Andhra Pradesh Online Legal Cases Monitoring System (OLCMS)
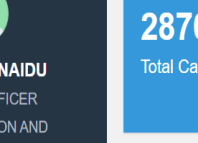
User Manual for NODAL OFFICERS

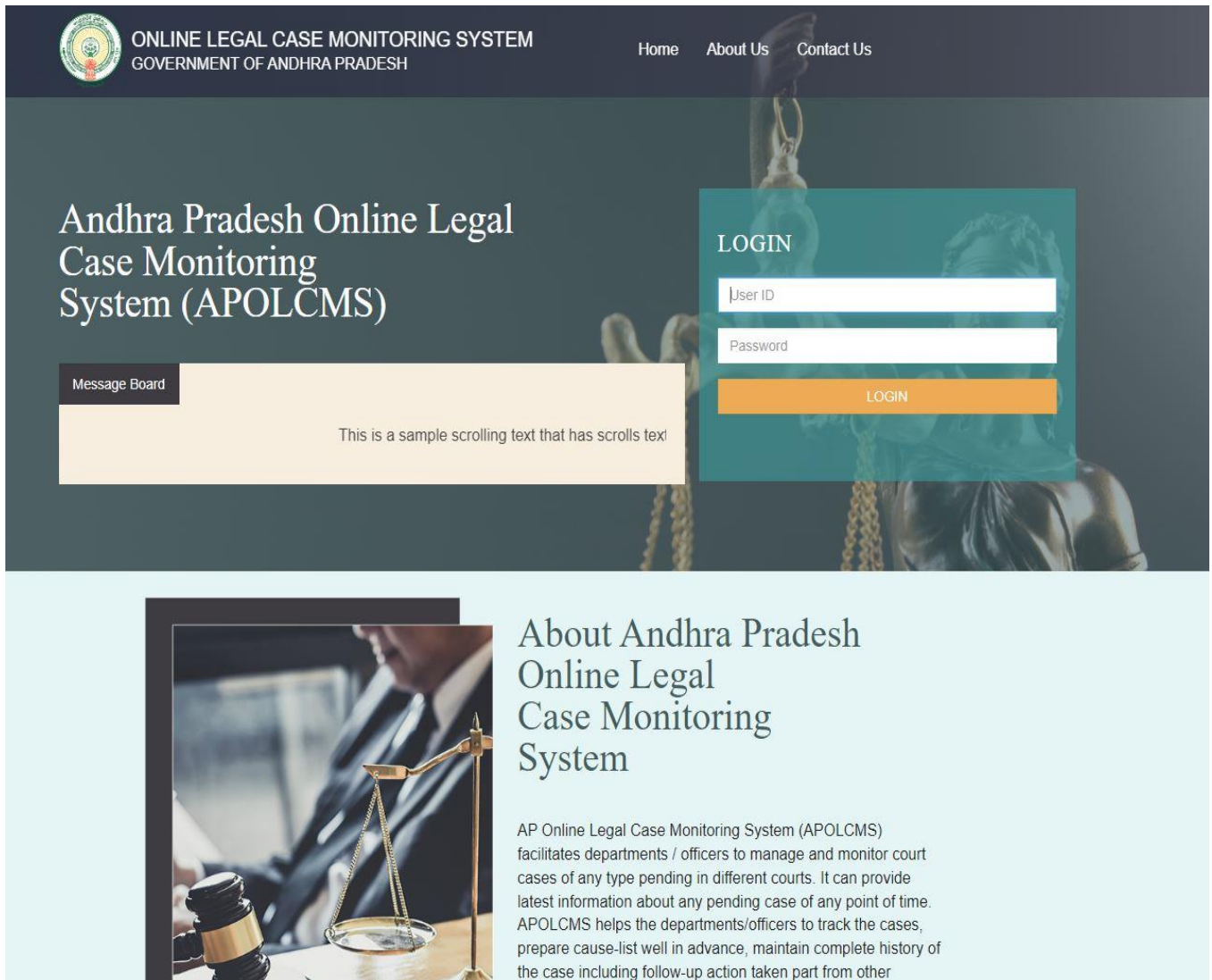## (Ver-1.1)

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 screen.

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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.**

The case details and activities will be shown as follows -

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 Advocate :	ELEVATED AS JUDGE	Petitioner Legal Heir :	N
Respondent Name :	STATE OF AP,	Respondent Advocate :	GP FOR AGRICULTURE (AP)	Respondent Advocate :	GP FOR AGRICULTURE (AP)

Prayer: to issue any Writ, Order or Direction more particularly one in the nature of Writ of Mandamus declaring surcharge notice under Section 60,1 of the AP Cooperative Societies Act, vide proceedings in Rc.No.1472/2016-C dated 20.07.2017 issued by the 3 rd respondent proposing to recover the alleged loss caused to the 4 th respondent i.e., Rs.3,05,737/- during the period 01.07.2012 to 22.12.2016 from the petitioners as illegal, arbitrary, unjust, unreasonable, contrary to law, violative of principles of natural justice and barred by limitation and consequently set aside the same and pass

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.

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Departments / Respondents	Advocate CC No.	Advocate Name	Download / Print	
1.Cooperation and Cooperative Societies-(NON-SERVICES), 2.District Collector-Visakhapatnam-(NON-SERVICES)	2815	K SRINIVASA RAO	🗒 Acknowledgement	🗒 Scanned Affidavit
1.Industries and Commerce-(NON-SERVICES), 2.Cooperation and Cooperative Societies-(NON-SERVICES)	10202	G.V.S KISHOR KUMAR	🗒 Acknowledgement	🗒 Scanned Affidavit
1.Cooperation and Cooperative Societies-()	12391	V.V.SATISH	🗒 Acknowledgement	🗒 Scanned Affidavit

Assign Cases   **+**

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 the case(s). Add **Remarks**, if any.

Print PDF Excel Show 10 ⌄ entries   Search: [   ]

Sl.No		Ack No.	Date	District	Case Type	Main Case No.	Departme
1	☑	AGC062420220722105614346 **AGC060005080**	22-07-2022	VISAKHAPATNAM	AMENDMENT PETITION	W.P.NO. 5711 OF 2022	1.Cooperation and Coop 2.District Collector-Visak
2	☑	AGC062420220620124953712	20-06-2022	VISAKHAPATNAM	SUSPENSION PETITION	W.P .NO OF 2022	1.Industries and Comme 2.Cooperation and Coop
3	☐	AGC0216202205020545049	02-05-2022	EAST GODAVARI	WP-WRIT PETITION		1.Cooperation and Coop

Assign Cases   **−**

Select other details such as **Department**, **District**, etc. 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.

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

The new page will be displaying the case details as shown below.

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 Advocate :	ELEVATED AS JUDGE	Petitioner Legal Heir :	N
Respondent Name :	STATE OF AP,	Respondent Advocate :	GP FOR AGRICULTURE (AP)	Respondent Advocate :	GP FOR AGRICULTURE (AP)

Prayer: to issue any Writ, Order or Direction more particularly one in the nature of Writ of Mandamus declaring surcharge notice under Section 60,1 of the AP Cooperative Societies Act, vide proceedings in Rc.No.1472/2016-C dated 20.07.2017 issued by the 3 rd respondent proposing to recover the alleged loss caused to the 4 th respondent i.e., Rs.3,05,737/- during the period 01.07.2012 to 22.12.2016 from the petitioners as illegal, arbitrary, unjust, unreasonable, contrary to law, violative of principles of natural justice and barred by limitation and consequently set aside the same and pass

Step 2: Click on **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

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.

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

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

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

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.
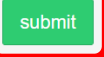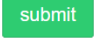
1.

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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.

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.

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.

D. HC Orders Issued Report

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

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	Department Code	Department Name	Total Cases	Interim Orders Cases	Interim Orders Issued	Final Orders Cases	Final Orders Issued
1	AGC06	Cooperation and Cooperative Societies	2870	755	2543	65	68
Totals			2870	755	2543	65	68

Showing 1 to 1 of 1 entries

Previous | 1 | Next

E. Case Processing Status Report

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

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

F. Officers Registered

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.

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

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

Select **Show Details.**