

# **Law Matters Management System (LMMS)**

(Web Application & Mobile Application)

*For managing*

**Legal/ Regulatory/ Taxation / Corporate laws**

**Cases & Notices**

**Of**

**Reliance Group Companies**

## **User Manual**

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## A. Introduction

Reliance Group has developed a software application 'Law Matters Management System' to track and manage the law matters of Reliance Group companies and its subsidiaries in order to ensure the compliance and procedural fairness in handling of the matters.

### 1. Targeted Functions

- a) Legal
  - Civil, Criminal, Defamation, Labour & Service, Consumer, Arbitration
- b) Regulatory
- c) Direct Tax
- d) Indirect Tax
  - Customs, GST, Service Tax, Sales Tax, Entry Tax, Excise, Foreign Trade Policy
- e) Corporate Laws (Company Secretary)

### 2. Forums Coverage

- a) Supreme Court
- b) High Courts
- c) District Courts
- d) Consumer Courts
- e) Tribunals
- f) Other Courts/ Forums / Offices

### 3. System Availability

- a) Web Application
  - Accessible on internet through web browser from any computer (Refer Page 7-21)
- b) Mobile Application
  - Install the mobile application for both Android Phone and iPhone (Refer Page 22-25)

## B.Features of the LMMS application

### 1. Manage Cases

Maintain the up-to-date record of all the cases/matters of Reliance Group at various courtsforums with detailed information.

- Below mentioned information are being captured for all cases.
  - Case No/Year/Type, Bench, Petitioners, Respondents, AOR, Counsel, Hearing date,
  - Subject Matter, Brief facts, Outcome of the previous Hearings, Likely outcome of next hearing, Interim Prayer, Final Prayer,
  - Financial Impact, Case Status, Case Priority, State/Location, etc
  - Hearing Updates: Date wise update of Hearing details for every case/ matters
- Company/Business/Vertical level cases of RPower, RINFRA, RCom, RCAP, Mandke Group (Trusts)
- Case Categories
  - Legal : Civil, Criminal, Defamation, Consumer, Labour & Service, Arbitration
  - Regulatory
  - Direct Tax
  - Indirect Tax : GST, Service Tax, Sales Tax, Entry Tax, Excise, Customs, Foreign Trade Policy
  - Corporate Laws (For Company Secretaries)
- Document upload
  - Application, Petition, Affidavit, Notices, Order, Office Report, Prayer, Reply, Rejoinder, Judgement etc.

### 2. Manage Notices

- Below mentioned information are being captured for all notices
  - Date on Notice, Date of receipt of Notice, Last date for replying to the Notice, Reply sent date
  - Name/Designation/Organization of the person who issued the Notice, Nature of the Party
  - Notice addressed to, Brief Facts, Case Category, Notice Type, Stake Involvement, Priority
  - Status (Open, Replied, Whether Converted to Legal Case, Requested for Adjournment)
- Document upload
  - Notice, Reply and Order.

### 3. Dashboards, Reports & Content Search

- a) Home Page with Today's Hearings, Upcoming Hearings, New Case Alerts
- b) Detailed Search – Company/Business/Vertical/Case Category/Forum/ Date/ Status/ etc
- c) Summary View of a case with Hearing Details and Attachments
- d) Management Summary Report and other reports based on search
- e) Print, Export to Excel/PDF options

- f) Generate Report – New Format: In addition to the old format, new report has been introduced as an eBook with Index/Summary & Details of the cases. Clicking on the Page No in Summary section will take the user to the detailed section of a case. The report can be printed with the same format either to a printer or to PDF file by right clicking in the report on screen.
- g) Show/ Hide Columns in Reports/ Screens: User shall show or hide the report columns as per their requirement. The same format shall be exported to Excel or PDF and shall be printed
- h) Excel Master Data : Export the case master data to an excel file for preparing customized reports.

#### **4. Integration with Court Information system / Court Websites**

- Alerts on new cases and updates on existing cases as soon as the court website is updated
- Capture Case papers from court websites and attach to the related cases
- Integration with around 7200 court/forum websites

#### **5. Document Management functionality**

- Document Upload: User can upload the case related documents against each case in PDF, MS Word & MS Excel formats. Documents are categorised as mentioned below:

- |                     |                         |
|---------------------|-------------------------|
| • Affidavit         | • Order                 |
| • Application       | • Petition              |
| • Complaint         | • Plaintiff             |
| • Counter Affidavit | • Record of Proceedings |
| • Judgment          | • Rejoinder             |
| • Notice            | • Reply                 |
| • Office Report     | • Written Statement     |

- Documents from Court Information System: Documents from court websites are being captured through Court Information System and are being added against the case as per the availability.
- Documents View: Additional Tab has been added in the 'View Case' screen for viewing the attached documents. This contains the documents uploaded by the user as well as the documents received from the Court Information system/ Court websites as applicable.

#### **6. User Experience**

- Easy to access from anywhere with secured internet either through computer or through smart phones
- Customized Search, Dashboards, Reports considering the user requirements
- Email Notifications on New Cases and Case updates

## 7. Information Security

- Access Control at Application level : View/Edit restriction to users at Company/ Business/ Vertical/ Case category levels
- Restriction from anonymous / Automated access /extraction of data through Captcha
- Secure communication through HTTPS / SSL Certificate
- System performs Vulnerability Assessment and Penetration Testing regularly to avoid possible external threats to data
- Mobile Device registration: Only registered smart phones can the access the application
- Audit Trail : User Activities are captured for audit purpose as required

## C.LMMS Web application

### 1. Access & Login to the application

Type the below given URL in the Web Browser (**Preferred Browser – Chrome**) to access the web based application

<https://importal.reliancepower.co.in/LMMS/#/login>

(You may add this URL in the Browser's Favourites list for easy/quick access)

#### Login Screen

The screenshot shows the LMMS Login interface. It has a blue header bar with the word 'Login'. Below it, there are input fields for 'Webmail ID' containing 'joi.joseph', 'Password' containing '\*\*\*\*\*', and 'Date Of Birth' containing 'ddmmmyyy'. To the right of the password field is a red 'Forgot Password' link. Below these fields is a dynamic Captcha box with the text 'SWepA' and a refresh icon. There is also a text input field labeled 'Enter the above Captcha'. At the bottom is a blue 'Submit' button. A small note at the bottom of the form says 'LMMS is best experienced in Google Chrome browser.'

Type your Webmail ID / Password , Date of Birth and the dynamic Captcha appearing on the screen.

Click on '**Submit**' to login to the application

### 2. Set/ Reset Password

Those who want to set / Reset their Webmail ID/Password, click on the '**Forgot Password**' link in the Login screen.

#### Set/Reset Password

The screenshot shows the Set/Reset Password interface. It has two input fields: 'Enter Your Email ID' and 'Current Password'. To the right of the 'Current Password' field is a blue 'Forgot Password' link. Below these fields is a blue 'Change Password' button.

- To set new password, type your Email ID and old Password and click on 'Change Password'.
- If you don't remember the password, click on 'Forgot Password'. Type Email ID and click on 'Send Request'. You will get an email from 'Mail & Mobility Administrator' with a link to reset the password. Reset the password using this link. User can login to LMMS with new password after an hour from password reset.

#### Set/Reset Password

The screenshot shows the Set/Reset Password interface for password reset. It has a single input field 'Enter Your Email ID'. Below it is a blue 'Send Request' button. A note at the bottom of the form states: 'Note: You should have email access through Lotus Notes Client to reset your webmail/Intranet password or Please contact local IT helpdesk for further support.'

### 3. Home Page

The screenshot shows the Reliance Home Page with three main sections:

- Today's Hearing:** A table view showing cases scheduled for today. Headers include Case ID, Vertical, Forum, Case Category, Case No., Case Year, Petitioner, Respondent, Next Hearing, Status, and Subject Matter. Buttons for Excel Master Data, Show/Hide Columns, Excel, PDF, Print, and a dropdown for Show 10 entries are available.
- Upcoming Hearing:** A form for filtering upcoming hearings by Start Date (05/05/2019), End Date (16/05/2019), and State/Location. A "Submit" button is present.
- New Alerts:** A section indicated by a '+' sign, which is currently collapsed.

Home Page has three sections as shown in the above screen shot.

- 1) Today's Hearing
- 2) Upcoming Hearing
- 3) New Alerts

#### a) Today's Hearing

This will show the list of cases scheduled for Today in a Tabular form as shown in the above screen shot. By clicking on any case it will give a one page summary report of that case

#### b) Upcoming Hearing

This will show the list of cases scheduled in the future in a Tabular form.

The screenshot shows the Upcoming Hearing filter form with fields for Start Date (07/04/2019), End Date (13/04/2019), and State/Location (All). A "Submit" button is present.

Click on the '+' symbol to expand this section. By default, it will give a filter for next week starting from 'Tomorrow'. However, this filter shall be modified. You also can filter by State/Location from which the case is being handled.

The screenshot shows the Upcoming Hearing filter form with an expanded 'New Alerts' section. It includes fields for Start Date (21/10/2018), End Date (27/10/2018), State/Location (All), and a 'Submit' button.

Click on **Submit** to get the results based on the filter. If you click on any case in the filtered list, it will give a one page summary report of that case.

#### c) New Alerts

This will show the list of alerts received from Court Information System on New cases and existing case updates.

Click on the '+' symbol on the right side of the title bar to expand this section. Select Company, Notification Type and Duration. By default, for duration, it will give a date filter for previous day. However, this filter shall be modified.

New Alerts

Company	Notification Type	Start Date	End Date	<input type="button" value="Submit"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="06/04/2019"/>	<input type="text" value="06/04/2019"/>	

<input type="button" value="Excel"/>	<input type="button" value="PDF"/>	<input type="button" value="Print"/>	Show <input type="text" value="10"/> entries	<input type="text" value="Search"/>						
Alert ID	Company	Forum	Case Type	Court Case No.	Petitioner	Respondent	Subject Matter	Next Hearing	Notification Type	Status
123722	Reliance Capital	Udaipur District Commission, Rajasthan	CC	1/2017	Narayan Lal Suthar	Reliance Capital Ltd.		08/04/2019	Court Or Item Number Updated	New
123720	Reliance Infrastructure Limited	Industrial Court, Mumbai, Maharashtra Industrial Labour Courts, Maharashtra	Complaint ULP1	5000349/2012	Mumbai Electric Employees Union	Mr. Reliance Infrastructure Ltd. and others		09/04/2019	New Listing	New

#### d) Show / Hide Columns

<input type="button" value="Show/Hide Columns"/>	<p>User can show / hide columns by clicking on this button. The selected columns would be visible in the screen/ report output which shall be exported to PDF or shall be printed. Blue background columns would be visible and Grey background columns would be hidden in the screen/ report</p> <p>In Home page, this option is available for 'Today's Hearing' and 'Upcoming Hearing'. It is also available in Cases → Search/ View/Update →Search output as well.</p>
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#### e) Export to Excel, PDF or Print

<input type="button" value="Excel Master Data"/>	User shall export all the columns of the case to an excel sheet, which can be used for custom reports
<input type="button" value="Excel"/>	User shall export the columns of the cases visible on the screen to Excel file.
<input type="button" value="PDF"/>	User shall export the columns of the cases visible on the screen to a PDF file.
<input type="button" value="Print"/>	User shall print the report with the columns of the cases visible on the screen.

The above options are available for Home Page → 'Today's Hearing' , 'Upcoming Hearing', 'New Alerts' and Manage Cases → View/Update Cases → Search.

#### 4. Manage Cases

	Top menu item 'Cases' has the below given options:  1) Add case – For adding new cases into the system 2) Search/View/Update Cases - For Searching the cases which is already added into the system. User shall View the case summary/ Edit the case Header details/ update the date wise Hearing Update
--	---

## a) Add Cases

Click on **Cases → Add Case**

**Add New Case**

---

Company Details
Business
Vertical
State/Location

Company :

Business :  Business must be selected

Vertical :  Vertical must be selected

State/Location :

---

Court Case Info
Forum Category
Forum
Bench

Forum Category :  Forum Category must be selected

Forum :  Search forum or Select from the list(only 1000 records displayed in list)

Bench :  Bench must be selected

Case Category :  Case Category must be selected

Case Type :  Case Type must be selected

Court Case No :  Court Case No must be selected

Case Year :

Petitioner :

Respondent :

---

Advocate & Counsel Details
AOR for the Petitioner
AOR for the Respondent
Legal Representatives

AOR for the Petitioner :  AOR Name must be selected

AOR for the Respondent :  Respondent AOR Name must be selected

Legal Representatives :  Legal Representative must be selected

Counsel for the Petitioner :  Counsel Name must be selected

Counsel for the Respondent :  Counsel Name must be selected

Business Representatives :  Business Representative must be selected

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Hearing Details
Last date of Hearing
Outcome of Last Hearing
Next date of Hearing

Last date of Hearing :  Select last hearing date

Outcome of Last Hearing :  Select outcome of last hearing

Next date of Hearing :  Select next hearing date

Likely outcome of next hearing :  Select likely outcome of next hearing

Further Dates :  Select further dates

Case Status :

---

Subject Matter
Subject Matter of Dispute
Brief Facts / Issues
Interim Prayer

Subject Matter of Dispute :  Select subject matter of dispute

Brief Facts / Issues :  Select brief facts / issues

Interim Prayer :  Select interim prayer

Final Prayer :  Select final prayer

Financial Impact :  Select financial impact

Financial Impact Detailed :  Select financial impact detailed

Case Priority :  Select case priority

While adding any case, data mentioned in the below table need to be selected / filled.

#### Notes:

\* Marked fields are mandatory.

Field Types are as mentioned below:

	Select the value from the Drop Down list		Clicking on the symbol will open a window, type the value. If it is available in master, it will be displayed and user shall select the same. Otherwise, system will allow saving the new value in the master for selection. Based on the field, it will allow single or multiple values
	Clicking on the symbol will open a window, type the value and Add. Multiple values are allowed		Clicking on the symbol will open a window for typing large amount of text.

Company*	Group companies such as RPower, Rinfra, RCap, Rent, RCom or Madke Group
Business*	Eg: For RPower, it is Thermal, Gas, Wind, Hydro, Coal, etc For Rinfra, it is GTD, EPC, Metro, Roads, etc and so on.  <b>Corporate</b> as business would be there for all Group companies, which is to be used for the cases at Group company level.
Vertical*	Eg: For Group Company RPower Thermal Business, Verticals shall be Rosa Power Supply Company Ltd, Sasan Power Ltd, etc
State/Location	State or Location from which the case is being handled
Ref No	This Reference Number which is an auto increment field based on the Vertical Selection. This can be used for future reference of cases in the system
Forum Category*	Supreme Court, High Court, District Court, etc
Forum*	Note: In case any forum is not available in the drop down list, click on the button  <b>Send Request to add new forum</b> and you will get a screen as shown below.

First, search the forums in the List of available Forums. If not available, submit the request to add the new forum. The case shall be saved with other details. However, user need to update the forum as and when they receive the Forum addition approval message through Email.

List of Available Forums

Forum Category:  Search:

Note: Send request to add new forum only if it is not found in the list of available forums.

**Send Request for New Forum Addition**

Forum Category: <input type="text"/>	State: <input type="text"/>	Forum: <input type="text"/>	Case Type: <input type="text"/>
Forum Category must be selected		State must be selected	

**Send Request** **Clear**

Note: Please edit the case and update the forum as and when you receive the Forum addition request – approved message.

Bench	Fill the details of the bench
Case Category*	<p>This is a list of Case categories being used by system, which are as mentioned below:</p> <ol style="list-style-type: none"> <li>1) Arbitration</li> <li>2) Defamation</li> <li>3) Criminal</li> <li>4) Civil</li> <li>5) Labour and Service</li> <li>6) Regulatory</li> <li>7) Corporate Laws</li> <li>8) Consumer</li> <li>9) Direct Tax</li> <li>10) Service Tax</li> <li>11) Sales Tax</li> <li>12) Entry Tax</li> <li>13) GST</li> <li>14) Excise</li> <li>15) Customs</li> <li>16) Foreign Trade Policy</li> </ol>
Case Type*	This is linked with each forum. If the list is not available select 'Others'
Court Case No	Original Court case number provided by court
Case Year	
Petitioner*	
Respondent*	
AOR for the Petitioner	
Counsel for the Petitioner	
AOR for the Respondent	
Counsel for the Respondent	
Business Representative	
Legal Representative	
Last Date of Hearing	
Outcome of Last Hearing	
Next Date of Hearing	
Likely outcome of Next Hearing	
Further Dates	This field is applicable only for 'Arbitration' case category
Case Status	
Subject Matter of Dispute*	
Brief Facts/ Issues	
Interim Prayer	
Final Prayer	
Financial Impact	
Financial Impact Detailed	Detailed Financial Impact calculation shall be entered through the screen shown below

## Financial Impact Details

**+ Add**

Show 10 entries

Search

Particular	Principal	Penalty	Interest	Total	Edit
Test1	10000	2000	200	12200	
Test 2	5000	100	10	5110	
Grand Total					17310

**Ok** **Cancel**

Case Priority

### Additional Info specific to Direct Tax matters

In Case of Case Category is 'Direct Tax', additional info need to be updated as mentioned below

**Additional Info**

Financial Year : *	Assessment Year : *	Amount of Disallowance (in INR) :
<input type="text"/>	<input type="text"/>	<input type="text"/>

Financial Year This field is applicable & available only for 'Direct Tax' case category

Assessment Year This field is applicable only for 'Direct Tax' case category

Amount of Disallowance This field is applicable only for 'Direct Tax' case category

### Additional Info specific to 'Reliance Asset Reconstruction Co Ltd' matters

For the vertical 'Reliance Asset Reconstruction Co Ltd', additional info need to be updated as mentioned below

**Additional Info**

Asset Segment : *	Trust Name : *	Account Name : *	
<input type="text"/> Asset Segment must be selected	<input type="text"/> Trust Name must be selected	<input type="text"/>	
Substitution Filed : *	Substitution Allowed : *	Interim Stay : *	Brief on Stay Order : *
<input type="text"/> Yes	<input type="text"/> Yes	<input type="text"/> Yes	<input type="text"/>

Asset Segment Drop Down - based on Trust/Account Master.

Trust Name Dropdown - based on Trust/Account Master - Filtered by Asset Segment

Account Name Dropdown - based on Trust/Account Master. Filtered by Asset Segment + Trust Name

Substitution Filed Drop down - Yes/ No/ NA

Substitution Allowed Drop down - Yes/ No/ NA - This field would be active only if 'Substitution Filed' is 'Yes'

Interim stay (Yes/No) Drop down - Yes/ No

Brief on stay order Text Box - Max characters - This field would be active only if 'Interim Stay' is 'Yes'

## b) Search Cases

Click on [Cases →Search/ View/Update](#)

Specify atleast one filter in the search conditions and search for the cases.

Company :	Business :	Vertical :	Case Category :
Select Company *	Select Business *	Select Vertical *	Select Case Category *
Forum Category	Forum:	State/Location:	Next Hearing : Not Available
	Select Forum *	Select State *	Start Date   End Date
Status :	Case ID :	Court Case No :	Last Hearing Date :
Select Status *	Case ID	Court Case No	Start Date   End Date
Judgement Pronounced / Reserved :		<input type="checkbox"/> Exclude <input type="button" value="Search"/> <input type="button" value="Clear Filters"/>	

By Default, cases with the status 'Judgement Pronounced/Reserved', will come in the search results. If it is not required,

[Judgement Pronounced / Reserved :](#)

Exclude  
select the 'Exclude' button.

**Search Output would be as shown below:**

Generate Report - New Format		Generate Report - Old Format	
Note - Use the New format of the report from Chrome browser			
Excel Master Data	Show/Hide Columns	Excel	PDF
Print	Show 10 entries	Search	
Case ID	Vertical	Forum	Case Category
2979			Case No
			Case Year
			Petitioner
			Respondent
			Next Hearing
			Status
			Subject Matter

2979 [REDACTED]

1084 [REDACTED]

[REDACTED]

### Show / Hide Columns

<input type="button" value="Show/Hide Columns"/>	User can show / hide columns by clicking on this button. The selected columns would be visible in the screen/ report output which shall be exported to PDF or shall be printed. Blue background columns would be visible and Grey background columns would be hidden in the screen/ report  In Home page, this option is available for 'Today's Hearing' and 'Upcoming Hearing'. It is also available in <a href="#">Cases → Search/ View/Update →Search output as well</a> .
<input type="button" value="Case ID"/> <input type="button" value="Company"/> <input type="button" value="Business"/> <input type="button" value="Vertical"/> <input type="button" value="Forum"/> <input type="button" value="Bench"/> <input type="button" value="Case Category"/> <input type="button" value="Case Type"/> <input type="button" value="Case No"/> <input type="button" value="Comments"/>	

**Search Output**

<b>Generate Report - New Format</b>	This report is similar to an eBook with indexing/navigation between Case Header and Details data. (*This option works only with Chrome browser )
<b>Generate Report - Old Format</b>	This report is in normal table format with Case Header and Details data.
<b>Excel Master Data</b>	User shall export all the columns of the case to an excel sheet, which can be used for custom reports
<b>Excel</b>	User shall export the columns of the cases visible on the screen to Excel file.
<b>PDF</b>	User shall export the columns of the cases visible on the screen to a PDF file.
<b>Print</b>	User shall print the report with the columns of the cases visible on the screen.

**c) Existing Case – View /Print , Edit, Hearing Update & Attachment**

Click on the below buttons against a case/record from search outputs for appropriate actions



**View Case**

**Edit Case**

**Add documents as Attachments to a case**

**Update datewise hearing details of a case**

**View Cases**

Click on **Cases → Search/ View/Update**

For viewing the Case details, user need to search the case with the known search criteria, as mentioned in the Search



Cases section. From the Search results, click on the  button next to any case. It will give a one page summary of any case as shown in the below screen shot.

## Case Details for case ID : 2052 and Ref.no : SPL0172

[Print](#)[Close](#)

**Company :** Reliance Power Limited  
**Business :** Thermal  
**Vertical :** Sasan Power Limited

**Case Category :** Civil  
**Report as on :** Apr 6, 2019

Court Case No		Forum	Collector, Singrauli
Petitioner		Respondent	R1.Sasan Power Limited
AOR for Petitioner		AOR for Respondent	
Counsel for Petitioner		Counsel for Respondent	Adv Manik ram pandey,Adv Renu Puri
Bench			
Subject Matter	Land dispute between Reliance power limited and siddhkhurd village		
Brief Facts	On 28/03/2019, Reliance power limited filed a writ petition in the court of collector singrauli against R1.Sasan power limited regarding land dispute between Reliance power limited and siddhkhurd village.		
Interim Prayer			
Final Prayer			
Last Hearing		Outcome Of Last Hearing	Disposed off in favour of SPL
Next Hearing		Likely Outcome Of Next Hearing	
Financial Impact			
Business Team		Legal Team	Harsh N Sharma
Case Status		Case Priority	High
State/Location		Updated By	Jai H Singh

[Financial Impact Details](#)[Hearing Update History](#)[Document Details](#)

- Click on the '+' symbol on the right side of the 3 bars in the bottom of the View page will give the details of **Financial Impact, Hearing Update, Attached Documents** respectively.

[Print](#)

- By clicking on the [Print](#) on the right top corner of the View window, it can be printed in the same format.  
Note: Using 'DoPDF' or 'Microsoft print to PDF', this can be printed as a PDF file.

**Edit Cases**Click on [Cases → Search/ View/Update](#)

For editing the Case details, user need to search the case with the known search criteria as mentioned in the Search

Cases section. From the Search results, click on the  button next to the case to be edited. And, you shall edit those fields which are not in grey background.

Please note, only editing of the case information should be done using this option. In case of hearing details addition/update, it has to be done using the option for 'Update Hearing'.

## Add documents as attachments to the Cases

Click on **Cases → Search/ View/Update**

For adding/Viewing/ editing the attachments/ attachment details of the Cases, user need to search the case with the known search criteria as mentioned in the Search Cases section. From the Search results, click on the  button next to the case for which the attachments need to be updated. Window as shown below would be opened and the details shall be updated.

**Manage Documents for case ID - 1292**

Case Info		Case Category : Civil	
Company : RPOWER	Business : Thermal	Case No : LPA No. 537/ 2017 (Arising out of Writ Petition 1686 of 2016)	Forum : Punjab and Haryana High Court
Vertical : Sasan Power Limited	Subject Matter : Release of PBG by Punjab: Appeal by PSPCL against Judgment of 09.03.2017 allowing Sasan's Petition.		

**List of Documents**

S.No	Document Type	Document Desc.	File Name	Document Date	Uploaded On	Uploaded By	Actions
1	Order	LPA 537/2017	order_537_2017_127531.pdf	03/04/2019	05/04/2019	OS	  

Showing 1 to 1 of 1 entries

First Previous  Next Last

Click on  button to add any attachments.

User can upload the case related documents against each case in PDF, MS Word & MS Excel formats. Documents are categorised as Application, Petition, Affidavit, Notices, Order, Office Report, Prayer, Reply, Rejoinder, Judgement etc. Specify the document type, Description, Date and browse the document to be attached and click on 'Upload' button to attach the document. User shall mark the document as 'Confidential' as applicable

**Upload documents (only PDF, Word and Excel documents are allowed)**

Document Type :	Description :	Document Date :	<input checked="" type="checkbox"/> Confidential
<input type="text"/>	<input type="text"/>	<input type="text"/> Select document date	
File :			
<input type="text"/> <input type="button" value="Browse..."/>			
<input type="button" value="Upload"/> <input type="button" value="Clear"/>			

Documents from court websites are being captured through Court Information System and are being added against the case as per the availability.

### List of Documents

This contains the documents uploaded by the user as well as the documents received from the Court Information system/ Court websites as applicable.



Click on , ,  buttons to View/ Edit or Delete attachments.

### List of Documents

S.No	Document Type	Document Desc.	File Name	Document Date	Uploaded On	Uploaded By	
1	Order	LPA 537/2017	order_537_2017_127531.pdf	03/04/2019	03/04/2019	CIS	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

### Update Hearing details of the Cases

Click on **Cases → Search/ View/Update**

For adding/updating the hearing details of the Cases, user need to search the case with the known search criteria as



mentioned in the Search Cases section. From the Search results, click on the button next to the case for which the hearing details to be updated. Window as shown below would be opened.

Hearing Update for case ID - 2979									
<span style="float: left; margin-right: 10px;"><a href="#">Back</a></span> <span style="float: right;"><a href="#">Add New +</a> <a href="#">Close</a></span>									
<span style="float: left; margin-right: 10px;">Show [ 10 ] entries</span> <span style="float: right;">Search: <input type="text"/></span>									
SL	HID	Hearing Date	Outcome Of Hearing	Next Hearing Date	Likely Outcome of Next Hearing	Bench	Counsel of Petitioner	Counsel of Respondent	Status
1	4342			08/04/2019		HON'BLE SHRI JUSTICE A.S. DKA and HON'BLE SHRI JUSTICE M.S. SANKALCHA			For Admission

Showing 1 to 1 of 1 entries

Click on 'Add New +' button to add 'Hearing update' and the details shall be updated & saved in the window as shown below.

Hearing Update for case ID - 2979									
<a href="#">Back</a>		<a href="#">Add New +</a>		<a href="#">Close</a>					
Hearing Date: *		Bench : *		Counsel for the Petitioner :		Counsel for the Respondent :			
<input type="text" value="08/04/2019"/>		Bench : HON'BLE SHRI JUSTICE A.S. DKA		Counsel for the Petitioner : Counsel Name		Counsel for the Respondent : Counsel Name			
Outcome of Hearing : *		Case Status :		Next date of Hearing :		Likely outcome of next hearing : *			
Outcome of Hearing : <input type="text"/>		Case Status : For Admission * <input type="button" value="Next Hearing"/>		Next date of Hearing : <input type="text"/>		Likely outcome of next hearing : <input type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>									

Note: 'Hearing Date' field would be filled automatically with the 'Next date of hearing' value of previous hearing update. Hence, updating 'Next Hearing Date' is mandatory

## 5. Manage Notices

<div style="background-color: #005a99; color: white; padding: 5px; text-align: center;"> <b>Manage Notices</b> ▾         </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <a href="#">Add Notice</a>  <a href="#">View Notice</a> </div>	<p>'Manage Notices' in the Top Menu of the application has the below given features:</p> <ul style="list-style-type: none"> <li>a) Add Notices</li> <li>b) View/ Print the Notice details</li> <li>c) Edit Notice Details</li> <li>d) Add documents as attachments to Notices</li> </ul>																																										
<p><b>a) Add Notices</b></p> <p>Click on <a href="#">Notices → Add Notice</a></p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><a href="#">Back</a>      <b>Add New Notice</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Company : *</td> <td style="width: 33%;">Business : *</td> <td style="width: 33%;">Vertical : *</td> </tr> <tr> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Company must be selected</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Business must be selected</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Vertical must be selected</small> </td> </tr> <tr> <td>State/Location :</td> <td>Case Category : *</td> <td>Addressed To:</td> </tr> <tr> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Case Category must be selected</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Name / Organization</small> </td> </tr> <tr> <td>Name of the Person issued Notice:</td> <td>Designation of the Person issued Notice :</td> <td>Organization of the Person issued Notice :</td> </tr> <tr> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Name of the Person issued Notice</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Designation of the Person issued Notice</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Designation of the Person issued Notice</small> </td> </tr> <tr> <td>Nature of the Party :</td> <td>Date on Notice</td> <td>Date on which Notice Received</td> </tr> <tr> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Nature of the Party</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Date on Notice</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Date on Which Notice Received</small> </td> </tr> <tr> <td>Date on which Notice required to be Replied</td> <td>Date of Reply</td> <td>Brief Facts:</td> </tr> <tr> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Date on which Notice required to be Replied</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Date of Reply</small> </td> <td> <input style="width: 100%; height: 150px;" type="text"/> </td> </tr> <tr> <td colspan="2">Stake Involvement (in Rs):</td> <td>Remark:</td> </tr> <tr> <td colspan="2"> <input style="width: 100%; height: 30px;" type="text"/> </td> <td> <input style="width: 100%; height: 150px;" type="text"/> </td> </tr> <tr> <td>Notice Type :</td> <td>Priority :</td> <td></td> </tr> <tr> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Notice Type</small> </td> <td> <input style="width: 100%; height: 30px;" type="text"/>  <small>Priority</small> </td> <td style="text-align: center;"> <input style="width: 50px; height: 30px;" type="button" value="Save"/>            <input style="width: 50px; height: 30px;" type="button" value="Cancel"/> </td> </tr> </table> </div>		Company : *	Business : *	Vertical : *	<input style="width: 100%; height: 30px;" type="text"/> <small>Company must be selected</small>	<input style="width: 100%; height: 30px;" type="text"/> <small>Business must be selected</small>	<input style="width: 100%; height: 30px;" type="text"/> <small>Vertical must be selected</small>	State/Location :	Case Category : *	Addressed To:	<input style="width: 100%; height: 30px;" type="text"/> <small>Case Category must be selected</small>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/> <small>Name / Organization</small>	Name of the Person issued Notice:	Designation of the Person issued Notice :	Organization of the Person issued Notice :	<input style="width: 100%; height: 30px;" type="text"/> <small>Name of the Person issued Notice</small>	<input style="width: 100%; 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height: 30px;" type="text"/> <small>Notice Type</small>	<input style="width: 100%; height: 30px;" type="text"/> <small>Priority</small>	<input style="width: 50px; height: 30px;" type="button" value="Save"/> <input style="width: 50px; height: 30px;" type="button" value="Cancel"/>
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**b) View Notices**Click on **Notices →View Notice**

For viewing the Case details, click on the button next to any notice. It will give a one page summary of any case as shown in the below screen shot.

RELIANCE
Details for Notice with ID: 1000
[Print](#)
[Close](#)

Company :	RINFRA		
Business :	Rinfra-Others		
Vertical :	Crest Logistics & Engineering Pvt Ltd		
Case Category :	Direct Tax		
Assessment Year :	2017-2018		
Report as on :	Dec 14, 2018		
1 State / Circle	HO	2 Addressed To	
3 Name of the Person issued Notice	V K GUPTA	4 Designation of the Person issued Notice	CIT(TDS)-1
5 Organization of the Person issued Notice		6 Nature of the Party	
7 Date on Notice	19/11/2018	8 Date on which Notice received	03/12/2018
9 Date on which notice required to be replied	03/12/2018	10 Date of reply	
11 Brief Facts			
12 Stake Involvement		13 Notice Priority	
14 Status	New	15 Remark	
16 PAN No		17 Notice Type	Offences and Prosecution
18 Section	276B	19 Section Description	
20 Updated By	Foram Japee		

[Ok](#)



- By clicking on the on the right top corner of the View window, it can be printed in the same format.
- Note: Using 'DoPDF' or 'Microsoft print to PDF', this output can be printed as a PDF file.

**c) Edit Notices**Click on **Notices →View Notice**

For editing the Notice details, click on the button next to the notice to be edited.

**d) Add documents as attachments to Notices**Click on **Notices →View Notice**

For adding documents, click on the button next to the notice and the below window would be opened.

[Back](#)

## Manage Documents for Notice ID - 1003

[Add New +](#) [Close](#)

## Notice Info

**Company :** RCAP  
**Business :** AMC  
**Vertical :** Reliance Nippon Life Asset Management Ltd  
**Section Description :**

**Case Category :** Service Tax  
**Notice Type :** SCN  
**Notice Section :**

## List of Documents

Show 10 entries

Search:

S.No	Document Type	Document Desc.	File Name	Document Date	Uploaded On	Uploaded By	*
------	---------------	----------------	-----------	---------------	-------------	-------------	---

No data available in table

Showing 0 to 0 of 0 entries

First Previous Next Last

[Add New +](#)

Click on the button to add/attach documents

## Notice Info

**Company :** RCAP  
**Business :** AMC  
**Vertical :** Reliance Nippon Life Asset Management Ltd  
**Section Description :**

**Case Category :** Service Tax  
**Notice Type :** SCN  
**Notice Section :**

## Upload documents (only PDF, Word and Excel documents are allowed)

Document Type:

Description:

Document Date:

Confidential

 Select document date

File:

 No file chosen 

Uploaded documents shall be viewed/downloaded from the View Notice page bottom section by clicking on the down

arrow button  next to the attached document

## Document Details

S.No	Document Type	Document Desc.	File Name	Document Date	Uploaded By	Uploaded On	*
1	Order	test update	DZone Web Dev.pdf	14/05/2019	Dhivya Delphina1	13/05/2019	

## 6. View/ Update My Profile

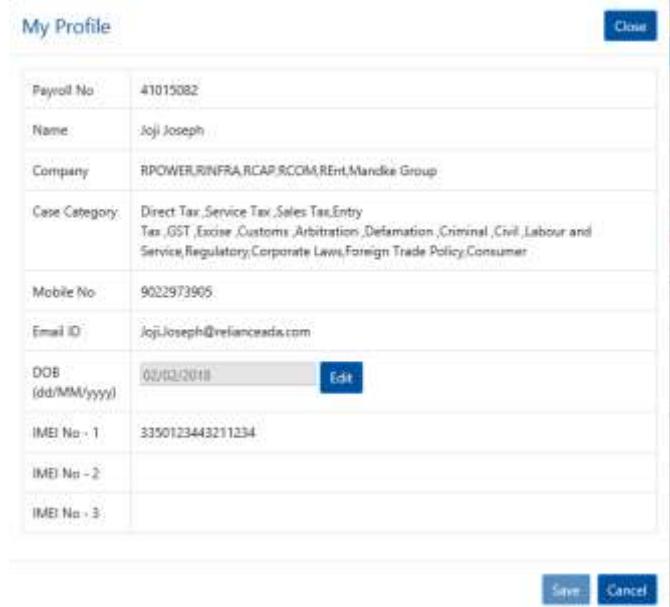
### My Profile

Click on the Menu Item 'My Profile'

From 'My Profile' window, User shall view their profile to know their access level. Also, 'Date of Birth' shall be updated by the user.

 Edit

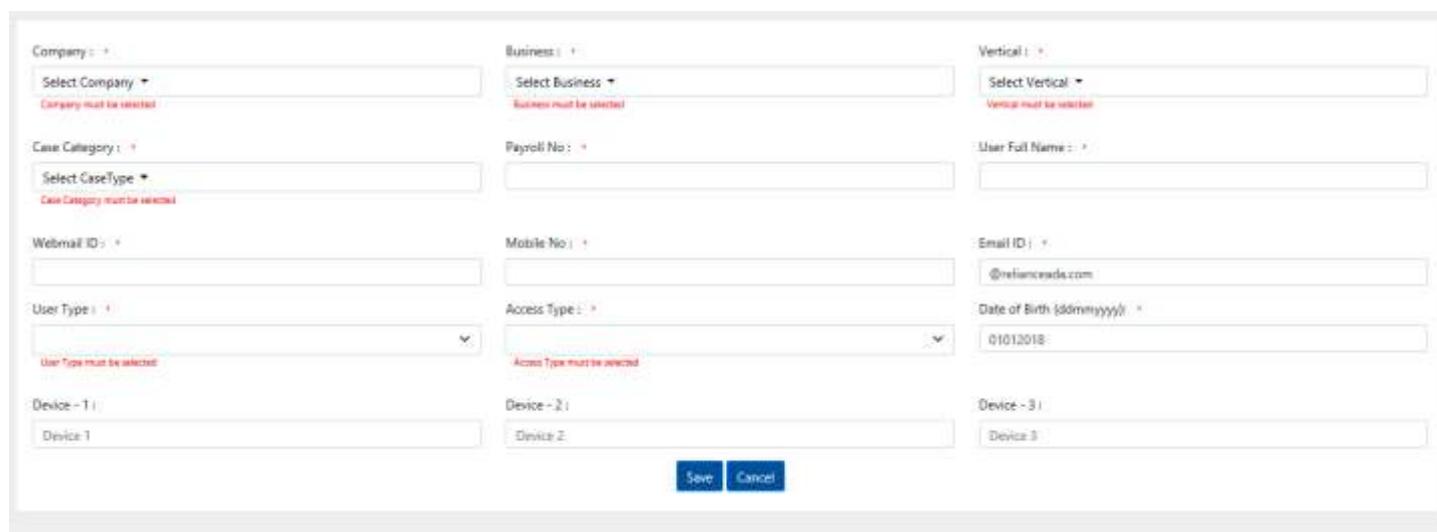
Click on  button next to DOB field and save.



The screenshot shows a 'My Profile' edit window. It contains fields for Payroll No (41015082), Name (Joji Joseph), Company (RPOWER, RINFRA, RCAP, RCOM, REnt, Maridka Group), Case Category (Direct Tax, Service Tax, Sales Tax, Entry Tax, GST, Excise, Customs, Arbitration, Defamation, Criminal, Civil, Labour and Service, Regulatory, Corporate Laws, Foreign Trade Policy, Consumer), Mobile No (9022973905), Email ID (Joji.joseph@relianceadai.com), and DOB (02/02/2018). An 'Edit' button is overlaid on the DOB input field. At the bottom are 'Save' and 'Cancel' buttons.

## 7. Add/ Update Users

Click on Manage Users → Add/ View/Update . This option is available only for System Administrators.



The screenshot shows an 'Add/ Update Users' form with the following fields and validation messages:

- Company:** Select Company (Company must be selected)
- Business:** Select Business (Business must be selected)
- Vertical:** Select Vertical (Vertical must be selected)
- Case Category:** Select CaseType (Case Category must be selected)
- Payroll No:**
- User Full Name:**
- Webmail ID:**
- Mobile No:**
- Email ID:** @relianceadai.com
- Date of Birth (ddmmyyyy):** 01012018
- User Type:** Select User Type (User Type must be selected)
- Access Type:** Select Access Type (Access Type must be selected)
- Device - 1:** Device 1
- Device - 2:** Device 2
- Device - 3:** Device 3

At the bottom are 'Save' and 'Cancel' buttons.

For adding a User, user's Payroll No, Name, Webmail ID, Mobile No, Access Type (Edit/View), Company, Business, Vertical and Case Category need to be communicated to System Administrator with due approvals.

Note: Device details would be updated automatically while registering the Mobile phone for Mobile Application access

## D.LMMS Mobile Application

LMMS shall be accessed from your Android or iPhone mobile phones as well.

### a) Installation LMMS Mobile Application

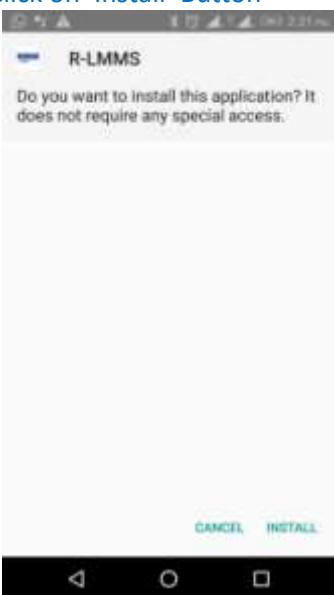
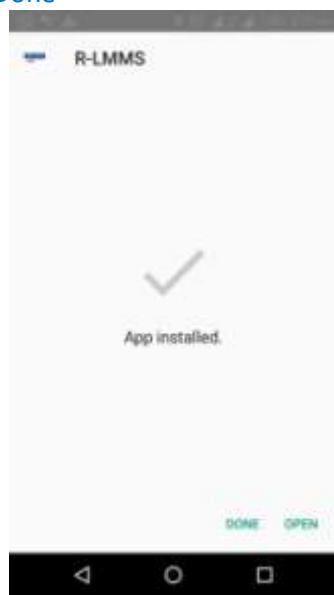
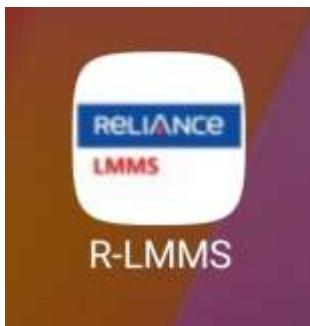
#### Android Mobile Phone users

- Login to LMMS through Web application ( URL <https://mportal.reliancepower.co.in/LMMS/#/login>) from your Mobile Phone and download the application from the App Store. Download the Android Version, if your phone platform is Android.
- Android version of the application shall be downloaded from the link <https://goo.gl/yJomYH> also.

#### iPhone Mobile users

- iPhone users, please contact on 022-33033075 for installing iPhone version of mobile application.

After download of the Android mobile app installer as mentioned above, install the application by double clicking on the installer/ APK file.

<p><b>1) While getting the below screen, Click on 'Install' Button</b></p> 	<p><b>2) Installing...</b></p> 	<p><b>3) Installation completed. Click on 'Done'</b></p> 
<p><b>4) An application short cut would be created on Mobile screen as shown below. Click on this icon to open the application.</b></p> 		

## b) Register the Mobile Device to access LMMS

<p>Enter the webmail credentials, DOB and the given captcha to login.</p> 	<p>On First login from a Mobile Device, Mobile App will prompt the user to register the mobile device as part of the information security process.</p> <p>Click on 'Register' button</p> 	<p>System will send a Mobile device request to system admin automatically and user will get the registration request acknowledgment on screen as shown below.</p> 
<p>After the System Administrator approves the registration request, user will get an email from 'Immsapp-admin' confirming the registration as shown below.</p>  <p><b>Note :</b> This is system generated mail. Hence do not reply.</p>		

### c) Set the PIN (Personal Identification Number)

After successful Registration, click on the LMMS icon to open the mobile application. Enter the webmail credentials & DOB to login.

<p>After login, App will prompt you to set the PIN. Enter your secret PIN as per your choice two times and click on 'Submit' button. This is a onetime activity.</p> <p>PIN shall be used for quick login, instead of using webmail ID/ Password /DOB/ Captcha</p> 	<p>System will give you the message as shown below. Click on 'OK' to login</p> 	<p>User shall login either by using the PIN or by using the webmail credentials.</p> <p>User shall Reset the PIN by clicking on 'Reset Pin' link.</p> 
---	---	--

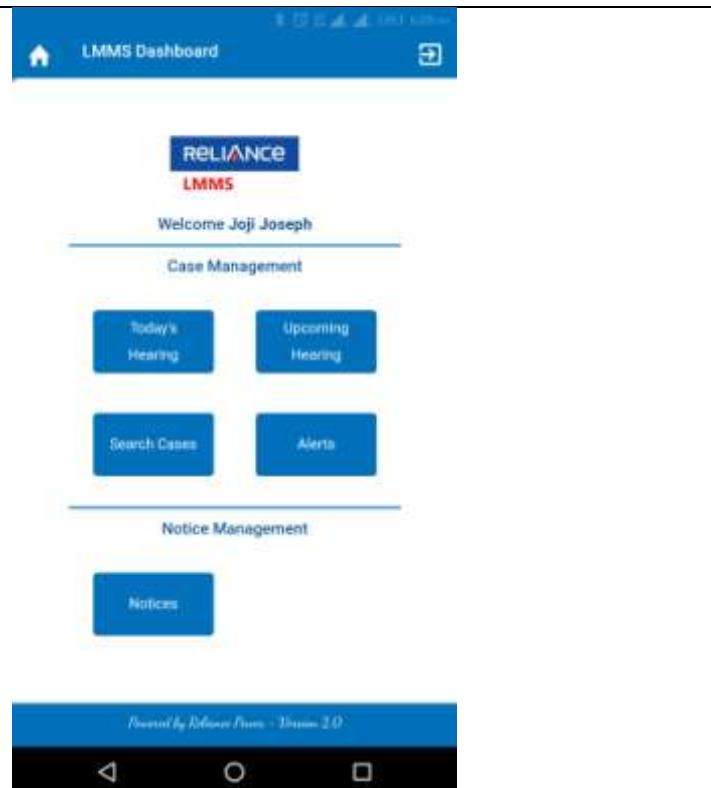
### d) Home Page

After login, you will get the Home screen as shown below with options for :

#### A) Case Management

- 1) Today's Hearing
- 2) Upcoming Hearing
- 3) Search Cases
- 4) Alerts

#### B) Notice Management

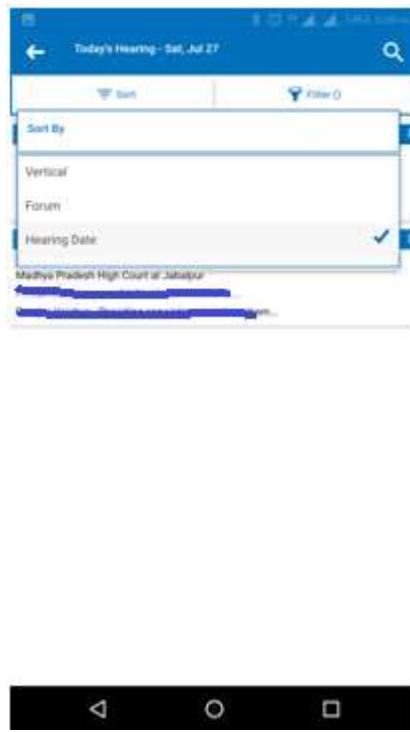


### e) List of cases for Today's Hearing/ Upcoming Hearing

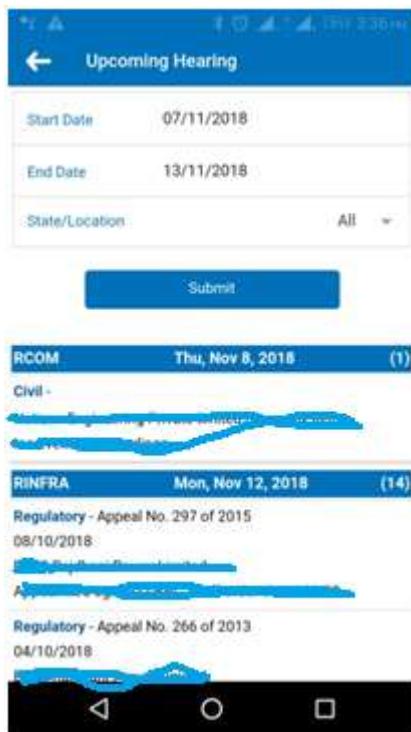
By clicking on 'Today's Hearing' or 'Upcoming Hearings', you will get the list of cases as shown below.



User shall Sort/ Filter the output.

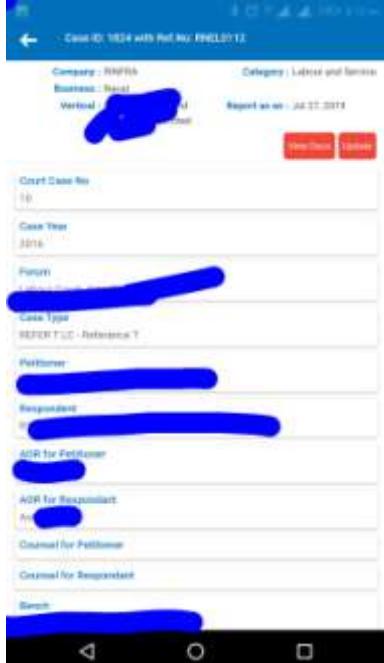


Also, user shall change the search criteria in 'Upcoming Hearings' as required.

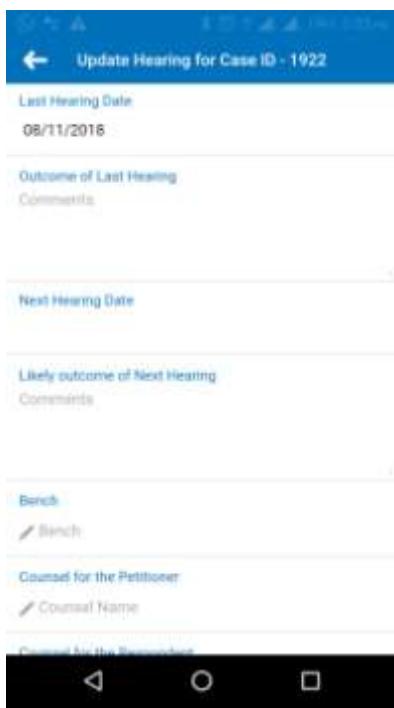


### f) View Case / Hearing Update / View Documents

By clicking on any case from the list , details of that case with two buttons 'Update' and 'View Docs' would be shown as shown below:



By clicking on 'Update' button, user shall update the hearing update.



By clicking on 'View Docs' button, user shall view the list of documents and shall open the documents

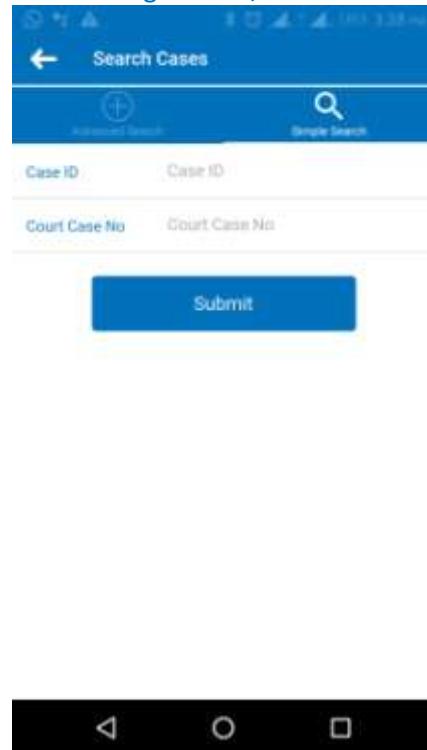


## g) Search Cases

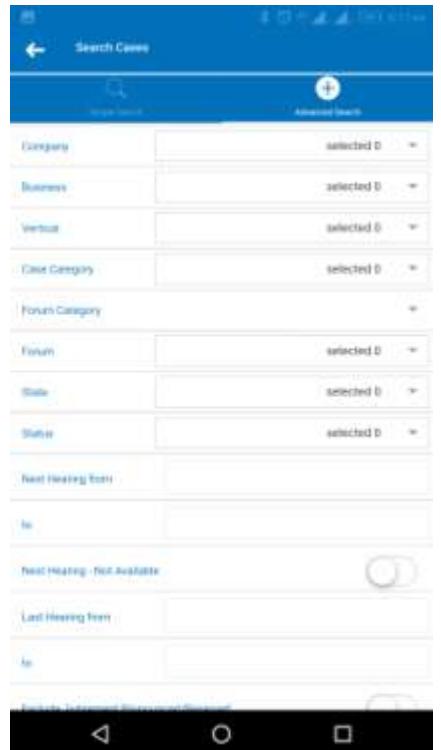
User can search the cases by clicking on the 'Search Cases'.

There are two types of searches. Simple search and Advanced search.

Refer below the 'Simple Search' screen using Case ID/ Court Case No



Advanced search have the options as shown below:



## h) Alerts

User shall view the alerts on new cases and updates on existing cases by clicking on 'Alerts'

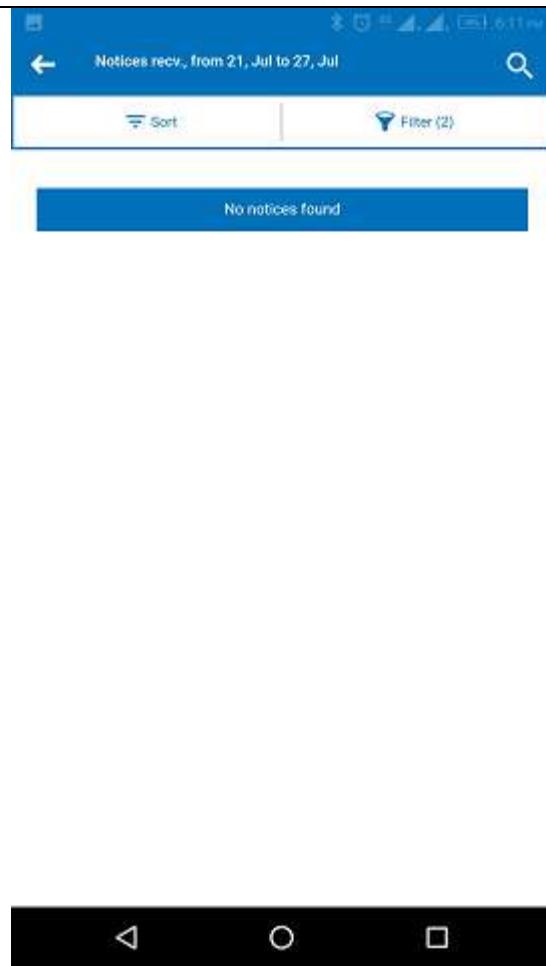
Also the alerts shall be sorted and filtered using the given options.



**i) Notices**

User shall view the Notices by clicking on 'Notices'

Also the notices shall be sorted and filtered using the given options.



## E. LMMS User Manual

Click on the Menu 'Help' for the LMMS application User Manual.

Help