RCMSPb

(Revenue Court Management System)

for

Revenue Courts

in

Punjab

User Manual

Version 2.0

NIC Punjab State Centre

Department of Information Technology

Ministry of Communications and Information Technology
Government of India

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1.0 Introduction

Audience

This document is intended for users and officials who are primarily involved in the implementation of Revenue Court Management System for various types of Revenue Courts. This document covers the procedures for different types of users to use and operate features / functionalities of RCMSPB.

Purpose

The purpose of this document is to understand the features and functionalities available in RCMSPB (Revenue Court Management System) and to act as user guide for different type of users.

2.0 System requirements to run the application software

Being a web-enabled application any client computer equipped with internet connectivity can be used to access RCMSPb.

3.0 Features of RCMSPB

- ✓ RCMSPb application is Role-based and is extendable horizontally as well as vertically.
- ✓ Each user has access to different master data as per their jurisdiction
- ✓ Facilitates case Institution, capturing the Petitioner/Respondent details, Property details under dispute and previous case detail(if any)
- ✓ Allocation of hearing date(s) and provision to update
- ✓ Facility to record of case proceeding(s)
- ✓ Generation of various kinds of Summons,
- ✓ Generation of Cause List and availability to public
- ✓ Provision to generate Cause list based on given parameters
- ✓ Uploading of various kinds of documents like Interim order, Final Orders, Summons, General Documents
- ✓ State-level parameterized dashboard for FCR
- ✓ Dashboard for senior officers
- ✓ Availability of Daily cause list and court orders on web site, for the benefit of general public, department and advocates.

Note:

a) **For Punjabi typing, use Punjabi input tool (Google IME Keyboard).**
b) **To add Punjabi Font Support :**

I. Open control panel.
II. Click Add a language / Language link.
III. Click Add a language link.
IV. Select Punjabi (Gurmukhi) language from the list.
V. Click Add button to add the language.
VI. Punjabi font added successfully.
VII. User can swap through English or Punjabi language by pressing Alt + Shift key.

4.0 RCMSPB Modules

RCMSPb application has following modules

Case Details Entry Module: This module is to be operated by Reader and it facilitates capturing General details pertaining to particular case under litigation, Petitioner details, Respondent details, Land details like kehwat no., khatauni no., khasra detail and previous cases details. RCMSPB is tightly integrated with Land Record System (LRS). All the master data like tehsil, village, patwar circle, kanungo details kehwat no., khatauni no., khasra detail are directly fetched in RCMSPb application. RCMSPb facilitates to final save the data once all the details pertaining to particular case are entered by Reader. Reader can also view the case details of particular court case entered by him. Once the case details are final saved in RCMSPb land related details are automatically updated and court cases details (like Court name, Case No., Case Year) are reflected in Remarks column of jamabandi.

Old Case Entry Module: This module is to be operated by Reader and facilitates the entry of old cases (backlog data). It is used to enter the pending cases of the court which were manually handled by court before the implementation of RCMSPb.

Caveat Entry Module: This module is also handled by Reader and used for entry of Caveat cases in the situation where the case winning party appears in higher courts before the appeal of other party.

First Hearing date Entry: This module is used to facilitate for entering the first hearing date of court cases. Once the case has first hearing date then SMS will be automatically sent to the litigants.

Personal details updation: It facilitates Reader to update the mobile number and email of Petitioner/Respondent for a particular case.

Daily Proceedings updation: In this module Reader user enter/update the daily proceedings of the particular case, enter next hearing date and put Zimni (interim order) orders through the interface.

Attendance Details: This module captures the attendance of Petitioner and Respondent present on particular date of hearing. It prompts Reader to enter the date of hearing and RCMSPb will display the list of all the cases which are heard on this particular date. It also facilitates Reader to mark the attendance of petitioner/respondent.

Document upload: In this module, Reader uploads the document (like General document, Legal notice, interim order, final order and summons). The document file can be uploaded in PDF format having maximum size of 5MB. This module also facilitates Reader to view the various types of document uploaded by him for particular case.

Postponement of hearing date: This module facilitates Reader user to postpone of hearing date(s), which are due for hearing on particular date. It will prompt the operator to enter hearing date and application will display the list of cases which due for hearing on this particular date. Operator can enter the next date of hearing and time of hearing. SMS will be automatically sent to parties for the next date.

Update Case initiation: The cases are initiated in the following modes:-

a) Direct
b) Remanded
c) Suo-Moto Reference

In earlier phase the case initiation mode was not captured. Therefore the provision to enter mode of case initiation was added for the cases already saved without case initiation mode.

Case Transfer: This module is available for state user and Admin user of DC court. This module facilitates the transfer of cases from one court to other court within a district by using the filter of case type and date.

Case Updation: This module is available for stateuser. This module facilitates the updation (Unfreeze, Court Fee, Case Type, Case Status) of case by choosing Court and Case Number.

FC District Allocation Detail: This module facilitates stateuser to change the allocation of Court Cases of Financial Commissioners by selecting the Districts and Case Types.

Old Orders: This module facilitates stateuser to upload the previous court orders, which are not entered in RCMSPb.

Reconciliation: This module is used by the stateuser for Reconciliation of online payments (HDFC PayU integration) of demarcation of land.

Reconciliation (NECIS): This module is used by the stateuser for Reconciliation of online payments (IFMS PayU integration) of Non-encumbrance certificate.

Master Details: In this module, stateuser has the facilities to create and manage the master data. The stateuser has to create the following master data in order to create new courts:-

1. **Designation Master**
2. **Officer Master**
3. **Court Details**
4. **User Management (for creation of Court Admin)**

In this module other masters are as follows:-

- **Act Details**
- **Stage Details**
- **Capacity Details**
- **Case Type Details,**

4.1 Report Module:

RCMSPB facilitates generation of following types of reports:

- ✓ Dashboard for various application users
- ✓ Generation of Cause list
- ✓ Generation of summons
- ✓ Summons to lower court for record
- ✓ Generation of stay order
- ✓ Notice for Mushtari Munadi
- ✓ View Case details
- ✓ Case Transfer Details
- ✓ Case Statistics Detail
- ✓ Court-wise Goshwara
- ✓ Officer-wise Goshwara
- ✓ District-wise Cases Detail
- ✓ Date-wise Cases Detail
- ✓ MIS Report
- ✓ Uploaded Completion Certificates Report
- ✓ MIS Goshwara Report
- ✓ District-wise Consolidated Report
- ✓ Cause List
- ✓ Properties Under Dispute Details
- ✓ General Query

4.2 Administration Module

Following are the various types of modules covered under Administration:

- ✓ Court Basic Details
- ✓ User Management
- ✓ Act details
- ✓ Case Stage Detail
- ✓ Designation Details
- ✓ Officer details
- ✓ Court Designation

Court Basic Details: It is one of important prerequisite for initiation of implementation of RCMSPB at any type of Revenue Court. It capture the details regarding court type, court name (in English and Punjabi), officer details, date from which officer is holding the charge, Court address and details of authority who will be signing the summon.

User Management: Following are the various types of application users in RCMSPB:

i. **State Level Admin User** – Responsible for overall creation of various Courts, Masters details like Act, Capacity details, Officer details, designation details and creation of admin user for various courts.

ii. **Administrator user:** It will be responsible for creation of users under his jurisdiction and have access to dashboard for monitoring of courts under his jurisdiction.

iii. **Reader User**: it will be responsible for entering new Case Details, Petitioner Details, Respondent details, Property Details, Previous Case details, Numberdari/ Chowkidari candidate details. It will be responsible for updating next hearing date, daily proceedings, creation of Summons, uploading of important documents, updation of Personal details, marking the attendance and Postponement of hearing dates.

Act Details: This module is used to define the various types of acts which will be applicable to various court cases. Act details are captured in English and Punjabi.

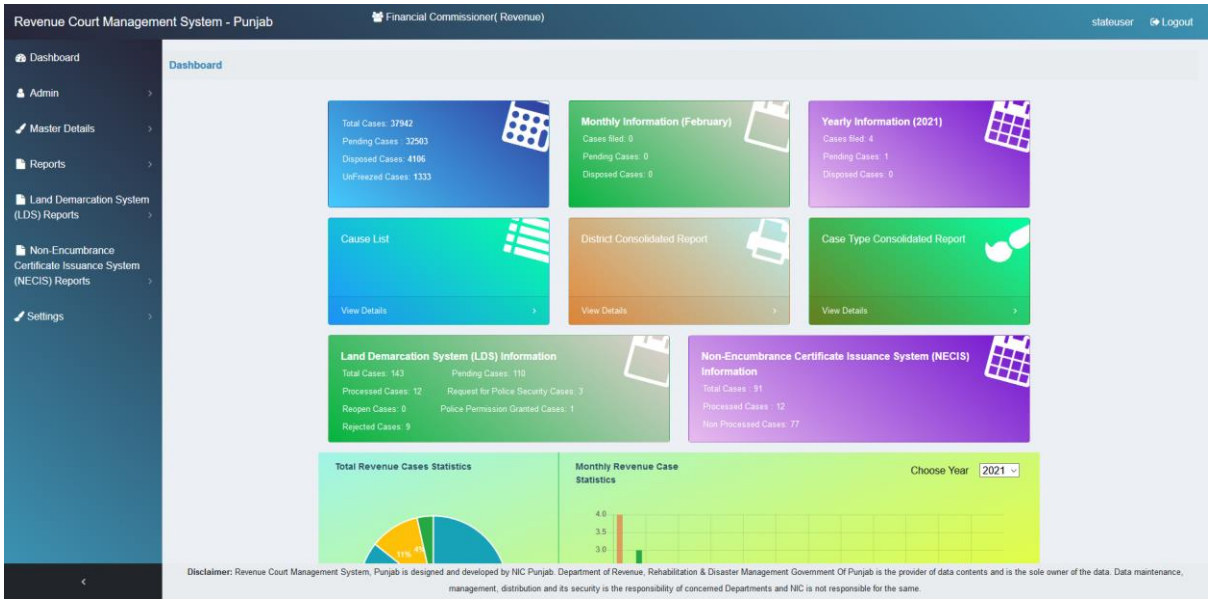
Case Stage Details: This module is used to define the various types of stages in which a particular court case can undergo during litigation process. Stage description is captured in English and Punjabi.

Designation details: This module is used define the designation details of various officers which will be applicable to various court types. It captures designation description, short description for designation along with court type details.

Officer details: This module is used to define the various types of officers who will be responsible for the holding the court. It captures officer name in (English and Punjabi) along with email id and mobile number of officer.

Court Designation: This module is used to define the capacity of officer which he will act while holding the particular Court. Capacity details are captured in English and Punjabi.

4.3 Dashboard: RCMSPB facilitates dashboard for monitoring the pendency and disposal of court cases. Dashboard provides complete statistics regarding total no. of cases, pendency and disposal details. These details can be viewed month-wise and year-wise. Dashboard facilitates top level officer to monitor the pendency of all the courts falling under his jurisdiction.



5.0 Sequence of Steps to be followed for Implementation of RCMS at particular Revenue Court

Sr.No.	User Type	Activity Detail
1.	**State Administrator**	✓ Defining of Officer details ✓ Creation of court details for the court for which implementation is to be initiated. ✓ Creation of Administrator user for the court
2.	**Administrator User**	✓ Creation of Reader user ✓ Creation of advocates details if it is not already available in RCMSPb.
3.	**Reader User**	✓ Reader user can start the data entry for revenue court cases. ✓ Can allocate the first hearing date. ✓ Can update the hearing details. ✓ Can upload the various types of document like interim order/final order, Summons etc. ✓ Can generate various types of reports like Summons to litigants, Summons to lower court for producing record.

6.0 Frequently Asked Questions (FAQ)

Que1: What is RCMSPB?

Answer: RCMSPB is Web based Centralized application for management of court case pertaining to various type Revenue Court in Punjab at various levels like Tehsil/District/Divisions and Financial Commissioners.

Que2: How to start the application?

Answer: The application can be invoked on Computer System having internet connection. The application can be invoked by typing the URL http://http://rcms.punjab.gov.in/ in the browser.

Que3: What is role of Reader user in RCMSPB?
Answer: The main role of Reader user is to enter the complete detail court case for the revenue court for which user has been created. Reader can enter, update, view the cases entered by him. The Reader user is to allocate the hearing date, update the hearing detail and can also generate various types of Summons, Cause list etc. Reader user can also update the mobile, email details for petitioners/respondent for various cases.

Que4: What is role of Administrator user in RCMSPB?
Answer: The court admin is the user who holds the court. The court admin can manage the Reader users, can approve interim/final orders, summons etc.

Que5: How to change the password of a user?
Answer: User can change password by invoking the change password option. The OTP will be sent to registered mobile no. of user. Password should be minimum 8 characters comprising of Alphabet, Numeric and special character. Minimum alphabet should be in capital letter.

Que6: Whom to contact if a User forget his password?

Answer: If Reader user forgets his password, he/she can contact Court administrator for reset of password. While Court administrator can contact State administrator for reset of password.

Que7: What are pre-requisites for initiation of implementation of RCMSPb in any revenue court?

Answer: For initiation of implementation of RCMSPB Court details, Officer details needs to be defined in RCMSPB and application Users for Court Administrator and Reader needs to be created.

7.0 Recommended configuration settings for the clients accessing RCMSPB are as follows: -

- RCMSPB can be best viewed in 1024X768 resolutions.
- The supported browsers are Internet Explorer 7.0 or higher, Firefox3.0 or higher, Google Chrome 5.0 or higher.
- Windows 7.0 or Windows 8.0 or Windows 10 is supported for this website.
- Printer should be installed with proper driver.

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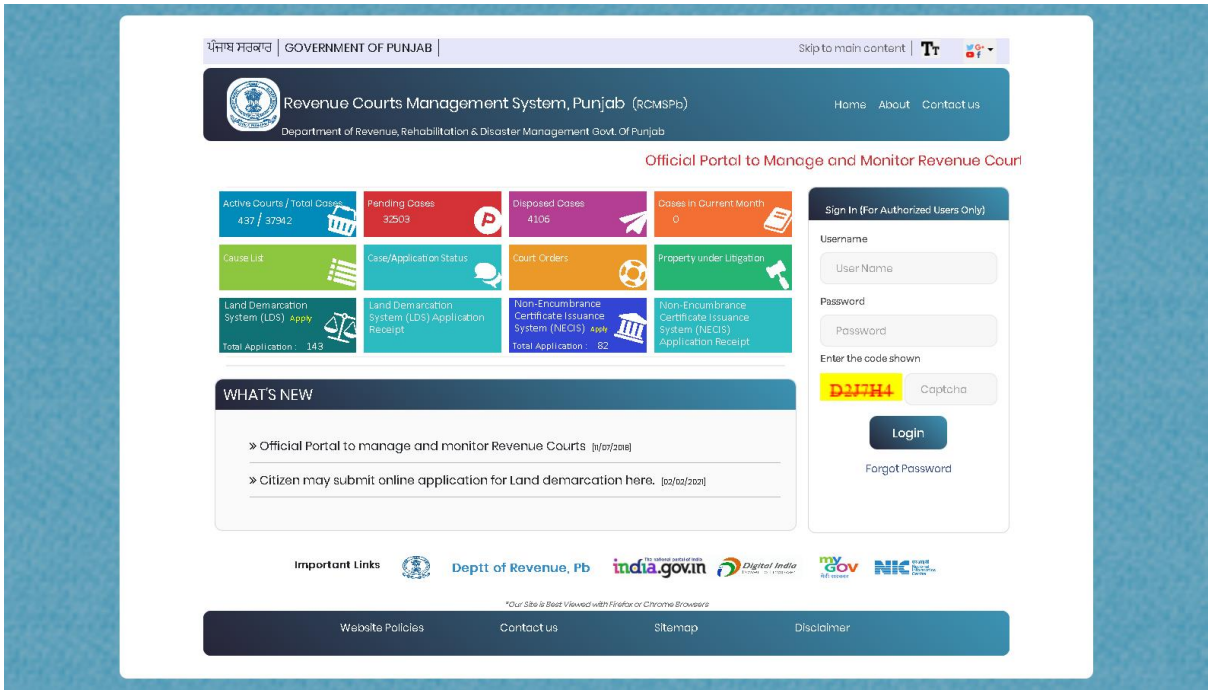
8.0 RCMSPB Application Module and description

Court Admin user

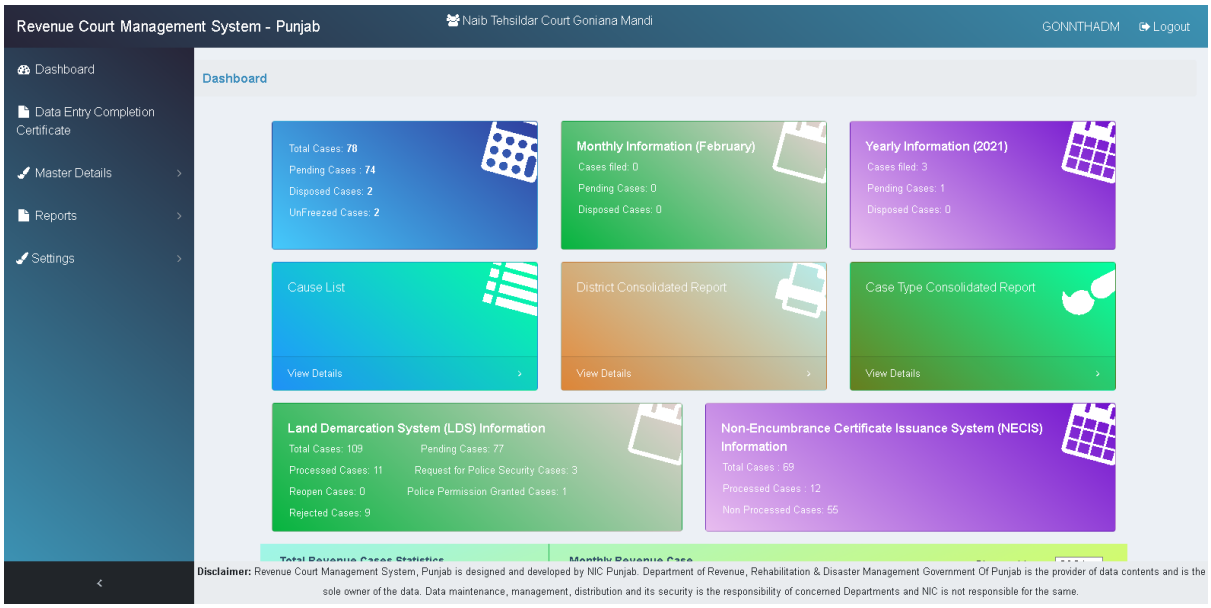
In the Login page enter valid user and Password which has been provided.

After entering user credentials fill up the CAPTCHA and submit by clicking Login Button. Authenticated user will get default RCMSPB dashboard depending upon the jurisdiction.



Dashboard:

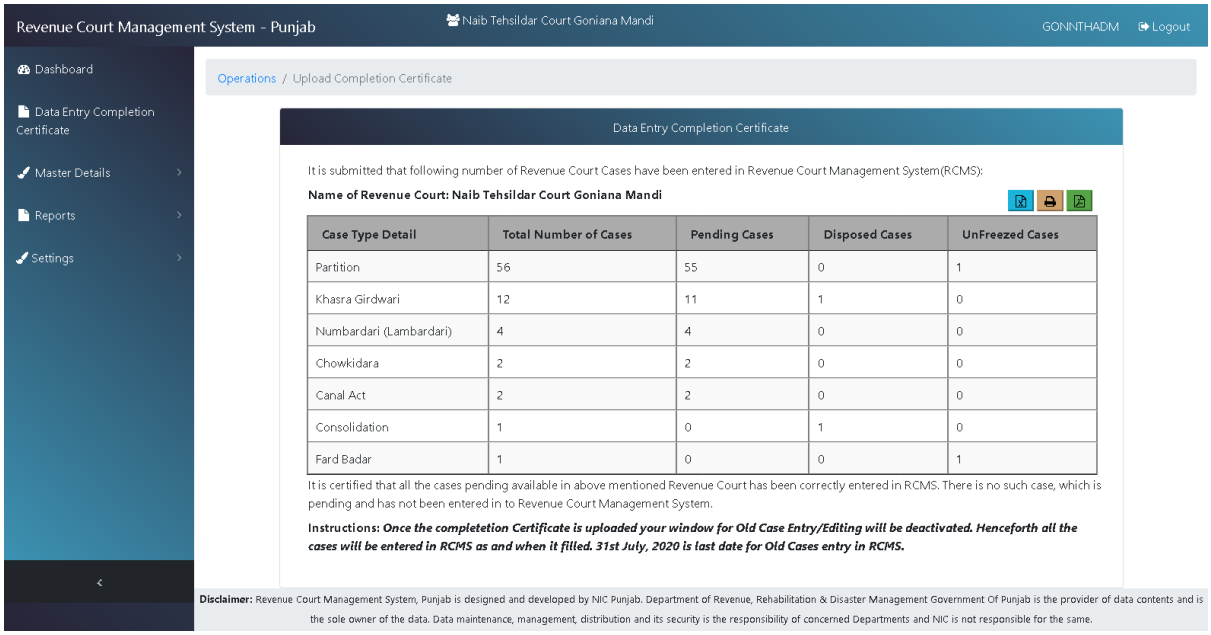
Authenticated login will navigate to the RCMSPb Dashboard



In dashboard section user will have different types of case information with some figures of case count like Total cases, Total pending Cases, Total disposed cases, Cause List, Monthly Information and Yearly Information. Under Consolidated report, user can view summarised view of the case count with drill down facility. In the dashboard, the graphical representation of Land Demarcation System (LDS) and Non-encumbrance Certificate Issuance System (NECIS) is displayed.

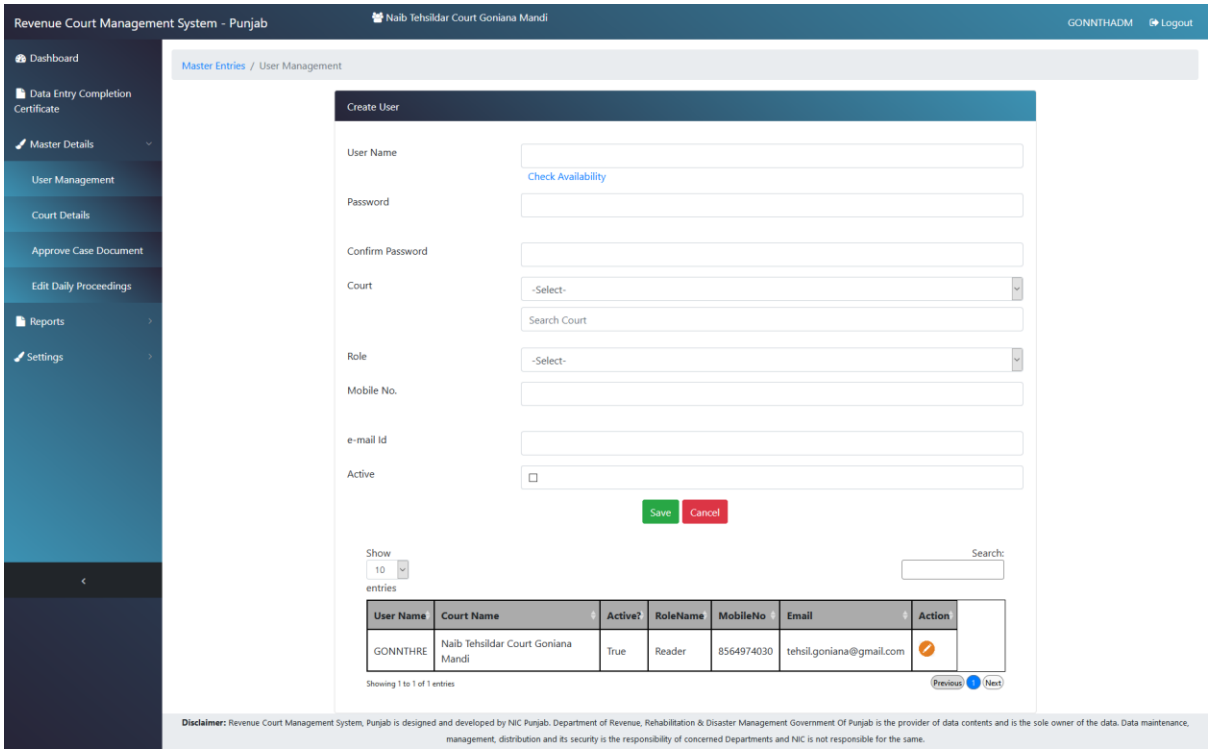
Data Entry Completion Certificate

Under Court Admin Login one can have Data Entry Completion Certificate for old cases entry till 31.07.2020.



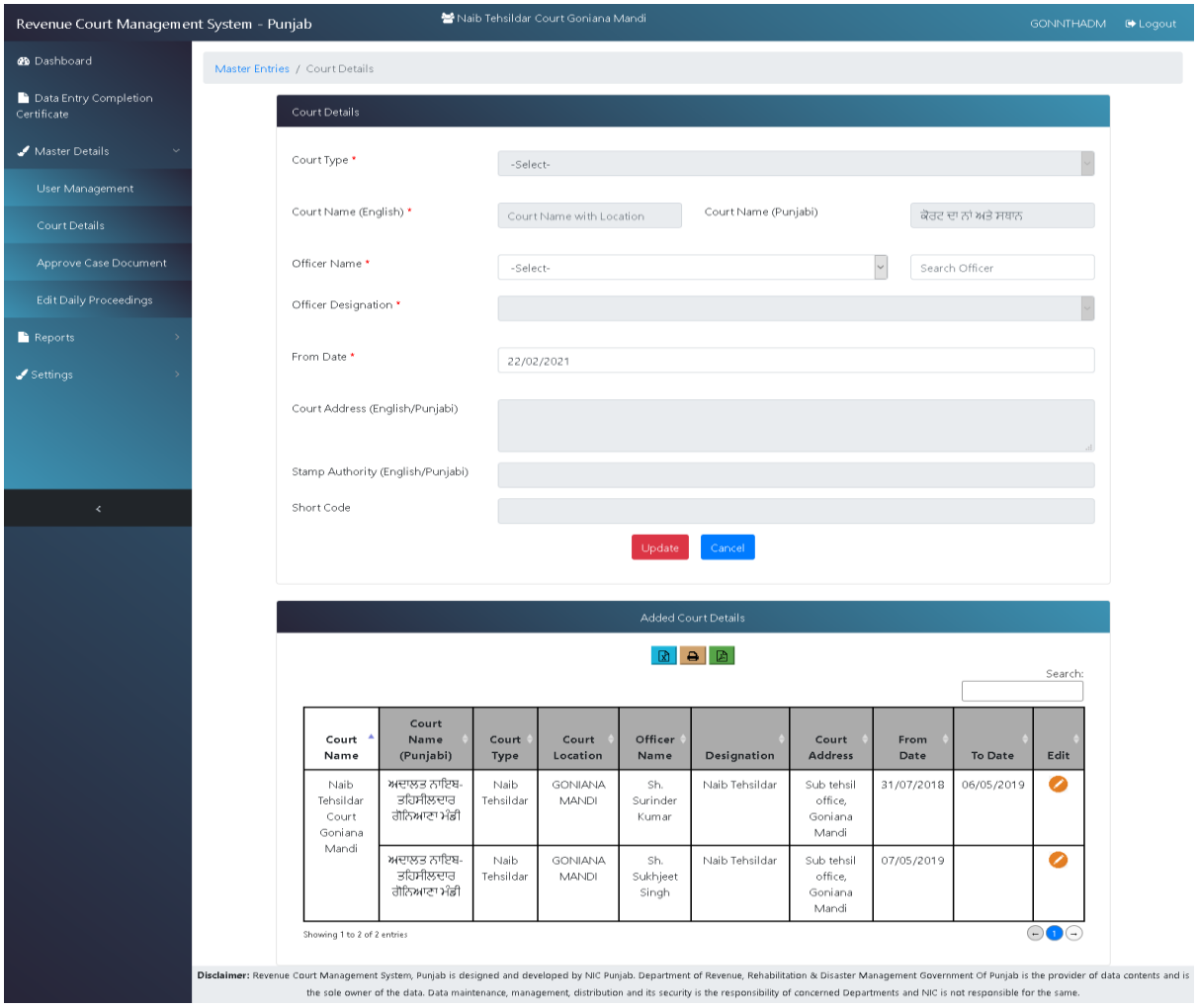
User Management

The court Admin can manage the users by using the following screen:-

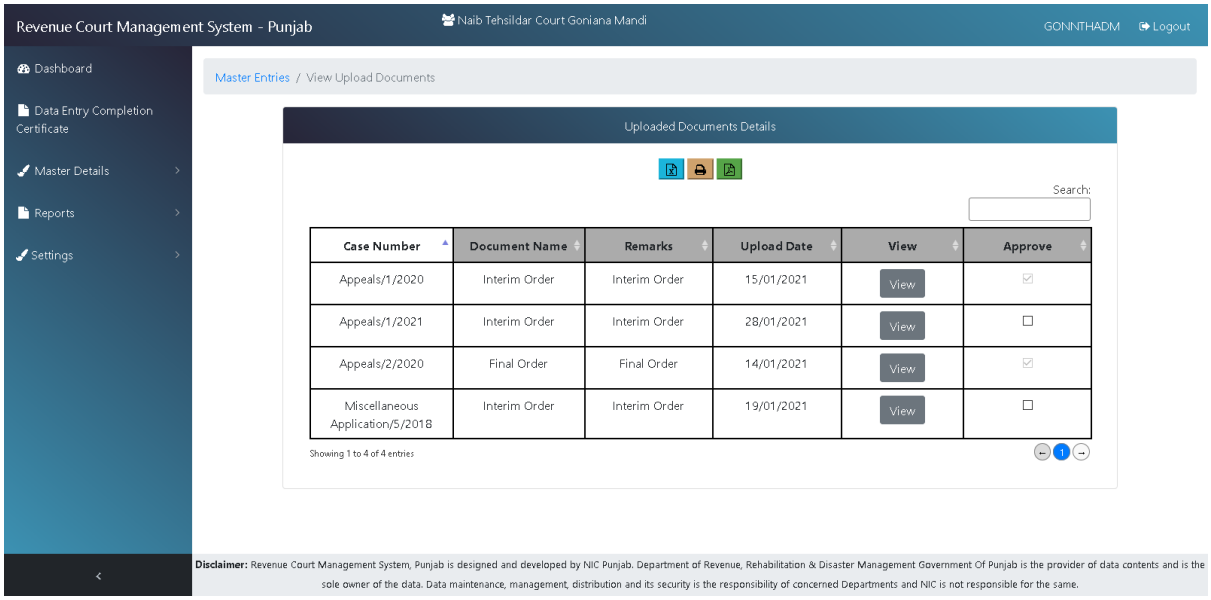


Court Details

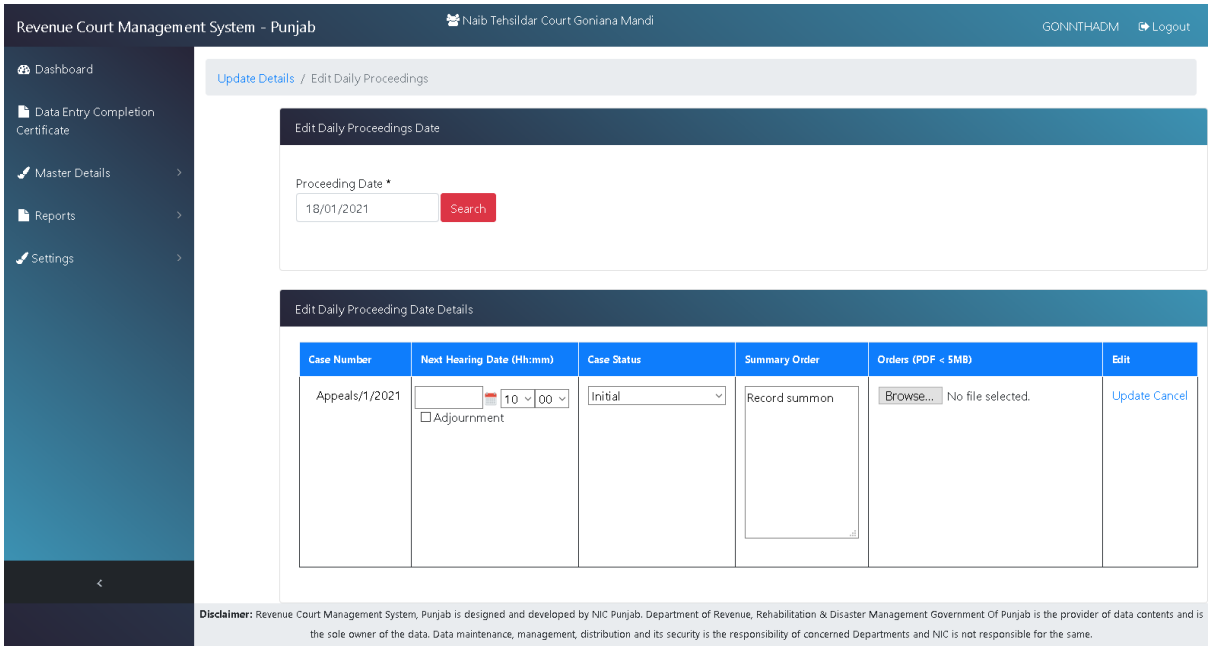
The Court Admin user can update the court details using the following screen:-



Approval of Case Documents – The documents which are approved by Court Admin can be viewed in the public domain. The Court Admin user approves the documents uploaded by the reader in the following screen

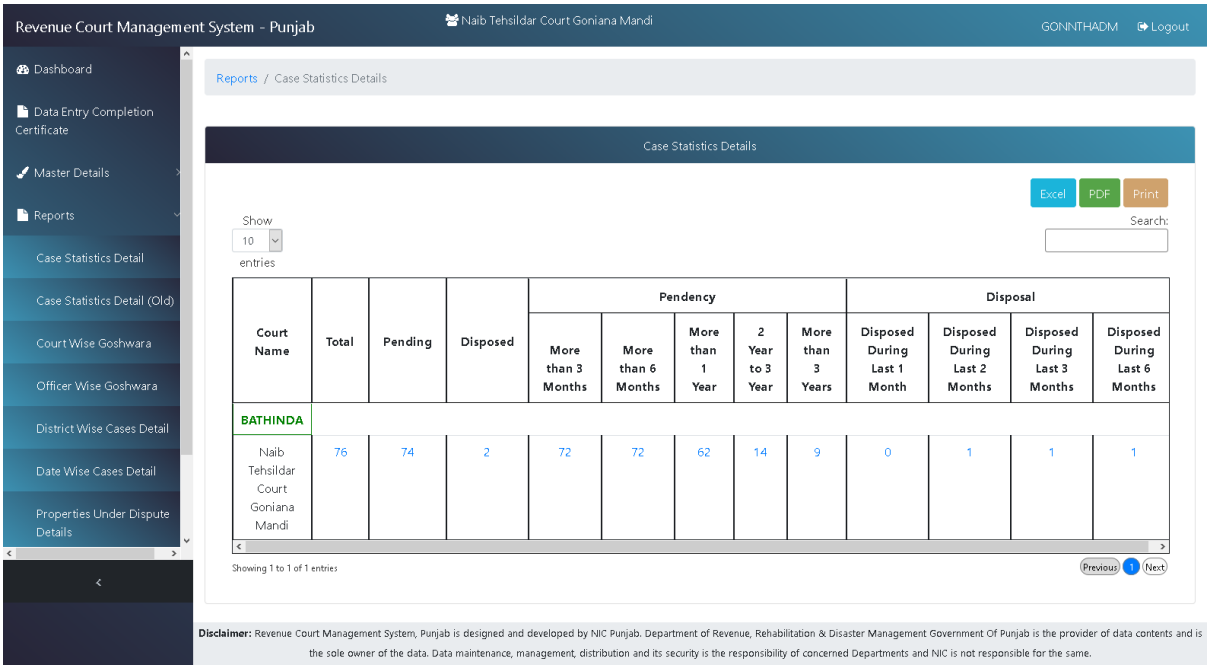


The Court Admin user can Edit Daily Proceedings if there is any discrepancy, in the following screen:-

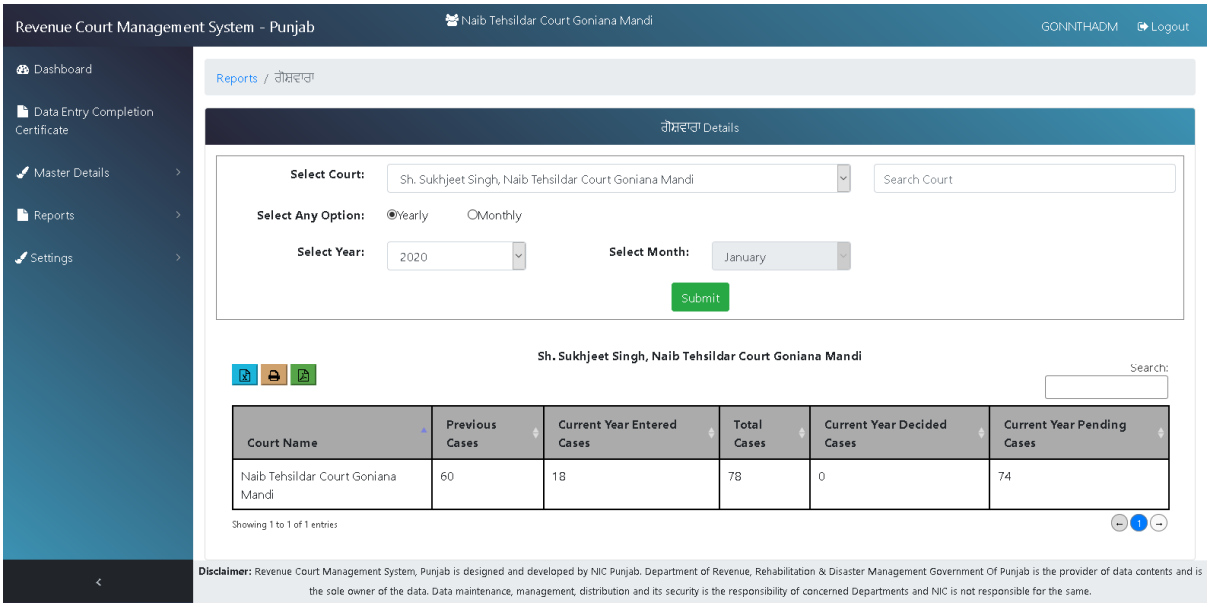


Reports for the Court Admin User

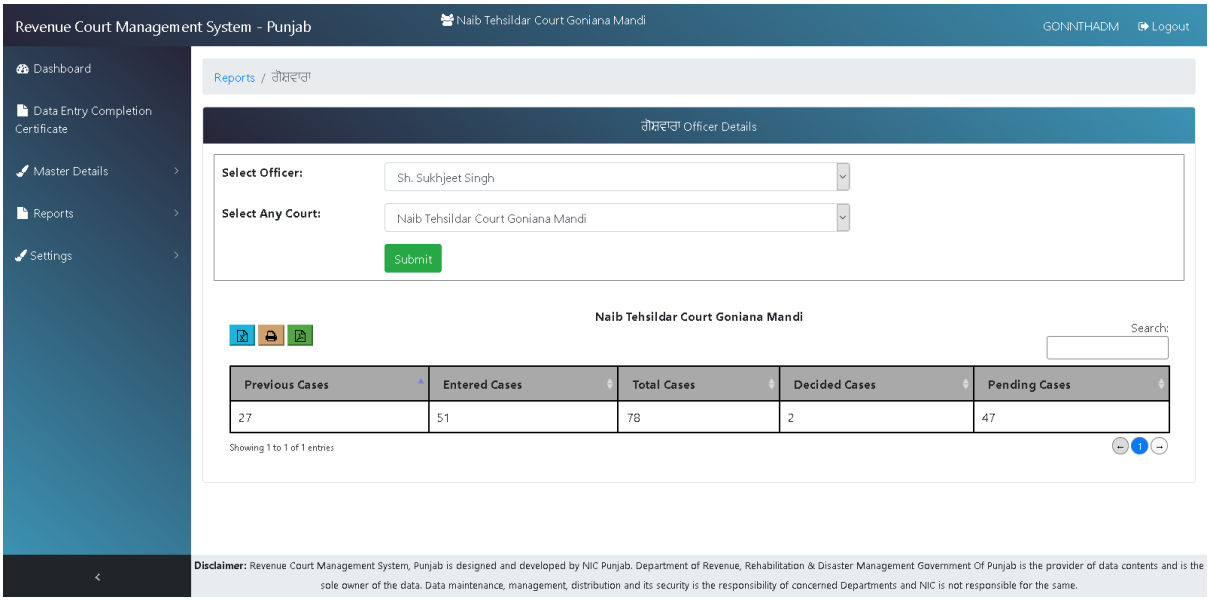
1. Case Statistics Detail



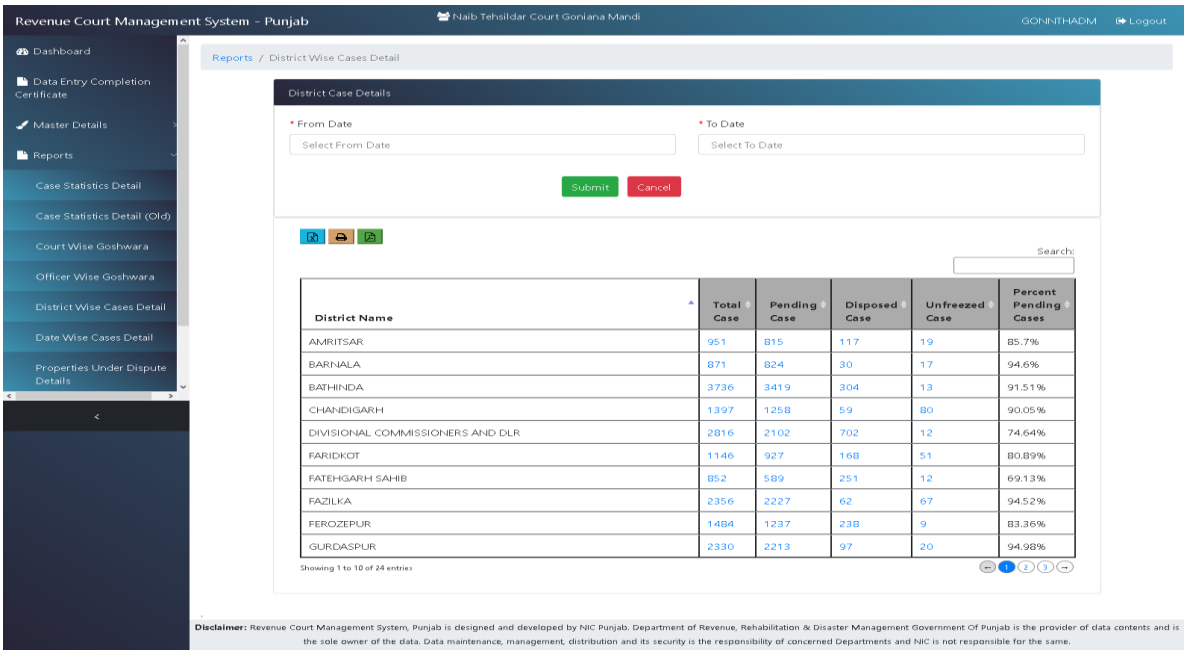
2. Court-wise Goshwara



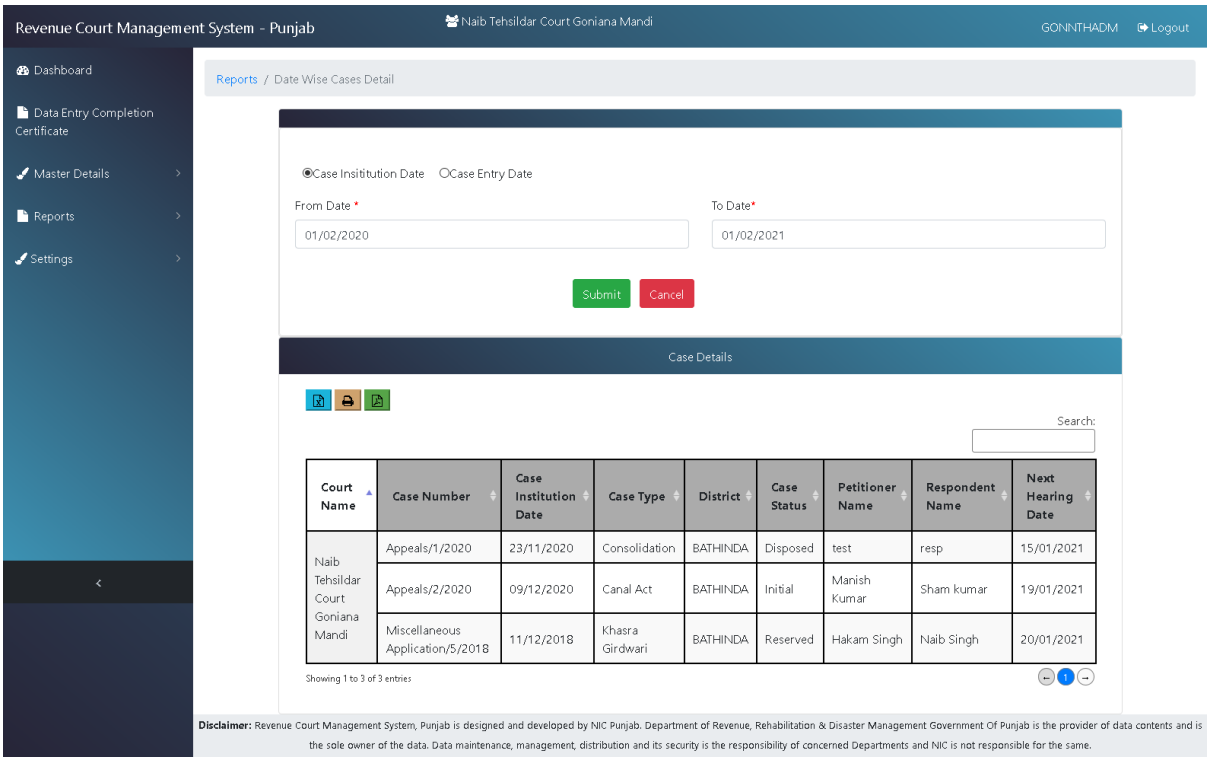
3. Officer-wise Goshwara



4. District-wise cases detail

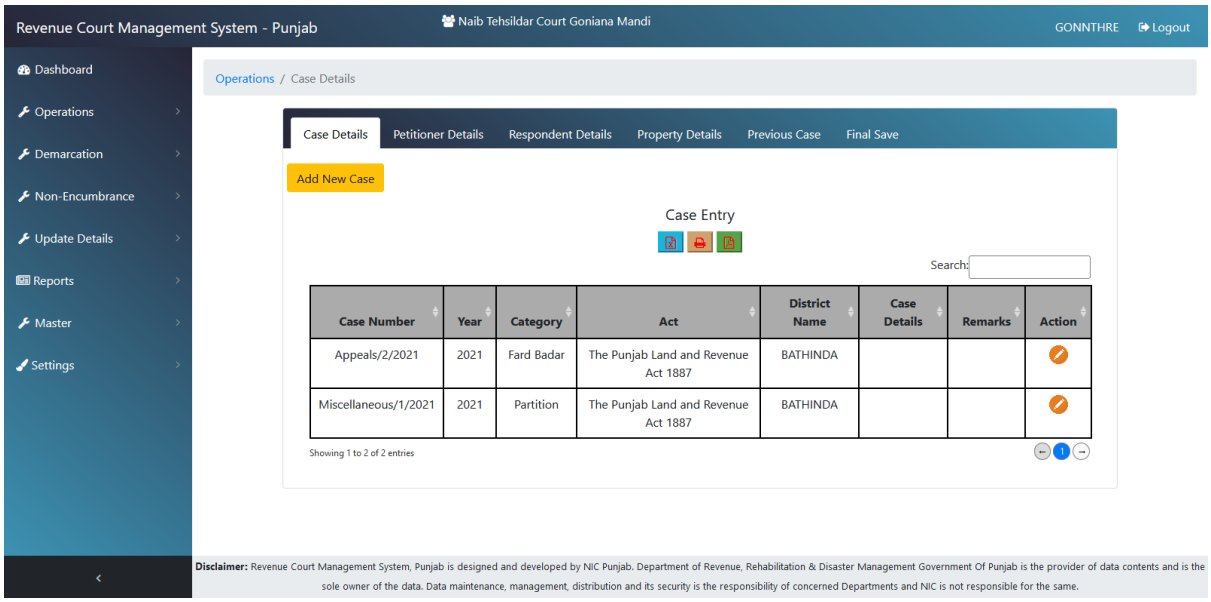


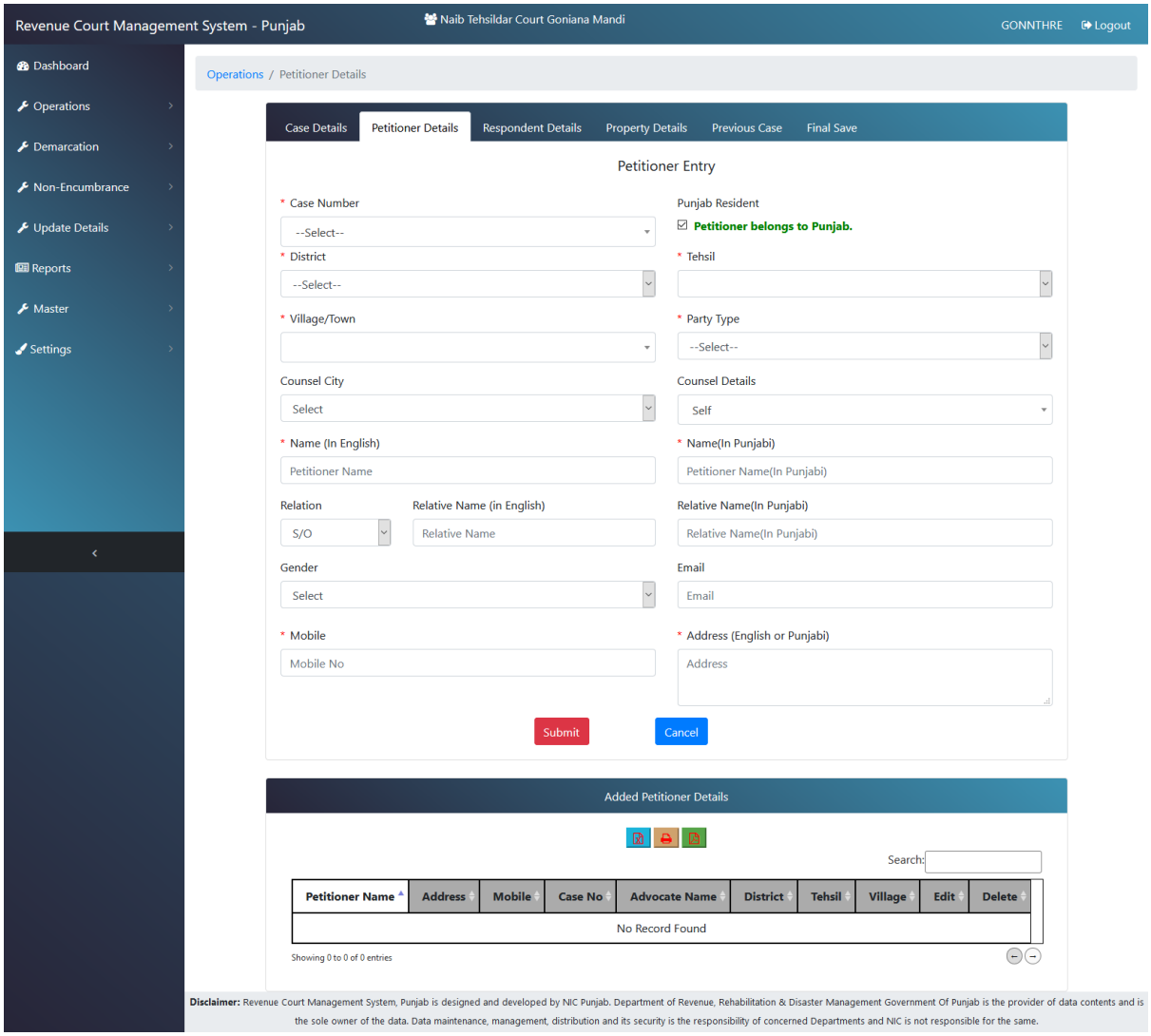
5. Date-wise Cases detail

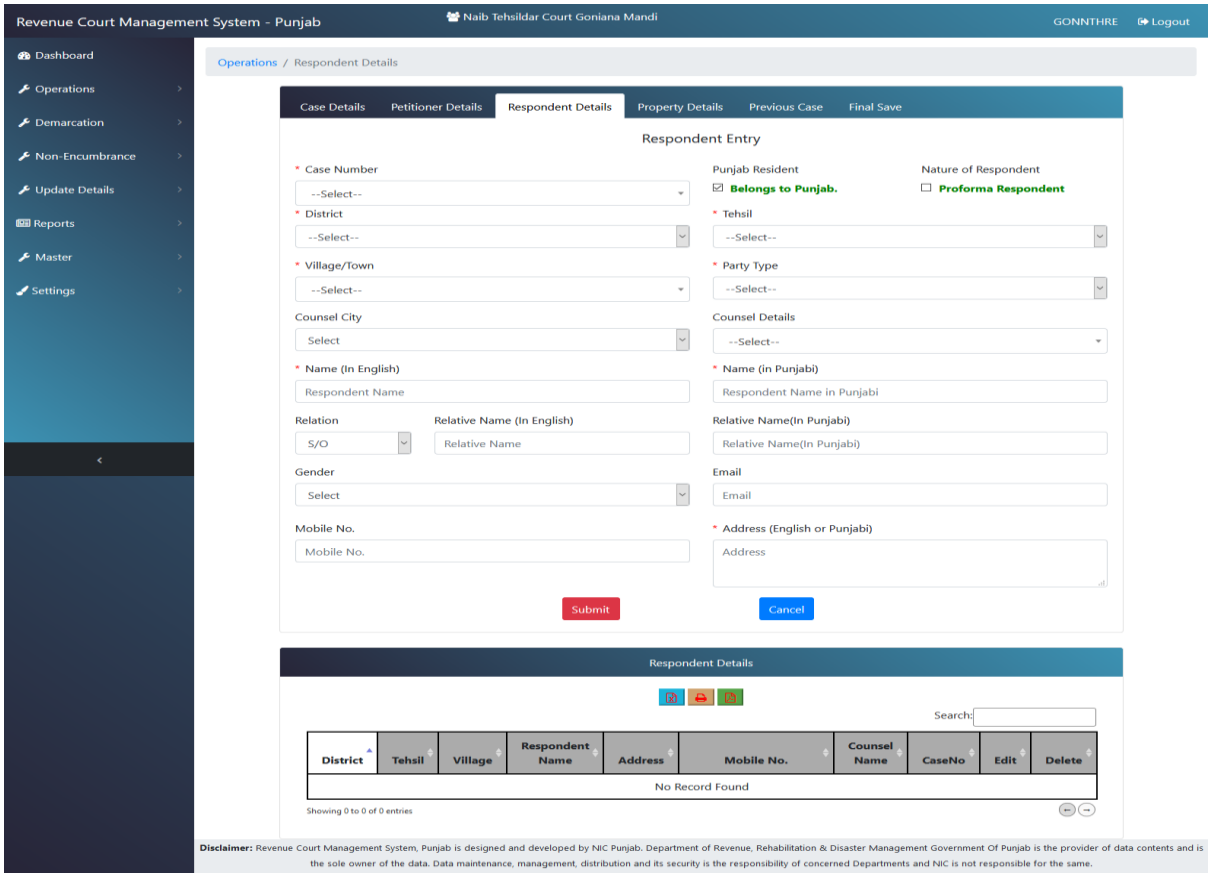


Reader user

After Successful login, **Reader** user will see the following screen, which will have tabs like Operations, Demarcation, Non-encumbrance, Update Details Reports, Master and settings. In Operations (First Hearing Date, Personal Details, and Daily Proceedings), the case entry can be done in the following sequence:-




Revenue Court Management System - Punjab
Naib Tehsildar Court Goniana Mandi
GONNTHRE
Logout
Dashboard
Operations
Demarcation
Non-Encumbrance
Update Details
Reports
Master
Settings
Operations / Petitioner Details
Case Details
Petitioner Details
Respondent Details
Property Details
Previous Case
Final Save
Petitioner Entry
* Case Number
--Select--
Punjab Resident
Petitioner belongs to Punjab.
* District
--Select--
* Tehsil
* Village/Town
* Party Type
--Select--
Counsel City
Select
Counsel Details
Self
* Name (In English)
Petitioner Name
* Name(In Punjabi)
Petitioner Name(In Punjabi)
Relation
S/O
Relative Name (in English)
Relative Name
Relative Name(In Punjabi)
Relative Name(In Punjabi)
Gender
Select
Email
Email
* Mobile
Mobile No
* Address (English or Punjabi)
Address
Submit
Cancel
Added Petitioner Details
Search:
Petitioner Name
Address
Mobile
Case No
Advocate Name
District
Tehsil
Village
Edit
Delete
No Record Found
Showing 0 to 0 of 0 entries
Disclaimer: Revenue Court Management System, Punjab is designed and developed by NIC Punjab. Department of Revenue, Rehabilitation & Disaster Management Government Of Punjab is the provider of data contents and is the sole owner of the data. Data maintenance, management, distribution and its security is the responsibility of concerned Departments and NIC is not responsible for the same.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Dashboard
Operations
Demarcation
Non-Encumbrance
Update Details
Reports
Master
Settings
Operations / Respondent Details
Case Details
Petitioner Details
Respondent Details
Property Details
Previous Case
Final Save
Respondent Entry
* Case Number
--Select--
Punjab Resident
Belongs to Punjab.
Nature of Respondent
Proforma Respondent
* District
--Select--
* Tehsil
--Select--
* Village/Town
--Select--
* Party Type
--Select--
Counsel City
Select
Counsel Details
--Select--
* Name (In English)
Respondent Name
* Name (in Punjabi)
Respondent Name in Punjabi
Relation
S/O
Relative Name (In English)
Relative Name
Relative Name(In Punjabi)
Relative Name(In Punjabi)
Gender
Select
Email
Email
Mobile No.
Mobile No.
* Address (English or Punjabi)
Address
Submit
Cancel
Respondent Details
Search:
District
Tehsil
Village
Respondent Name
Address
Mobile No.
Counsel Name
CaseNo
Edit
Delete
No Record Found
Showing 0 to 0 of 0 entries
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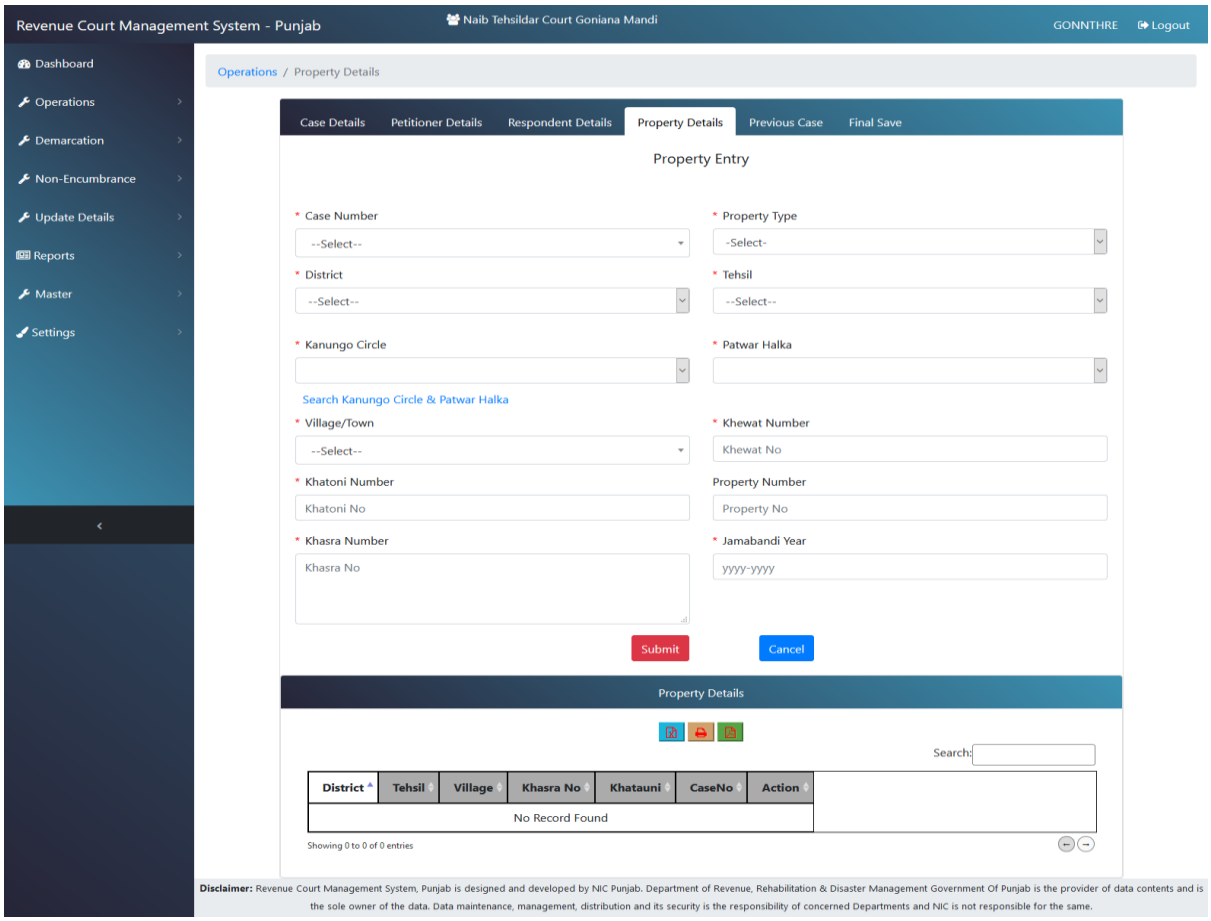
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Dashboard
Operations
Demarcation
Non-Encumbrance
Update Details
Reports
Master
Settings
Operations / Property Details
Case Details
Petitioner Details
Respondent Details
Property Details
Previous Case
Final Save
Property Entry
* Case Number
--Select--
* Property Type
-Select-
* District
--Select--
* Tehsil
--Select--
* Kanungo Circle
* Patwar Halka
Search Kanungo Circle & Patwar Halka
* Village/Town
--Select--
* Khewat Number
Khewat No
* Khatoni Number
Khatoni No
Property Number
Property No
* Khasra Number
Khasra No
* Jamabandi Year
yyyy-yyyy
Submit
Cancel
Property Details
Search:
District
Tehsil
Village
Khasra No
Khatauni
CaseNo
Action
No Record Found
Showing 0 to 0 of 0 entries
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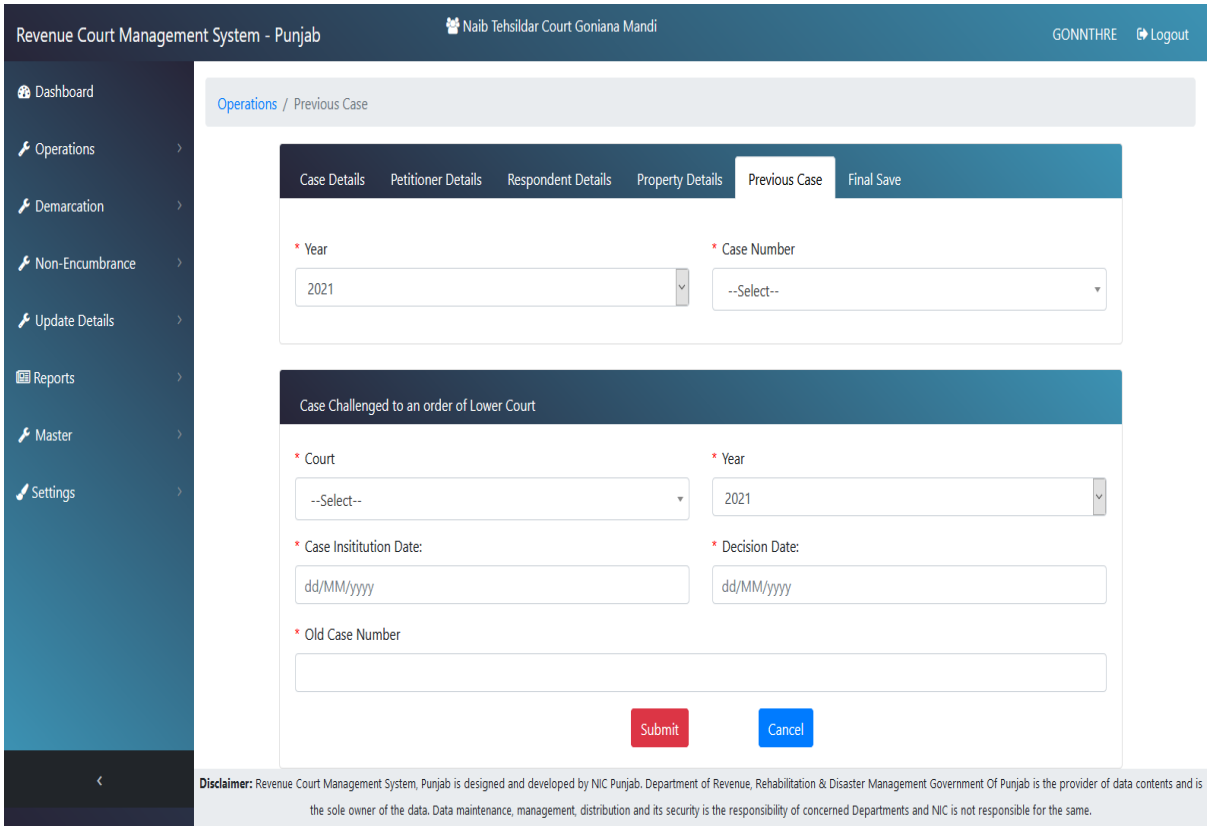
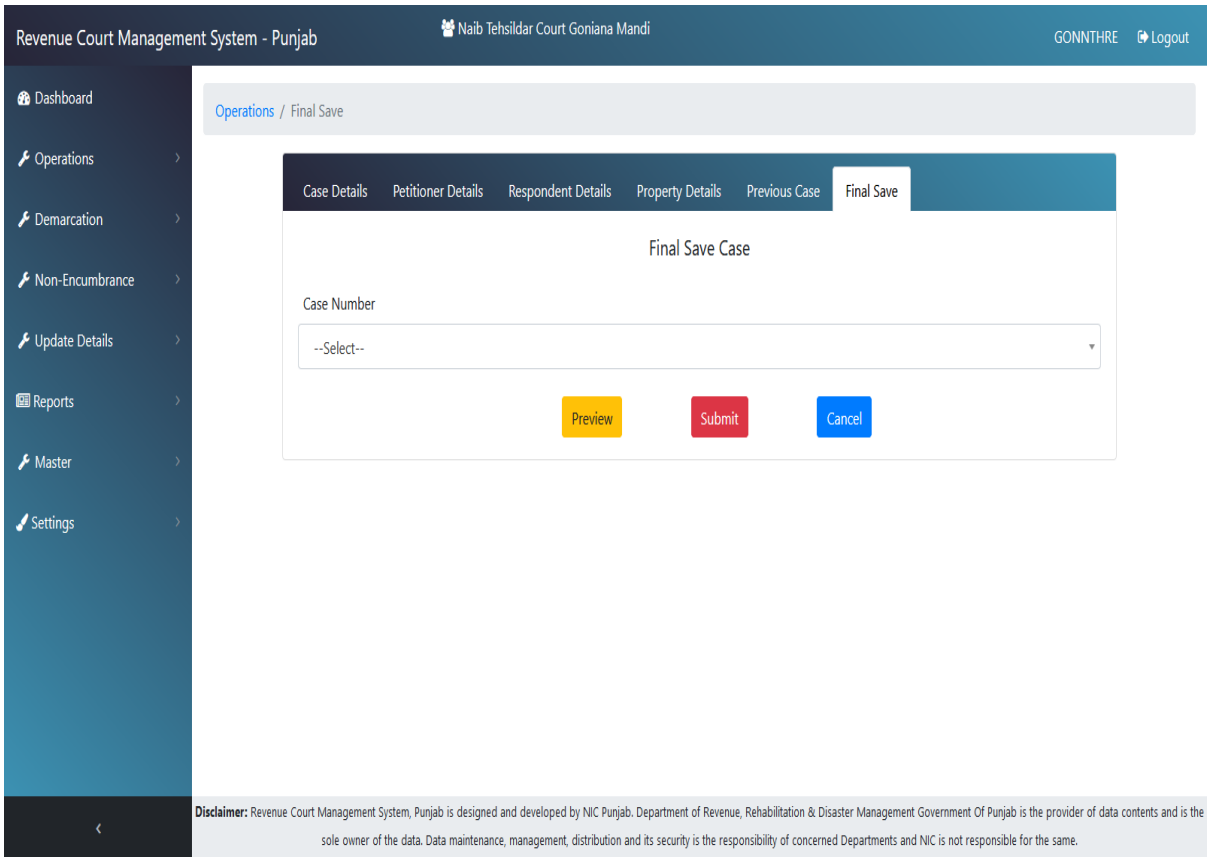
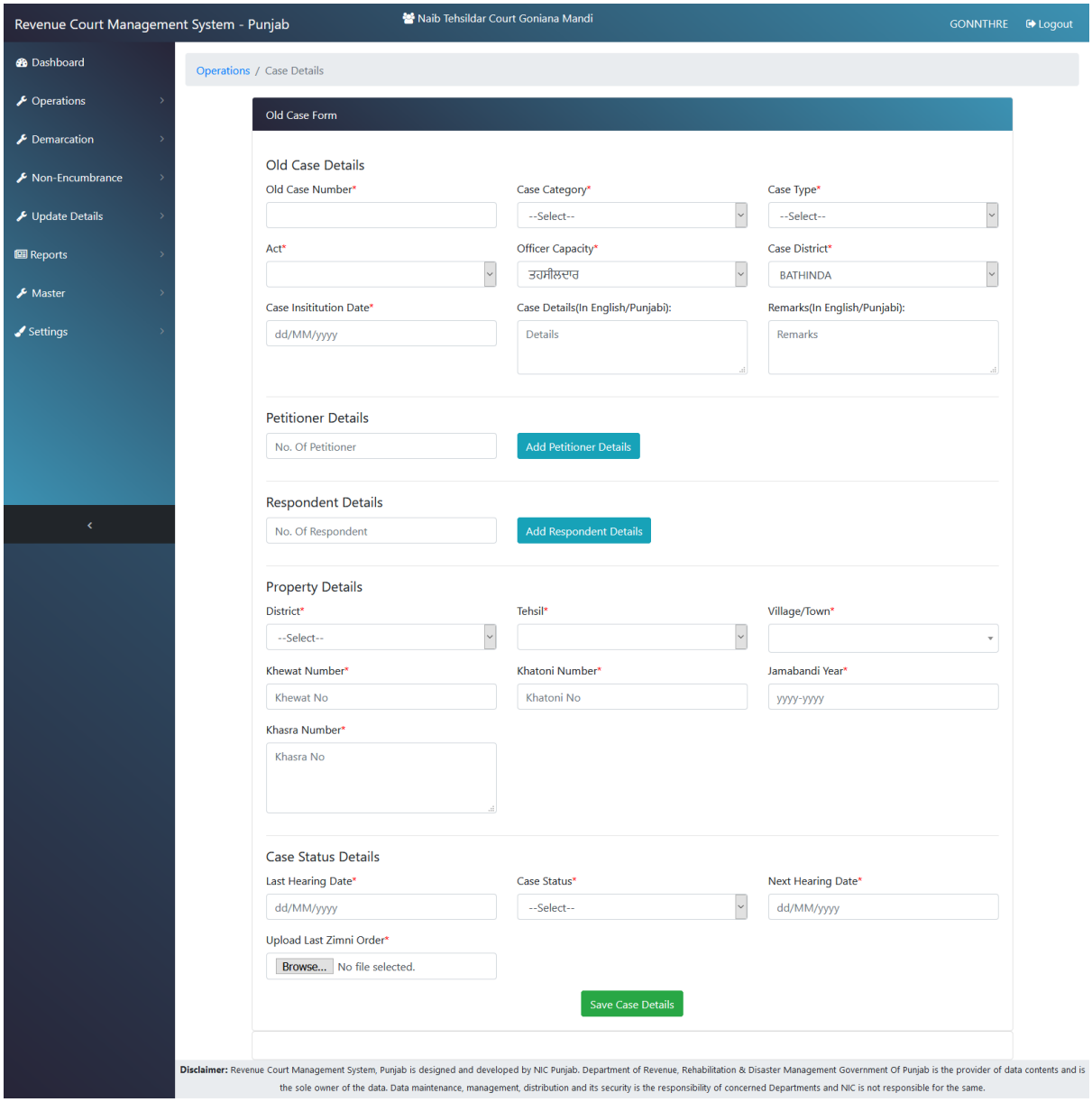


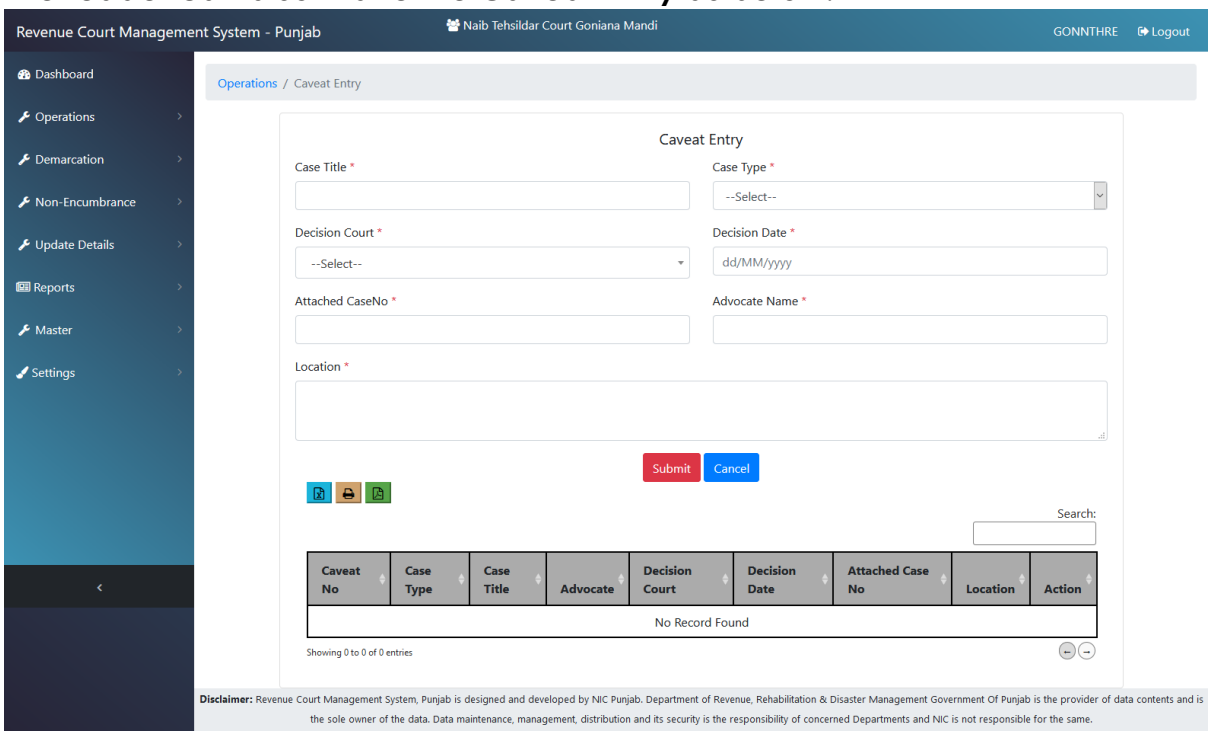


Once case is submitted then there will be no revert back option in the application. Therefore, before final submitting the form, check carefully the preview of the application by clicking on Preview button

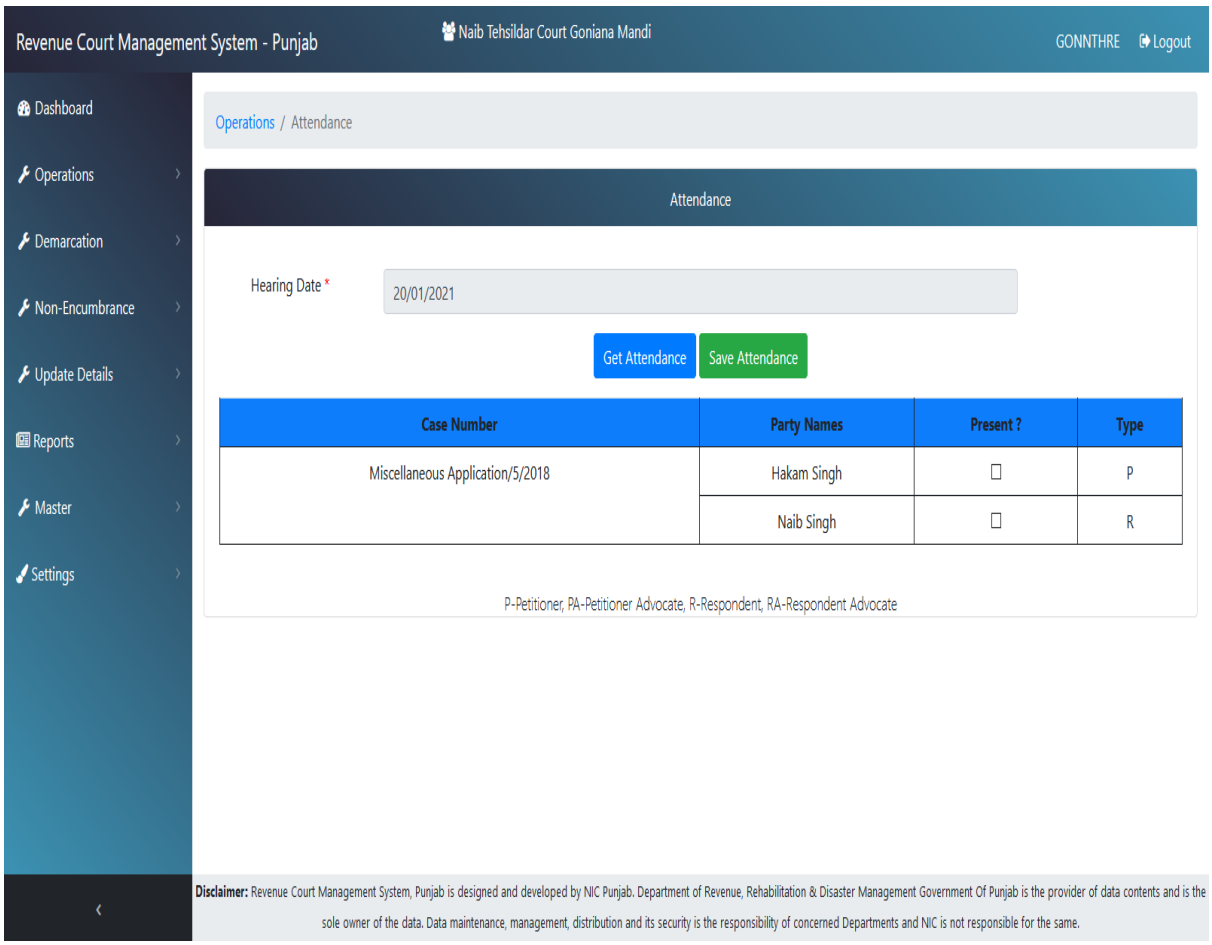
The old case (pending cases only i.e. backlog data) entry can be done using the following form:-



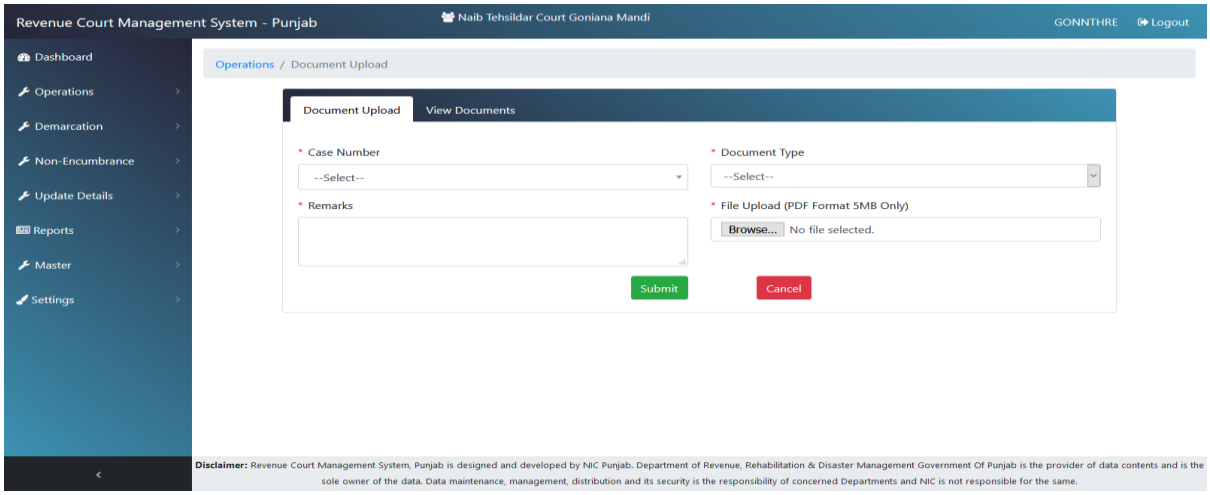
The reader can also make the Caveat Entry as below:-

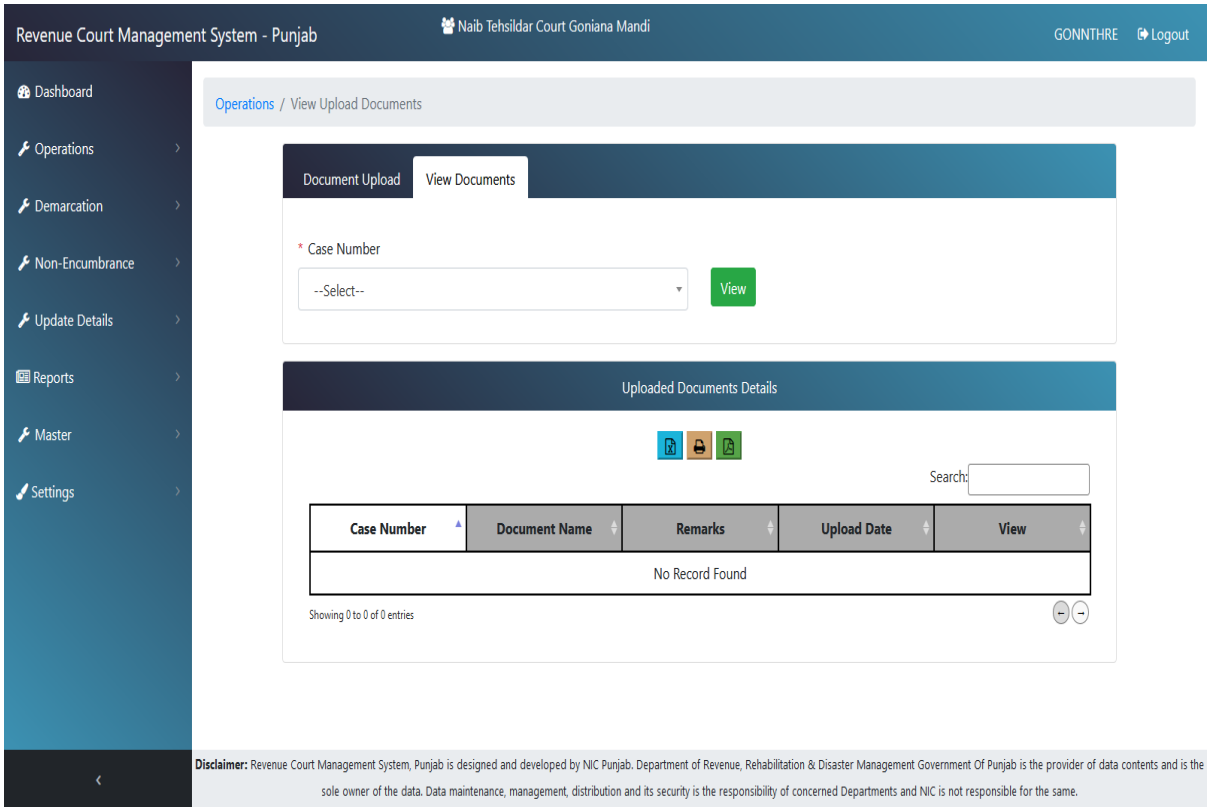


The Reader can mark attendance by selecting the hearing date as below:-

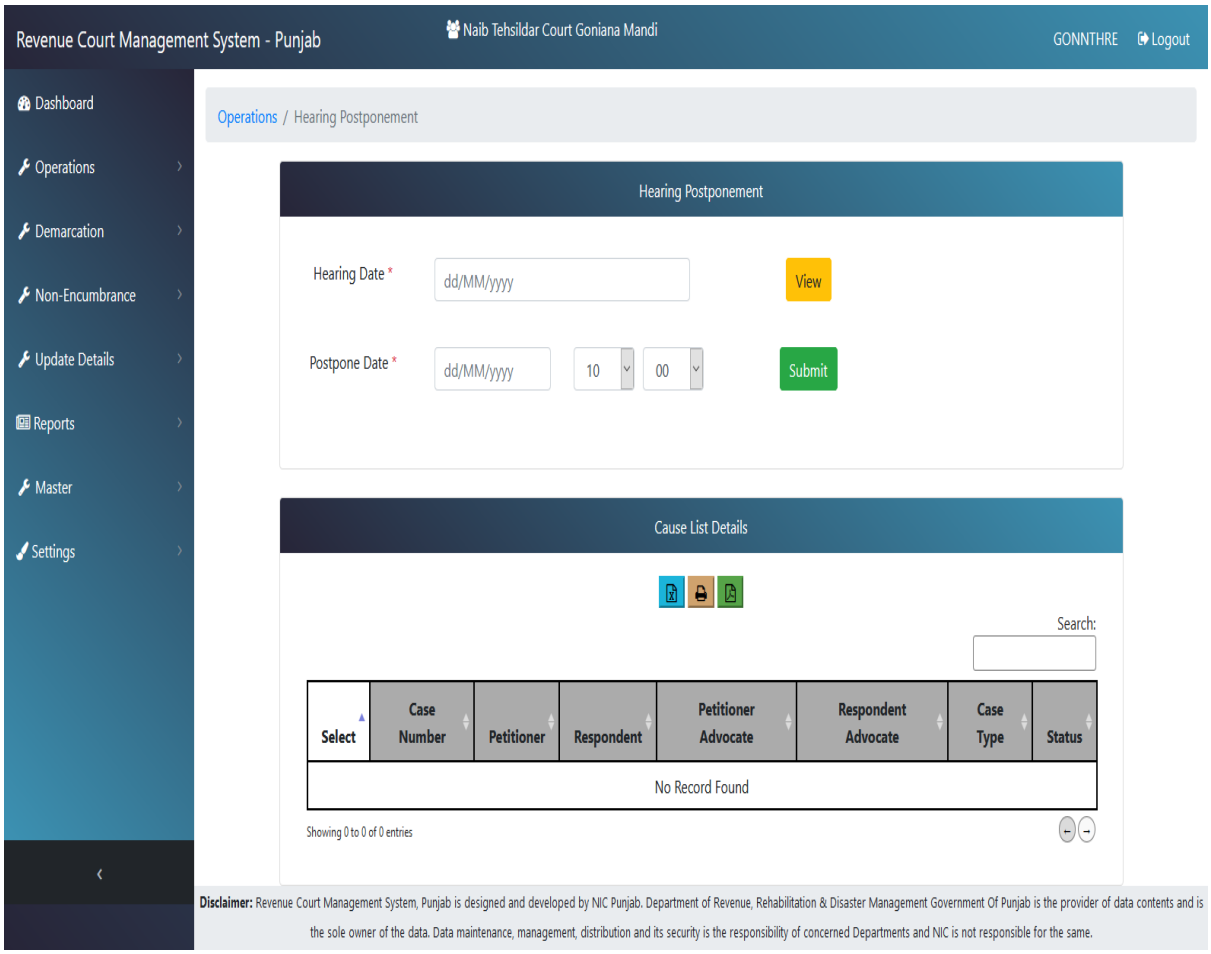


The reader can View / Upload Case Documents (i.e. Orders) as follows:-

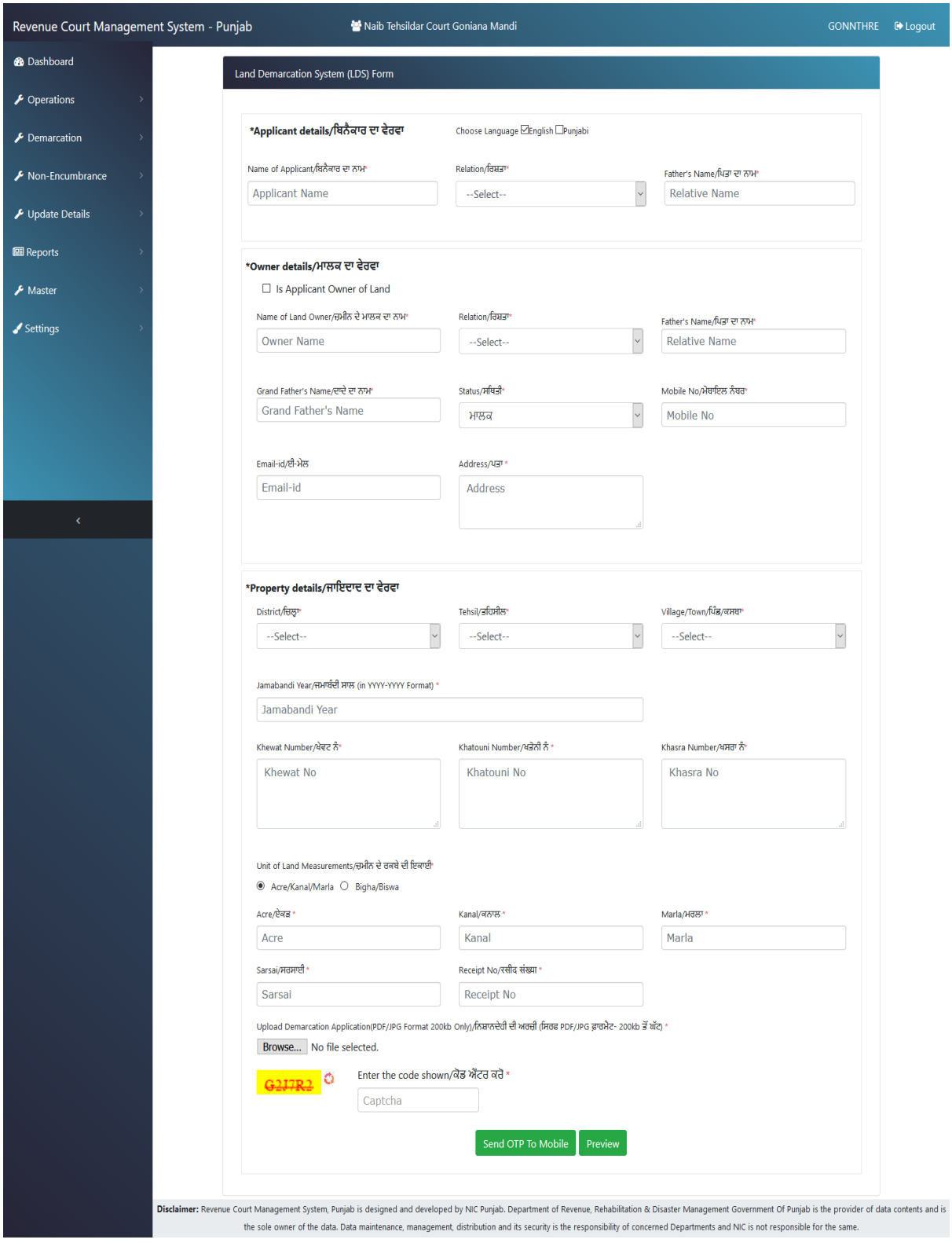




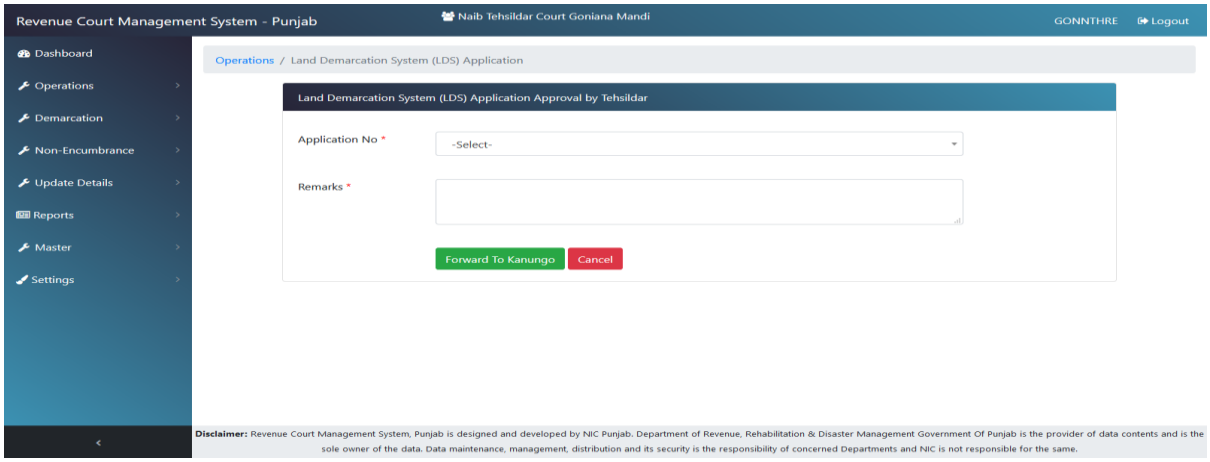
The reader can postpone the hearing of all the cases or some of the cases as below:-



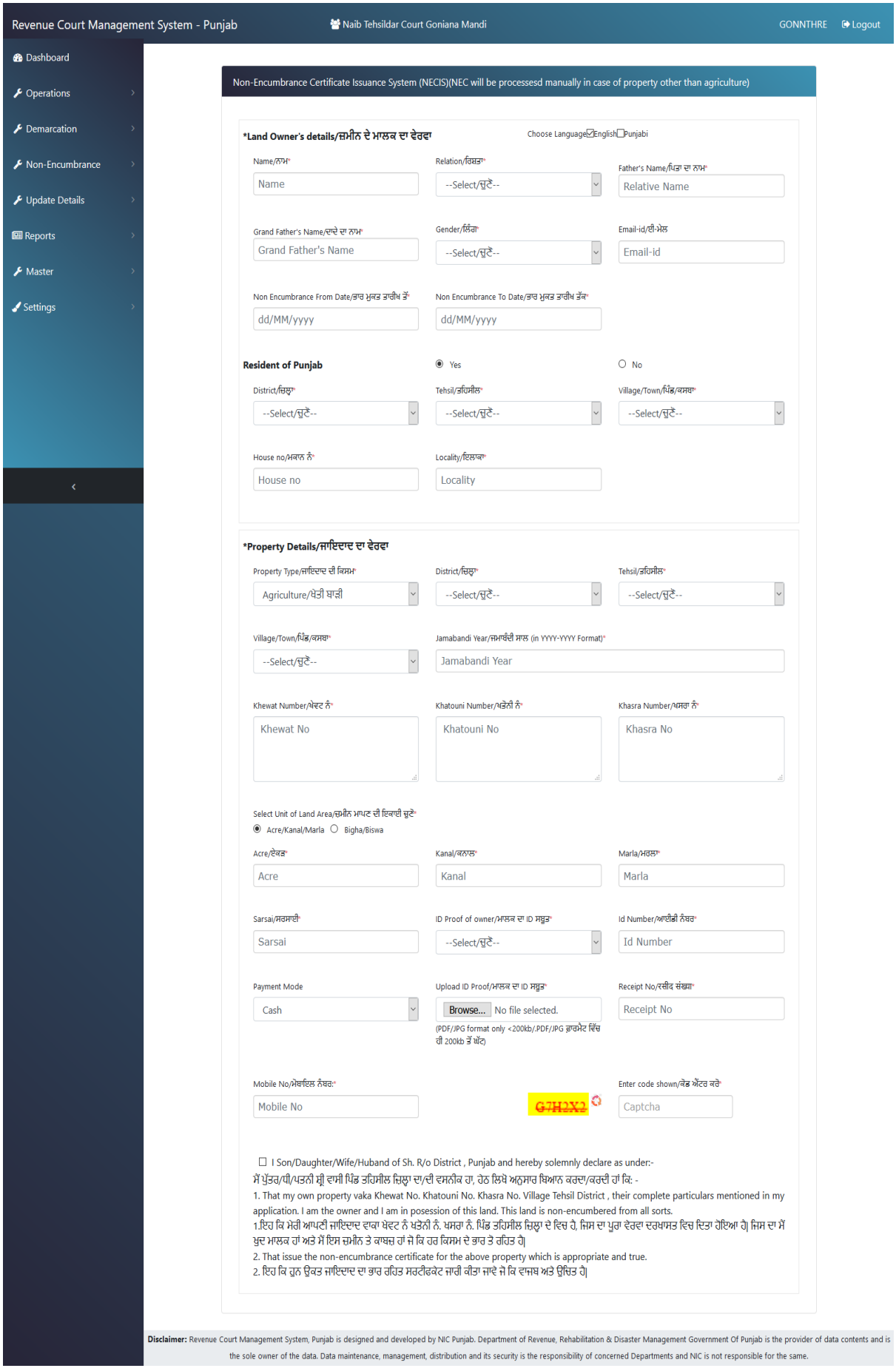
The reader user can also make entry for Demarcation of Land as below



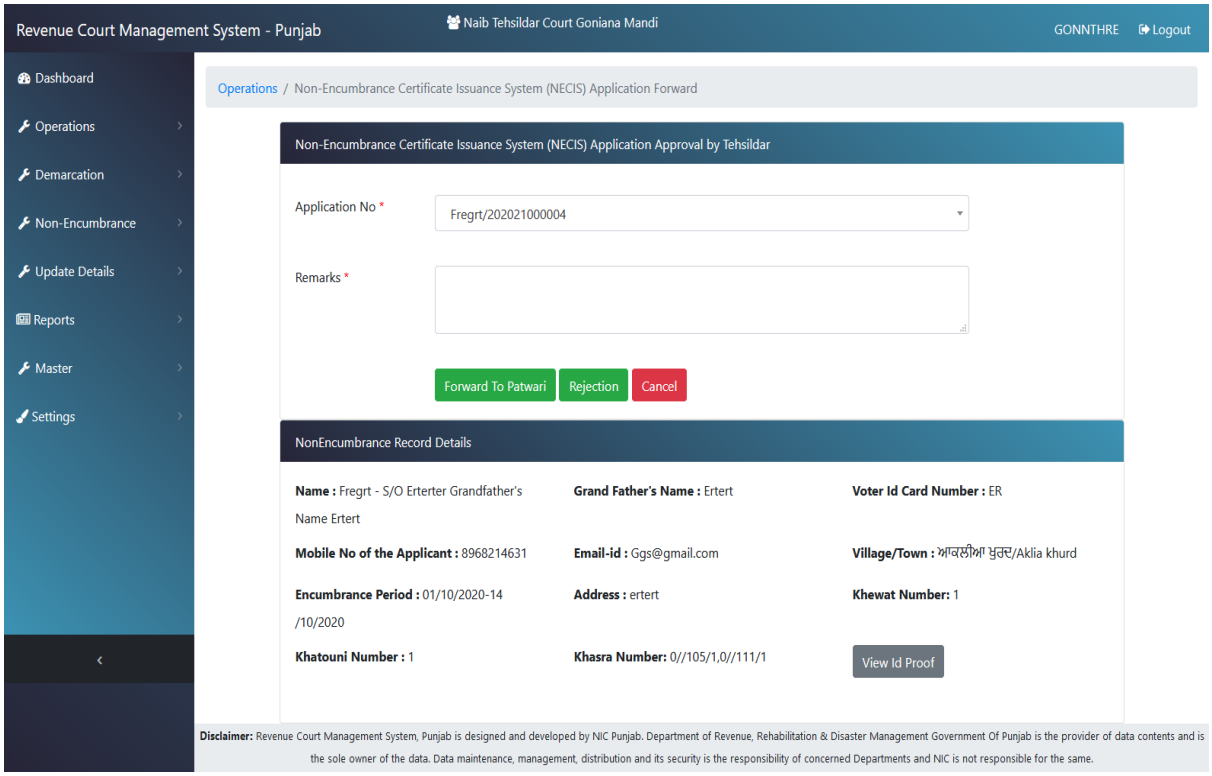
The Reader user can reject /forward the application for Demarcation of Land to Kanungo on the behalf of Tehsildar as below:-



The reader user can make entry for Non-encumbrance certificate also as follows:-

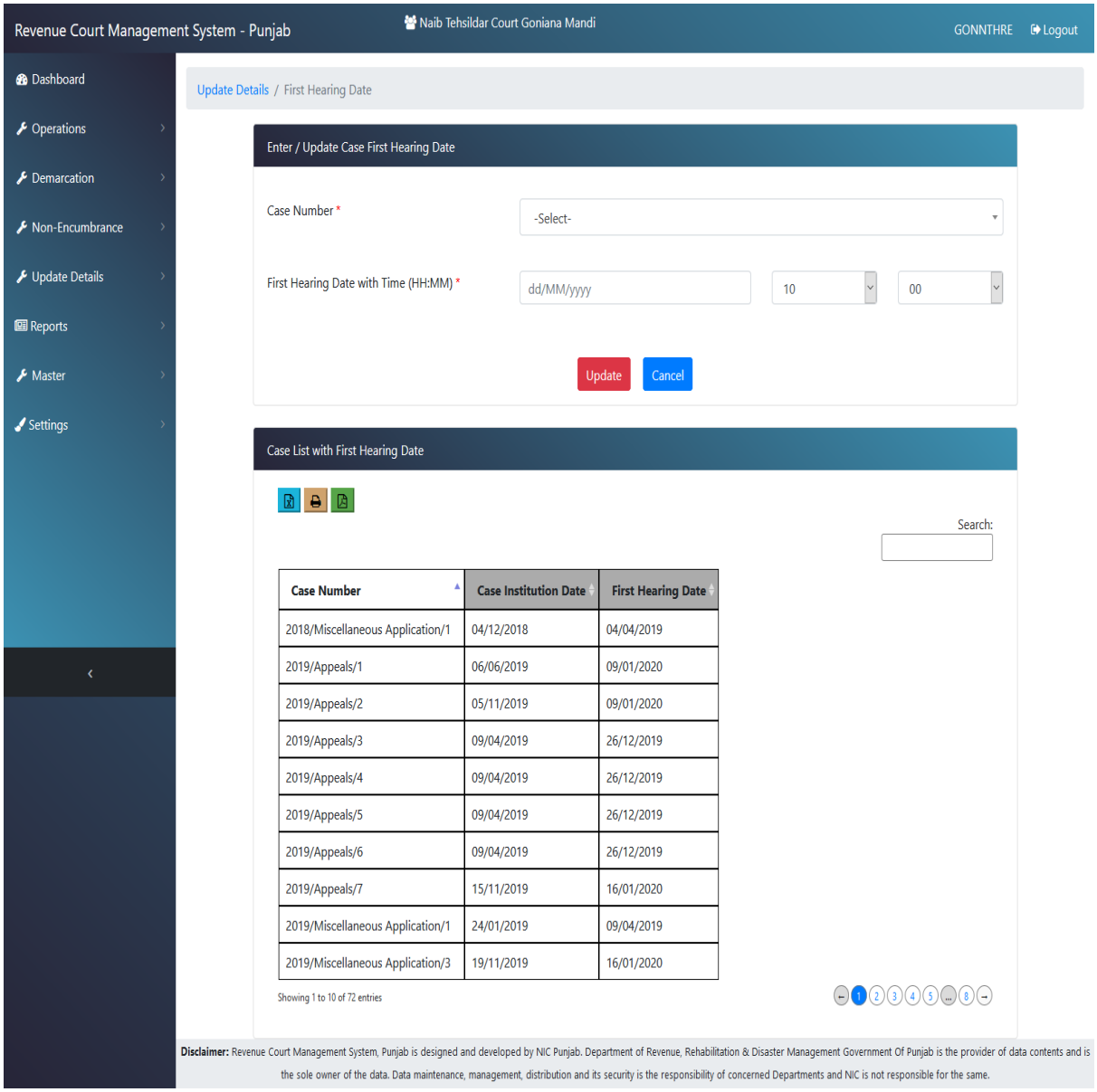


The reader user can reject / forward the application to Patwari of Non-encumbrance certificate on behalf of tehsildar as below:-



First Hearing Date

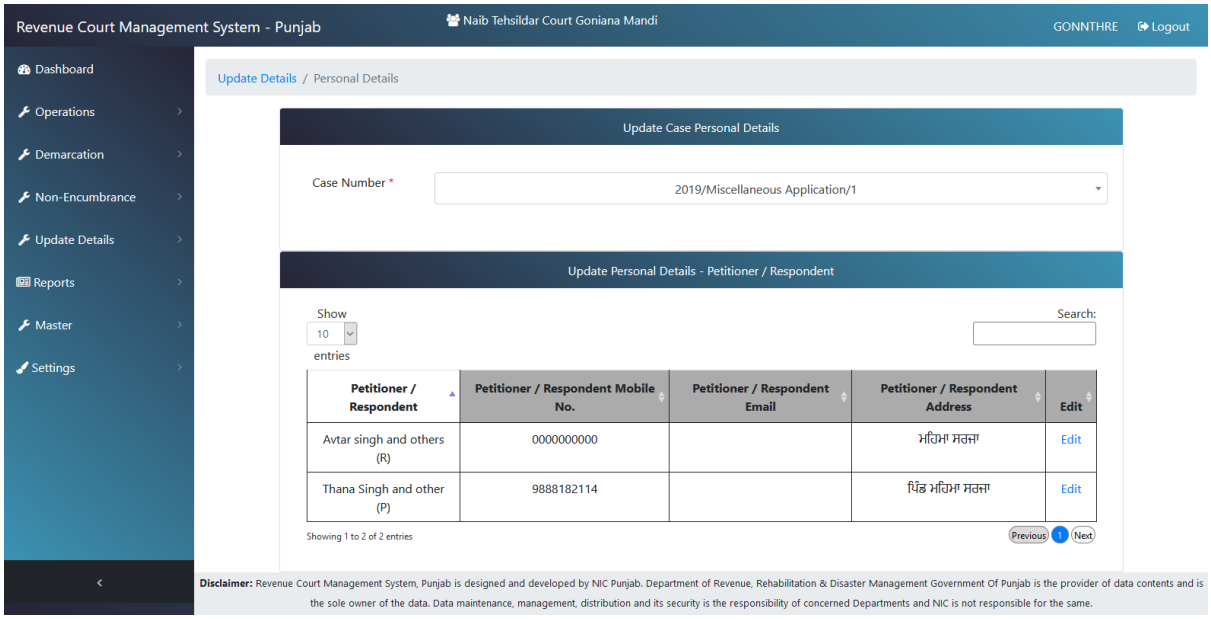
On clicking First Hearing Date tab under Update Details tab, user will get the following screen



Using this screen, user can enter/update First hearing date.

Update

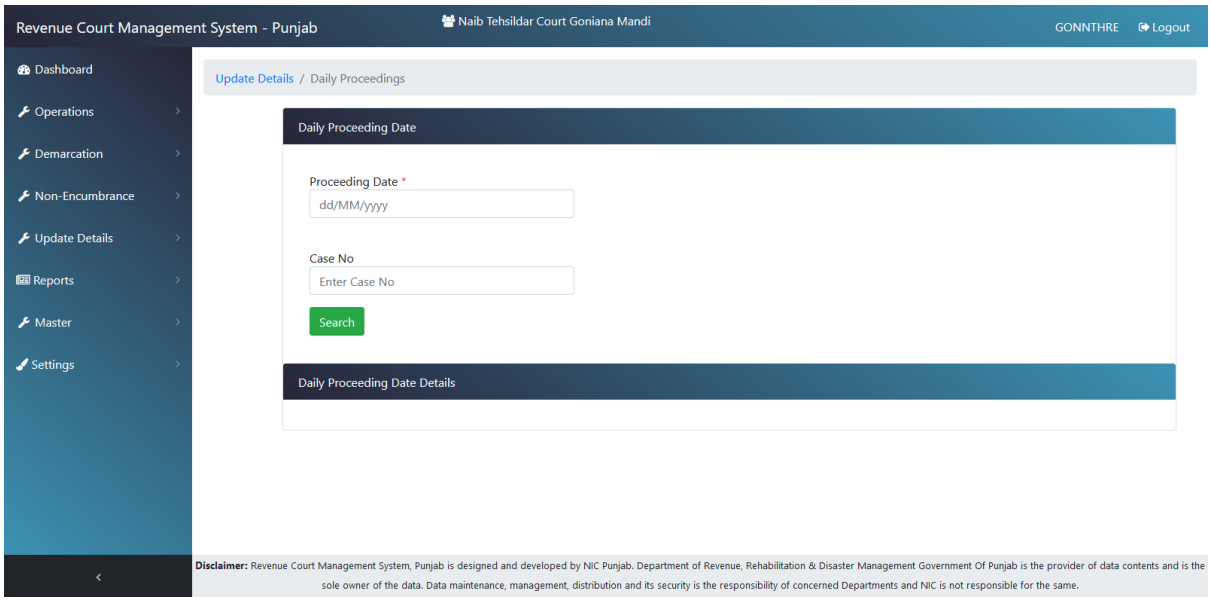
On clicking Personal Details tab under Update Details tab, user will get the following screen



Using this screen, user can enter/update personal details of Petitioner/Respondent.

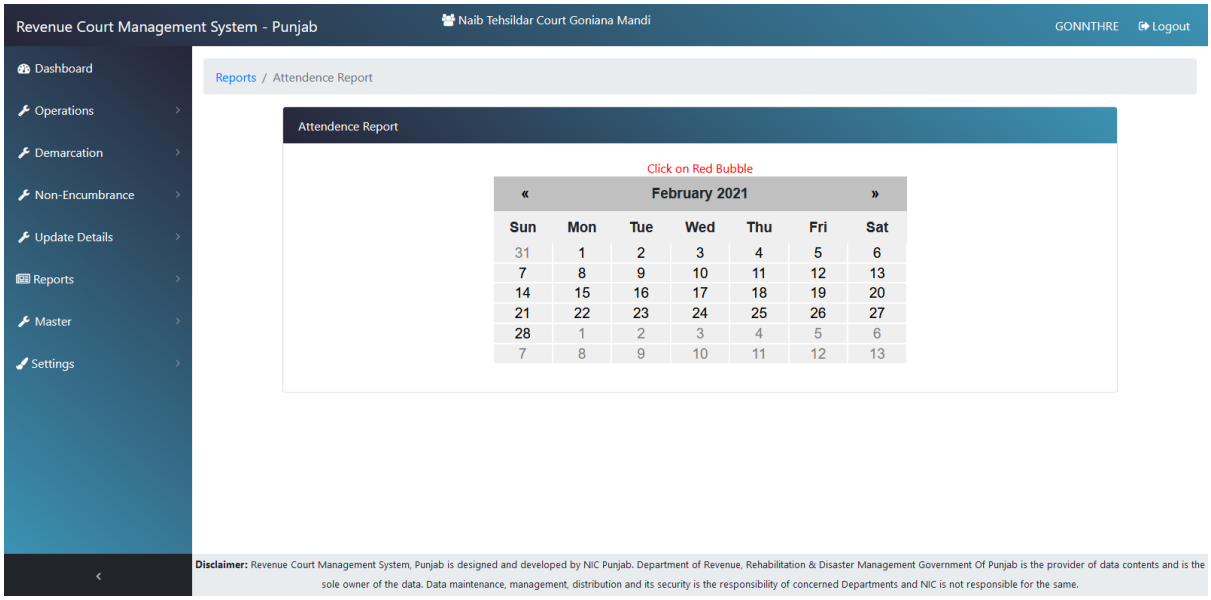
Daily Proceedings

On clicking Daily Proceeding tab under Update Details tab, user will get the following screen



Attendance

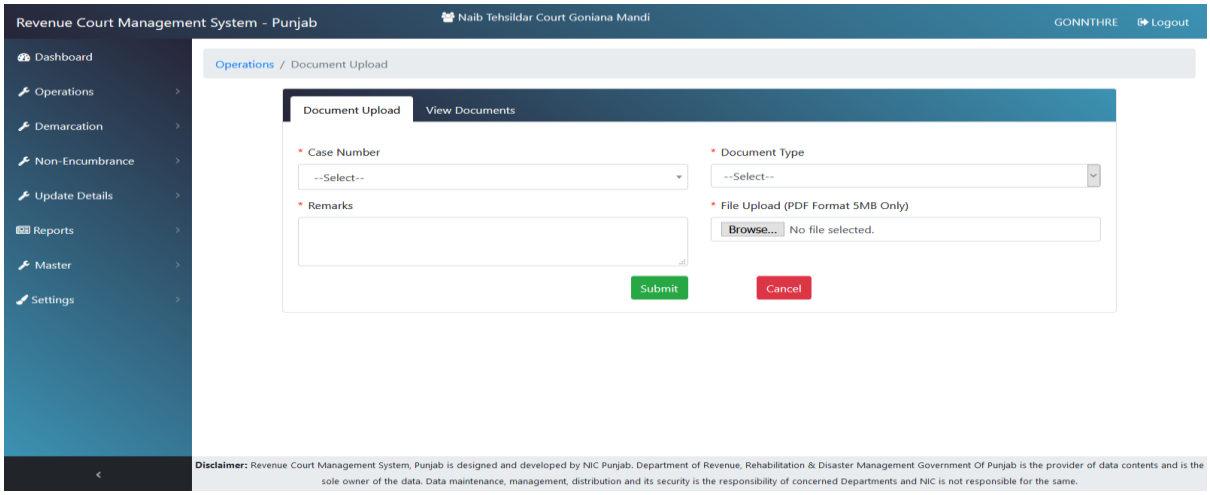
On clicking Attendance tab under Operations tab, user will get the following screen



Using this screen, user can mark and save attendance of Petetioner(s) (P)/Respondent(s)/ Petetioner(s) Advocate (PA) /Respondent(s) Advocate (RA).

Documents Upload

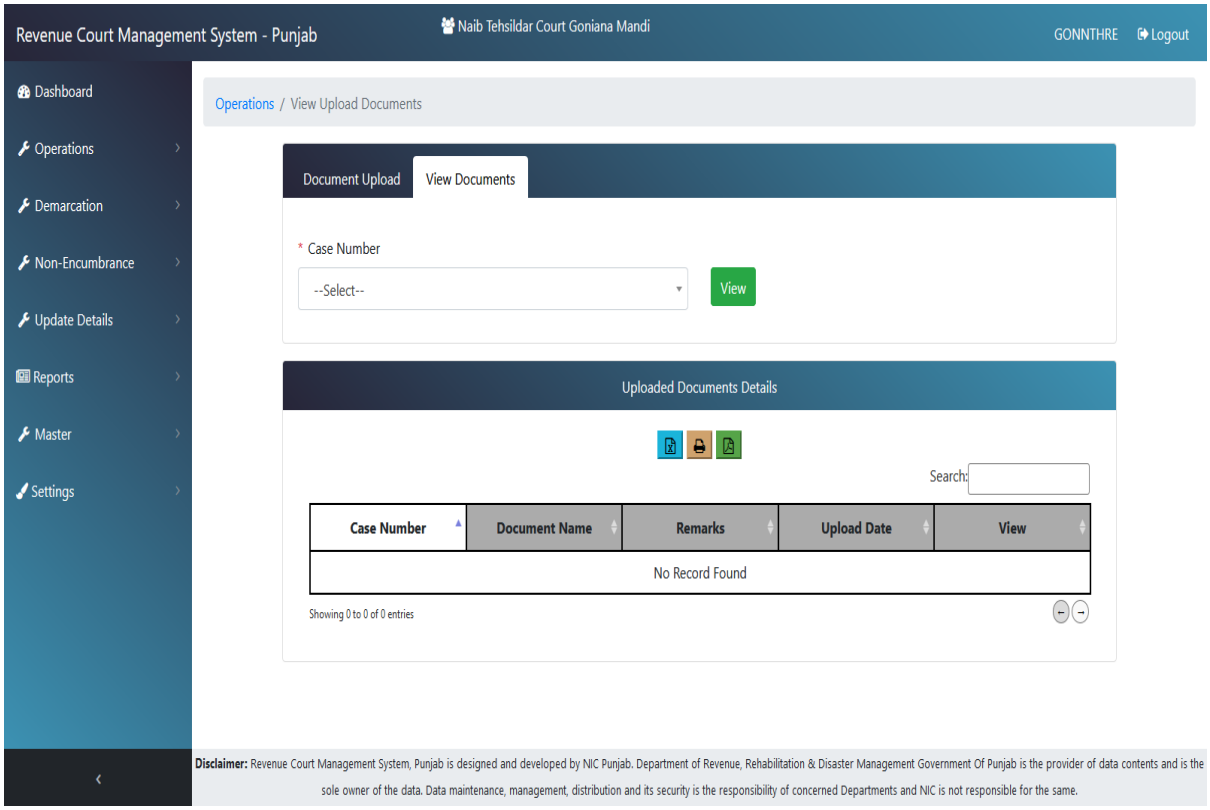
On clicking Documents Upload Tab under Operations Tab, user will get the following screen



Using this module, User can upload documents like General, Legal, Court Orders, Summons, and Proceedings etc. The maximum size of PDF document is 5MB.

View Upload documents

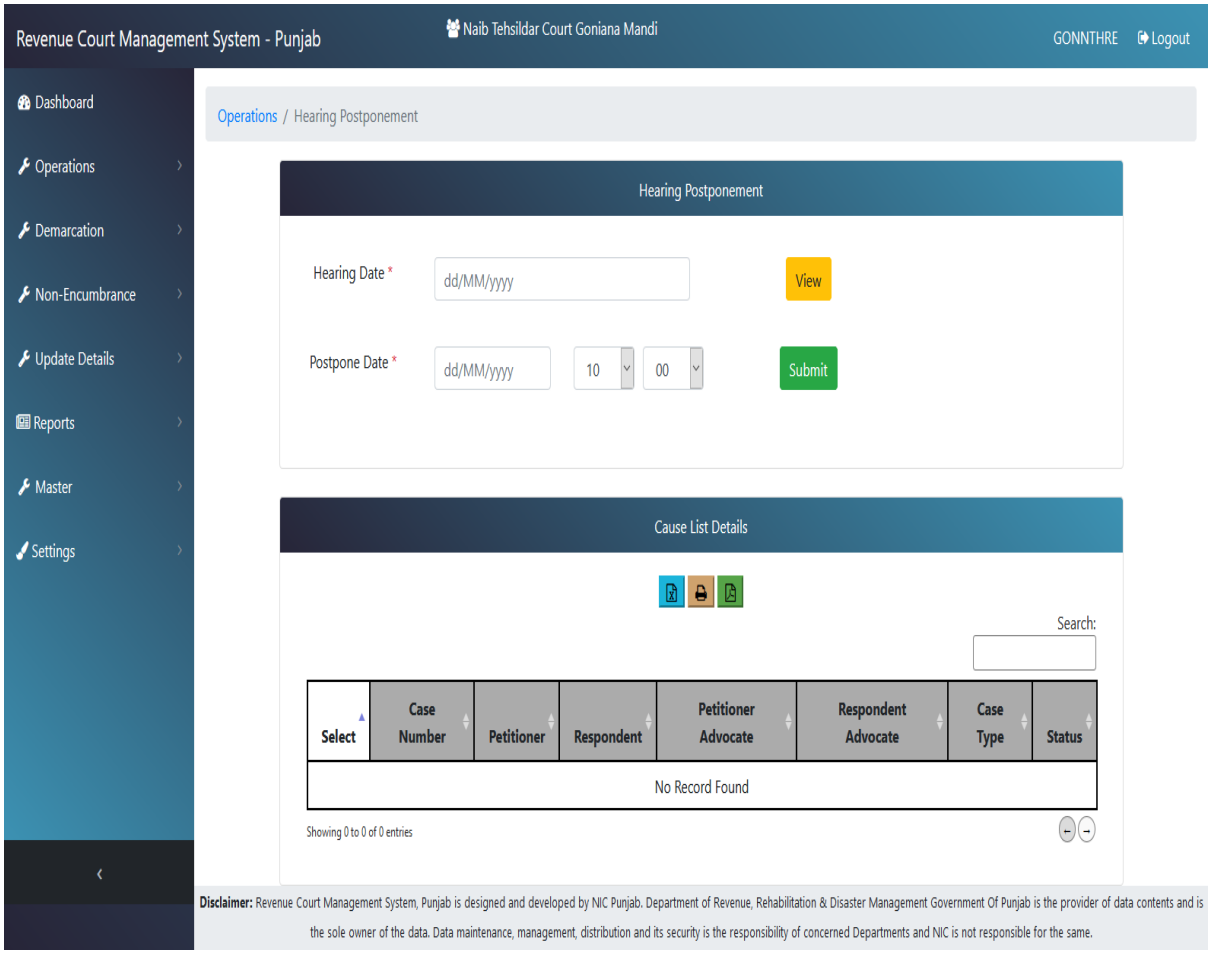
On clicking View Document Upload Tab under Operations Tab, user will get the following screen



Using this screen user can see the uploaded documents related to a particular Case.

Hearing Date Postponement

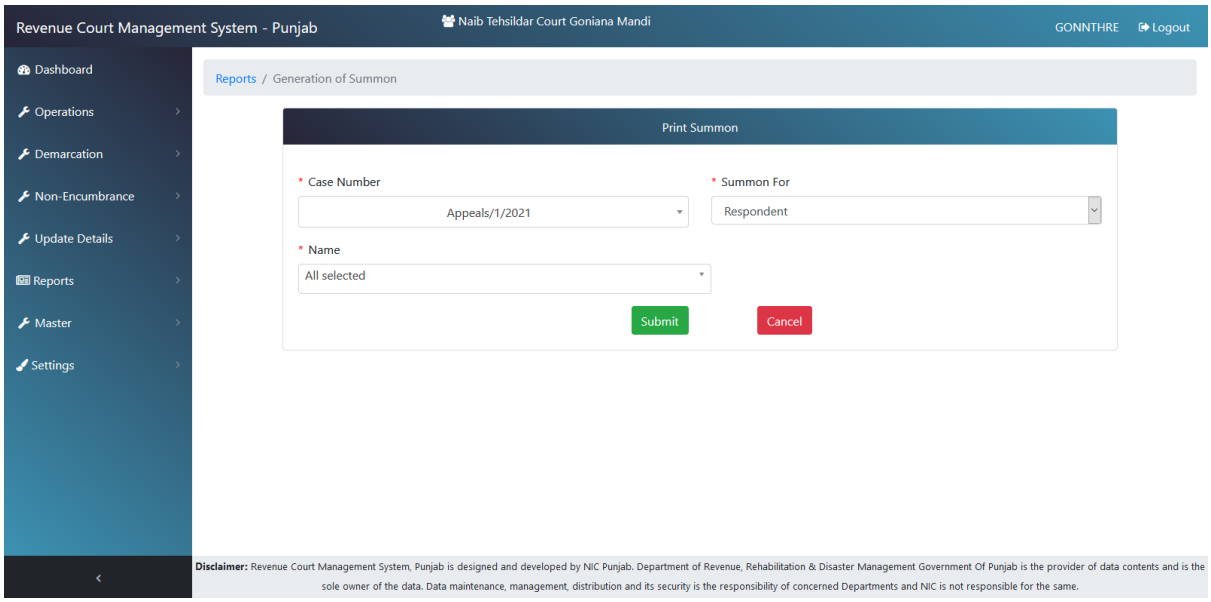
On clicking Hearing Postponement Tab under Operations Tab, user will get the following screen



Using this screen, user can postpone the Hearing Date for one or more cases.

Reports

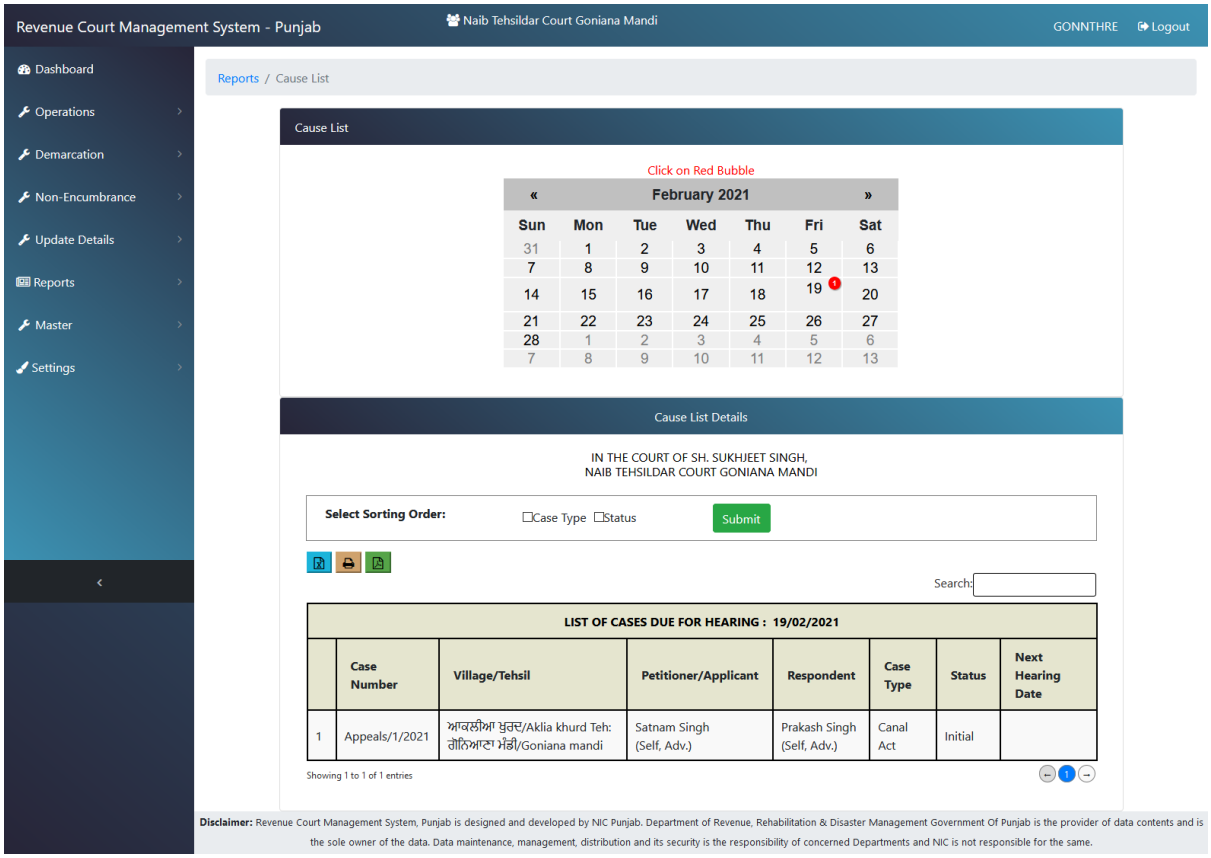
On clicking various summon, stay order, etc. Tab under Reports Tab, user will get the following screen



Using this Screen, user can generate various kinds of Summons, Stay Orders etc.

Cause List

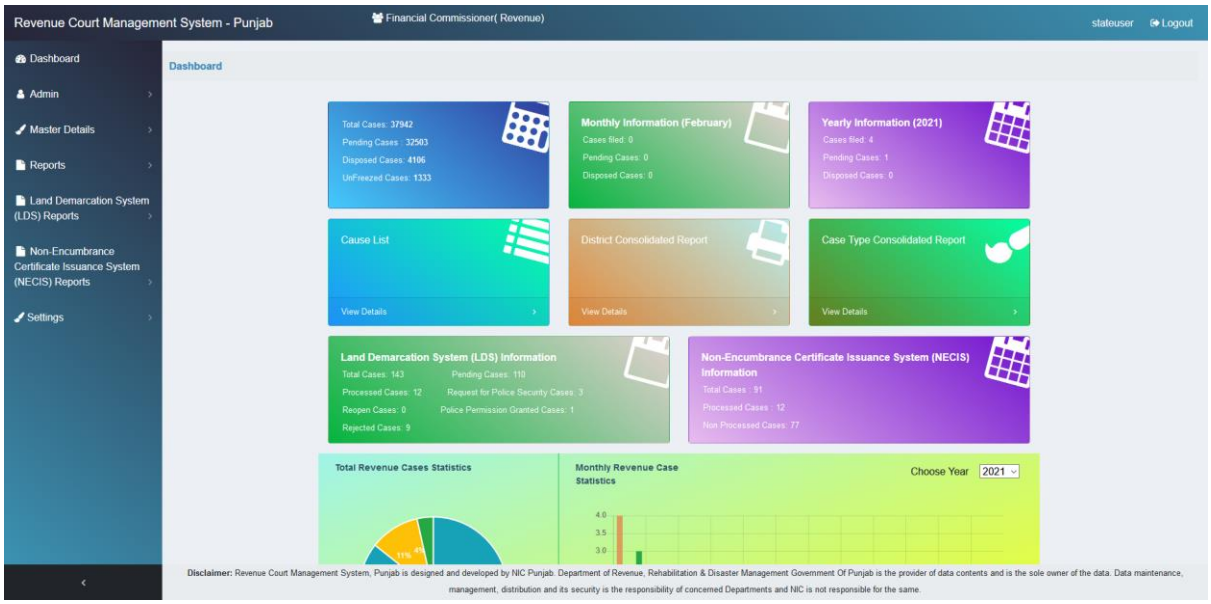
On clicking Cause List tab under Reports tab, user will get the following screen

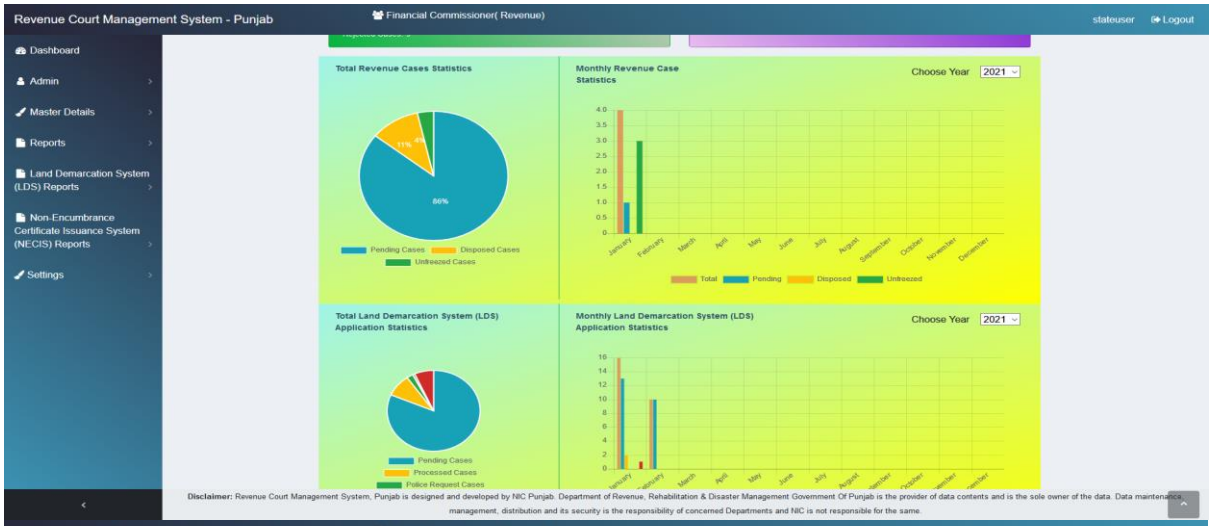


Using this screen user can get the cause List of any day for a month by clicking on **RED** bubble.

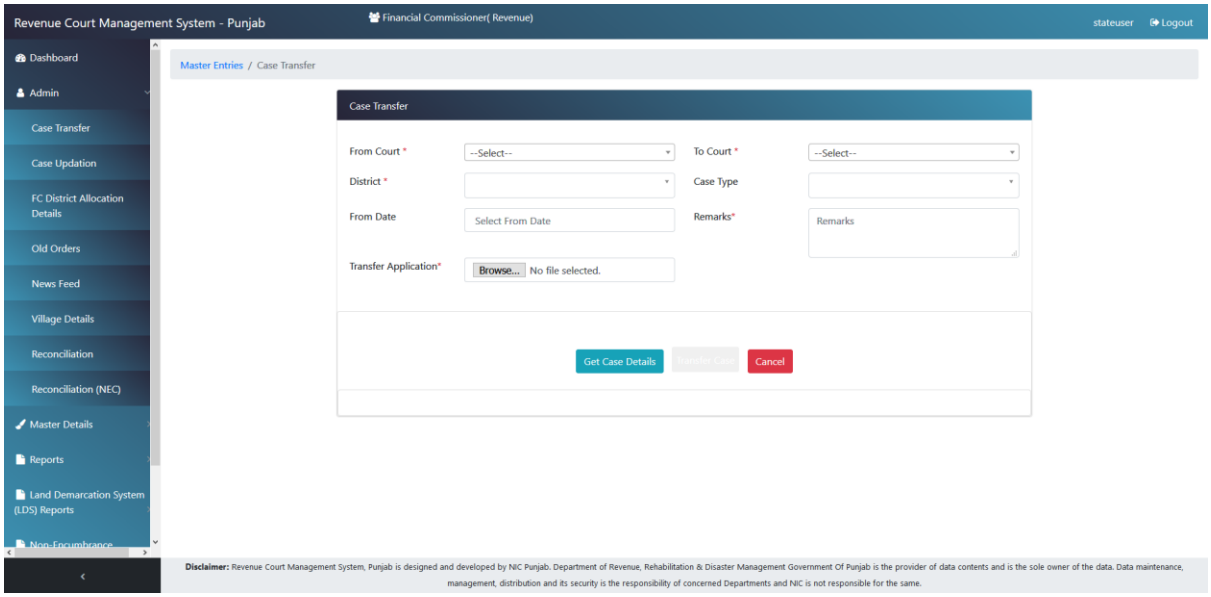
Dashboard for StateUser

After Successful login, **Stateuser** user will see the following screen, which will have tabs like Dashboard, Admin, Master Details, Reports, Land Demarcation System (LDS) Reports, Non-encumbrance Certificate Issuance System (NECIS) Reports and settings. The Dashboard displays summary of all the cases, LDS and NECIS data graphically too as follows:-

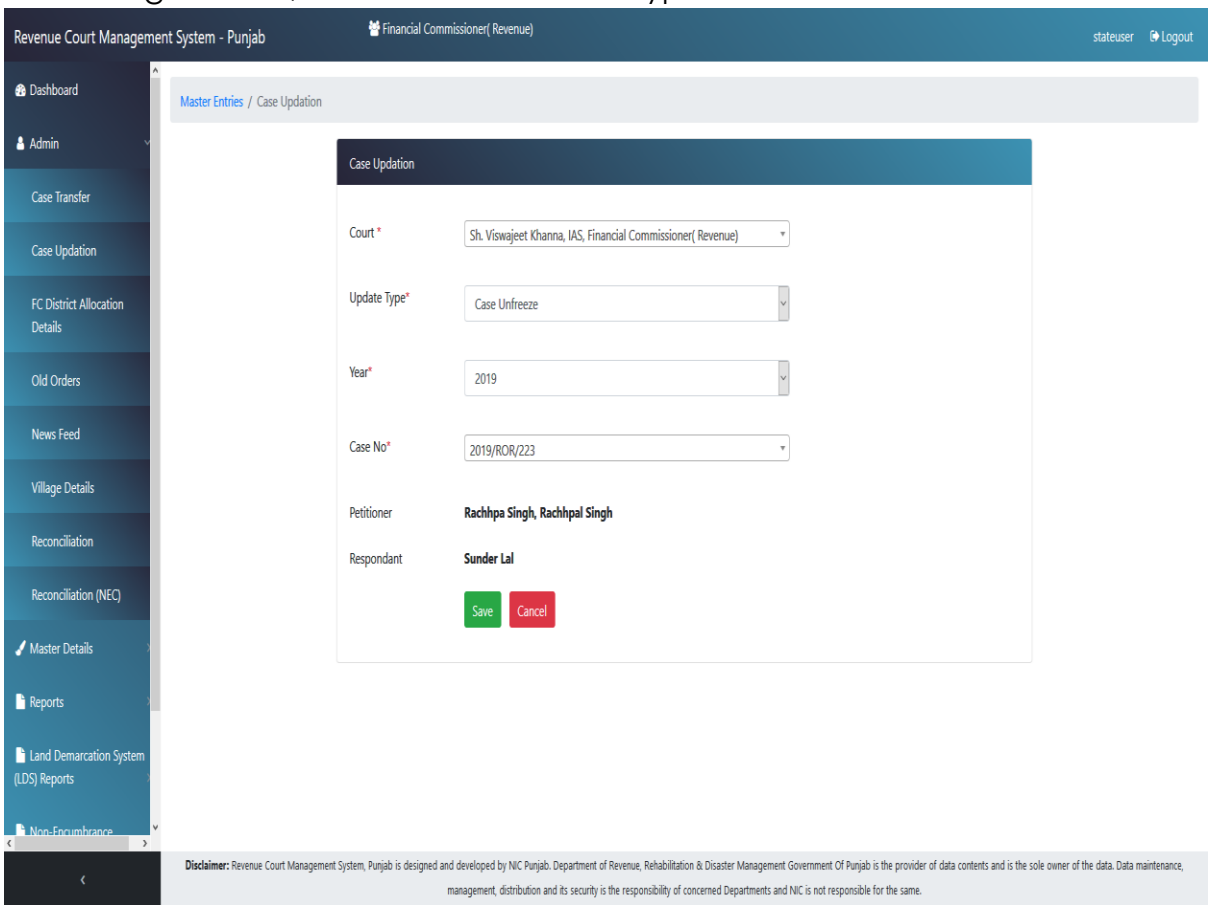




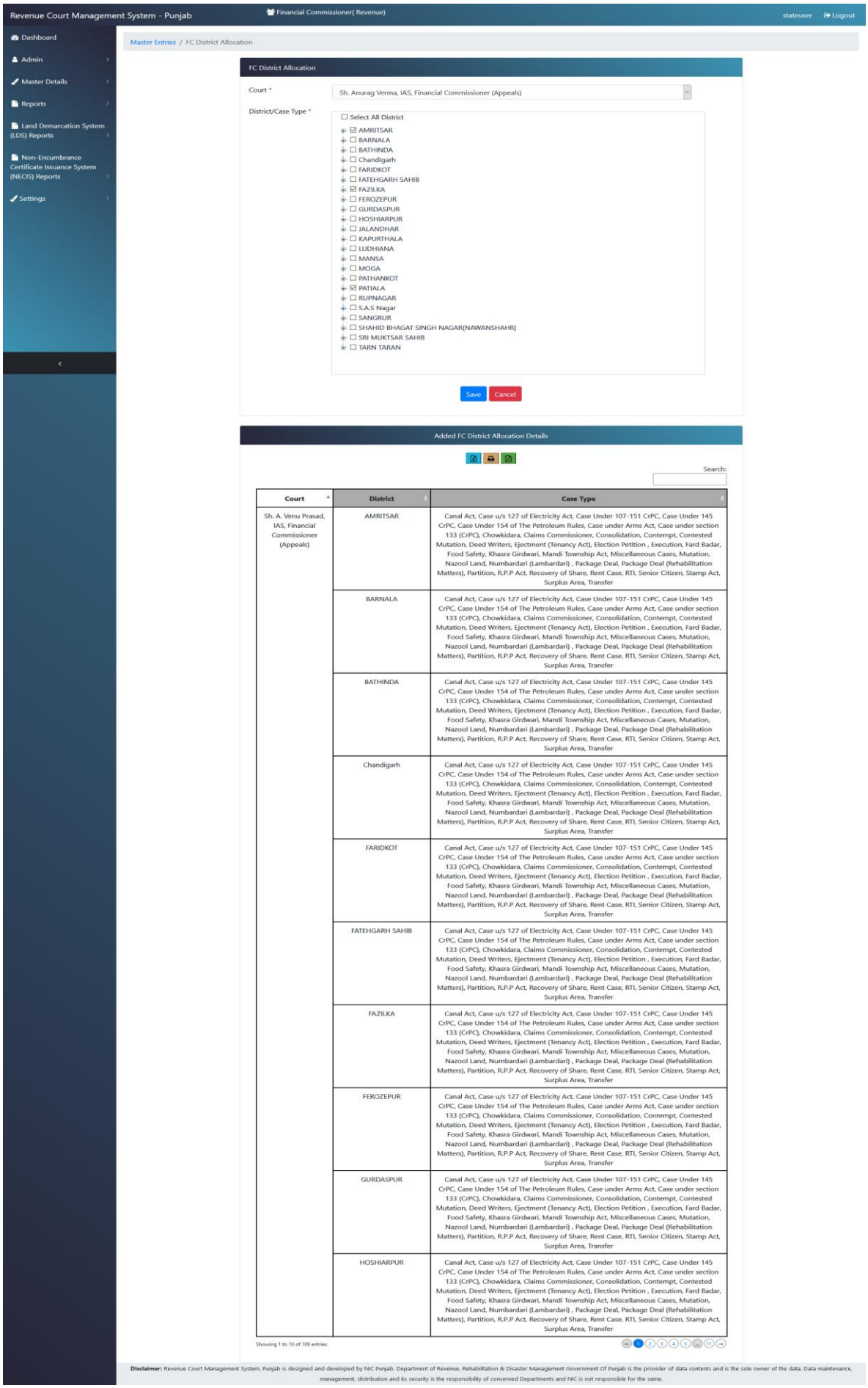
In the Admin menu the stateuser can transfer the case from one court to another. The letter containing the order is also uploaded as follows:-



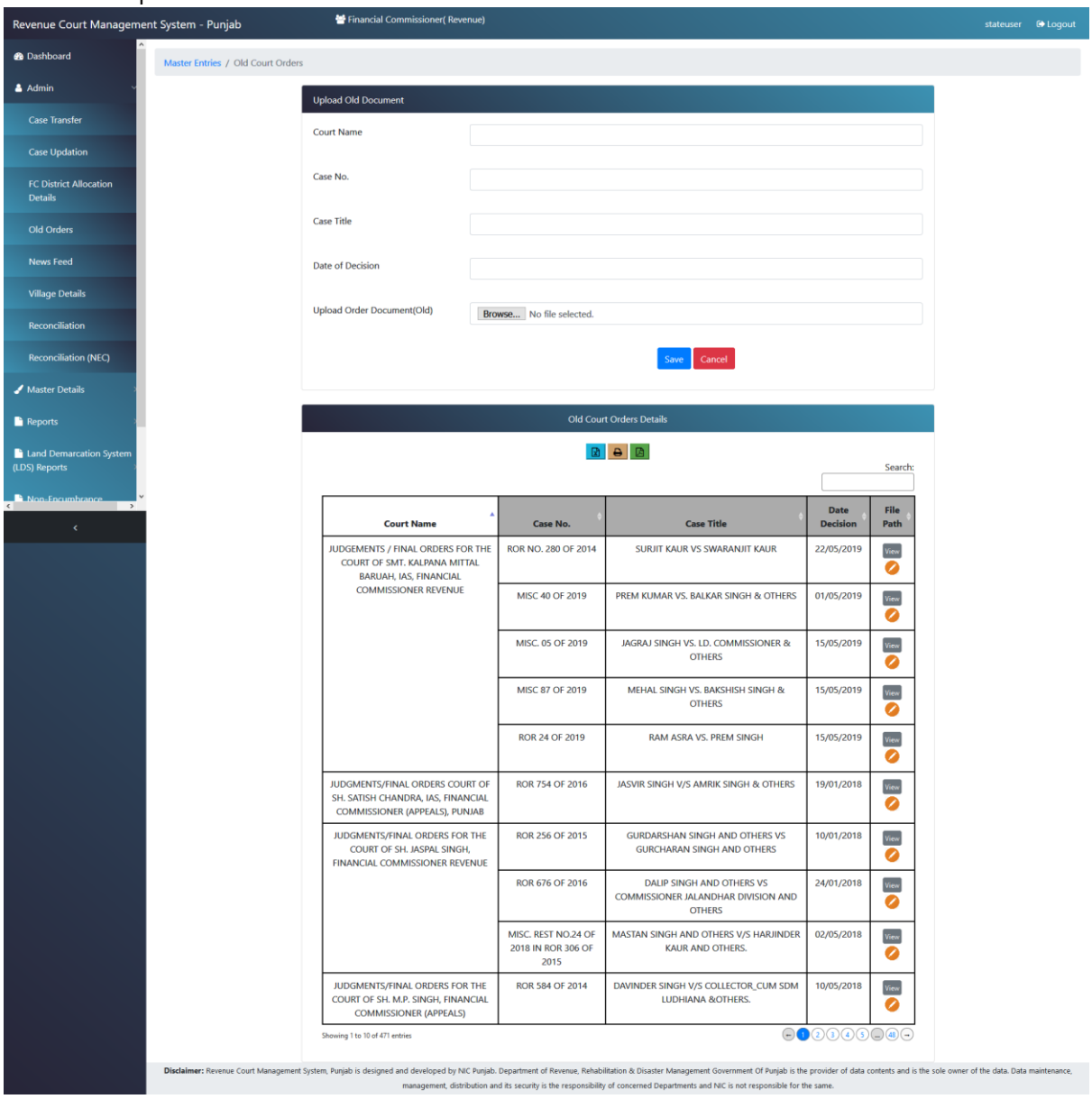
The stateuser can update the frequent requests for change of case status, unfreezing of case, Court Fee and Case Type as in the below screen:-



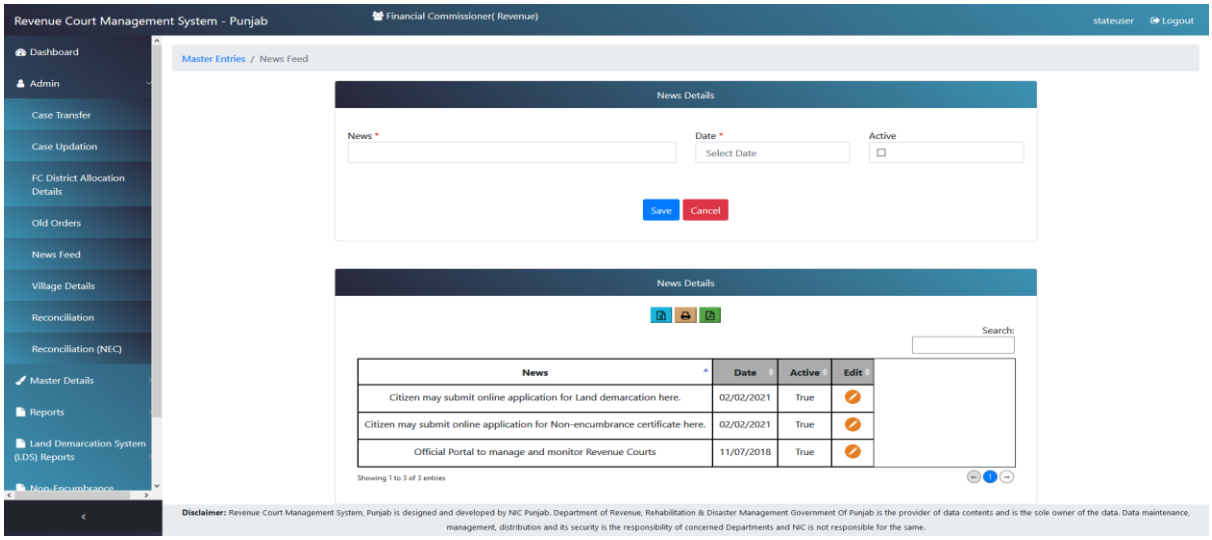
The stateuser can change the District Allocation and Transfer of the cases from one Financial Commissioner to another by district and case type as follows:-



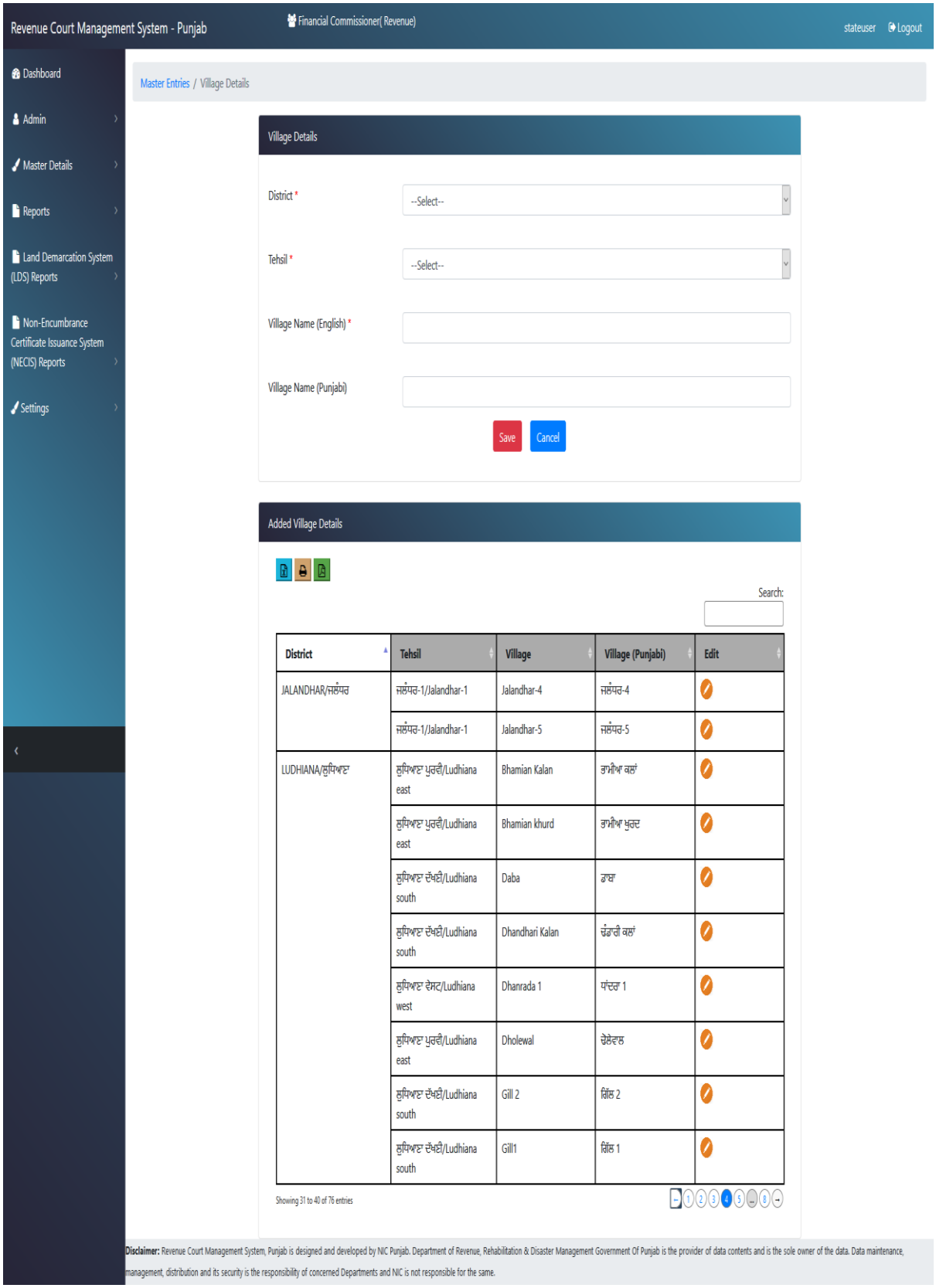
The stateuser also has the previlege to upload old decisions of the cases before implementation of RCMS as follows:-



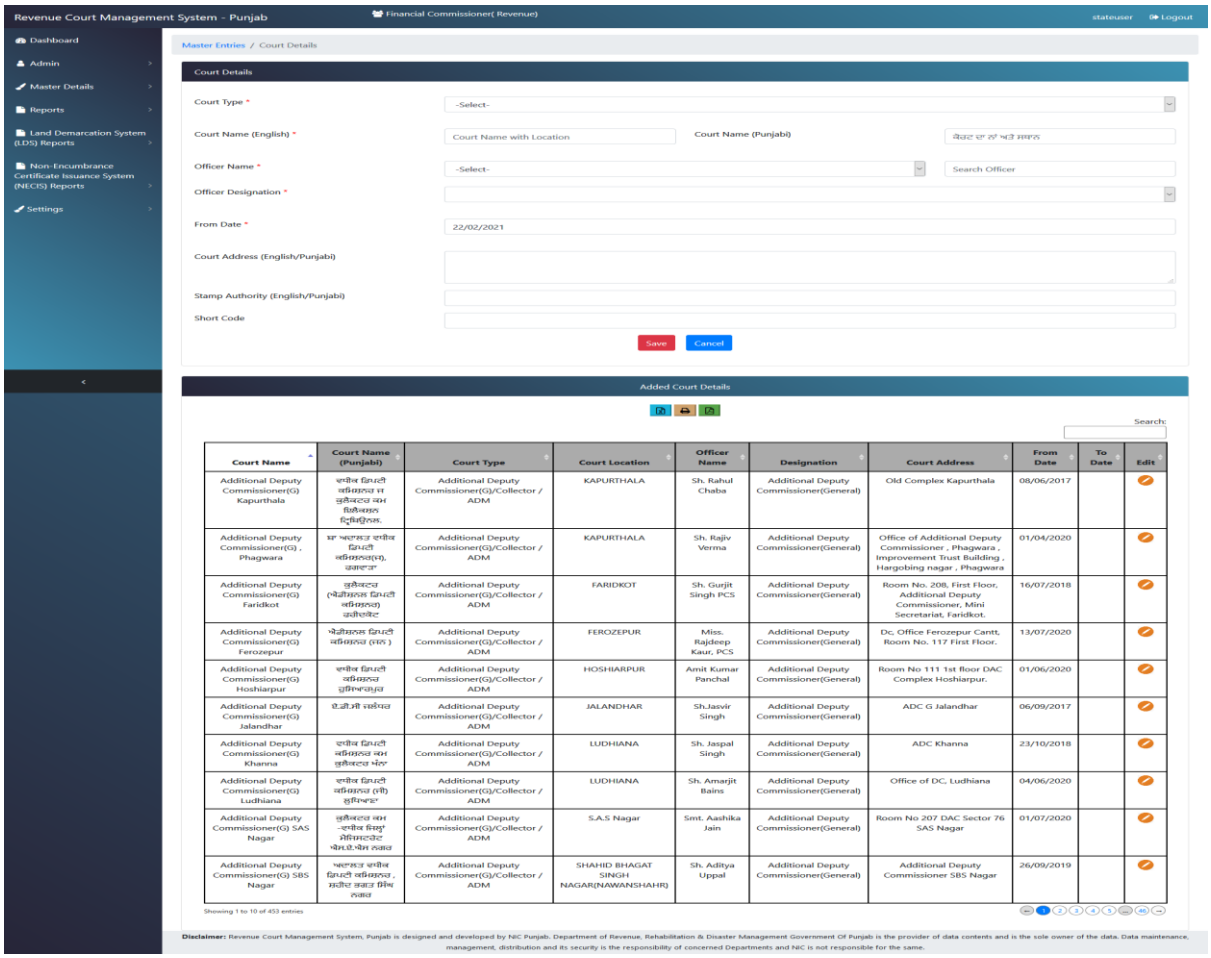
The stateuser can add/ update the newsfeed , which is being displayed on the home page of the website as in the following screen:-



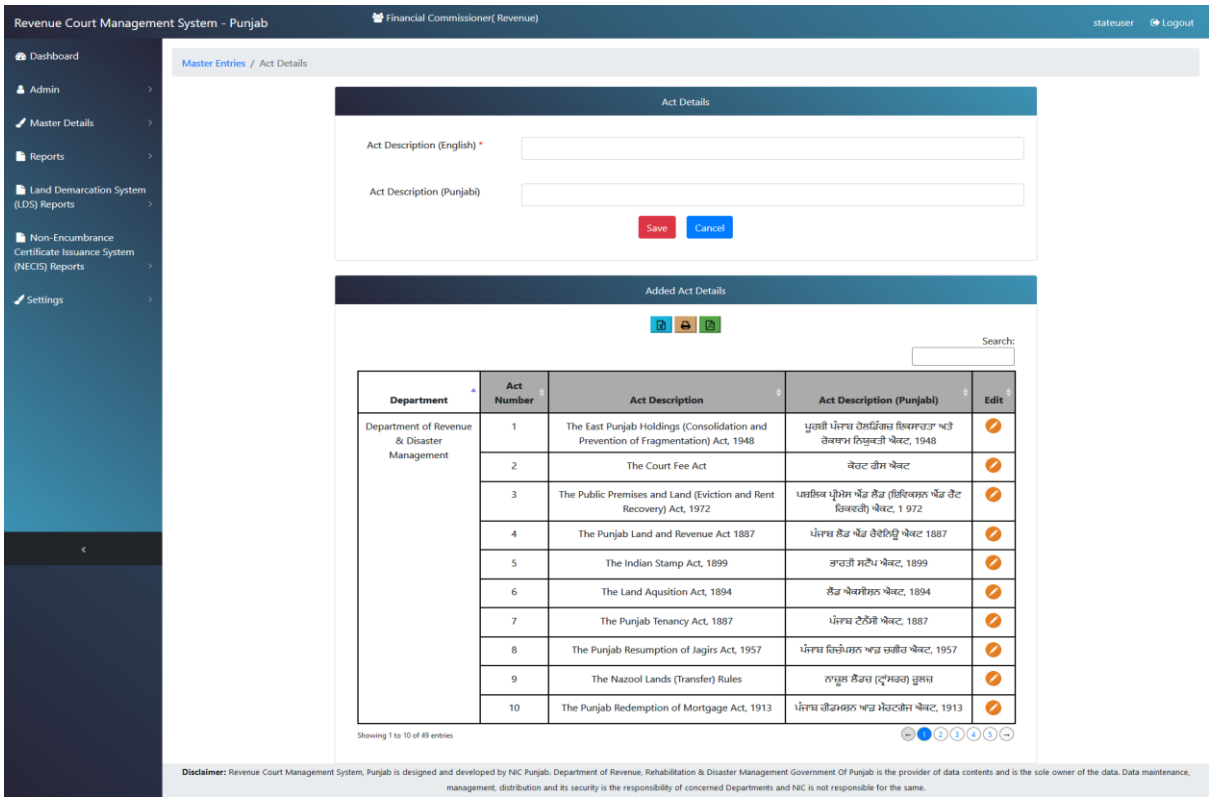
The stateuser can add the village which is not digitized and not available from CLR services as follows:-



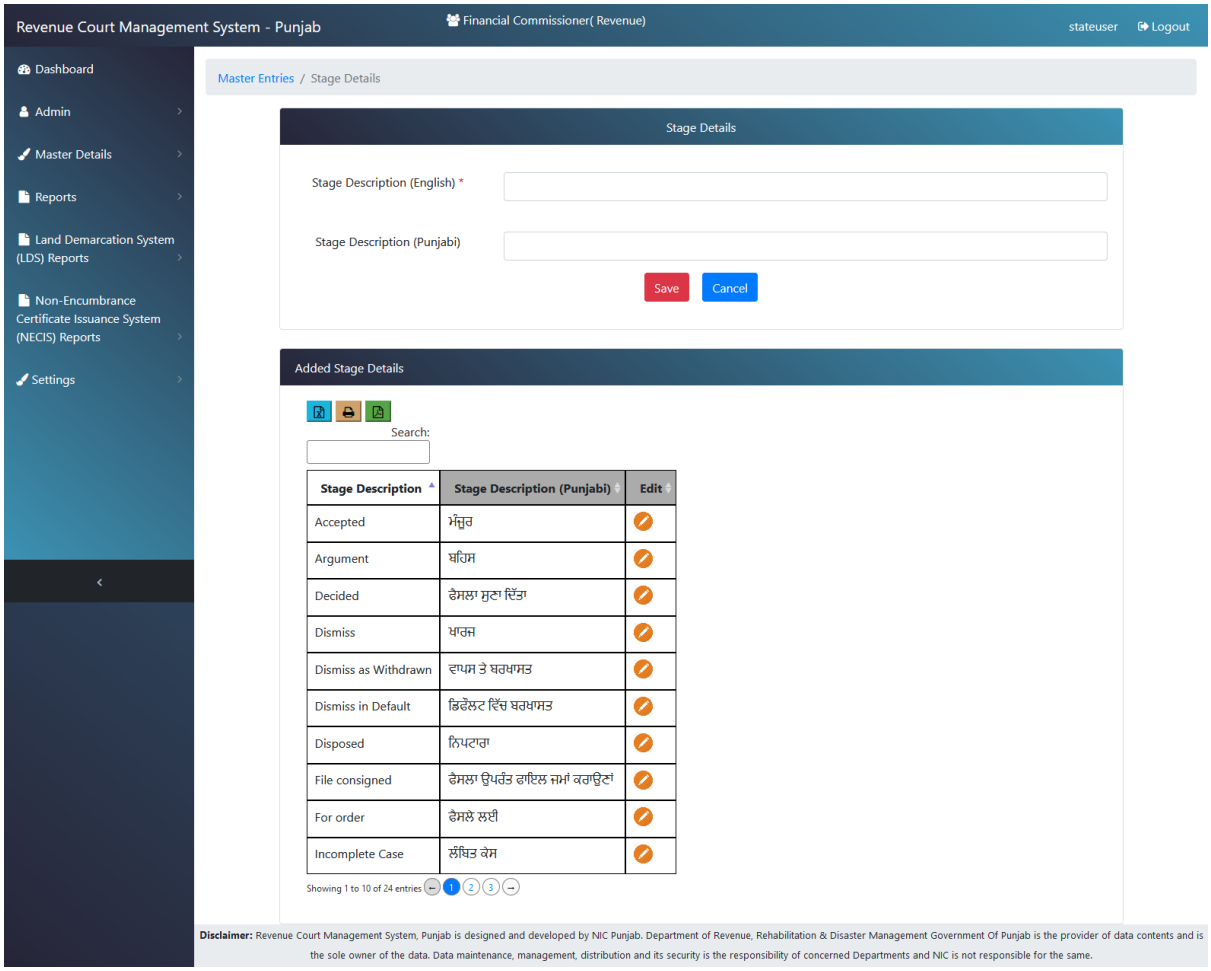
The stateuser has to configure the Court Details as follows:-



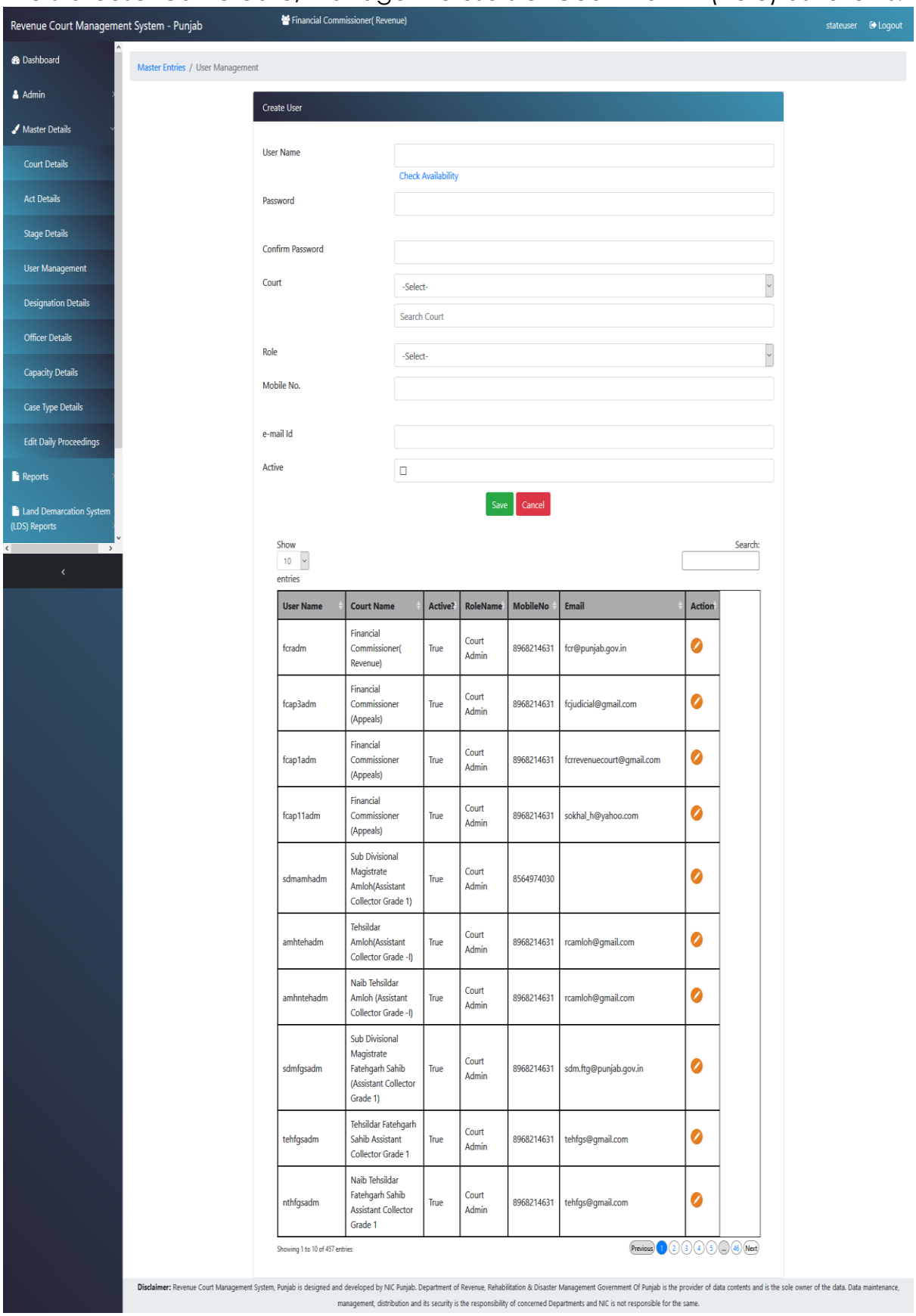
The stateuser can add/update Acts as follows:-



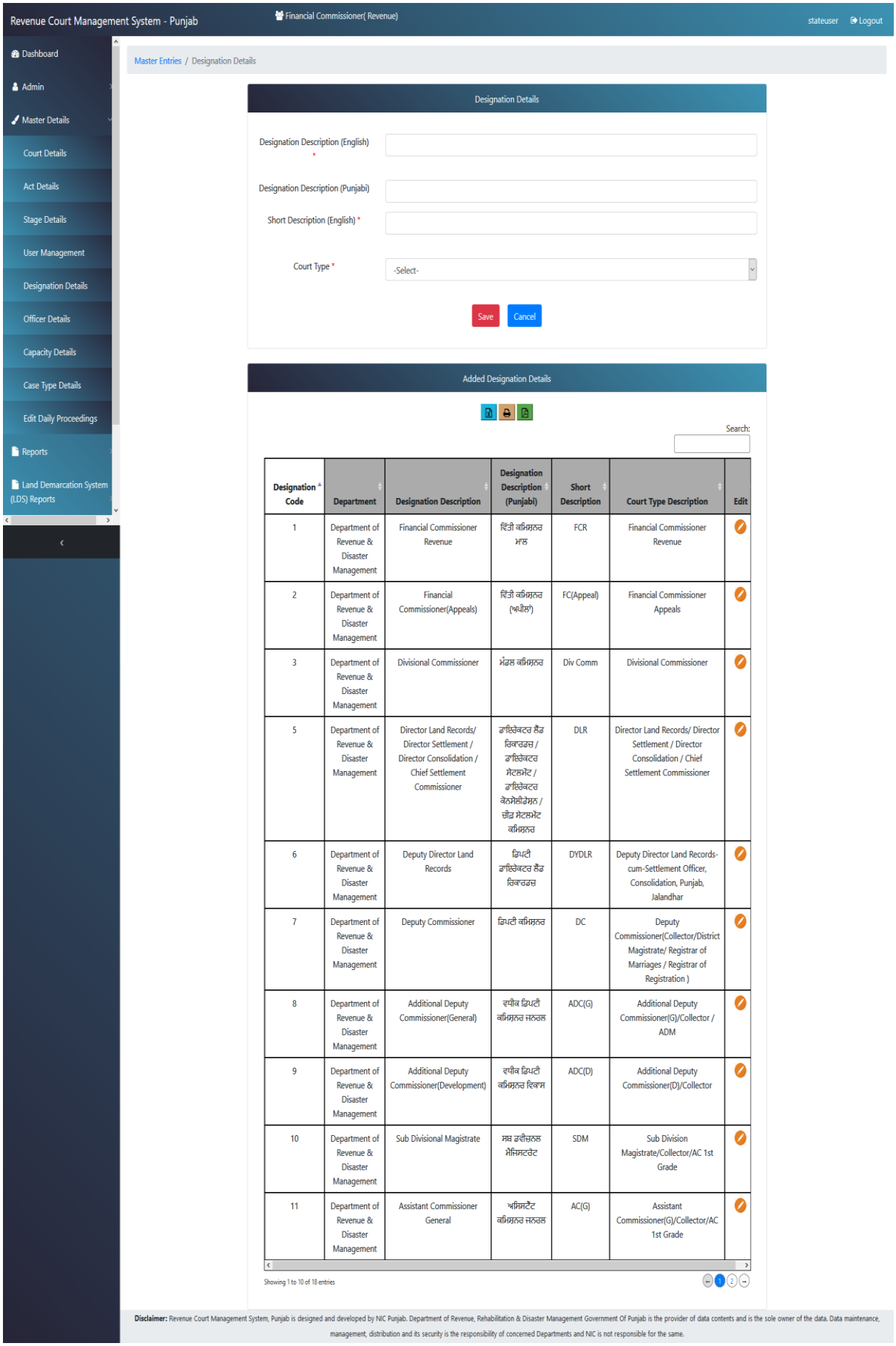
The stateuser can add the stage details as follows:-



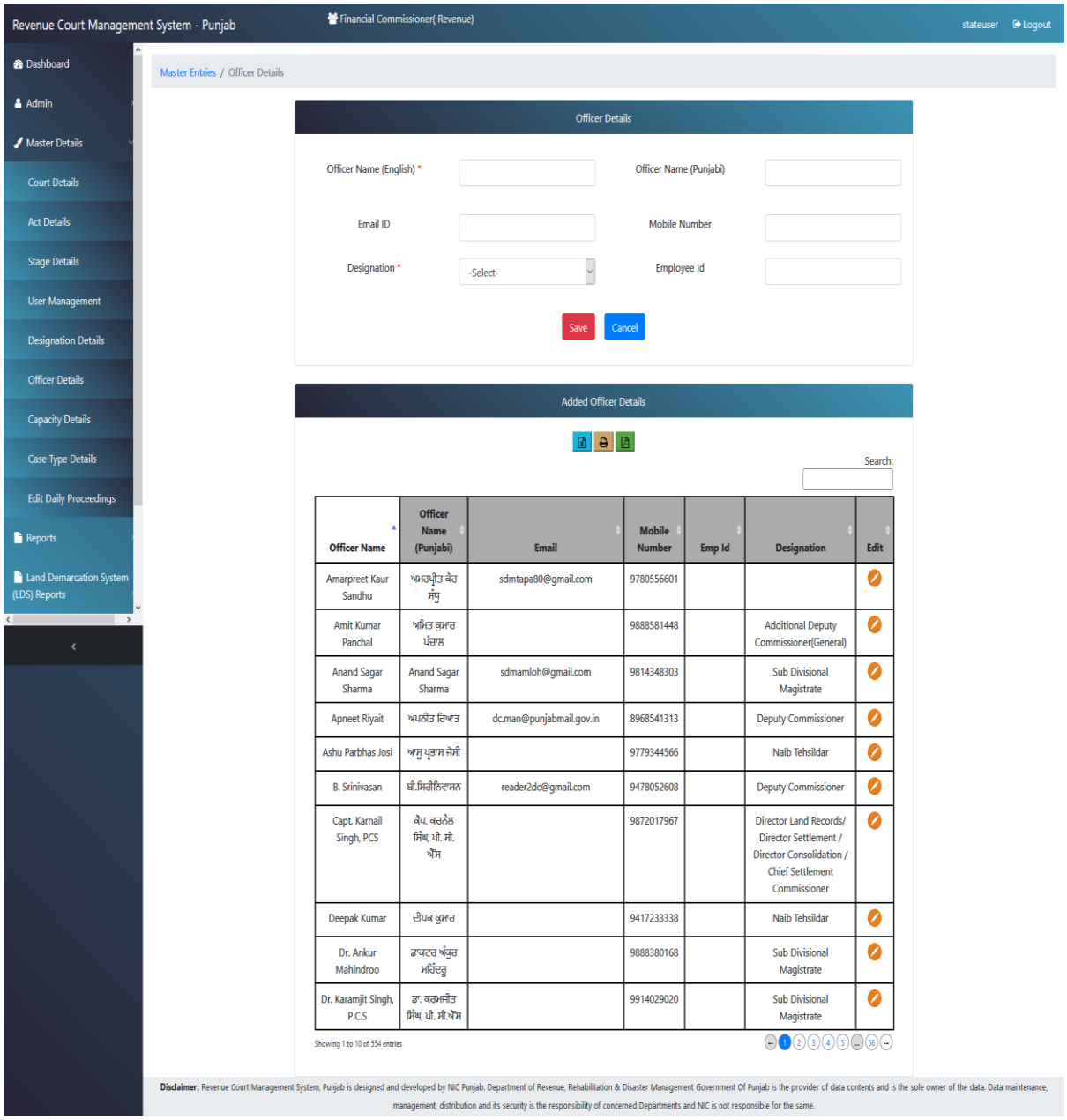
The stateuser can create/manage the users of Court Admin (Role) as follows:-



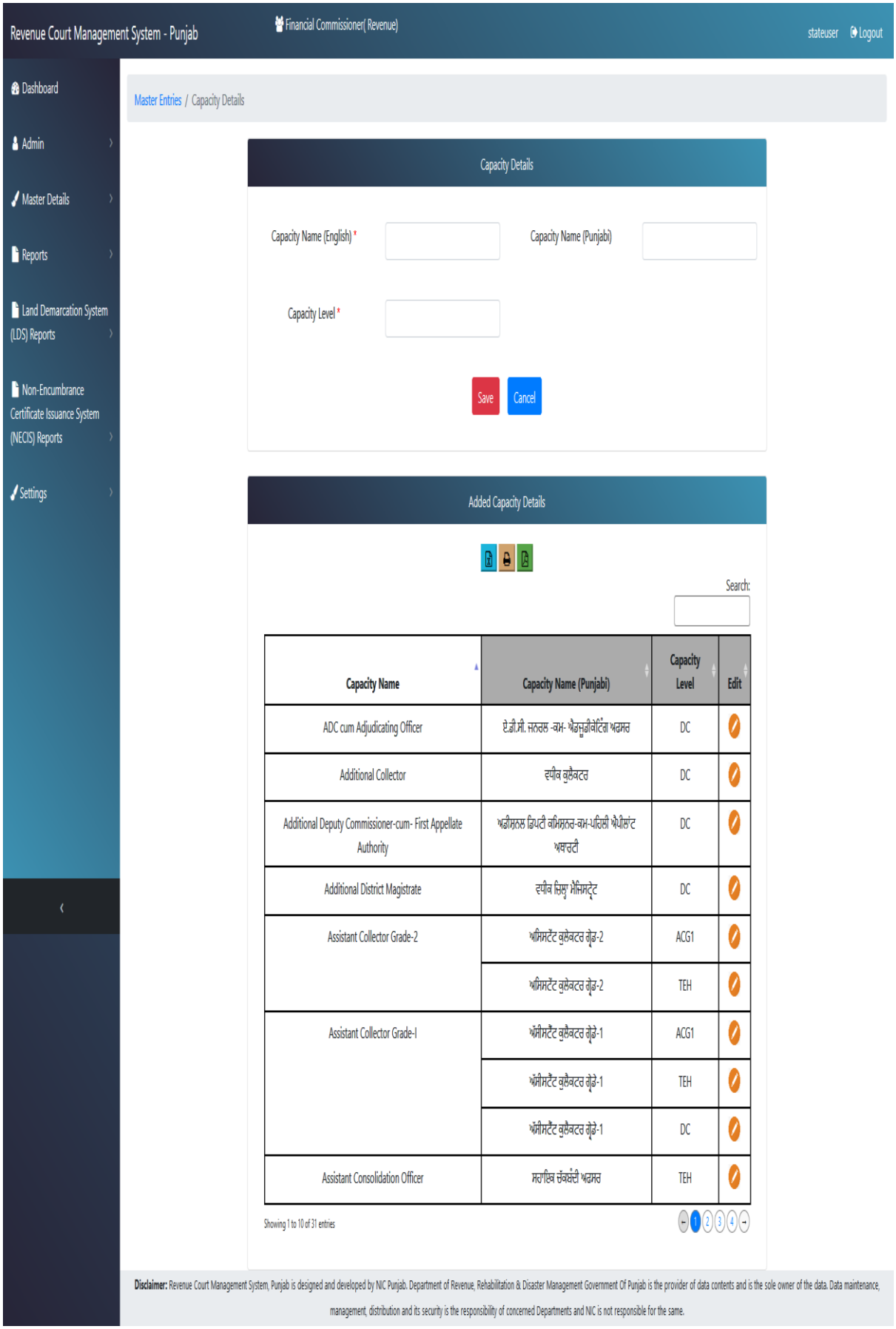
The stateuser can add designation details as follows:-



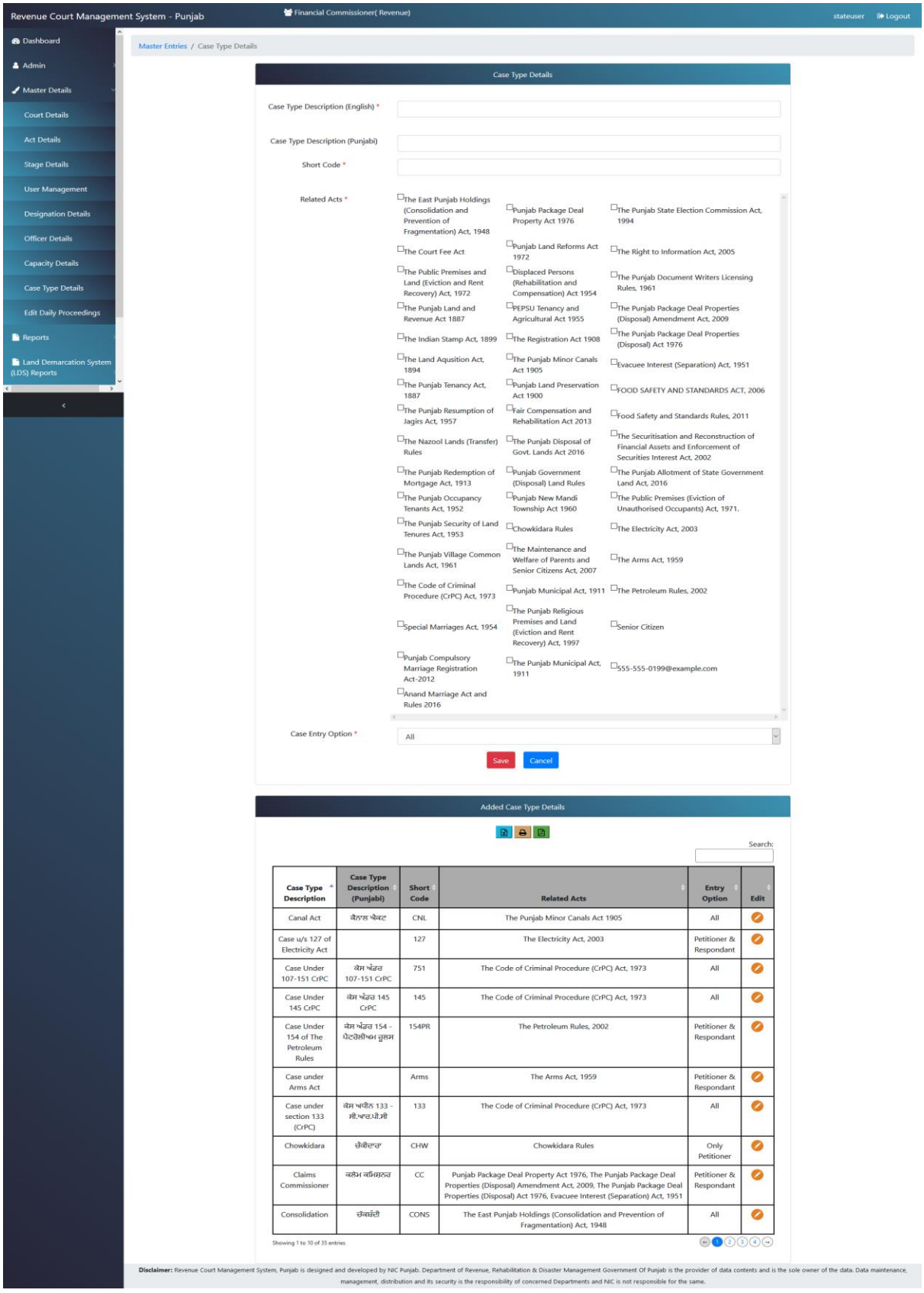
The stateuser can add/update the Officer Details who can hold the courts



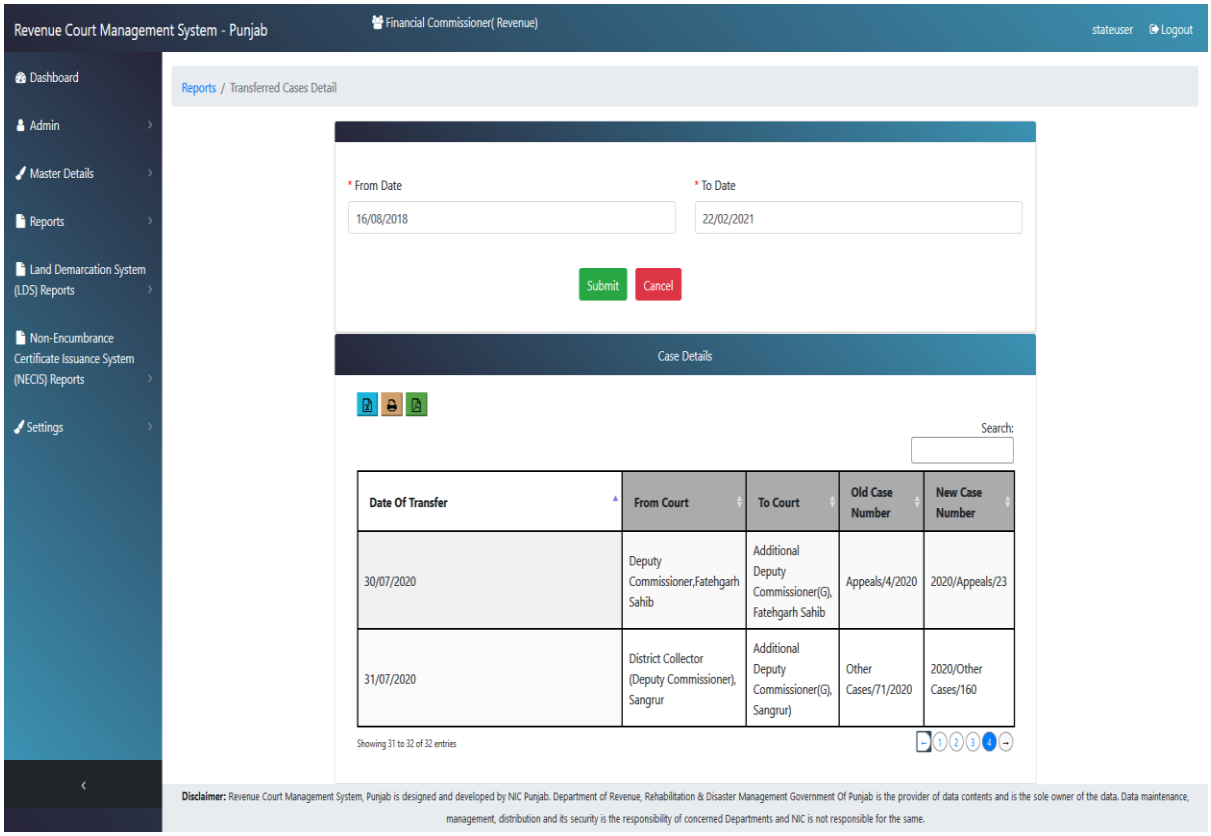
The stateuser can add/update various capacities of the officers in any court as follows:-



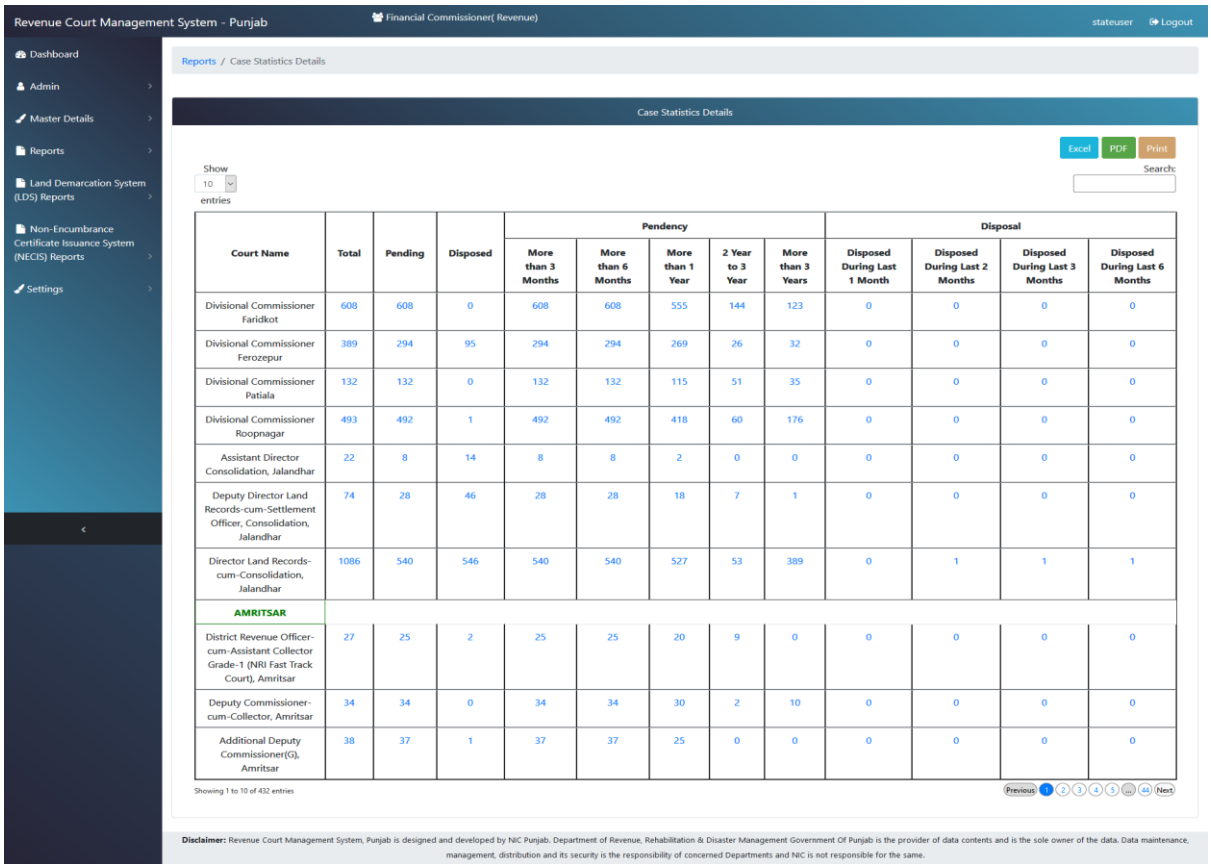
The stateuser can add / update the Case Type Details alongwith related Acts as follows:-



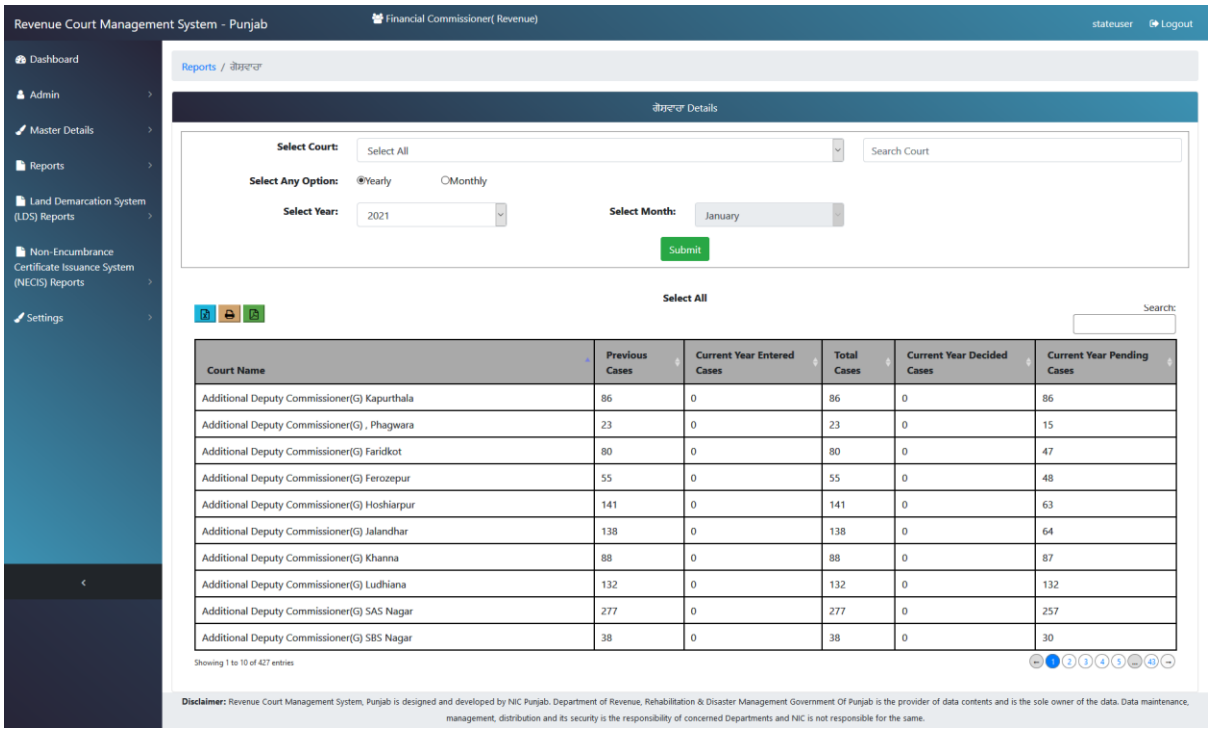
In Reports, stateuser can view / download the report of Transferred Cases as follows:-



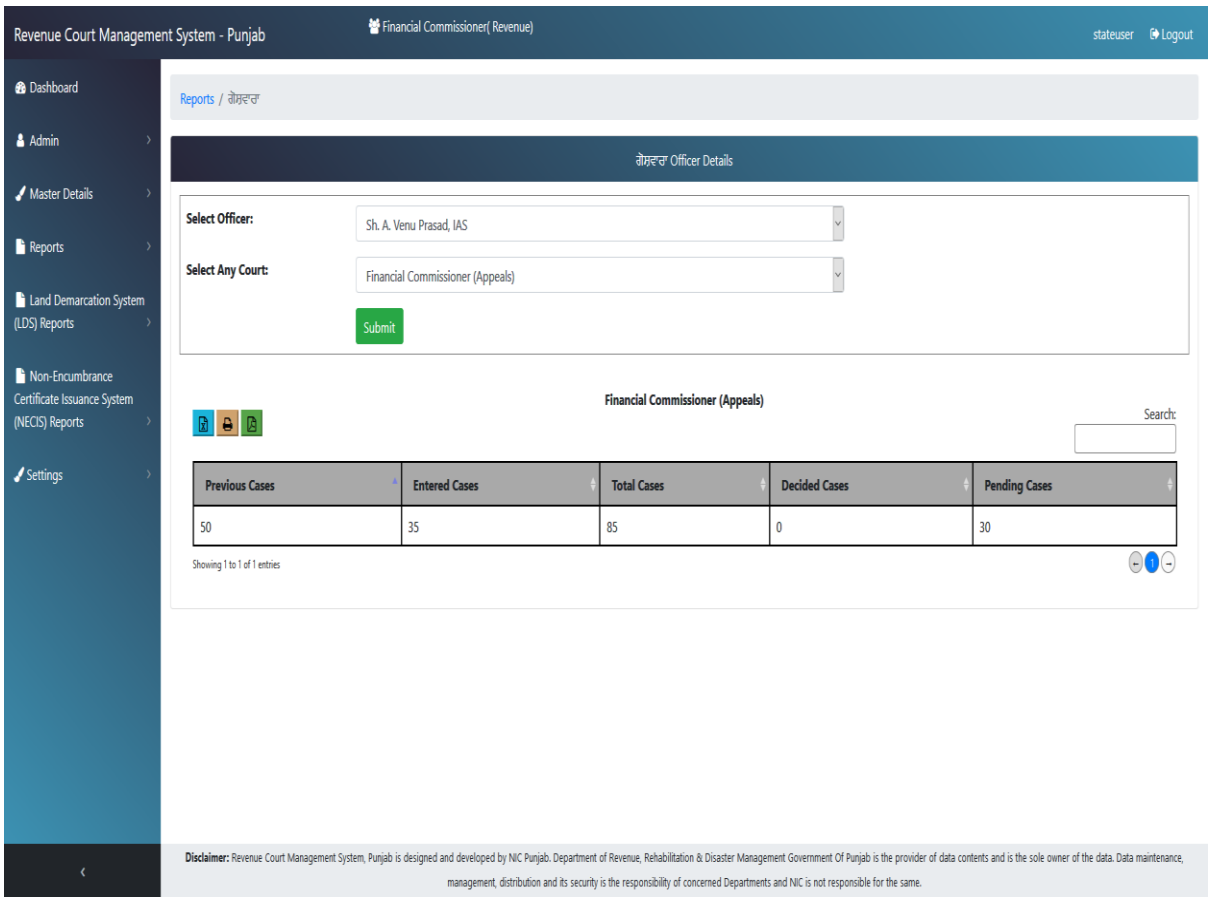
The stateuser can view/download the Case Statistics report of the whole state as follows:-



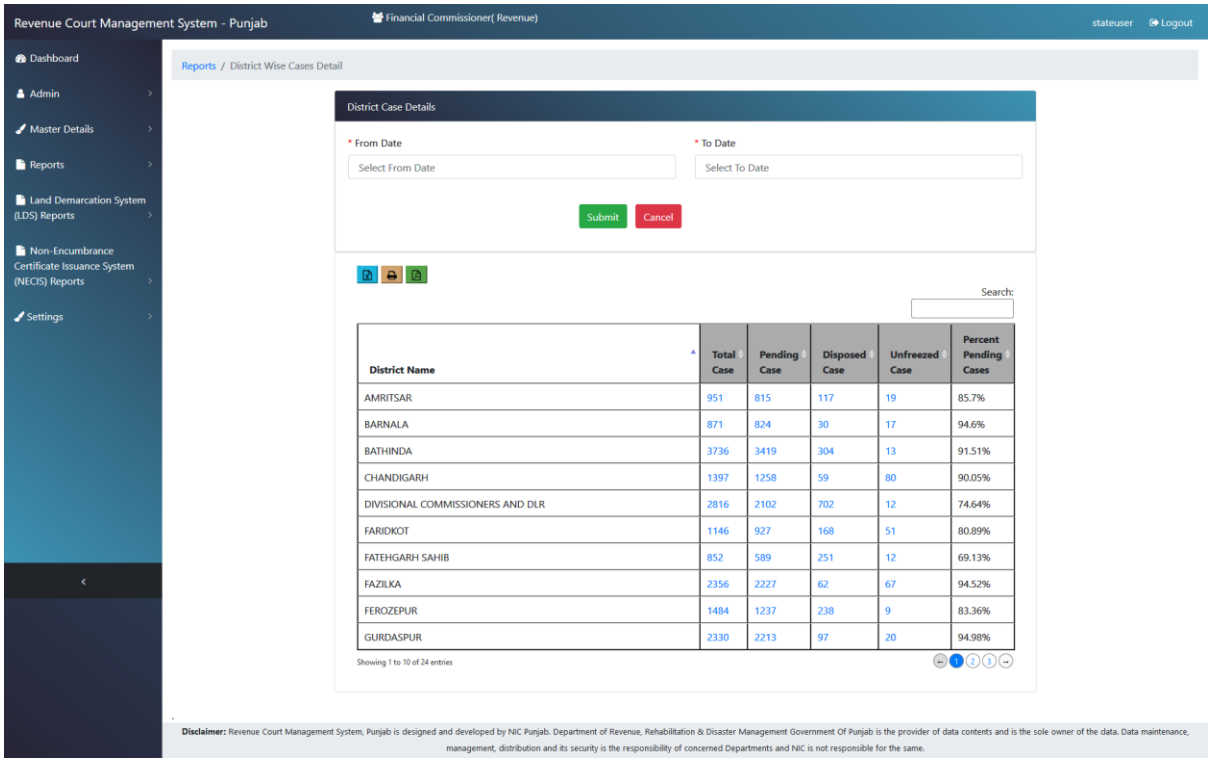
The stateuser can fetch Goshwara reports of any court, yearly or monthly



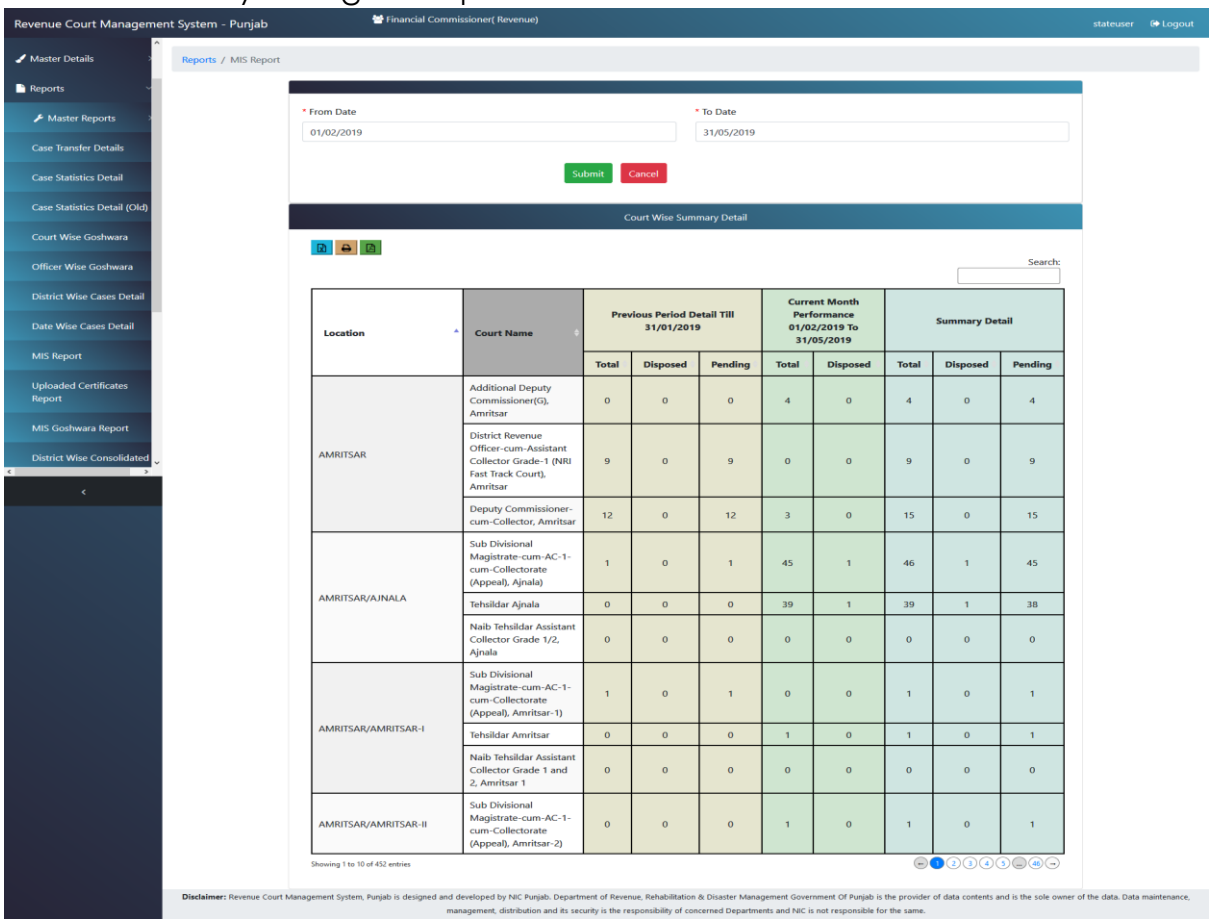
The stateuser can fetch Officer-wise Goshwara reports of any court, yearly or monthly



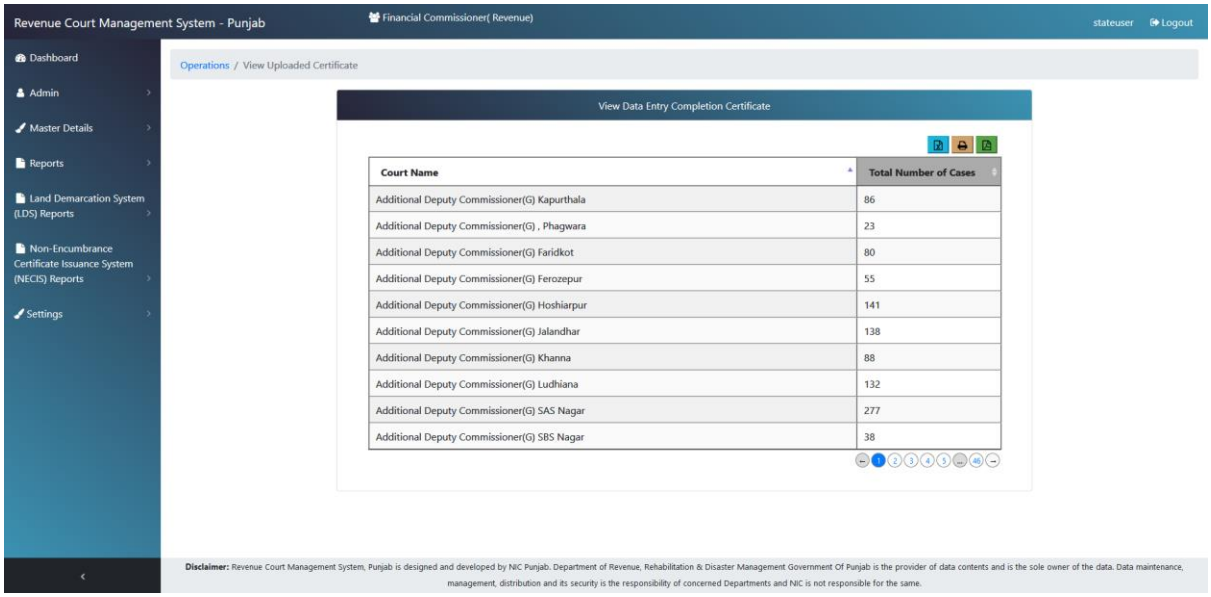
The District-wise cases detail (pendency, disposal) can be viewed / downloaded by the stateuser



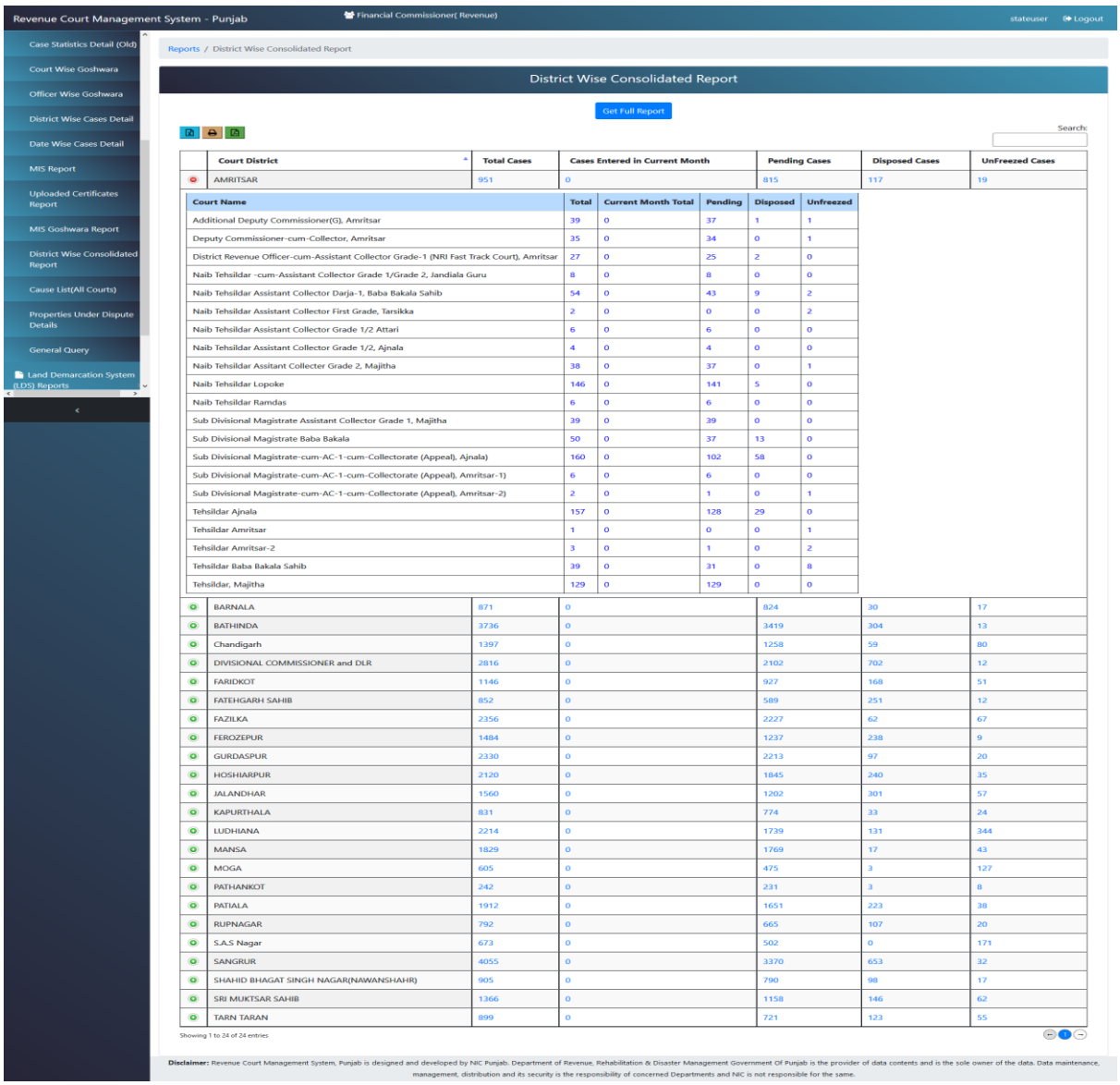
The MIS Report containing detail of pendency District-wise can be viewed / downloaded by uusing this report



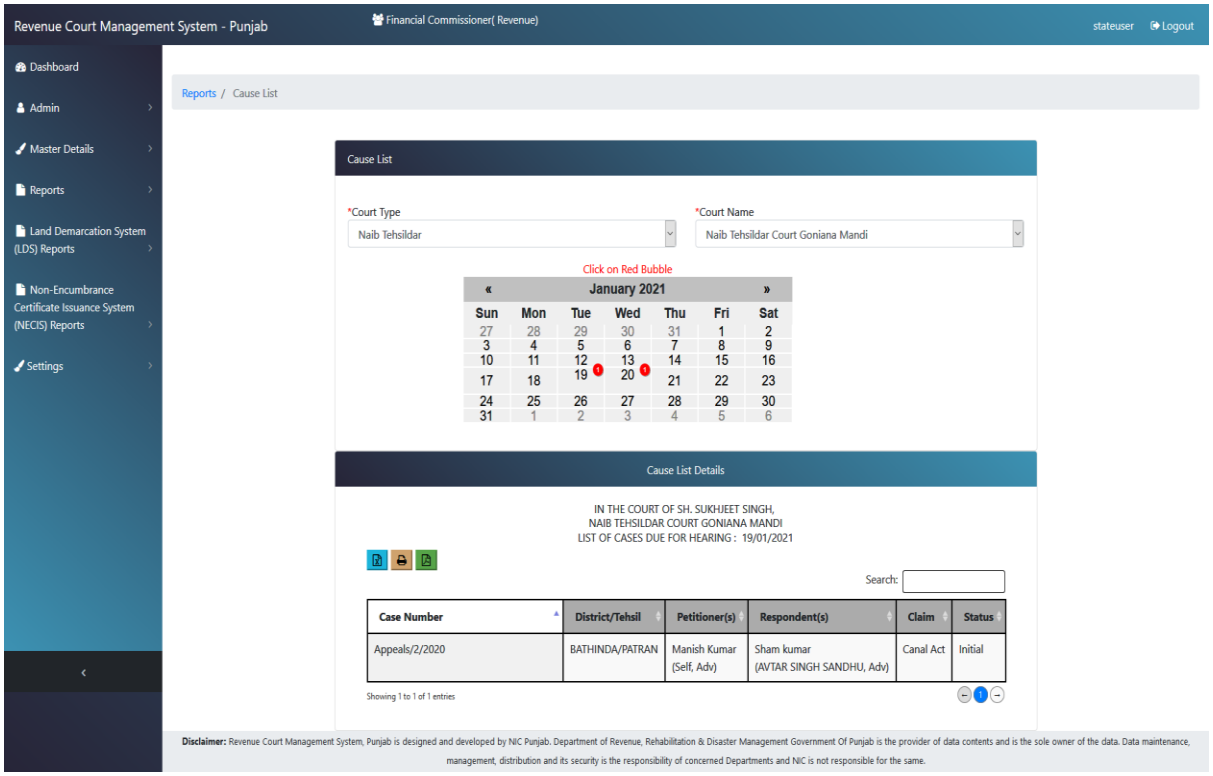
The stateuser can view Data Entry Completion Report as per orders of worthy secretary as on 31.07.2020.



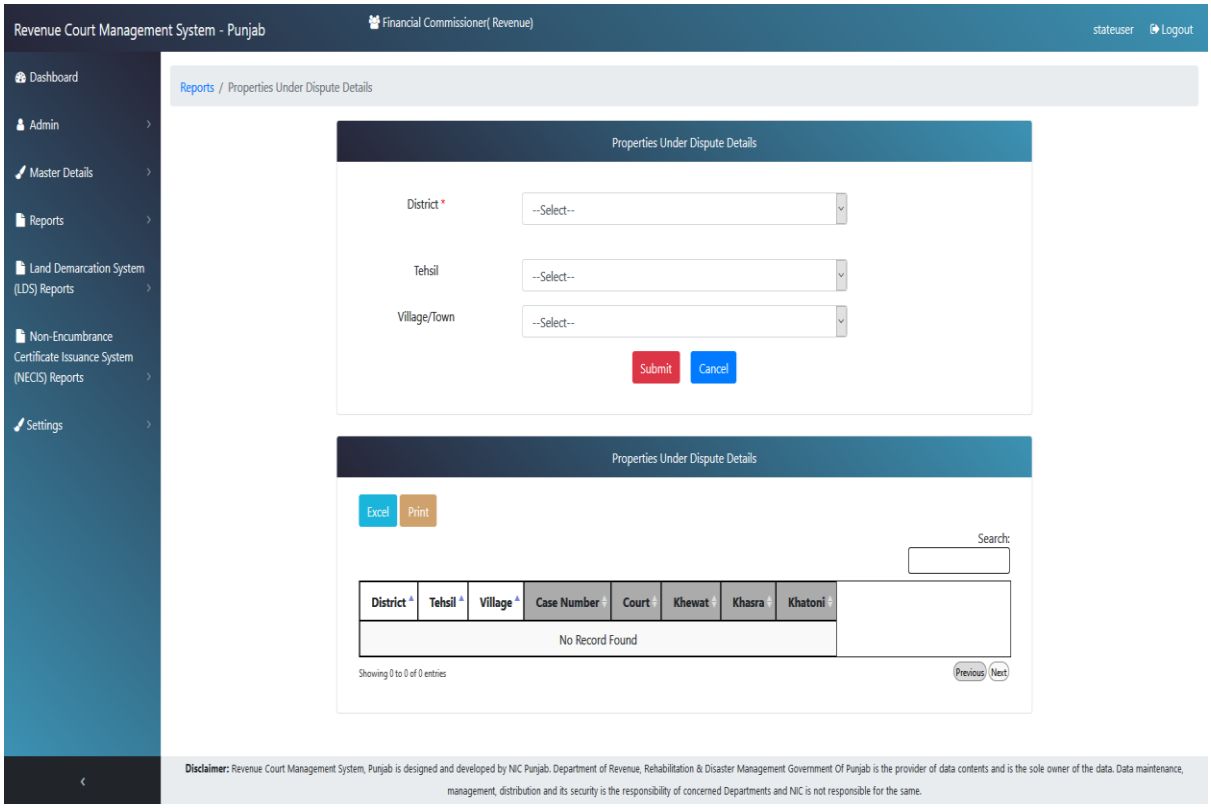
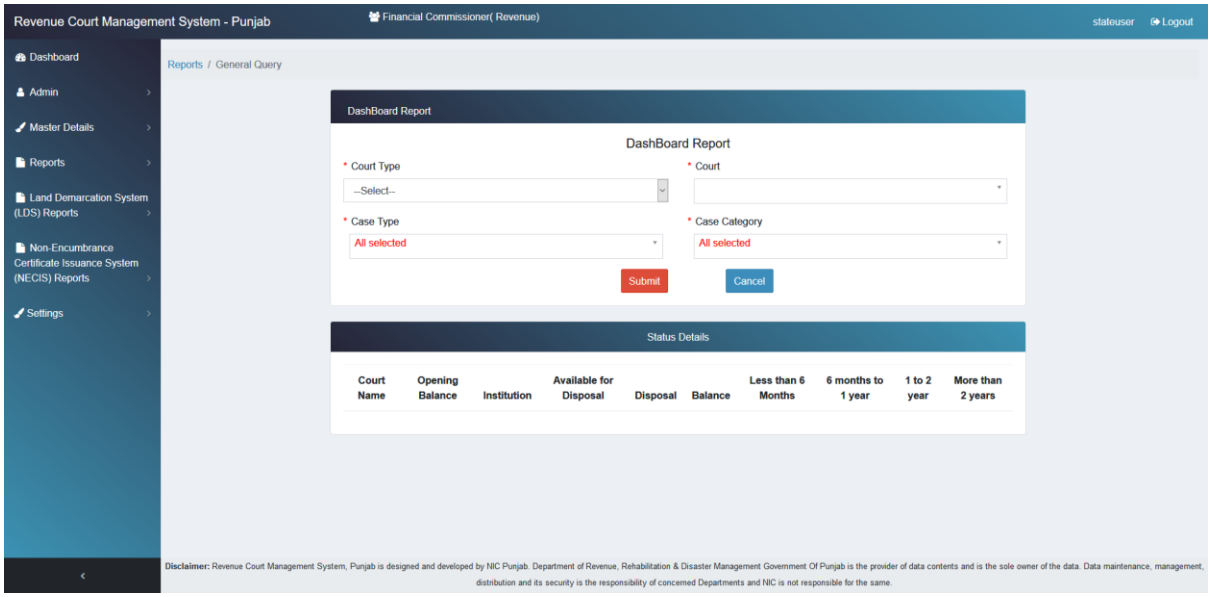
The District-wise cases report can be viewed / downloaded in various formats as follows:-



The stateuser can view Cause List of any court by choosing court and clicking on the red bubble as shown below:-



The stateuser can get detail of property under dispute of any district / tehsil / villae as below:-



The stateuser can have view of pendency in the different slabs by filtering on case types and categories as shown below:-