

Andhra Pradesh Online Legal Cases Monitoring System
(OLCMS)

User Manual for HODs

(Ver-1.1)

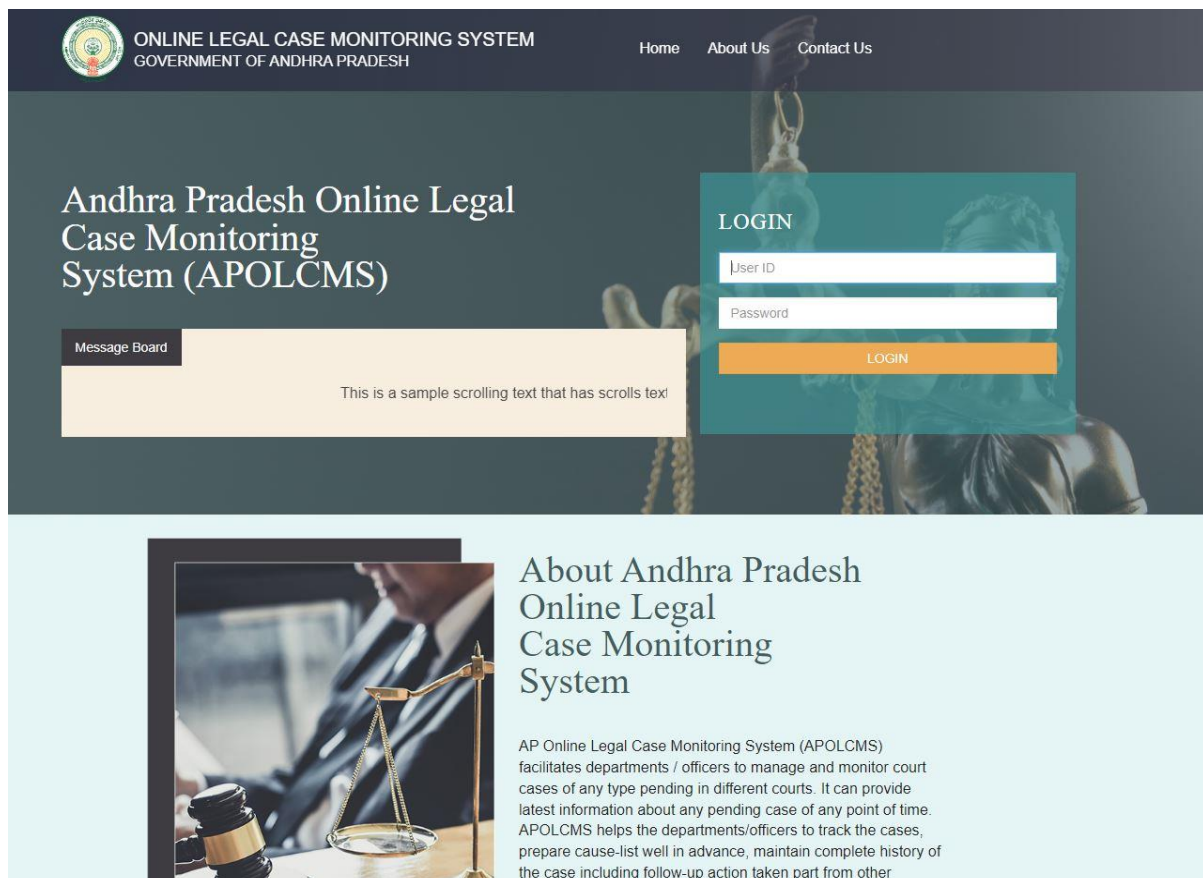
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1. Login

Step 1: Go to the web browser and enter the URL: <https://apolcms.ap.gov.in>

Step 2: Enter your login credentials, i.e. **User ID** and **Password**. Click on **LOGIN**.



ONLINE LEGAL CASE MONITORING SYSTEM
GOVERNMENT OF ANDHRA PRADESH

Home About Us Contact Us

Andhra Pradesh Online Legal Case Monitoring System (APOLCMS)

Message Board

This is a sample scrolling text that has scrolls text

LOGIN

User ID

Password

LOGIN

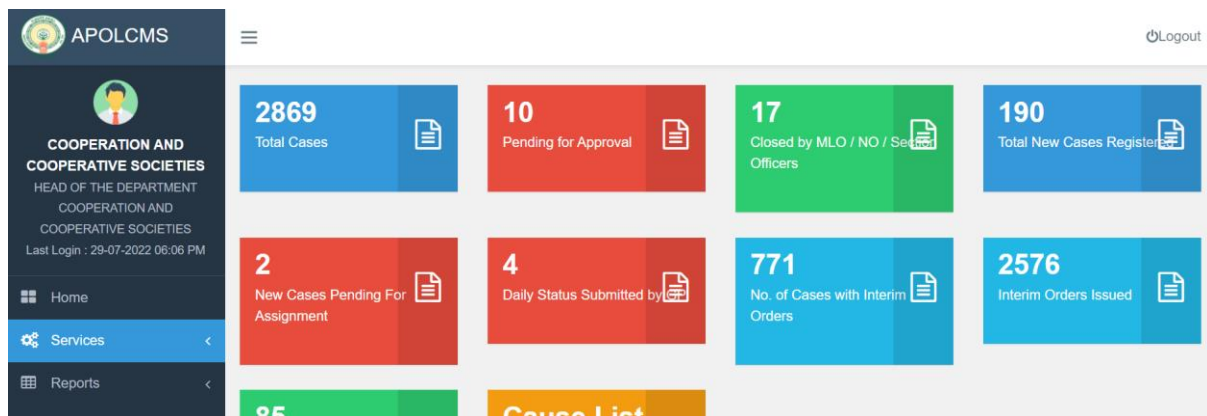
About Andhra Pradesh Online Legal Case Monitoring System

AP Online Legal Case Monitoring System (APOLCMS) facilitates departments / officers to manage and monitor court cases of any type pending in different courts. It can provide latest information about any pending case of any point of time. APOLCMS helps the departments/officers to track the cases, prepare cause-list well in advance, maintain complete history of the case including follow-up action taken part from other

2. Dashboard and Abstract Reports

After successful logging in, you will be redirected to the **User Dashboard** page. The **Abstract Report (Legacy)** and **Abstract Report (New)** will be available in the same page.

1.



2.

Abstract Report (New Cases)

Print

PDF

Excel

Show 10 entries

Search:

Sl.No	Department Code	Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)
1	AGC06	COOPERATION AND COOPERATIVE SOCIETIES	155	0	2	0	1	0

3.

Abstract Report (Legacy Cases)

Print

PDF

Excel

Show 10 entries

Search:

Sl.No	Department Code	Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)	Pending With Section(Sect. Dept.)
1	AGC06	COOPERATION AND COOPERATIVE SOCIETIES	2869	0	0	10	217	0	

3. Services

A. Assigned Cases

Step 1: On the left hand side menu, go to **Services**, and then click on **Assigned Cases**.

COOPERATION AND COOPERATIVE SOCIETIES
HEAD OF THE DEPARTMENT
COOPERATION AND COOPERATIVE SOCIETIES
Last Login : 29-07-2022 06:06 PM

Home

Services

Assigned Cases

Instructions to GP

Case Category Update(Finance)

Reports

2869
Total Cases

10
Pending for Approval

17
Closed by MLO / NO / Settlement Officers

190
Total New Cases Registered

2
New Cases Pending For Assignment

4
Daily Status Submitted by

771
No. of Cases with Interim Orders

2576
Interim Orders Issued

85
Final Order Issued

Cause List

The following page will be displayed.

1.

Assigned Cases List

Print

PDF

Excel

Show 10 entries

Search:

Sl.No	CINo	Scanned Affidavit	Date of Filing	Case Reg No.	Prayer	Filing No.	Filing Year	Date of Next List
1	APHC010176282016		2016-03-23	WP/ 9891 /	to issue a Writ of Mandamus, or any other appropriate writ, order or direction, declaring the Notice dated 9.11.2015 issued by the Respondent Bank directing the petitioner to pay the outstanding	52286	2016	2016-03-23

2.

Assigned Cases List					
Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Orders	Action / Status
CO-OPERATION (CO-OPERATIVE SOCIETIES)	The Srikakulam Coop. Urban Bank Ltd.,, \n12-13-1/A, 1St Floor, Near Old Murali Talkies,\nWomen's College Road, Srikakulam - 532	C RAGHU	ELEVATED AS JUDGE		Update Status Submit Instructions

To update status, click on **Update Status**

ADMISSION (CO-OPERATIVE SOCIETIES)	The Srikakulam Coop. Urban Bank Ltd.,, \n12-13-1/A, 1St Floor, Near Old Murali Talkies,\nWomen's College Road, Srikakulam - 532 001,\nRep.by its Chairman.\n	C RAGHU	ELEVATED AS JUDGE	Update Status Submit Instructions
------------------------------------	--	---------	-------------------	--

Update Status for Case :APHC010176282016

Date of filing:	2016-03-23	Case Type :	WP	Filing No.:	52286
Filing Year:	2016	Registration No:	9891	Est Code:	APHC01
Case ID:	63	Cause Type:		Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	CHALLA KODANDA RAM	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	SRIKAKULAM	Date Of First List :	2016-03-28
Date Of Next List	2016-03-28	Date Of Decision :	0001-01-01	Purpose :	ADMISSION (CO-OP SOCIETIES)
Petitioner Name:	Hanumantu Sunitha,	Petitioner Advocate :	C RAGHU	Petitioner Legal Heir :	N
Respondent Name :	The Srikakulam Coop. Urban Bank Ltd.,,	Respondent Advocate :	ELEVATED AS JUDGE	Respondent Advocate :	ELEVATED AS JUDGE

Prayer: to issue a Writ of Mandamus, or any other appropriate writ, order or direction, declaring the Notice dated 9.11.2015 issued by the Respondent Bank directing the petitioner to pay the outstanding amounts without considering the Representations dated 4.2.2011 & 10.8.2012, as illegal, arbitrary and without jurisdiction and pass

ACTS List

Sl No.	Act	Act Name	Section
--------	-----	----------	---------

Upload the petition, and select **Case Status** (Pending or Closed), **Parawise Remarks Submitted** status (Yes or No), and **Date of Submission of Parawise Remarks to GP/SC**. Upload **Parawise Remarks** file, and select **Parawise Remarks Approved by GP status** (Yes or No), **Counter Filed** status, and **Action** (Parawise Remarks or Counter Affidavit). Add **Remarks** (if any). Click on **Update Case Details** and/or **Select GP** and click on **Forward to GP for Approval**.

Type in the instruction in the field given and click on **Submit**. On submission, a success message will be displayed as follows.

B. Instructions to Government Pleader

Step 1: On the left hand side menu, go to **Services**, and then click on **Instructions to GP**.


Category	Value	Description
Total Cases	2869	
Pending for Approval	10	
Closed by MLO / NO / Settled by Officers	17	
Total New Cases Registered	190	
New Cases Pending For Assignment	2	
Daily Status Submitted by	4	
No. of Cases with Interim Orders	771	
Interim Orders Issued	2576	
Final Order Issued	85	
Cause List		
	19	
	18	
	31	
	15	


The following page will be displayed.

1.

Instructions Entry

Case Registration Year
2022

Date of Filing From Date


Date of Filing From Date


Purpose
---SELECT---

District
---SELECT---

Get Cases

Print

PDF

Excel

Show 10 entries


Search:


Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	Pu
1.	APHC010253922021	2021-07-20	WP	14569	2021	P MOHAN BABU	CHITTOOR	ADMIS OP SC

2.

Instructions Entry

Case Registration Year
2022

Date of Filing From Date


Date of Filing From Date


Purpose
---SELECT---

District
---SELECT---

Get Cases

Search:

	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action
	CHITTOOR	ADMISSION (CO-OP SOCIETIES)	The State of Andhra Pradesh,	CHALLA AJAY KUMAR	GP FOR SERVICES I	<div>Submit Instructions</div>

Click on **Submit Instructions**.

Type in the instruction in the field given and click on **Submit**. On submission, a success message will be displayed as follows.

C. Case Category Updation

Step 1: On the left hand side menu, go to **Services**, and then click on **Case Category Updation (Finance)**.

1.

Category Updation for High Court Cases

Case Registration Year

2022

Date of Filing From Date

Date of Filing From Date

Purpose

---SELECT---

District

---SELECT---

Get Cases

A1:All contempt cases,where bill are uploaded in CFMS & waiting for fund clearance
A2:Contempt cases,where bill are NOT uploaded in CFMS for lack of budget/HOA/etc
B1:All writ Petitions,with interim/final orders for payments,where bill are uploaded in CFMS & waiting for fund clearance
B2:All writ Petitions,with interim/final orders for payments where bill are not uploaded in CFMS for lack of budget/HOA/etc
C1:All fresh writ Petitions,where bill are uploaded in CFMS & waiting for fund clearance
C2:All fresh writ Petitions,where bill are not uploaded in CFMS for lack of budget/HOA/etc

2.

Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	Purpose
1.	APHC010105362022	2022-03-08	CC	680	2022	Dulam Srinivasa Rao	WEST GODAVARI	ADMISSIO
2.	APHC010211622022	2022-04-27	WP	12462	2022	SMT.KANUPAREDDY JALAJAKSHI	KRISHNA	FOR ADMISSIO
3.	APHC010283702021	2021-08-06	WP	16703	2021	Y SRINIVASU	WEST GODAVARI	ADMISSIO (CO-OP SOCIETIE

3.

Search:

er	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Category	Action
isa Rao	WEST GODAVARI	ADMISSION	Dr.A Ambedkar	K CHIDAMBARAM		A1	Update Details
AREDDY	KRISHNA	FOR ADMISSION	THE STATE OF ANDHRA PRADESH	SRINIVAS BASAVA	GP FOR COOPERATION		Update Details
J	WEST GODAVARI	ADMISSION (CO-OP SOCIETIES)	THE GOVERNMENT OF ANDHRA PRADESH	K SRINIVASA PRASAD	GP FOR SERVICES II		Update Details

Click on **Update Details**.

APOLCMS

×

View Case Details for CINO : APHC010105362022

Case Details for CINO : APHC010105362022

Category:

Category - A1

Name Of the work:

abc

Grant :

EAP

Est. Cost(Lakhs) :

100

E-File Computer No:

12

Administrative Sanction(GO/Proceeding No.):

1

Remarks:

xyz

CFMS Bill Details:

Add

Remove

SI No.	Bill Id	Bill Amount	Bill Status
1	sr	100	A
2			

Submit

Fill in the fields above, select options using drop down lists, and then click on **Submit**. On submission, a success message will be displayed as shown below.

APOLCMS

×

View Case Details for CINO : APHC010105362022

Case Details for CINO : APHC010105362022

Case category data saved successfully.

Category:

Category - A1

Name Of the work:

abc

Grant :

EAP

Est. Cost(Lakhs) :

100

E-File Computer No:

12

Administrative Sanction(GO/Proceeding No.):

1

Remarks:

xyz

5. Reports

A. Officers Registered

Step 1: On the left hand side menu, go to **Reports**, and then click on **Officers Registered**.

The dashboard displays a sidebar menu on the left with the following items: Home, Services, Reports (highlighted), Officers Registered (highlighted), Cases Abstract Report(Legacy), Cases Abstract Report(New), Case Category Update Report(Finance), and High Court Cause List. The main area contains a grid of 12 report cards:

- 2869 Total Cases
- 9 Pending for Approval
- 17 Closed by MLO / NO / Sec Officers
- 190 Total New Cases Registered
- 2 New Cases Pending For Assignment
- 4 Daily Status Submitted by
- 771 No. of Cases with Interim Orders
- 2576 Interim Orders Issued
- 85 Final Order Issued
- Cause List
- 19
- 18
- 31
- 15

Designed and Developed by APCFSS

The following page will be displayed. The default list shown will be for Middle Level Officers. Select **Designation/Role** to view other lists.

The page is titled "Middle Level Officers (Legal) Details". It features a dropdown menu for "Designation/ Role *" with "Middle Level Officer (Legal)" selected. A green "Show Details" button is next to it. Below the dropdown are buttons for "Print", "PDF", "Excel", and a "Show 10 entries" option. A search bar is on the right. The table below has the following columns: Sl.No, Department Code, Department, Employee Name, Designation, Mobile No, and eMail. The first row shows "DEPUTY".

The page is titled "Middle Level Officers (Legal) Details". The "Designation/ Role *" dropdown menu is open, showing options: "Middle Level Officer (Legal)", "---SELECT---", "Middle Level Officer (Legal)", "Nodal Officer (Legal)", and "Nodal Officer (Legal - District Level)". The "Show Details" button is highlighted. The table below has the following columns: Sl.No, Department Code, Department, Employee Name, Designation, Mobile No, and eMail. The first row shows: 1, AGC01, AGRICULTURE AND MARKETING, SUJATHA DATTI, DEPUTY SECRETARY TO, 8978276544, sujathadatti64@gmail.com.

For District Level Nodal Officer, select **District**.

Middle Level Officers (Legal) Details

Designation/ Role *
Nodal Officer (Legal - District Level)

Print PDF Excel Show 10 entries

District
---SELECT---
ALLURI SITARAMA RAJU
ANAKAPALLI
ANANTAPUR
ANNAMAYYA
BAPATLA
CHITTOOR
EAST GODAVARI
ELURU
GUNTUR
KADAPA
KAKINADA
KONASEEMA
KRISHNA
KURNOOL
NANDYAL
NELLORE
NTR
PALNADU
PARVATHIPURAM MANYAM

Show Details

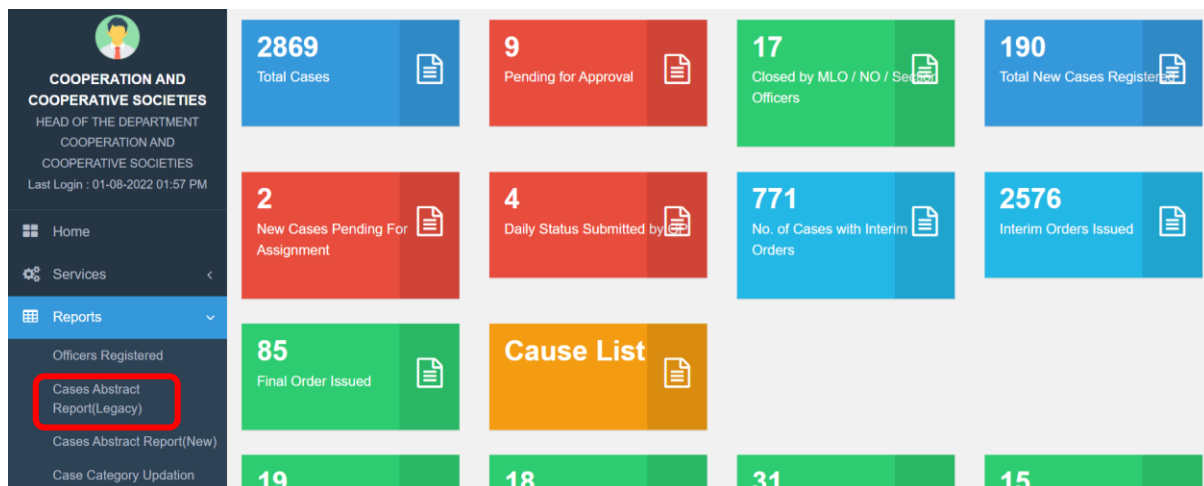
Search:

Sl.No	Department Code	Department	Mobile No	eMail
1.	AGC01	AGRICULTURE AND MARKETING	8978276544	sujathadatti64@gmail.com
2.	AHF01	ANIMAL HUSBANDRY, DAIRY DEVELOPMENT AND FISHERIES	9100989174	b.dharmarao@gov.in

Click on **Show Details**.

B. Cases Abstract Report (Legacy)

Step 1: On the left hand side menu, go to **Reports**, and then click on **Cases Abstract Report (Legacy)**.



The following page will be displayed.

HOD Wise High Court Cases Abstract Report for COOPERATION AND COOPERATIVE SOCIETIES (Legacy Cases)

Print PDF Excel Show 10 entries Search:

Sl.No	Department Code	Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)	Pending With Section(Sect. Dept.)
1	AGC06	COOPERATION AND COOPERATIVE SOCIETIES	2869	0	0	9	217	0	
Totals			2869	0	0	9	217	0	

C. Cases Abstract Report (New)

Step 1: On the left hand side menu, go to **Reports**, and then click on **Cases Abstract Report (New)**.

COOPERATION AND COOPERATIVE SOCIETIES
HEAD OF THE DEPARTMENT
COOPERATION AND COOPERATIVE SOCIETIES
Last Login : 01-08-2022 01:57 PM

- Home
- Services
- Reports**
 - Officers Registered
 - Cases Abstract Report(Legacy)
 - Cases Abstract Report(New)**
 - Case Category Updation Report(Finance)
 - High Court Cause List

2869
Total Cases

9
Pending for Approval

17
Closed by MLO / NO / Section Officers

190
Total New Cases Registered

2
New Cases Pending For Assignment

4
Daily Status Submitted by

771
No. of Cases with Interim Orders

2576
Interim Orders Issued

85
Final Order Issued

Cause List

19

18

31

15

Designed and Developed by [APCFSS](#)

The following page will be displayed.

HOD Wise High Court New Cases Abstract Report for COOPERATION AND COOPERATIVE SOCIETIES (New Cases)

Print PDF Excel Show 10 entries Search:

Sl.No	Department Code	Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)	Pending With Section(Sect. Dept.)
1	AGC06	COOPERATION AND COOPERATIVE SOCIETIES	155	0	2	0	1	0	
Totals			155	0	2	0	1	0	

E. High Court Cause List

Step 1: On the left hand side menu, go to **Reports**, and then click on **High Court Cause List**.



Case Category Updation Report(Finance)

High Court Cause List

New Cases Abstract Report

Case Processing Status Report(Legacy)

HC Orders Issued Report

Case Processing Status Report(New)

e-office Employee Report

District Nodal Officers Abstract Report

Change Password

Logout

19 Disposed Cases

18 Allowed Cases

31 Dismissed Cases

15 Withdrawn Cases

5 Closed Cases

1 Returned Cases

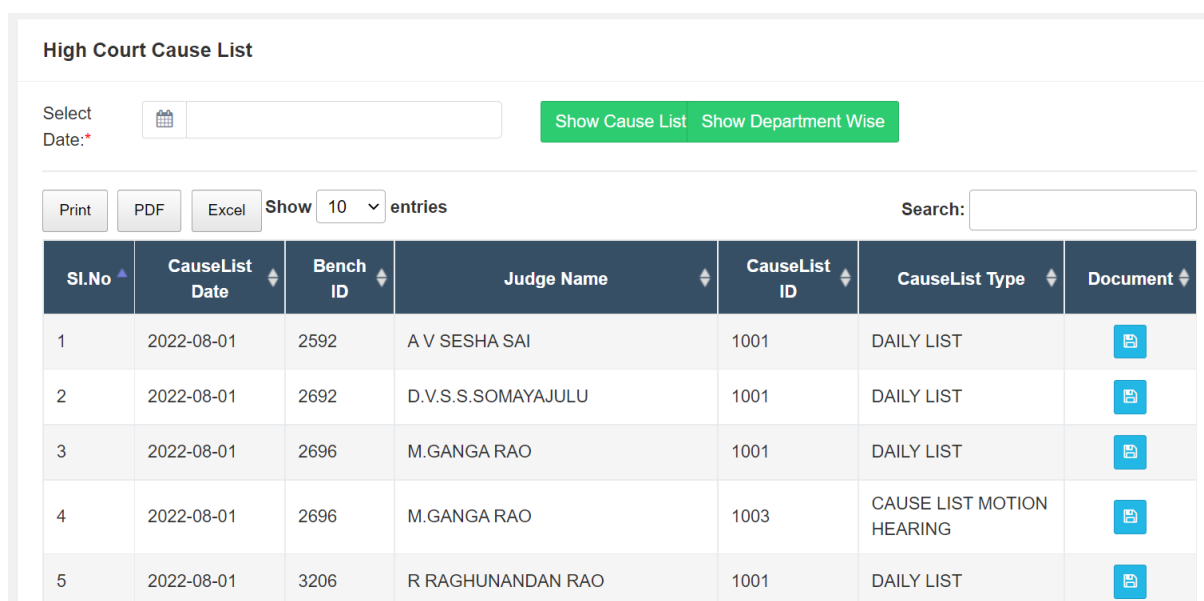
Abstract Report (New Cases)

Print PDF Excel Show 10 entries

Search:

Pending

The following page will be displayed.



High Court Cause List

Select Date: *

Show Cause List Show Department Wise

Print PDF Excel Show 10 entries

Search:

SI.No	CauseList Date	Bench ID	Judge Name	CauseList ID	CauseList Type	Document
1	2022-08-01	2592	A V SESA SAI	1001	DAILY LIST	
2	2022-08-01	2692	D.V.S.S.SOMAYAJULU	1001	DAILY LIST	
3	2022-08-01	2696	M.GANGA RAO	1001	DAILY LIST	
4	2022-08-01	2696	M.GANGA RAO	1003	CAUSE LIST MOTION HEARING	
5	2022-08-01	3206	R RAGHUNANDAN RAO	1001	DAILY LIST	

F. Case Processing Status Report (Legacy)

Step 1: On the left hand side menu, go to **Reports**, and then click on **Case Processing Status Report (Legacy)**.

Case Category Updation Report(Finance)

High Court Cause List

New Cases Abstract Report

Case Processing Status Report(Legacy)

HC Orders Issued Report

Case Processing Status Report(New)

e-office Employee Report

District Nodal Officers Abstract Report

Change Password

Logout

19 Disposed Cases

18 Allowed Cases

31 Dismissed Cases

15 Withdrawn Cases

5 Closed Cases

1 Returned Cases

Abstract Report (New Cases)

Print PDF Excel Show 10 entries Search:

SI.No	Department Code	Department Name	Total Cases	Petition Uploaded	Closed	Counter filed	Parawise Remarks Uploaded	Parawise Remarks Approved by GP
1	AGC06	Cooperation and Cooperative Societies	2869	1127	17	911	289	0
Totals			2869	1127	17	911	289	0

The following page will be displayed.

HOD Wise Case processing Abstract for COOPERATION AND COOPERATIVE SOCIETIES								
Print PDF Excel			Show 10 entries		Search:			
SI.No	Department Code	Department Name	Total Cases	Petition Uploaded	Closed	Counter filed	Parawise Remarks Uploaded	Parawise Remarks Approved by GP
1	AGC06	Cooperation and Cooperative Societies	2869	1127	17	911	289	0
Totals			2869	1127	17	911	289	0

G. HC Orders Issued Report

Step 1: On the left hand side menu, go to **Reports**, and then click on **HC Orders Issued Report**.

Case Category Updation Report(Finance)

High Court Cause List

New Cases Abstract Report

Case Processing Status Report(Legacy)

Case Processing Status Report(New)

HC Orders Issued Report

e-office Employee Report

District Nodal Officers Abstract Report

Change Password

Logout

19 Disposed Cases

18 Allowed Cases

31 Dismissed Cases

15 Withdrawn Cases

5 Closed Cases

1 Returned Cases

Abstract Report (New Cases)

Print PDF Excel Show 10 entries Search:

SI.No	Department Code	Department Name	Total Cases	Petition Uploaded	Closed	Counter filed	Parawise Remarks Uploaded	Parawise Remarks Approved by GP
1	AGC06	Cooperation and Cooperative Societies	2869	1127	17	911	289	0
Totals			2869	1127	17	911	289	0

The following page will be displayed.

Orders Issued Report

From Date

To Date

Show Report

Print

PDF

Excel

Show

10

entries

Search:

SI.No	Department Code	Department Name	Total Cases	Interim Orders Cases	Interim Orders Issued	Final Orders Cases	Final Orders Issued
1	AGC06	Cooperation and Cooperative Societies	2869	771	2576	75	85
Totals			2869	771	2576	75	85

Showing 1 to 1 of 1 entries

Previous

1

Next

H. e-office Employee Report

Step 1: On the left hand side menu, go to **Reports**, and then click on **e-office Employee Report**.

Case Category Update Report(Finance)

High Court Cause List

New Cases Abstract Report

Case Processing Status Report(Legacy)

HC Orders Issued Report

Case Processing Status Report(New)

e-office Employee Report

District Nodal Officers Abstract Report

Change Password

Logout

19

Disposed Cases

18

Allowed Cases

31

Dismissed Cases

15

Withdrawn Cases

5

Closed Cases

1

Returned Cases

Abstract Report (New Cases)

Print

PDF

Excel

Show

10

entries

Search:

SI No.	Department Code	Department Name	No. of Employees
1	AGC06	AGC06-COOPERATION AND COOPERATIVE SOCIETIES	153
Totals			153

Showing 1 to 1 of 1 entries

Previous

1

Next

The following page will be displayed.

Eoffice Employee Details

Print

PDF

Excel

Show

10

entries

Search:

SI No.	Department Code	Department Name	No. of Employees
1	AGC06	AGC06-COOPERATION AND COOPERATIVE SOCIETIES	153
Totals			153

Showing 1 to 1 of 1 entries

Previous

1

Next

I. District Nodal Officers Abstract Report

Step 1: On the left hand side menu, go to **Reports**, and then click on **District Nodal Officers Abstract Report**.

Case Category Update Report(Finance)

High Court Cause List

New Cases Abstract Report

Case Processing Status Report(Legacy)

HC Orders Issued Report

Case Processing Status Report(New)

e-office Employee Report

District Nodal Officers Abstract Report

Change Password

Logout

19

Disposed Cases

18

Allowed Cases

31

Dismissed Cases

15

Withdrawn Cases

5

Closed Cases

1

Returned Cases

Abstract Report (New Cases)

Print

PDF

Excel

Show 10 entries

Search:

Pending

The following page will be displayed.

Print	PDF	Excel	Show 10 entries	Search:	
District Nodal Officer (Legal) Abstract					
Sl.No		District		Nodal Officers Registered	
1.		ALLURI SITARAMA RAJU			1
2.		ANAKAPALLI			1
3.		ANANTAPUR			1
4.		ANNAMAYYA			1
5.		BAPATLA			1
6.		CHITTOOR			1
7.		EAST GODAVARI			1
8.		ELURU			1
9.		GUNTUR			1
10.		KADAPA			1