Andhra Pradesh Online Legal Cases Monitoring System (OLCMS)

User Manual for MIDDLE LEVEL OFFICERS

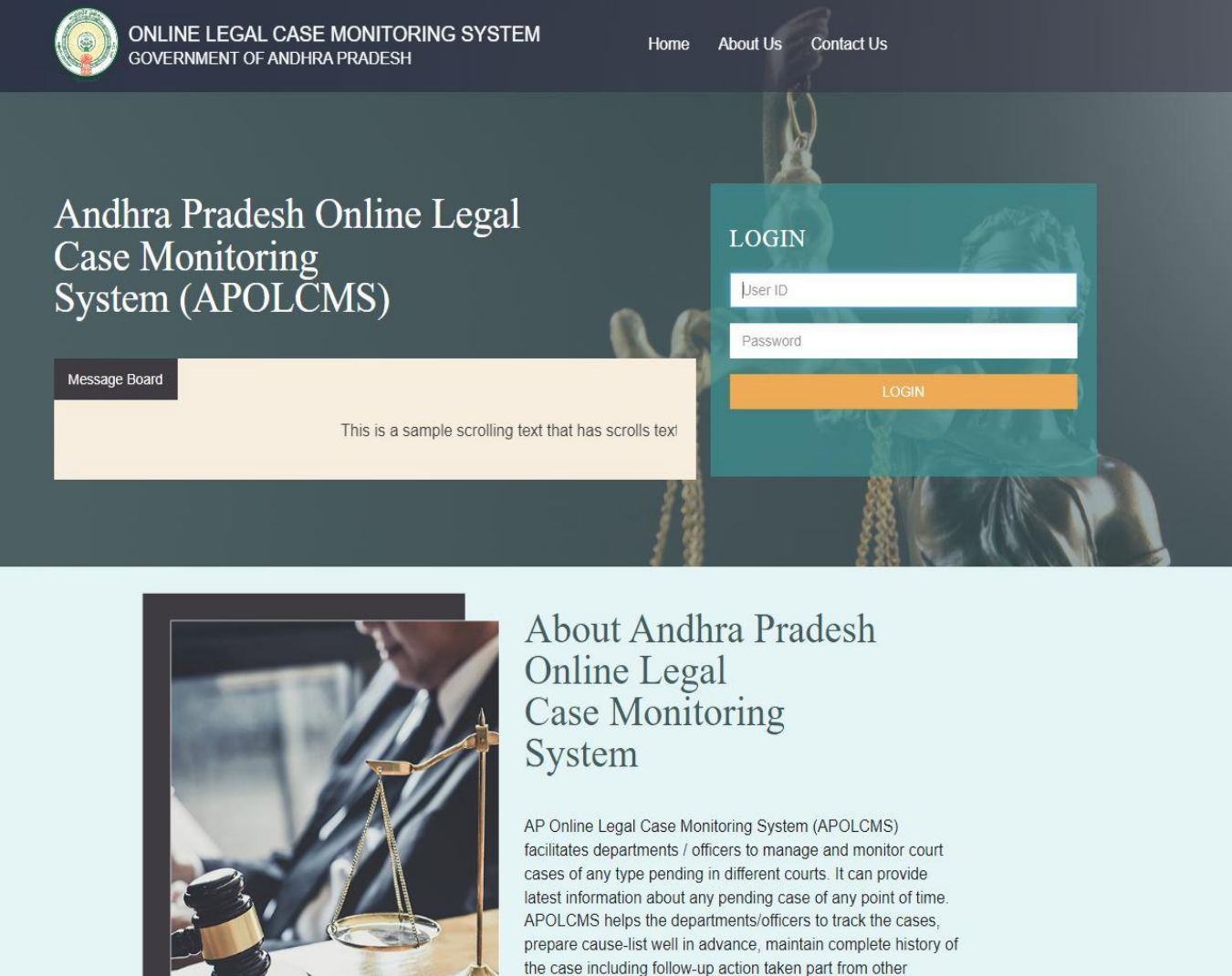## (Ver-1.1)

Contents

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**.

2. Dashboard and Abstract Reports

After successful logging in, you will be redirected to the **User Dashboard** page. Here, **Abstract Reports** on New Cases as well as on Legacy Cases are readily available for viewing in one page.

1.
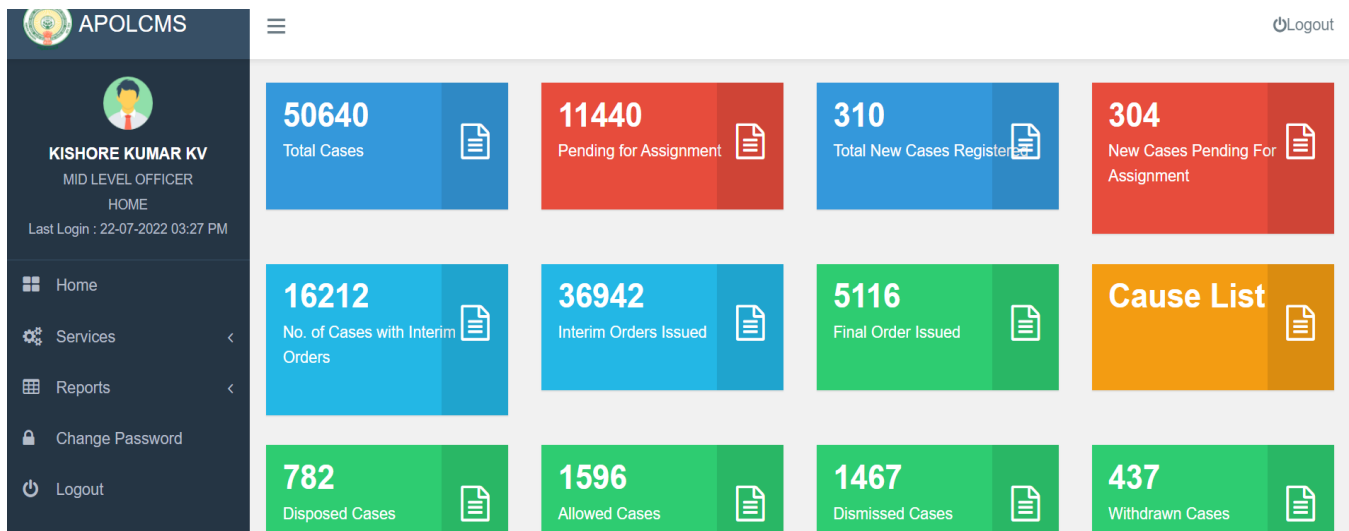
2.

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	HOM01	HOME	229	0	225	0	0	4
2	HOM02	POLICE (DGP)	479	0	287	0	192	0

3.

Abstract Report (Legacy Cases)
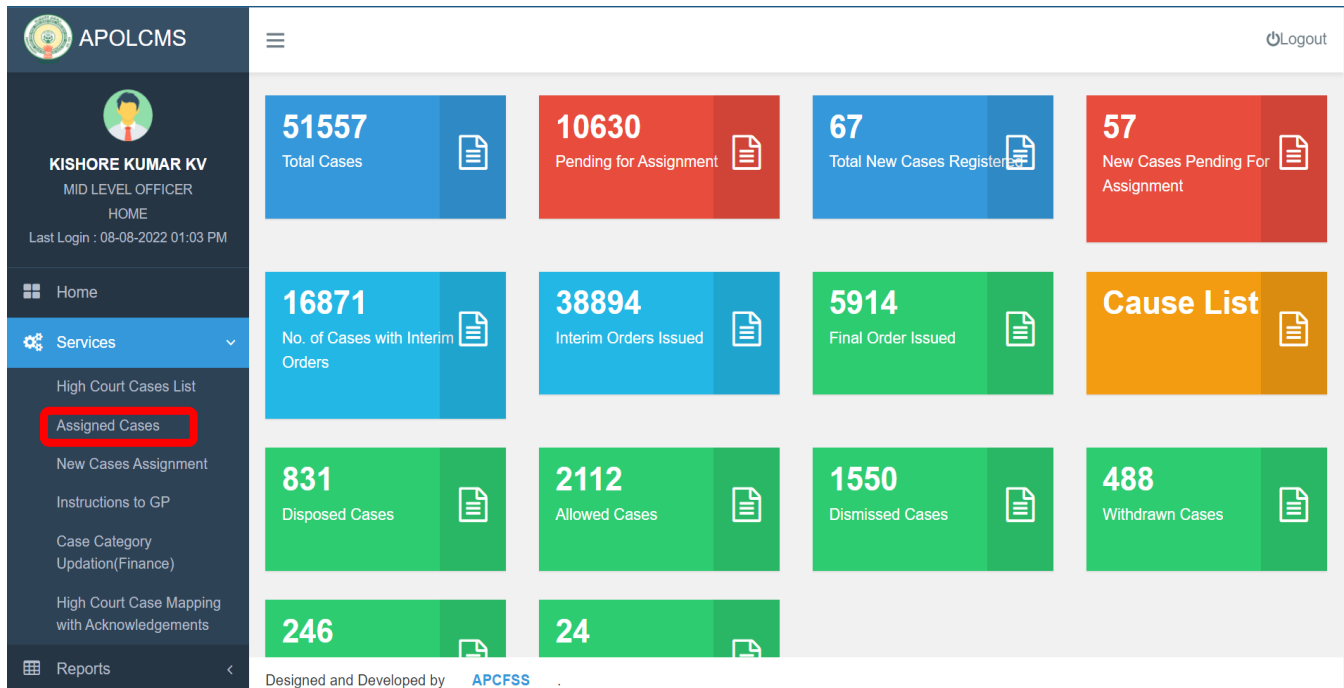
| Print | PDF | Excel | Show 10 entries | | | | | | Search: |

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.)
1	HOM01	HOME	11583	0	11440	32	16	17
2	HOM02	POLICE (DGP)	38945	0	0	0	176	0

3. Services

A. Assigned Cases

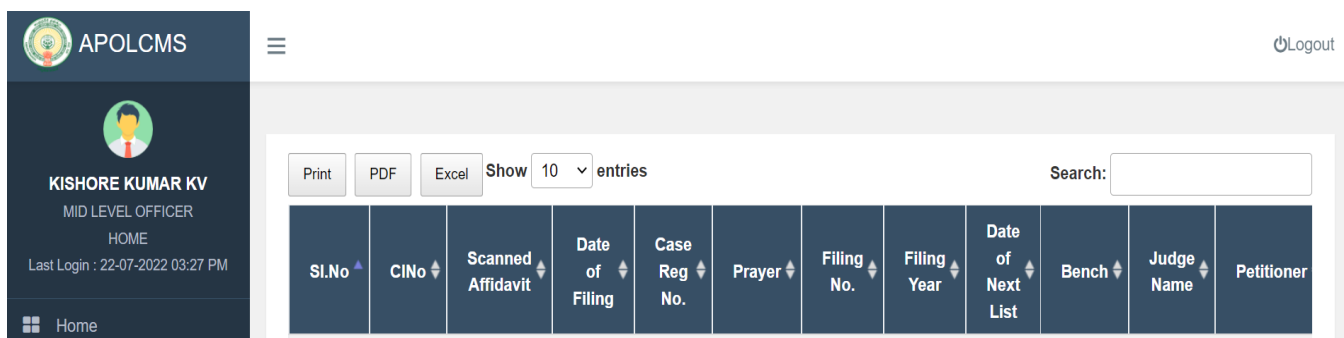**Step 1:** On the left-hand side menu, go to **Services**, and select **Assigned Cases**.

The list of cases forwarded for getting approval will be displayed.

To view case details, click on **CI No.** as shown below.

The case details and activities will be displayed.

Case Details for CINO : APHC010017122018

Date of filing:	2018-01-04	**Case Type :**	WP	**Filing No.:**	1372
Filing Year:	2018	**Registration No:**	990	**Est Code:**	APHC01
Case ID:	63	**Cause Type:**	CAUSE LIST MOTION HEARING	**Bench Name:**	Single Bench
Judicial Branch:	WRIT Section	**Coram:**	A.RAJASHEKER REDDY	**Court Est Name:**	High Court of aphc
State Name:	ANDHRAPRADESH	**District :**	YSR KADAPA	**Date Of First List :**	2018-01-05
Date Of Next List	2018-04-05	**Date Of Decision :**	0001-01-01	**Purpose :**	ADMISSION (CO-OP SOCIETIES)
Petitioner Name:	C.D. RAJU	**Petitioner**	ELEVATED AS	**Petitioner Legal**	N

B. New Cases Assignment

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

You will be redirected to the page as shown below.

1.

2.

Sl.No		Ack No.	Date	District	Case Type	Main Case No.	
1	☐	HMF011020220725010840706 **HMF010005694**	25-07-2022	PALNADU	DIRECTION		1.Health, Medic 2.Home-(NON- 3.Prohibition an
2	☐	HOM012220220725010651002 **HOM010005691**	25-07-2022	PRAKASAM	DIRECTION		1.Home-(NON-
3	☐	HOM011920220725010337849 **HOM010005685**	25-07-2022	KRISHNA	DIRECTION		1.Home-(NON-
					PETITION		
304	☐	HOM011720220504101707055	04-05-2022	GUNTUR	WP-WRIT PETITION	WPOF2022	1.Home-(), 2.Prohibition an

Assign Cases   ✚

3.

s / Respondents	Advocate CC No.	Advocate Name	Download / Print
ERVICES),	16676	D KASI RAO	🖫 Acknowledgement 🖫 Scanned Affidavit
	19645	JADA SRAVAN KUMAR	🖫 Acknowledgement 🖫 Scanned Affidavit

Step 2: Select case(s) by ticking ('☑') against the acknowledgement no. of a particular case. Expand the Assign Cases by clicking on ('**+**') and select the concerned official who is to be assigned this case. Add **Remarks**, if any.

Select other details such as **Department** using the drop down lists, and click on **Assign Cases**. On submission, a success message will be displayed.

C. Instructions to Government Pleader

Step 1: On the left-hand side menu, go to Services, and select **Instructions to GP**.

The details of cases of a particular Department will be displayed.

1.

2.

District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action
SAKHAPATNAM	ADMISSION (REVENUE)	State of Andhra Pradesh.,	P B VIJAY KUMAR	GP FOR HOME	Submit Instructions
JNTUR	ADMISSION (REVENUE)	The State of Andhra Pradesh,	K V BHANU PRASAD	GP FOR REVENUE	Submit Instructions
EST GODAVARI	INTERLOCUTORY	Mandal Legal Services Authority	M R S SRINIVAS		Submit Instructions

To view existing case details in an elaborate manner, you can click on the corresponding **CI No.** (as shown below).

SI.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District
1.	APHC010122652021	2021-03-22	WP	7031	2021	Kolakani Thirupathamma,	VISAKHAPATNAM
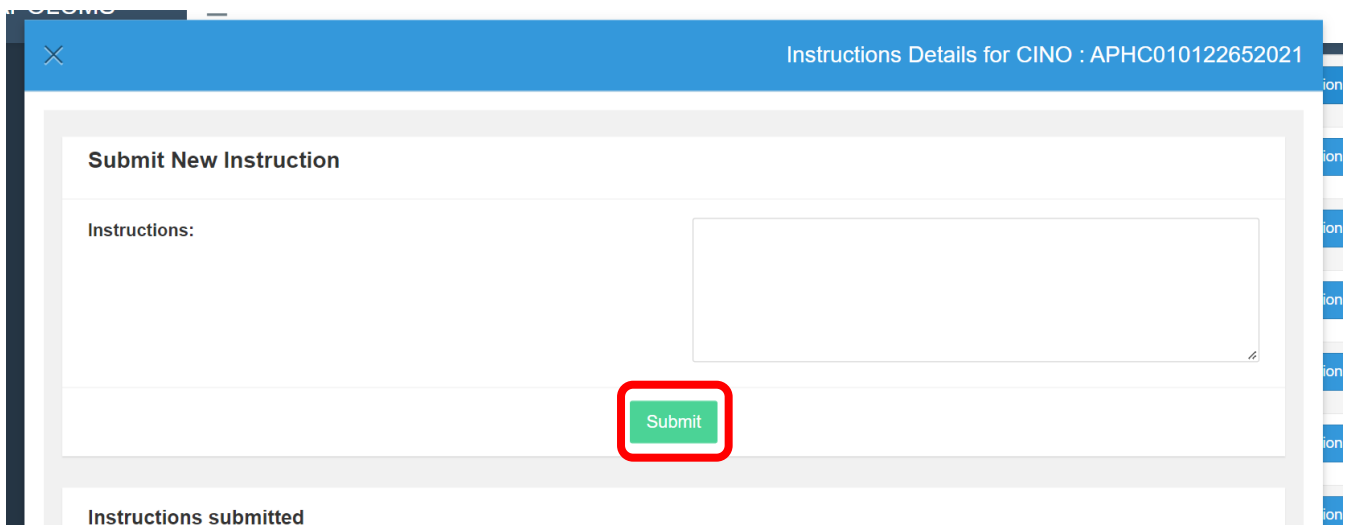
A pop-up window will open, displaying the case details as shown below.

≡   ⏻Logout

Case Details for CINO : APHC010017122018

Date of filing:	2018-01-04	Case Type :	WP	Filing No.:	1372
Filing Year:	2018	Registration No:	990	Est Code:	APHC01
Case ID:	63	Cause Type:	CAUSE LIST MOTION HEARING	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	A.RAJASHEKER	Court Est Name:	High Court of aphc

Step 2: Click on **Submit Instructions**.

District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action
SAKHAPATNAM	ADMISSION (REVENUE)	State of Andhra Pradesh.,	P B VIJAY KUMAR	GP FOR HOME	Submit Instructions
JNTUR	ADMISSION (REVENUE)	The State of Andhra Pradesh,	K V BHANU PRASAD	GP FOR REVENUE	Submit Instructions
EST GODAVARI	INTERLOCUTORY	Mandal Legal Services Authority	M R S SRINIVAS		Submit Instructions

A popup window will be displayed as shown below.
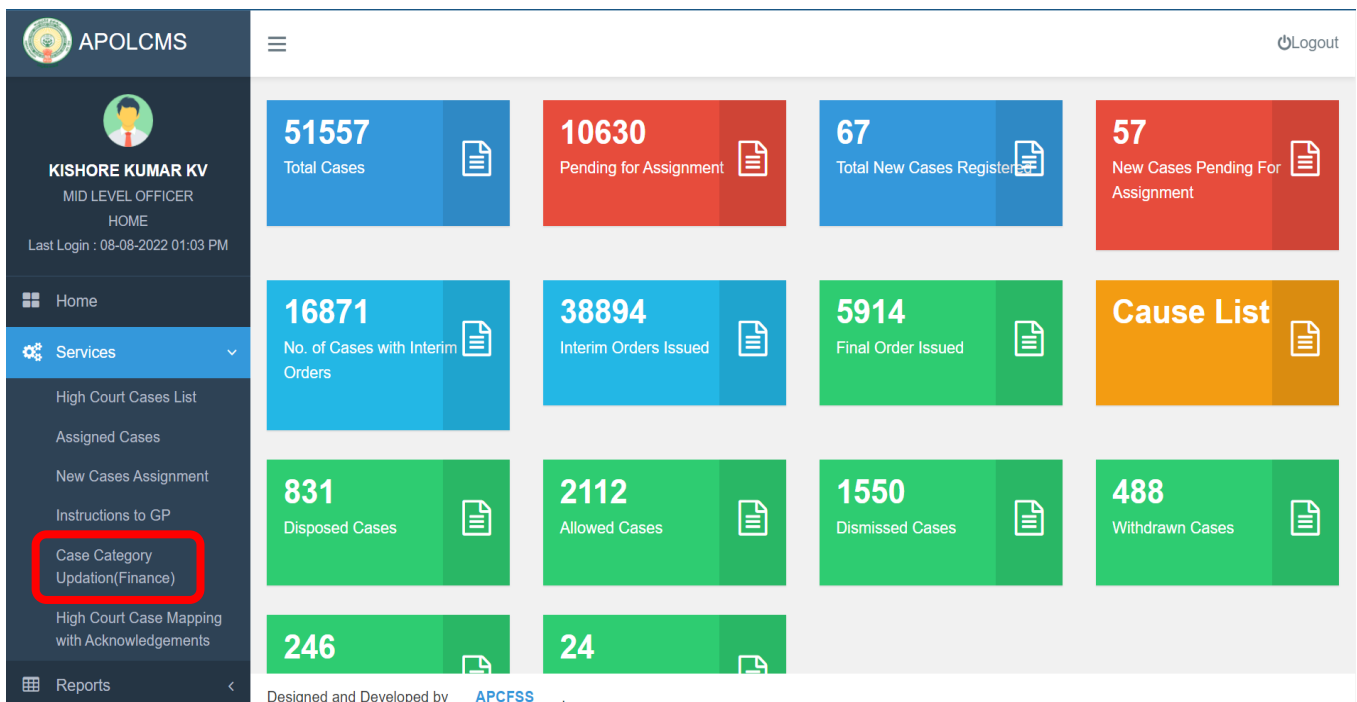
Step 3: Type in the instructions and click on **Submit**. On submission, the instructions data for the Government Pleader will be updated, and a success message will be displayed.

D. Case Category Updation (Finance)

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

The details of cases of a particular Department will be displayed.

1.

Category Updation for High Court Cases

Case Registration Year	Date of Filing From Date	Date of Filing From Date
2022	📅	📅

Purpose	District
---SELECT---	---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 ✕

2.

Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	Purpose
1.	APHC010251502022	2022-05-12	WP	14733	2022	DEVARAVAPALLI DAVID RAJU	GUNTUR	ADMISSION (HOME)
2.	APHC010251792022	2022-05-12	CRLRC	452	2022	Kondala Audi Narayana @ Audi	SPS NELLORE	FOR ADMIS
3.	APHC010270002022	2022-06-14	WP	16324	2022	Lambu Ravi Teja	EAST GODAVARI	ADMISSION (SERVICE MATTERS)

3.

Search:

	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Category	Action
.l	GUNTUR	ADMISSION (HOME)	THE STATE OF ANDHRA PRADESH	M CHALAPATI RAO	GP FOR HOME	A1	Update Details
li	SPS NELLORE	FOR ADMISSION	THE STATE OF ANDHRA PRADESH	SATHEESH KUMAR EERLA	PUBLIC PROSECUTOR (AP)		Update Details
	EAST GODAVARI	ADMISSION	The State of	A K KISHORE	GP FOR		Update Details

To view existing case details in an elaborate manner, you can click on the corresponding **CI No.** (as shown below).

Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	Purpose
1.	APHC010251502022	2022-05-12	WP	14733	2022	DEVARAVAPALLI DAVID RAJU	GUNTUR	ADMISSION (HOME)
2.	APHC010251792022	2022-05-12	CRLRC	452	2022	Kondala Audi Narayana @ Audi	SPS NELLORE	FOR ADMIS
3.	APHC010270002022	2022-06-14	WP	16324	2022	Lambu Ravi Teja	EAST GODAVARI	ADMISSION (SERVICE MATTERS)

A pop-up window will open, displaying the case details as shown below.

APOLCMS ☰

✕   View Case Details for CINO : APHC010251502022

Case Details for CINO : APHC010251502022

Date of filing:	2022-05-12	Case Type :	WP	Filing No.:	20432
Filing Year:	2022	Registration No:	14733	Est Code:	APHC01
Case ID:	63	Cause Type:	PRODUCTION CAUSE LIST	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	RAVI CHEEMALAPATI	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	GUNTUR	Date Of First List :	0001-01-01
Date Of Next List	2022-05-19	Date Of Decision :	2022-05-19	Purpose :	ADMISSION (HOME)
Petitioner Name:	DEVARAVAPALLI DAVID RAJU	Petitioner Advocate :	M CHALAPATI RAO	Petitioner Legal Heir :	N

Step 2: Click on **Update Details** as shown below.

Search: [   ]

District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Category	Action
GUNTUR	ADMISSION (HOME)	THE STATE OF ANDHRA PRADESH	M CHALAPATI RAO	GP FOR HOME	A1	Update Details
SPS NELLORE	FOR ADMISSION	THE STATE OF ANDHRA PRADESH	SATHEESH KUMAR EERLA	PUBLIC PROSECUTOR (AP)		Update Details
EAST GODAVARI	ADMISSION	The State of	A K KISHORE	GP FOR		Update Details

A popup window will be displayed as shown below.

Step 3: Select **Category** using the drop down list. Enter the fields – **Name of the work**, **Estimated cost** (in lakhs), **Administrative Sanction** details, **E-file Computer No.**, and **Remarks** (if any). Select **Grant** using the drop down list.

Step 4: To add or remove any related CFMS bill details, click on **Add** or **Remove** as per the requirements, filling in the fields accordingly. Once finished, click on **Submit**.

After successful submission, the data will be updated, and a success message will be displayed.

E. High Court Case Mapping with Acknowledgements/Case Registration No. Updation

Step 1: On the left-hand side menu, go to **Services**, and select **High Court Case Mapping with Acknowledgements**.

The following page will be displayed.

1.

2.

Step 2: Select **Case type** of a particular case. Type in the **Case Number** in the empty field next to the Year. Click on **Submit**. On submission, a success message will be displayed.

4. Reports

A. Cases Abstract Report (Legacy)

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

The details of legacy cases of a particular Department will be displayed.

1.

2.

Sect. Dept. Wise High Court Cases Abstract Report (Legacy Cases)

| Print | PDF | Excel | Show 10 entries | | | | | | Search: |

Sl.No	Sect. Department Code	Sect. Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)	Pen Sec
1	HOM01	HOME	50640	0	11440	35	265	17	
Totals			50640	0	11440	35	265	17	

B. Cases Abstract Report (New)

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

The details of new cases of a particular Department will be displayed.

1.

High Court New Cases Abstract Report

Case Type	Department	District
---ALL--- ▼	---ALL--- ▼	---ALL--- ▼

Case Registration Year	Date of Registration (From Date)	Date of Registration (To Date)
---ALL--- ▼	📅	📅

Petitioner Name	Respondent Name

Get Report

2.

Sect. Dept. Wise High Court New Cases Abstract Report (New Cases)

Print | PDF | Excel | Show [10 ▼] entries | Search: [ ]

Sl.No ▲	Sect. Department Code	Sect. Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)	Per Sec
1	HOM01	HOME	727	0	523	0	196	4	
Totals			727	0	523	0	196	4	

C. Contempt Cases Abstract Report

Step 1: On the left-hand side menu, go to **Reports**, and select **Contempt Cases Abstract Report**.

The details of contempt cases of a particular Department will be displayed.

1.

2.

Sect. Dept. Wise Contempt Cases Abstract Report (Contempt Cases)

| Print | PDF | Excel | Show 10 ∨ entries | | | | | | | Search: | | |

Sl.No	Sect. Department Code	Sect. Department Name	Total Cases	Pending With Sect.Dept	Pending With MLO	Pending With HOD	Pending With Nodal	Pending With Section(Sect. Dept.)	Pen Sec
1	HOM01	HOME	287	0	74	0	1	0	
Totals			287	0	74	0	1	0	

D. HC Orders Issued Report

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

APOLCMS ☰ ⏻Logout

Reports ∨

Cases Assigned to Sections
Officers Registered
Nodal Officers Abstract
Cases Abstract Report(Legacy)
Cases Abstract Report(New)
Case Category Updation Report(Finance)
Closed Cases Report
High Court Cause List
New Cases Abstract Report
Case Processing Status Report(Legacy)
HC Orders Issued Report
Case Processing Status Report(New)
Contempt Cases Abstract Report
District Nodal Officers Abstract Report

| 802 Disposed Cases | 1831 Allowed Cases | 1490 Dismissed Cases | 451 Withdrawn Cases |

| 225 Closed Cases | 23 Returned Cases |

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.)	Pending With Section(HOD)	Pendi With Distri Collec
1	HOM01	HOME	62	0	54	0	0	4	0	

Designed and Developed by **APCFSS** .

The details of orders issued by the High Court for cases of a particular Department will be displayed.

Orders Issued Report

From Date	To Date
📅	📅

Show Report

Print | PDF | Excel | Show 10 ⌄ entries | Search:

Sl.No ↑↓	Sect.Department Code ↑↓	Department Name ↑↓	Total Cases ↑↓	Interim Orders Cases ↑↓	Interim Orders Issued ↑↓	Final Orders Cases ↑↓	Final Orders Issued
1	HOM01	HOME	50640	16212	36944	4209	5
Totals			50640	16212	36944	4209	5

E. Case Processing Status Report

Step 1: On the left-hand side menu, go to **Reports**, and select **Case Processing Status Report (Legacy)/Case Processing Status Report (New)**.

The details of processing status of cases of a particular Department will be displayed.

Sect. Dept. Wise Case processing Abstract Report

Sl.No	Sect. Department Code	Sect. Department Name	Total Cases	Petition Uploaded	Closed	Counter filed	Parawise Remarks Uploaded	Parawise Remarks Approved by GP
1	HOM01	Home	50640	6	4	0	0	0
Totals			50640	6	4	0	0	0

F. Officers Assigned

Step 1: On the left-hand side menu, go to **Reports**, and select **Officers Registered**.

The details of all officers (MLOs and Nodal) registered from a particular Department will be displayed.

Middle Level Officers (Legal) Details

Designation/ Role *

Middle Level Officer (Legal)   [Show Details]

| Print | PDF | Excel | Show [10] entries | | | Search: [ ] |

Sl.No	Department Code	Department	Employee Name	Designation	Mobile No	eMail
1.	AGC01	AGRICULTURE AND MARKETING	SUJATHA DATTI	DEPUTY SECRETARY TO GOVERNMENT	8978276544	sujathadatti64@gmail.com
2	AHF01	ANIMAL HUSBANDRY, DAIRY	B DHARMA RAO	ASSISTANT	9100989174	b.dharmarao@gov.in

Step 2: The default list displayed will be of MLOs. For viewing other options, select **Designation/Role** from the drop down list.

Middle Level Officers (Legal) Details

Designation/ Role *

Nodal Officer (Legal)

---SELECT---
Middle Level Officer (Legal)
Nodal Officer (Legal)
Nodal Officer (Legal - District Level)

[Show Details]

Search: [ ]

Sl.No	Department Code	Department	Employee Name	Designation	Mobile No	eMail
1.	AGC01	AGRICULTURE AND MARKETING	SUJATHA DATTI	DEPUTY SECRETARY TO GOVERNMENT	8978276544	sujathadatti64@gmail.com
2.	AHF01	ANIMAL HUSBANDRY, DAIRY DEVELOPMENT AND FISHERIES	B DHARMA RAO	ASSISTANT SECRETARY	9100989174	b.dharmarao@gov.in

For <u>District Level Nodal Officers</u>, select **District** as well using the drop down list.

Middle Level Officers (Legal) Details

Designation/ Role *

Nodal Officer (Legal - District Level)

District

---SELECT---

[Show Details]

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

[Print] [PDF] [Excel] Show 10 entrie

Search:

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

Select **Show Details**.