

Directorate General
Central Industrial Security Force
Ministry of Home Affairs

13th Block, GPO Complex,
Lodhi Road, New Delhi
Dated: 26 Nov, 2015

No.V-14014/Misc/L&R/2014- 1509

Subject : - **Standing Operating Procedure (SOP) regarding handling of Judgment of Hon'ble Courts and updation of L&R Software**

MHA has observed inordinate delay in taking considered decisions on the part of respondents / department in implementation or challenging the JOs of the Hon'ble Courts and the same has been viewed adversely by the Courts as well as by MHA. At times, the Petitioners have preferred Contempt Petitions for non-implementation of judgments in time causing acute embarrassment apart from administrative inconvenience.

02. In this regard reference is invited to CISF Directorate letter No.V-14014/L&R/Softwarepackage/2013-3938 dated 23.12.2013. L&R software has been modified as per SOP for monitoring of court cases of CISF on a real time basis and ready for use at all levels.

04. The following instructions may be adhered by field formations for using the software (**Annexure-"A"**) :-

- a) Enter URL "**164.100.43.36/courtcase**"
- b) Select respective head i.e. Sector/Zone/Unit
- c) Default password is "**password**"

(This is one time password and the same must be changed as per convenience)

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05. The existing data in the earlier software has been successfully transferred to the new software. It is, therefore necessary to go through the data pertaining to Unit/Zone/Sector already available with the software to avoid any discrepancies / double entry of the cases. Cases that have been decided or do not belong to the Unit and had been inadvertently transferred due to shortcomings in the software may be deleted from the database. **Concerned Unit Commander shall be responsible to upload and maintain the data on a real time basis and AC (Legal) /In-charge Legal Cell of Sector HQ shall be responsible for monitoring compliance of all Units. He shall be answerable for any queries concerning Legal issues to L&R Branch of FHQrs.**

06. In compliance of SOP, **concerned Unit** of the case will obtain the requisite information from LO and ensure that on pronouncement of the JO of the Hon'ble High Court it shall be promptly downloaded from the website of the Hon'ble High court, and if not available on receipt of the copy from the Hon'ble Court whichever is earlier, the same is required to be sent to FHQ promptly on the same day itself with the following information : -

- a) Name of the Petitioner and the Case Number
- b) Location/Name of the Hon'ble Court
- c) Date of Judgment
- d) Date by which JO has to be implemented
- e) Brief facts along with copy of Writ Petition

07. **Concerned Unit** after transmitting the above information will follow it up by a telephone call on 011-24361070 (Office of AIG/L&R) on the same day which will be recorded at L&R Branch. **Concerned Unit Commander** and the LO shall be responsible for transmitting the requisite information. Further, after pronouncement of J.O., an application for certified copy of the judgement order should be filed with the Court registry / counter within 24 hrs. In addition, opinion of the concerned CGSC on the Judgment order should also be sent within 4 days from the date of the receipt of JO.

08. Contempt cases require special monitoring to preclude the possibility of any adverse observation of the Court. In such cases, briefing should be carried out by a GO well versed with the case verbally as well as in writing, so that Counsel is well aware of the facts of the case. FHQ (L&R Branch) should be informed on the very same day by mail "diglandr@cisf.gov.in" in writing about the contents of briefing to the Counsel.

09. In case, the time limit given by the Hon'ble Court is expiring and administrative decision thereon has not been taken within the time frame, it shall be the responsibility of the **concerned Unit** to liaise with the CGSC for filing the Miscellaneous Application (MA) before the Hon'ble Court seeking extension of time.

10. All Sector IsG, Nodal Officers, Liaison Officers are requested to monitor the cases meticulously. The following Gazetted Officers are detailed as Nodal officer for respective High Court as shown against each :-

Sl.No.	Court Name	Name of Nodal officer	Remarks
01.	Calcutta High Court	IG (NES)	Suitable officer may be detailed
02.	Delhi High Court	IG (NS)	
03.	Madras High Court	IG (SS)	

04.	Patna High Court	IG (ES)	for day-to-day monitoring from Unit/Sector Legal Cell
05.	Bombay High Court	IG/WS	
06.	A.P. High Court	Comdt., BHEL Hyderabad	
07.	Allahabad High Court	Gp. Comdt., Allahabad	
08.	Allahabad High Court bench at Lucknow	Dy. Comdt., PTPS Panki	
09.	Bombay High Court bench at Nagpur	Dy. Comdt., NTPC Mauda	
10.	Chhatisgarh High Court	DIG, BSP Bhilai	
11.	Guwahati High Court	Gp. Comdt., Guwahati	
12.	Guwahati High Court bench at Agartala	Dy. Comdt., ASG Agartala	
13.	Guwahati High Court bench at Itanagar except Agartala	Asstt. Comdt., Lilabari Airport	
14.	Goa High Court	Dy. Comdt., MPT Goa	
15.	Gujarat High Court, Ahmedabad	Gp. Comdt., GP HQ Ahmedabad	
16.	H.P. High Court at Shimla	Dy. Comdt., Shimla Airport	
17.	J&K High Court at Jammu	Sr. Comdt., SHEP Salal	
18.	J& K High Court at Srinagar	Dy. Comdt., HEP-II Uri	
19.	Jharkhand High Court, Ranchi	Sr. Comdt., 2 nd Res. Bn. Ranchi	
20.	Karnataka High Court, Bangalore	Sr. Comdt., ISAC Bangalore	
21.	Kerala High Court, Ernakulam	Sr. Comdt., CPT Cochin	
22.	M.P. High Court, Jabalpur	Sr. Comdt., BHEL Bhopal	
23.	M.P. High Court bench at Indore	DIG, RTC Barwaha	
24.	M.P. High Court bench at Gwalior	Asstt. Comdt., Gwalior Airport	
25.	Madras High Court Madurai Bench	Dy. Comdt., ASG Madurai	
26.	Orissa High Court, Cuttack	DIG, KRTC Mundali	

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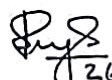
27.	P & H High Court at Chandigarh	Comdt., P&H Secretariat Chandigarh	
28.	Rajasthan High Court at Jaipur bench	Sr. Comdt., 8 th Res Bn Jaipur	
29.	Rajasthan High Court, Jodhpur	DC Jodhpur Airport	
30.	Uttaranchal High Court, Nainital	Sr. Comdt, BHEL Hardwar	

Note : - The above duties are ex-officio in nature. Other instructions issued vide letter dated 16.06.2009 (Copy enclosed) under reference will remain unchanged.

11. Compliance report shall be sent by all **Sectors** by furnishing a certificate while sending monthly report of Court Cases stating that the data of all pending Court Cases has been updated in the software for the month. This exercise should be completed by **15th Dec' 2015** positively followed by a certificate on every 1st of the month.

12. Sector HQrs are requested to organize a training session of one day for concerned personnel of Legal/Court Cell of field formation alongwith Nodal/Liaison officer about the operation of the L&R Software.

13. Above instructions should be followed in letter and spirit. Any deviation of the instructions in this regard shall be dealt seriously and accountability shall be fixed on the concerned official for lapses. In such cases report shall be sent by Sector IG to FHQrs forthwith.


 26.11.15
 (Anant Kumar Singh)
 Inspector General/HQ

Encl: - As above

Distribution : -

1. ADG/APS
2. All Sector IsG (including IG/TS)

Copy to : -

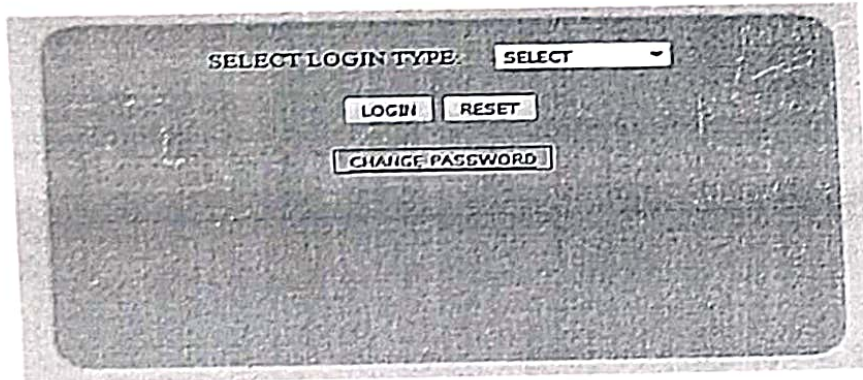
1. PS to DG : for favour of kind information of DG please.
2. PS to ADG/HQrs : for favour of kind information of ADG please.
3. IG (Adm), FHQ : for information please.

Instructions for Users

1. Unit is required to login into L & R System through the following link.

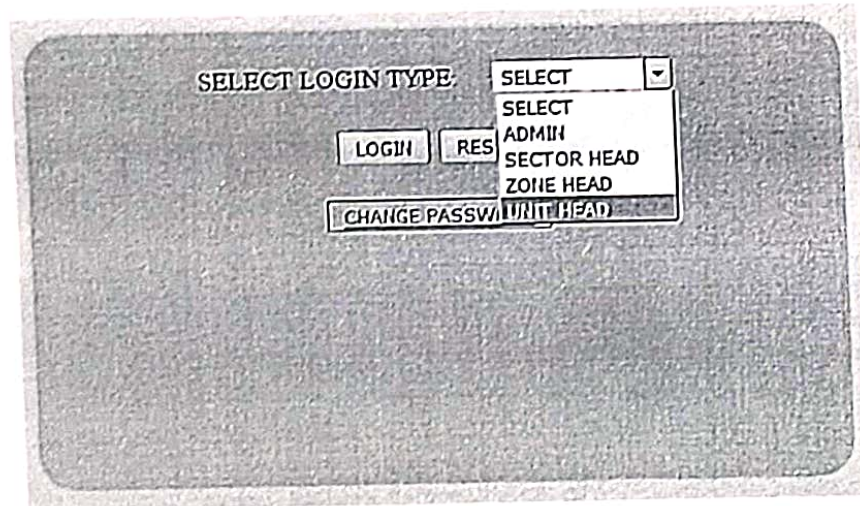
164.100.43.36/courtcase

By clicking the above link login page - open as shown below.



The screenshot shows a login interface with a dark background. At the top, there is a label 'SELECT LOGIN TYPE:' followed by a dropdown menu currently showing 'SELECT'. Below this, there are three buttons: 'LOGIN', 'RESET', and 'CHANGE PASSWORD'.

2. Units are required to select their login - type as Unit Head and select their unit name from list.



The screenshot shows the same login interface as before, but the 'SELECT LOGIN TYPE:' dropdown menu is now open, displaying a list of options: 'SELECT', 'ADMIN', 'SECTOR HEAD', 'ZONE HEAD', and 'UNIT HEAD'. The 'CHANGE PASSWORD' button is still visible below the dropdown.

SELECT LOGIN TYPE: UNIT HEAD

SELECT UNIT: Select

PASSWORD:

- 10th Res BN Arakkonam
- 1ST Res BN BARWAHA
- 2nd India Res Battalion GOA
- 2ND RES BN RANCHI
- 3RD Res BN BHILAI
- 4TH Bn SIVAGANGAI
- 4TH RB (DM) MUNDALI
- 5TH Res BN GHAZIABAD
- 6th Bn Deoli
- 6TH RB (DM) ARAKKONAM
- 7TH Res BN KISTWAR

3. For first time login, password is: password

SELECT LOGIN TYPE: UNIT HEAD

SELECT UNIT: 2ND RES BN RANCHI

PASSWORD:

LOGIN RESET

CHANGE PASSWORD

If user wants to change password for security then they can change their password by clicking Change Password link.

SELECT LOGIN TYPE: UNIT HEAD

SELECT UNIT: 1ST Res BN BARWAHA

OLD PASSWORD:

ENTER NEW PASSWORD:

RE ENTER PASSWORD:

CHANGE PASSWORD CANCEL

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After Successful login L & R Dashboard is like as below.

Central Industrial Security Force L & R System...

SEARCH L & R FAQ'S ADD COURT CASE MANAGE COURT CASE HOME

1. Annexure-I Pending Court Cases Status Report
2. Annexure-II Additional Info About Pending Court Cases
3. Annexure-III Pending JO Report
4. Annexure-IV Contempt Case Report
5. Annexure-V Pending Consular Affidavits Report For Six Month To One Year
6. Annexure-VI Pending Consular Affidavits Report For More Than One Year
7. Annexure-VIII Stay Order Case Report
8. Annexure-IX
9. Annexure-X Pending Appeal Application Report
10. Annexure-XI Pending Judgements Despite Communication Of Administrative Decision
11. Pending Court Case Report

Stay Order Cases

SL.NO	Petitioner Name	Case Number/Year Court Name	Name OF LO UNIT	Stay Status	Remarks
No recent Stay Order Cases found.					

Contempt Cases

SL.NO	Petitioner Name	Case Number/Year Court Name	Name of the Contemtor	Date Of Filing & Reason For Contempt
There is no recent Contempt Cases				

Next Hearing Cases

SL.NO	Petitioner Name	Case Number/Year Court Name, State	Court Name	Name of LO UNIT	Last Hearing Date	Next Hearing Date	Current Status
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4. Home page user can navigate to following links.

- FAQ's.
- Add Court Case.
- Manage Court Case.
- Reports.

5. Add Court Case:

By clicking this link user can add a new court case.

ADD COURT CASE

Petitioner Details

Name of Petitioner*

Is Petitioner CISF Person? ☐ Yes ☐ No

CISF No.*

Unit Name At the Time of Case.*

Previous Case Filed by Petitioner? ☐ Yes ☐ No

Court Case Details

Court Case Number* CAN /

Type Of Court:

State:

Date Of Filing: (yyyy-mm-dd)

Name Of Contesting Unit:

Name Of Court*

District:

Date Of Admission: (yyyy-mm-dd)

Name Of LO Unit:

6. Manage Court Case:

Manage court cases page looks like

The screenshot shows a web form titled "Search Court Cases". It contains several input fields and dropdown menus for searching court cases. The fields are arranged in two columns. The left column includes "SELECT SECTOR:", "SELECT UNIT:", "NAME OF THE PETITIONER:", "PRESENT STATUS:", and "COURT TYPE:". The right column includes "SELECT ZONE:", "CISF NO:", and "COURT CASE NUMBER:". Each dropdown menu is currently set to "Select". At the bottom right of the form are two buttons: "SEARCH" and "RESET".

- Units can access their court cases directly by clicking search button.
- If user wants to search by present status of the case, then select PRESENT STATUS and click search button.

This screenshot shows the same "Search Court Cases" form, but with the "PRESENT STATUS:" dropdown menu open. The dropdown menu lists several options: "Select", "Filed", "Admitted", "Pending in Courts", "Interim Order Given", "Stay Given", "Judgement Order", "JO Implemented", and "All Pending Court Cases". The "SEARCH" and "RESET" buttons are still visible at the bottom right.

- User can also search Court case records by Name, CISF Number, Court Case Number or Court Type.

Search Court Cases

SELECT SECTOR: SELECT ZONE:

SELECT UNIT:

NAME OF THE PETITIONER: CISF NO:

PRESENT STATUS: COURT CASE NUMBER:

COURT TYPE:

SL.NO	PETITIONER NAME	CISF NUMBER	UNIT NAME	COURT CASE NO.	COURT TYPE	DATE OF FILING	PRESENT STATUS	ACTION
1	P D KUMAR	001170310	1ST Res BN BARWAHA	14366	High Court	01 09 2011	Pending	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Search Court Cases

SELECT SECTOR: SELECT ZONE:

SELECT UNIT:

NAME OF THE PETITIONER: CISF NO:

PRESENT STATUS: COURT CASE NUMBER:

COURT TYPE:

SL.NO	PETITIONER NAME	CISF NUMBER	UNIT NAME	COURT CASE NO.	COURT TYPE	DATE OF FILING	PRESENT STATUS	ACTION
1	P D KUMAR	004470340	1ST Res BN BARWAHA	14366	High Court	01-09-2011	Pending	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

Search Court Cases

SELECT SECTOR: SELECT ZONE:

SELECT UNIT:

NAME OF THE PETITIONER: CISF NO:

PRESENT STATUS: COURT CASE NUMBER:

COURT TYPE:

SL.NO	PETITIONER NAME	CISF NUMBER	UNIT NAME	COURT CASE NO.	COURT TYPE	DATE OF FILING	PRESENT STATUS	ACTION
1	P D KUMAR	004470340	1ST Res BN BARWAHA	14366	High Court	01-09-2011	Pending	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

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- User can update any case details by clicking respective (Edit button).
 - User can also delete any record of their unit for error /correction / false entry.
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CISF PIS L& R REPORTS CONDITIONS

S.No	Annexures	Report Name	Conditions
1.	Annexure-I	Pending Court Case Report	All cases pending status
2.	Annexure-II	Additional Information about Pending Court Cases	Result on the basis of Search
3.	Annexure-III	Pending JO Report	Order Type: JO JO Implemented: NO
4.	Annexure-IV	Contempt Cases Report	Contempt Petition Filed :Yes
5.	Annexure-V	Pending Counter Affidavits Report for Six Months to One Year	Counter Affidavit Filed: No Case Admission Date Between Six Months and One Year
6.	Annexure-VI	Pending Counter Affidavits Reports for More Than One Year	Counter Affidavit Filed: No More Than One Year Record From Case Admission Date
7.	Annexure-VIII	Stay Order Case Report	Stay status granted or vacated
8.	Annexure-X	Pending Appeal Application Report	Is any further Appeal/Second Appeal/SLP Filed: Yes Order Type: JO
9.	Annexure-XI	Pending Judgment despite Communication of ADM Decision Report	Stay Status: Given Order Type: JO JO Implemented: NO Administrative Decision: Yes
10.		Status of Pending Court Cases	Result on the basis of Search