter the Officials details of the Advocate, then click the [Save] button to save advocate setup details.
- Click on *Edit* icon to update Advocate category details.

*Figure 144 – Setup- Advocate*



## 6.7. SET UP – CASE CATEGORY

Click on **Case Category** tab to add Case category details.

Click the **[Save]** button to save case category details.

Enter Case Category Name & Description.

Click on **Edit** icon to update Case category details.

**Figure 145 – Setup- Case Category**

## 6.8. SET UP – CASE SUB CATEGORY

Click on **Case Sub Category** tab to add Case Sub Category details.

Click the **[Save]** button to save Case Sub Category details.

Choose the Case category from the dropdown menu, which has been added through the **Case Category** set up details.

Enter Case Sub Category name and Description.

Click on **Edit** icon to update Case sub category details.

**Figure 146 – Setup- Case Sub Category**

## 6.9. SET UP – CASE STATUS

Click on **Case Status** tab to add Case status details.

Enter the present status of the Case.

Click on **Edit** icon to update state details.

Click the **[Save]** button to save Case status details.

*Figure 147 – Set up- Case Status*

**\*\*End Of the Module - RISE  
(Court Case Management) \*\***

*“Thank you for thoroughly exploring the features and information.”*