

# **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 courts/forums 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
  - Regulatory, Arbitration
  - Direct Tax,
  - Indirect Tax (GST, Service Tax, Sales Tax, Entry Tax, Excise, Customs, Foreign Trade Policy)
  - Corporate Laws (For Company Secretaries)

### **2. Manage Notices**

- Incoming 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)
- Reply to notices

### **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

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

- Alerts on new cases and case updates as soon as the court website is updated to the defined users
- Capture Case papers from court websites and attach to the related cases

- This feature uses a service subscription from a 3<sup>rd</sup> party system which is integrated with various 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         | • Plaint                |
| • 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 access the application
- Audit Trail : User Activities are captured for audit purpose as required

## C.LMMS Web application

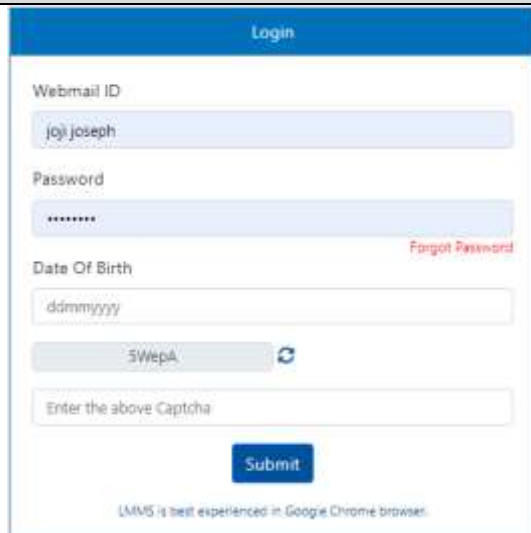
### 1. Access & Login to the application

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

<https://mportal.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 screen. It has a blue header with the word 'Login'. Below it, there are four input fields: 'Webmail ID' (containing 'joi joseph'), 'Password' (containing '\*\*\*\*\*'), 'Date Of Birth' (containing 'ddmm/yyyy'), and a Captcha field (containing '5WepA'). There is a 'Forgot Password' link in red text next to the Password field. Below the input fields is a blue 'Submit' button. At the bottom, there is a small note: 'LMMS is best experienced in Google Chrome browser.'

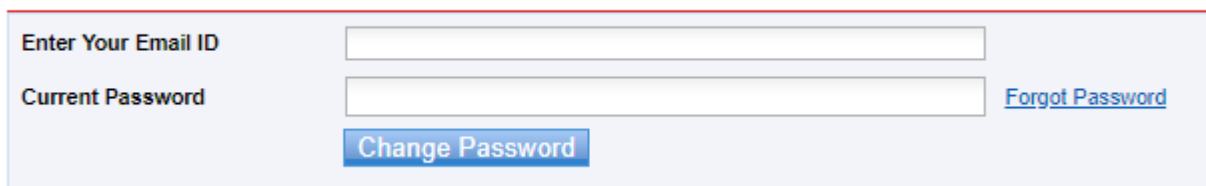
Type your Webmail ID / Password , Date of Birth and the dynamic Captcha appearing on the screen.

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.

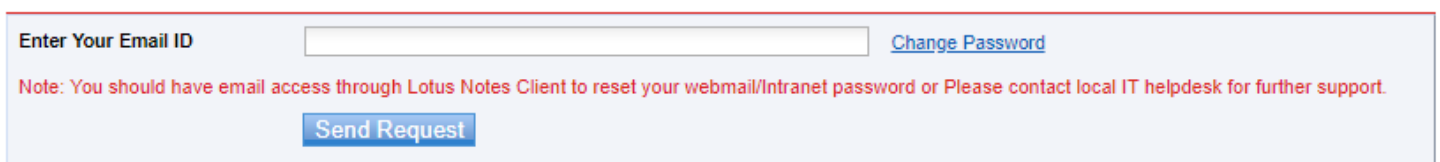
#### Set/Reset Password



The screenshot shows the 'Set/Reset Password' form. It has two input fields: 'Enter Your Email ID' and 'Current Password'. There is a 'Forgot Password' link in blue text next to the 'Current Password' field. Below the input fields is a blue 'Change Password' button.

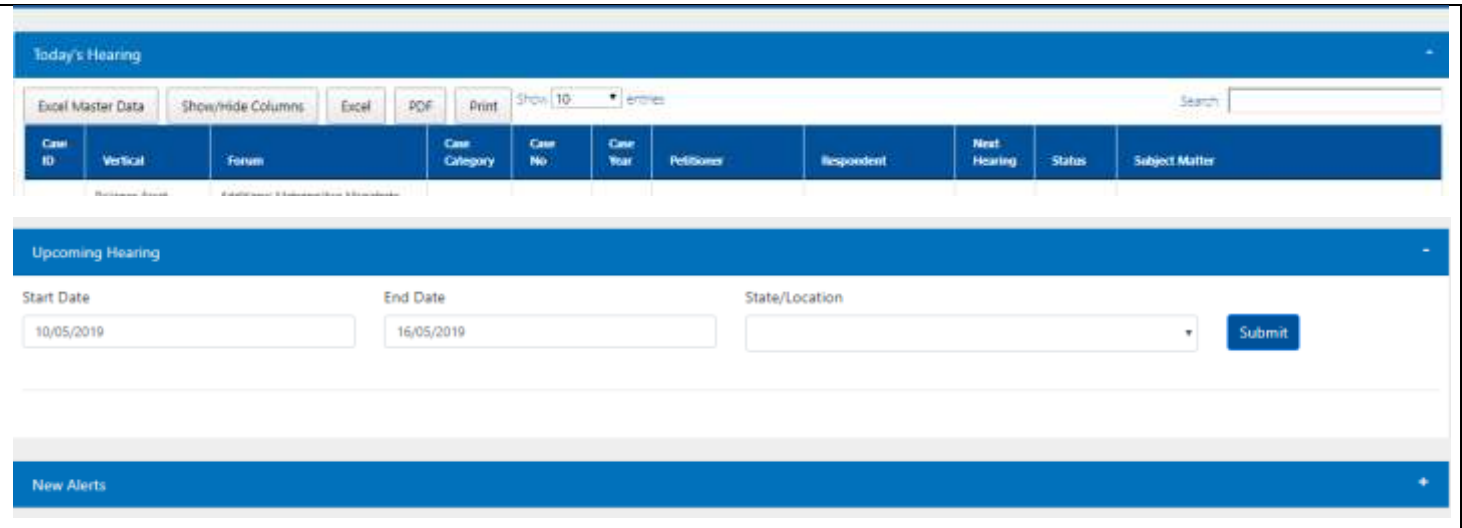
- To set new password, type your Email ID and old Password and click on 'Change Password'.
- If you don't remember the password, click on 'Forgot Password'. Type Email ID and click on 'Send Request'. You will get an email from 'Mail & Mobility Administrator' with a link to reset the password. Reset the 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' form for resetting the password. It has one input field: 'Enter Your Email ID'. There is a 'Change Password' link in blue text next to the input field. Below the input field is a blue 'Send Request' button. A red note at the bottom says: '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 Home Page of the Reliance system. It features three main sections:

- Today's Hearing:** A blue header bar with a minus sign. Below it is a toolbar with buttons for 'Excel Master Data', 'Show/Hide Columns', 'Excel', 'PDF', 'Print', and a 'Show' dropdown set to '10' entries. A search bar is on the right. Below the toolbar is a table with columns: Case ID, Verical, Forum, Case Category, Case No, Case Year, Petitioner, Respondent, Next Hearing, Status, and Subject Matter.
- Upcoming Hearing:** A blue header bar with a minus sign. Below it are input fields for 'Start Date' (10/05/2019), 'End Date' (16/05/2019), and 'State/Location' (a dropdown menu). A 'Submit' button is on the right.
- New Alerts:** A blue header bar with a plus sign.

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

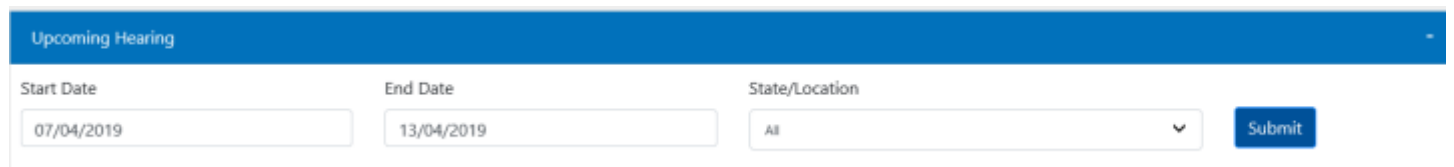
- 1) Today's Hearing
- 2) Upcoming Hearing
- 3) New Alerts

#### 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.




This screenshot shows the 'Upcoming Hearing' filter section. It has a blue header bar with a minus sign. Below it are input fields for 'Start Date' (07/04/2019), 'End Date' (13/04/2019), and 'State/Location' (All). A 'Submit' button is on the right.

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.



This screenshot shows the 'Upcoming Hearing' filter section with specific dates. The 'Start Date' is 21/10/2018 and the 'End Date' is 27/10/2018. The 'State/Location' is All. A 'Submit' button is on the right.

Click on  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

Submit

Excel

PDF

Print

Show 10 entries

Search:

Alert ID	Company	Forum	Case Type	Court Case No	Petitioner	Respondent	Subject Matter	Next Hearing	Notification Type	Status
127722	Reliance Capital	Udaipur District Commission, Rajasthan	CC	1/2017	Narayan Lal Suthar	Reliance Capital Ltd.		08/04/2019	Court Or Item Number Updated	New
127720	Reliance Infrastructure Limited	Industrial Court, Mumbai, Maharashtra Industrial Labour Courts, Maharashtra	Complaint ULP1	5000348/2012	Mumbai Electric Employees Union	My Reliance Infrastructure Pvt. and 2 ons		09/04/2019	New Listing	New

#### d) Show / Hide Columns

Show/Hide Columns

Case ID

Company

Business

Vertical

Forum

Bench

Case Category

Case Type

Case No

Case Name

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 Cases → Search/ View/Update → Search output as well.

#### e) Export to Excel, PDF or Print

Excel Master Data	User shall export all the columns of the case to an excel sheet, which can be used for custom reports
Excel	User shall export the columns of the cases visible on the screen to Excel file.
PDF	User shall export the columns of the cases visible on the screen to a PDF file.
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

Cases

Add a Case

Search/View/Update 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](#)

[Back](#)
Add New Case

### Company Details

Company :  Business :  Vertical :  State/Location :

Company must be selected Business must be selected Vertical must be selected

### Court Case Info

Forum Category :  Forum :  Bench :

Forum Category must be selected Forum must be selected

Case Category :  Case Type :  Court Case No :  Case Year :

Case Category must be selected Case Type must be selected

Petitioner :  Respondent :

### Advocate & Counsel Details

AOR for the Petitioner :  AOR for the Respondent :  Legal Representatives :

AOR Name Respondent AOR Name Legal Representative

Counsel for the Petitioner :  Counsel for the Respondent :  Business Representatives :

Counsel Name Counsel Name Business Representative

### Hearing Details

Last date of Hearing :  Outcome of Last Hearing :  Next date of Hearing :

Select last hearing date

Likely outcome of next hearing :  Further Dates :  Case Status :

Select Multiple Dates

### Subject Matter

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

Final Prayer :  Financial Impact :  Financial Impact Detailed :  Case Priority :

Comments Financial Impact Detailed

Save Cancel

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 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.

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 Critical/ High/ Medium/ Low

### 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):

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 : \*

Substitution Filed : \*  Substitution Allowed : \*  Interim Stay : \*  Brief on Stay Order : \*

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 : Select Company ▼	Business : Select Business ▼	Vertical : Select Vertical ▼	Case Category : Select Case Category ▼
Forum Category ▼	Forum : Select Forum ▼	State/Location : Select State ▼	Next Hearing : <input type="checkbox"/> Not Available Start Date : End Date :
Status : Select Status ▼	Case ID : Case ID	Court Case No : Court Case No	Last Hearing Date : 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:

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	Case No	Case Year	Petitioner	Respondent	Next Hearing	Status	Subject Matter	
2979											
1094											

### Show / Hide Columns

#### 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

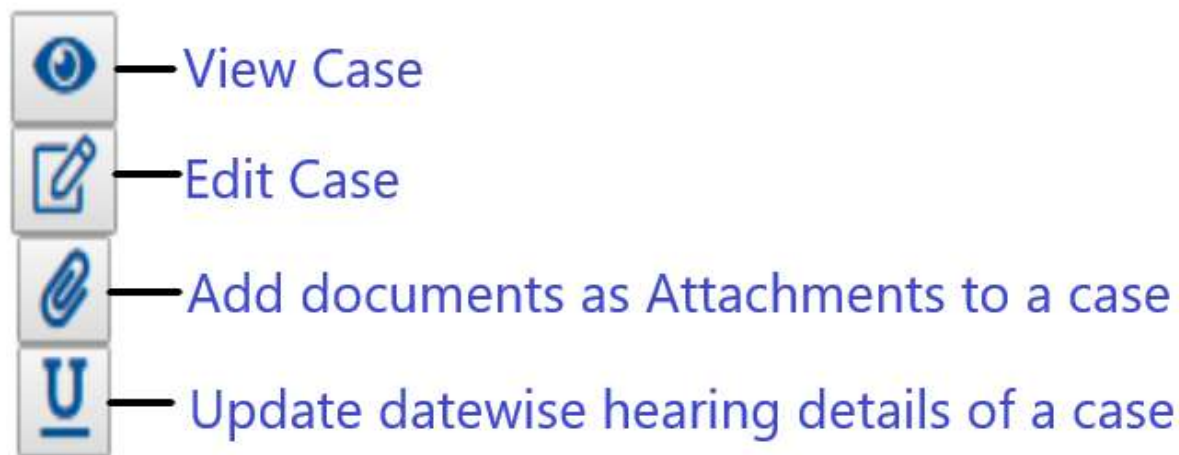
In Home page, this option is available for 'Today's Hearing' and 'Upcoming Hearing'. It is also available in Cases → Search/ View/Update → Search output as well.

## Search Output

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



Print Close

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

**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			ed of siddhikurd village
Brief Facts			
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**

Company : RPOWER  
Business : Thermal  
Vertical : Sasan Power Limited  
Subject Matter : Release of PBG by Punjab: Appeal by PSPCL against Judgment of 09.03.2017 allowing Sasan's Petition.

Case Category : Civil  
Case No : LPA No. 537/ 2017 (Arising out of Writ Petition 1686 of 2016)  
Forum : Punjab and Haryana High Court

**List of Documents**

Show 10 entries

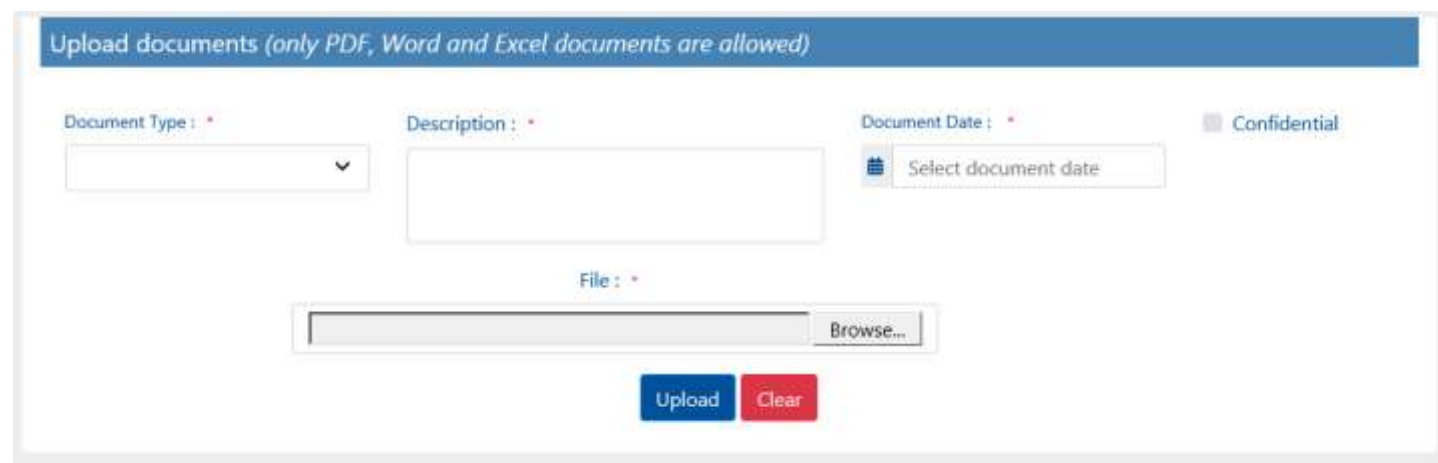
S.No	Document Type	Document Desc.	File Name	Document Date	Uploaded On	Uploaded By	
1	Order	LPA 537/2017	order_537_2017_127531.pdf	03/04/2019	05/04/2019	OS	  

Showing 1 to 1 of 1 entries

First Previous 1 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 :  ☐ Confidential

Select document date

File :

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

Show 10 entries

Search:

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	05/04/2019	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.

[Back](#)
Hearing Update for case ID - 2979
[Add New +](#)
[Close](#)

Show 10 entries

Search:

SIL	HID	Hearing Date	Outcome Of Hearing	Next Hearing Date	Likely Outcome of Next Hearing	Bench	Counsel of Petitioner	Counsel of Respondent	Status	
1	4342			06/04/2019		HON'BLE SHRI JUSTICE A.S. OKA and HON'BLE SHRI JUSTICE M.S. SANKRISHNA			For Admission	  

Showing 1 to 1 of 1 entries

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

[Back](#)
Hearing Update for case ID - 2979
[Add New +](#)
[Close](#)

Hearing Date:

Bench:  

Counsel for the Petitioner:  

Counsel for the Respondent:  

Outcome of Hearing:

Case Status:

Next date of Hearing:

Likely outcome of next hearing:

[Save](#) [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>Manage Notices ▾</div> <div>Add Notice</div> <div>View Notice</div>	<p>'Manage Notices' in the Top Menu of the application has the below given features:</p> <ol style="list-style-type: none"> <li>1) Add Notices</li> <li>2) View/ Print the Notice details</li> <li>3) Edit Notice Details</li> </ol>
--	--

### a) Add Notices

Click on [Manage Notices](#) → [Add](#)

Back

Add New Notice

Company : \*

Business : \*

Vertical : \*

State/Location :

Case Category : \*

Addressed To:

Name of the Person issued Notice:

Designation of the Person issued Notice :

Organization of the Person issued Notice :

Nature of the Party :

Date on Notice

Date on which Notice Received

Date on which Notice required to be Replied

Date of Reply

Brief Facts:

Stake Involvement (in Rs):

Status :

Remark:

Notice Type :

Priority :

Save

Cancel

## b) View Notices

Click on [Manage Notices](#) → [View Notices](#)



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.

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 [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 output can be printed as a PDF file.

## c) Edit Notices

Click on [Manage Notices](#) → [View Notices](#)



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

## 6. View/ Update My Profile

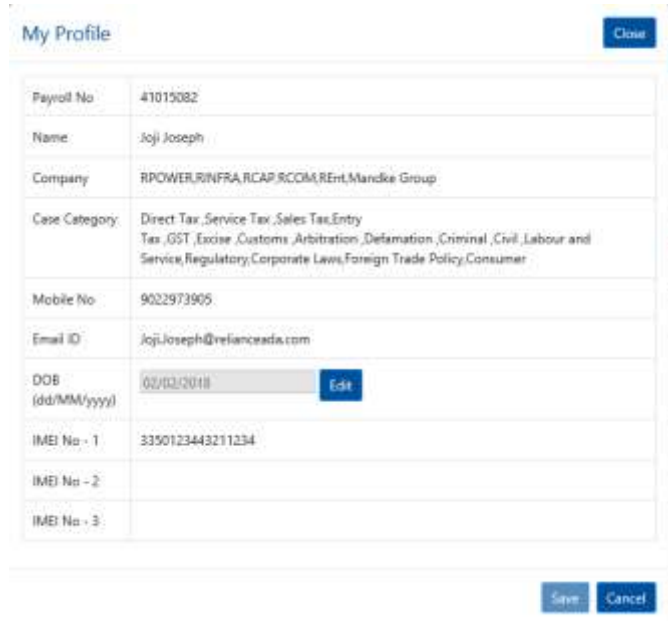
 My Profile

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 **Edit** button next to DOB field and save.



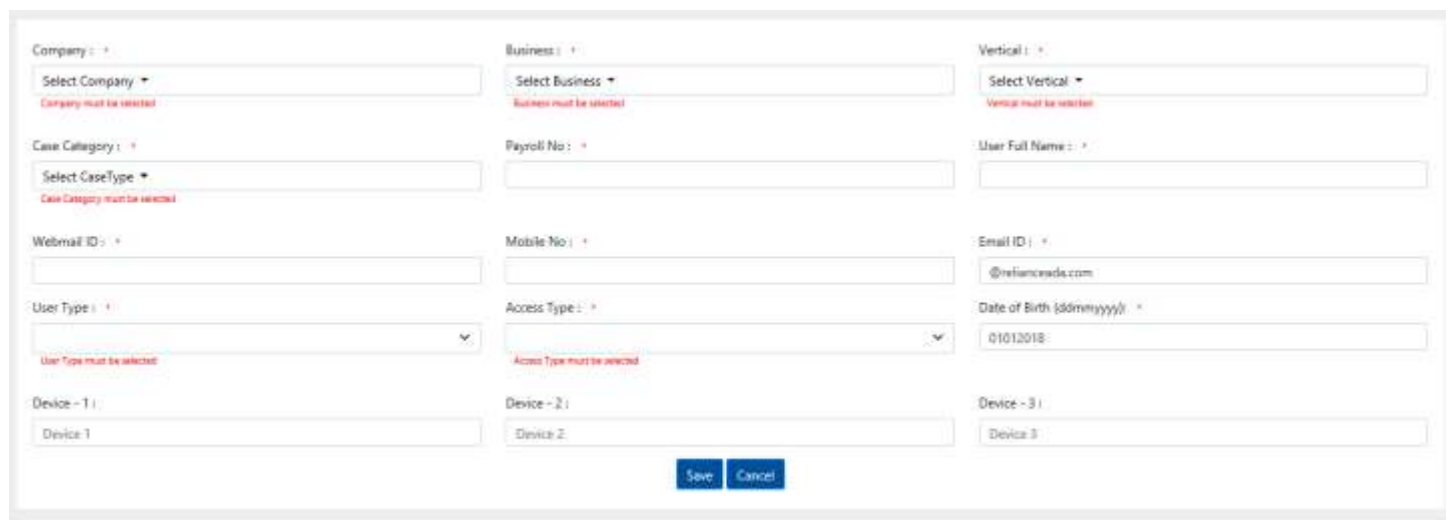
The screenshot shows the 'My Profile' window with a 'Close' button in the top right. The profile details are as follows:

Payroll No	41015082
Name	Joji Joseph
Company	RPOWER,RINFRA,RCAP,RCOM,REnt,Mandke 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@relianceada.com
DOB (dd/MM/yyyy)	02/02/2018 <b>Edit</b>
IMEI No - 1	3350123443211234
IMEI No - 2	
IMEI No - 3	

At the bottom right, there 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 the 'Add/ Update Users' form with the following fields and labels:

- 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 :** (Empty field)
- User Full Name :** (Empty field)
- Webmail ID :** (Empty field)
- Mobile No :** (Empty field)
- Email ID :** @relianceada.com
- User Type :** (Dropdown menu, User Type must be selected)
- Access Type :** (Dropdown menu, Access Type must be selected)
- Date of Birth (dd/mm/yyyy) :** 01/01/2018
- Device - 1 :** Device 1
- Device - 2 :** Device 2
- Device - 3 :** Device 3

At the bottom right, there 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

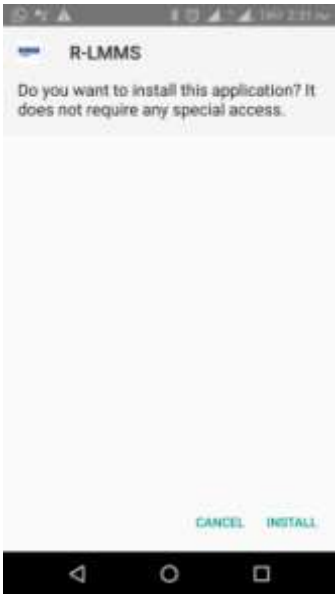

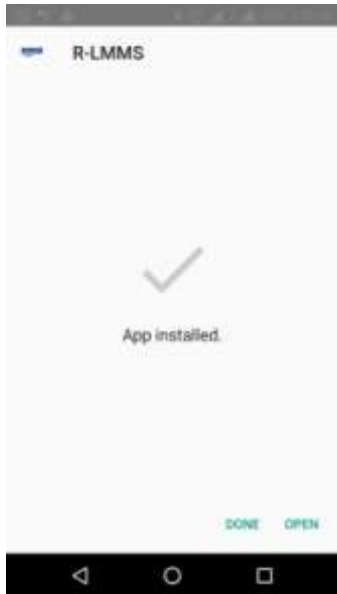

LMMS shall be accessed from your Android or iPhone mobile phones as well.

### a) How to install LMMS Mobile Application?

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. iPhone users, download the iPhone version.

Android version of the application shall be downloaded from the link <https://goo.gl/yJomYH> also.

After download, install the application by double clicking on the install file.

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

## b) Register the Mobile Device to access LMMS

Enter the webmail credentials & DOB to login.



On First login from a Mobile Device, Mobile App will prompt you to register the mobile device as part of the information security process.

Click on 'Register' button



You will get the acknowledgment on Registration request as shown below.



After the System Administrator approves the registration request, you will get an email confirming the registration from 'Immsapp-admin' as shown below.



Name	Jogi Joseph
Company	RPOWER, RINFRA, RCAP, RCOM, REAT, Man the Group
Email	jogi.joseph@reliance.coa
Profile No	47015082
Mobile No	9025972405
Device ID	1b4a3f801e3331f
Device Type	Android 7.0
Device Manufacturer	LENOVO Lenovo P2343

Regards,  
LMMS admin Team

Note : This is system generated mail. Hence do not reply



### 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.

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



System will give you the message as shown below.

Click on 'OK' to login



User shall login either by using the PIN or by using the webmail credentials.



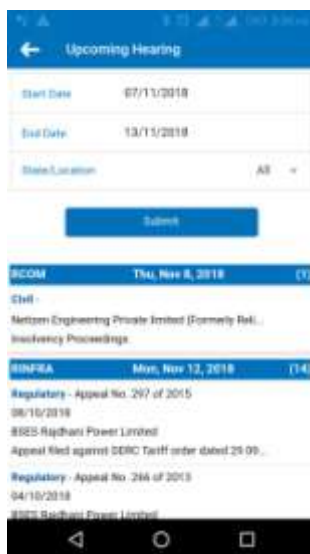
### d) Home Screen - Today's Hearing/ Upcoming Hearing/ Hearing Update

After login, you will get the Home screen as shown below with options for 1) Today's Hearing 2) Upcoming Hearing 3) Search Cases.



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

You shall change the search criteria in 'Upcoming Hearings' as required.



By clicking on any case from the list, you will get the screen with the details of that case as shown below:





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

## e) Home Screen - Search Cases

You can search the cases using the 'Search Cases' option. Advanced search have the options as shown below:

By clicking on 'more' it will give more search options.

There is a simple search also using Case ID/ Court Case No as shown below:

## E.LMMS User Manual

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

Help