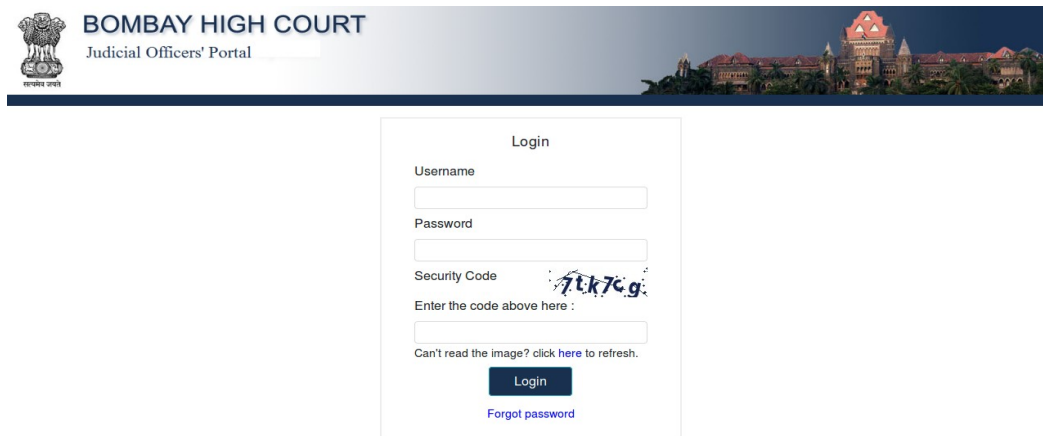


User Manual : Judicial Officer's Portal – AGT

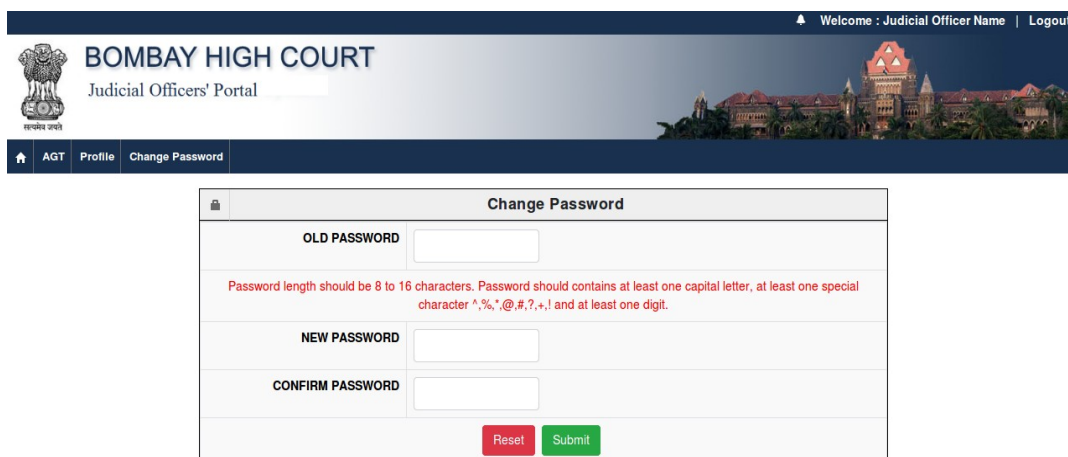
1. Login to your JO account using **Username** (Username will be the **last four digits of the JO Code** eg if the JO Code is MH01234, Username will be 1234) and default Password is "test".



The screenshot shows the login interface of the Bombay High Court Judicial Officers' Portal. At the top, there is a header with the court's emblem and name. Below this, a login form is centered. It includes fields for Username, Password, and a Security Code (a CAPTCHA image showing '7tk7c.g'). A 'Login' button is at the bottom of the form, along with a 'Forgot password' link. A footer at the bottom of the page states: '© 2019 Developed & Maintained By Central Project Coordinator Cell, Bombay High Court'.

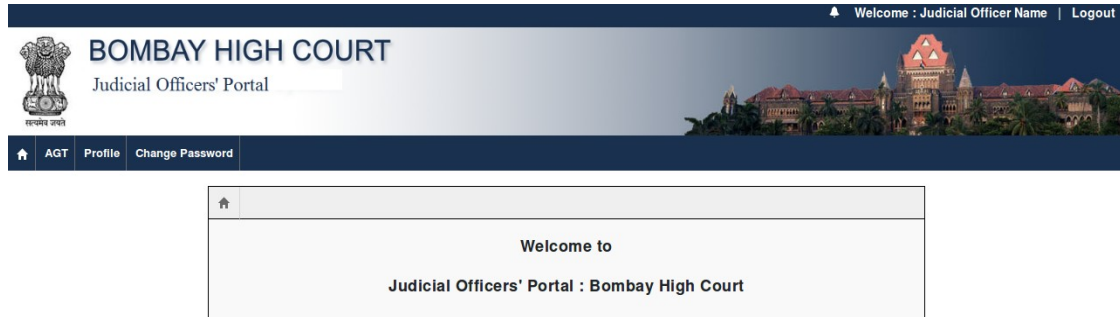
2. If you are logged in for the first time, you need to reset your current password.

Note: New password length should be 8 to 16 characters. Password should contain at least one capital letter, at least one special character ^,%*,@,#,?,+,! and at least one digit.

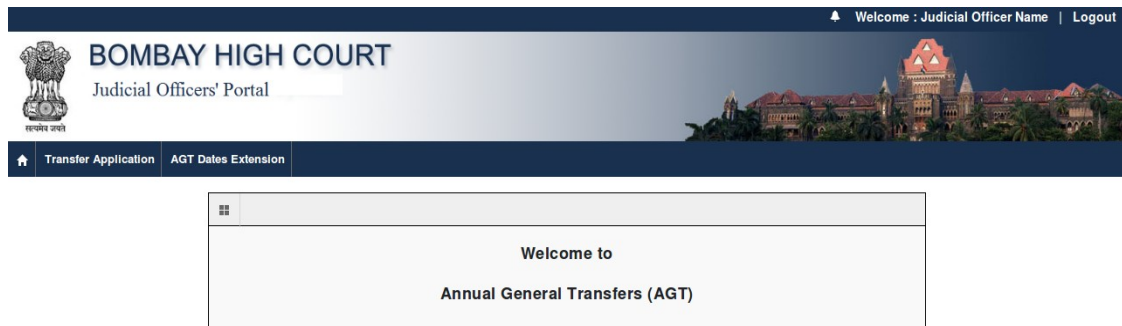


The screenshot shows the password change interface of the Bombay High Court Judicial Officers' Portal. At the top, there is a header with the court's emblem and name. Below this, a 'Change Password' form is displayed. It includes fields for OLD PASSWORD, NEW PASSWORD, and CONFIRM PASSWORD. A red message below the OLD PASSWORD field states: 'Password length should be 8 to 16 characters. Password should contains at least one capital letter, at least one special character ^,%*,@,#,?,+,! and at least one digit.' At the bottom of the form, there are 'Reset' and 'Submit' buttons. A navigation bar at the top of the page shows 'AGT', 'Profile', and 'Change Password' options. A footer at the bottom of the page states: '© 2019 Developed & Maintained By Central Project Coordinator Cell, Bombay High Court'.


3. After successful password reset, you need to login again with the new password.
4. After logged in, you will see below welcome screen.



5. Click On “AGT” Menu. You will see below welcome screen.



6. Click On “**Transfer Application**” Menu to submit Annual General Transfer (AGT) form.
Image for “Not due for Transfer”-



BOMBAY HIGH COURT
Judicial Officers' Portal

Welcome : Judicial Officer Name | Logout

Transfer Application

Transfer Application


File Upload

Save

You are not due for transfer
Do you want to apply for transfer ? ☒ Yes ☐ No

Save Details

Image for due for Transfer-



BOMBAY HIGH COURT
Judicial Officers' Portal

Welcome : Judicial Officer Name | Logout

Transfer Application

Transfer Application

File Upload

Save

Do you want to apply for Retention ? ☐ Yes ☒ No

| | | | |
|-------------------|---|----------------------|----------------|
| Designation:- | Joint Civil Judge, Senior Division and Additional Chief Judicial Magistrate | | |
| Present Posting:- | Current District | Posting Date:- | 26/05/2016 |
| Home Town:- | Home Town | Places of Practice:- | Practice Place |

7. There are three tabs in this page.
 - a. Transfer Application
 - b. File Upload
 - c. Save


In the Transfer Application tab, there are two options given -

- a. If you want to apply for transfer, click on **Yes** and click on “**Save Details**” button.

8. If you click on **Yes**, transfer application form for AGT will get displayed. Select places for transfer and Grounds (if any).

Note: The Judicial Officers who are due for transfer shall give at least 10 preferences (two from each zone)

Welcome : Judicial Officer Name | Logout



BOMBAY HIGH COURT
Judicial Officers' Portal

Transfer Application

Transfer Application

File Upload

Save

You are not due for transfer
Do you want to apply for transfer ? ☒ Yes ☐ No

Designation:- District Judge-1 and Additional Sessions Judge

Present Posting:- Warora-Chandrapur

Posting Date:- 04/06/2018

Home Town:- Nagpur

Places of Practice:- Nagpur

The ensuing posting is my posting.

Places asked for in order of choice

| Preference No. | Zone | District | Taluka |
|----------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> |
| 2 | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> |
| 3 | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> |
| 4 | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> |
| 5 | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> |
| 6 | <input type="text" value="Select"/> | <input type="text" value="Select"/> | <input type="text" value="Select"/> |

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9. You can save your transfer application form as a draft and submit it after filing all 10 preferences (for due for transfer) .

| Grounds | |
|--------------------------|---|
| <input type="checkbox"/> | Son/Daughter is studying in 9th Std.in current academic year |
| <input type="checkbox"/> | Son/Daughter is studying in 11th Std.in current academic year |
| <input type="checkbox"/> | The spouse is in Judicial Service. |
| <input type="checkbox"/> | The ensuing posting is his/her last posting |
| <input type="checkbox"/> | Any Other Ground |

Note :- The Judicial Officers who are due for transfer shall give atleast 10 preferences (two from each zone)

[Save Draft](#) [Submit](#)

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10. After submitting Transfer Application form with all preferences filled, you will be redirected to **File Upload** tab.

In this tab upload necessary documents in PDF if you have selected any of the grounds for retention/transfer and click on **“Save”** button otherwise click on **“Next”** button.

Note: PDF document should be smaller than 2MB. Document name should be alphanumeric only.

Image if grounds selected -

| Transfer Application | | | |
|----------------------|-------------------|---------------------------|-------------------|
| Transfer Application | | File Upload | Save |
| Designation:- | Judge Designation | | |
| Present Posting:- | Present District | Posting Date:- | 05/09/2012 |
| Home Town:- | Home Town | Places of Practice:- | Practice Place |
| Any Other Ground | | Browse... | No file selected. |
| Save | | | |

Image if grounds not selected -

| Transfer Application | | | |
|----------------------|-------------------|----------------------|----------------|
| Transfer Application | | File Upload | Save |
| Designation:- | Judge Designation | | |
| Present Posting:- | Present District | Posting Date:- | 05/09/2012 |
| Home Town:- | Home Town | Places of Practice:- | Practice Place |
| Next | | | |

11. If you want to modify transfer preferences and grounds, you can update it from Transfer Application tab. After successful updation, upload necessary documents(if any). Click on **“Save”** button to save details.

12. You will get redirected to **“Save”** tab.

13. In this tab, you will see all places and grounds selected as shown in below image.

Transfer Application

Transfer Application | File Upload | **Save**

Designation:- Judge Designation

Present Posting:- Present Posting | Posting Date:- 05/09/2012

Home Town:- Home Town | Places of Practice:- Practice Place

| Sr. No. | Preferences |
|---------|-------------|
| 1 | Ahmednagar |
| 2 | Dhule |
| 3 | Beed |
| 4 | Jalna |
| 5 | Kolhapur |
| 6 | Pune |
| 7 | Buldhana |
| 8 | Amravati |
| 9 | Bhandara |
| 10 | Wardha |

Grounds | Related file if uploaded

1. The ensuing posting is his/her last posting | [D120testDoc.pdf](#)

Once You Click On "Final Submit", You Can Not Change The Details

[Previous](#) [Final Submit](#)

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14. To submit transfer application form, you need to click on **“Final Submit”** button. This button is available only if all the preferences are filled (for due for transfer).

Transfer Application

Transfer Application | File Upload | **Save**

Designation:- Judge Designation

Present Posting:- Present District | Posting Date:- 05/09/2012

Home Town:- Home Town | Places of Practice:- Practice Place

| Sr. No. | Preferences |
|---------|-------------|
| 1 | Ahmednagar |

Grounds | Related file if uploaded

Please Select All Preferences

[Previous](#)

15. One prompt box will open if you click on “Final Submit” button asking for confirmation to save transfer application form. Click on **Ok** to final submit.

Note: If you fail to click on “Final Submit”, your form will be considered as incomplete.

The screenshot shows a web application interface for a transfer application. On the left, there is a table with 10 rows, each containing a number and a district name: 1 Ahmednagar, 2 Dhule, 3 Beed, 4 Jalna, 5 Kolhapur, 6 Pune, 7 Buldhana, 8 Amravati, 9 Bhandara, and 10 Wardha. To the right of this table, there is a text field containing '1. The ensuing posting is his/her last posting' and a file upload button labeled 'D1020testDoc.pdf'. A modal dialog box is centered on the screen with the text 'Are You Sure You Want To Save The Details ?' and two buttons: 'Cancel' and 'OK'. Below the table, there is a message: 'Once You Click On "Final Submit", You Can Not Change The Details'. At the bottom, there are two buttons: 'Previous' and 'Final Submit'.

16. After “**Final Submit**”, you will see below screen.

The screenshot shows a confirmation screen titled 'Transfer Application'. It has a header bar with the title. Below the header, there are three tabs: 'Transfer Application', 'File Upload', and 'Save'. The 'Save' tab is active. The main content area displays the message 'Record Is Saved successfully'.

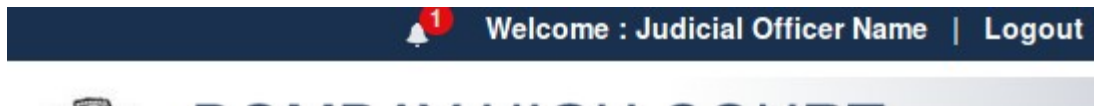
17. If you fail to submit transfer application form within the stipulated time, you may send a request for date extension. To send extension request click on “**Date Extension**” Menu. Enter reason for date extension and submit.

Note: This menu is not available in AGT process.

The screenshot shows a web application interface for a date extension request. At the top, there is a navigation bar with a home icon and two menu items: 'Transfer Application' and 'AGT Dates Extension'. Below the navigation bar, there is a form titled 'AGT Dates Extension'. The form has a label 'Reason *' and a text input field with the placeholder text 'Please extend date. Reason to extend date.'. Below the input field, there is a green 'Submit' button.

18. You will receive notification once your request gets granted. And you can fill transfer application form in the new assigned duration.

To view notifications click on Bell icon which is placed on top right corner.



Notification page -

| Notifications | | | Back |
|---------------|---|----------------------|--|
| | | | <input type="text" value="Search Here"/> |
| Sr.No | Notification | View | |
| 1. | AGT dates extended. New AGT dates are 19/12/2019 00:00:00 - 25/12/2019 23:59:00 | View | |

*** END PROCESS ***