

# Software User Manual

## For

### E-Filing

#### of

### (E-Diary)

[Version 1.0]

Date of Release: 01.12.2014



Punjab & Haryana High Court IT Centre

Haryana State Centre

Department of Information Technology

**Ministry of Communications and Information Technology**  
Government of India

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## Document Overview

1	Project Name	E-Filing for High Courts (E-Diary) - Module.
2	Project & Data Owner	Punjab & Haryana High Court
3	Software Development & Implementation Support	NIC-Punjab & Haryana High Court IT Centre, Haryana State Centre
4	Objective of this Document	⇒ To provide operational knowledge to all concerned officers & officials.
5	Pre-requisites	⇒ Concerned Officer/Official should have basic knowledge on computer operations. ⇒ Concerned Officer/Official should have valid digital signatures and digital signature signing software and a username on E-Diary.
6	Scope of the Project	Punjab & Haryana High Court, Chandigarh
7	Technology	⇒ Development: PHP ⇒ Database: Oracle 10g ⇒ Front-end Operation: Any Browser preferably Mozilla

## **[01] Introduction**

### ***[01.1] Background***

E-Diary has been implemented for the members of the bar. After successful implementation of its operation it has been extended to e-Filing.

### ***[01.2] Scope***

Only functions related to e-Filing from E-Diary module of Punjab & Haryana High Court.

### ***[01.3] Purpose***

Purpose of this document is to impart knowledge on Operations of E-Filing Module of E-Diary software to all concerned.

### ***[01.4] Audiences***

This manual is primarily for members of the Bar.

### ***[01.5] Problem Reporting***

In case of any problem in the software, it may be reported in the Problem Reporting Performa (PRP) given at Annexure-I to Registrar /Joint Registrar /OSD (Computerization) of Punjab & Haryana High Court, Chandigarh.

### ***[01.6] Structure of Document***

Remaining document gives e-Diary features, general instructions

## **[02] Product Features**

### ***[02.1] About E-Filing Module of E-Diary.***

E-Filing Module of E-Diary Software has been divided into following:

<b>#</b>	<b>Category</b>	<b>Description</b>
1.	E-Diary	To Maintain the Cases at one place.
2.	E-Filing	File a case online.

### ***[02.2] Features of Module***

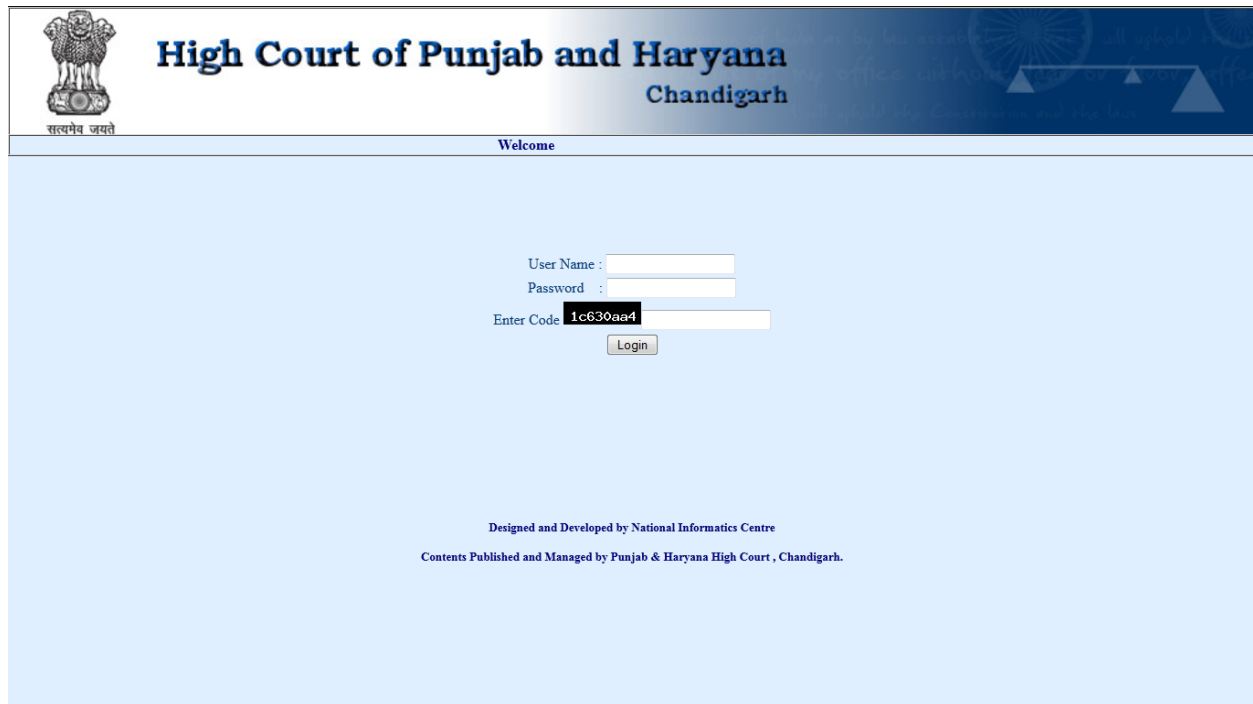
- ⇒ Software is based on Workflow of High Court.
- ⇒ No Manual Data Changes.
- ⇒ Provides Data Security as all the functions are through software user interface.

## [04] E-Filing Module's Operations

### 1.1 Enter E-Diary -> Login into E-Diary

-----

E-Filing Module of E-Diary the following screen will appear.



High Court of Punjab and Haryana  
Chandigarh

सत्यमेव जयते

Welcome

User Name :

Password :

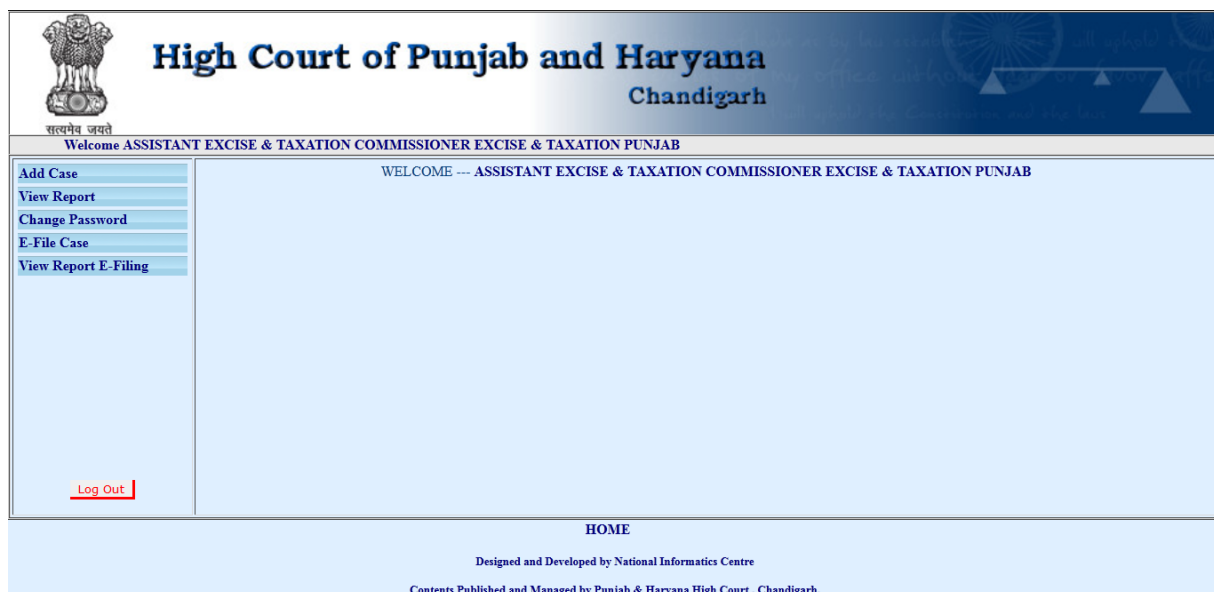
Enter Code **1c630aa4**

Login

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User needs to Login into the E-Diary to use the E-Filing.

After the successful login the following screen will be appear.



High Court of Punjab and Haryana  
Chandigarh

सत्यमेव जयते

Welcome ASSISTANT EXCISE & TAXATION COMMISSIONER EXCISE & TAXATION PUNJAB

WELCOME --- ASSISTANT EXCISE & TAXATION COMMISSIONER EXCISE & TAXATION PUNJAB

Add Case

View Report

Change Password

E-File Case

View Report E-Filing

Log Out

HOME

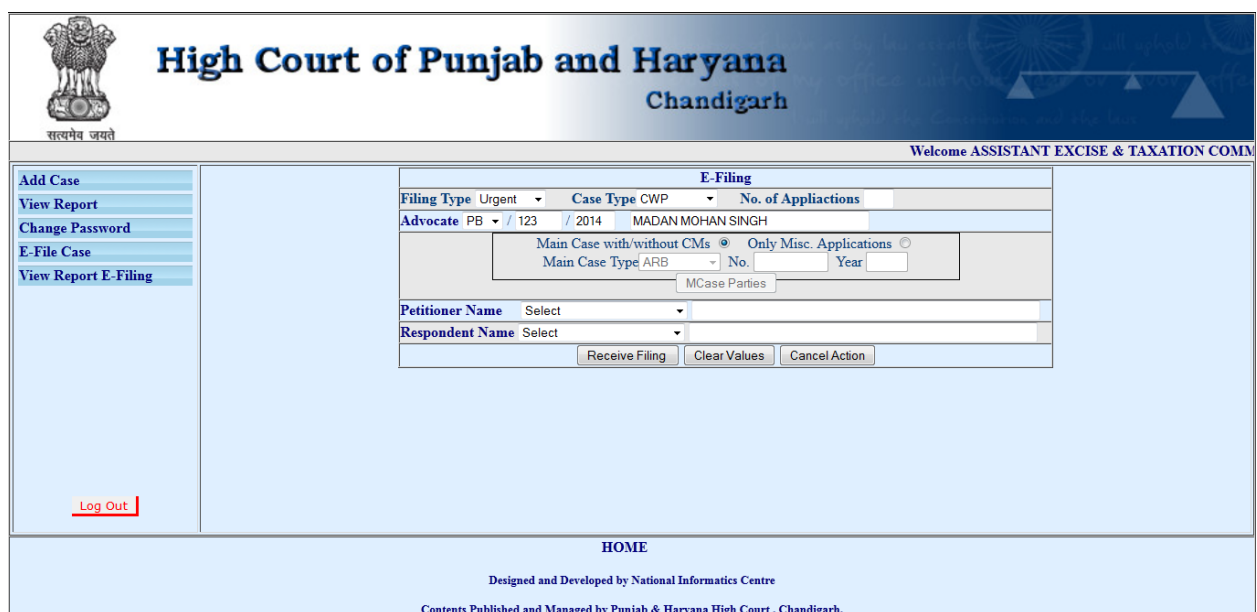
Designed and Developed by National Informatics Centre  
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It has following Menus on the Left Side.

- 1. Add Case.**
- 2. View Report.**
- 3. Change Password.**
- 4. E-File Case.**
- 5. View Report E-Filing.**

To E-File of a case user needs to click on "E-File Case" on the left side menu.

After Clicking the "E-File Case" the following screen will be appear.



**High Court of Punjab and Haryana**  
Chandigarh

Welcome ASSISTANT EXCISE & TAXATION COMM

**E-Filing**

Filing Type Urgent Case Type CWP No. of Applications

Advocate PB / 123 / 2014 MADAN MOHAN SINGH

Main Case with/without CMs  Only Misc. Applications

Main Case Type ARB No. Year

MCase Parties

Petitioner Name Select

Respondent Name Select

Receive Filing Clear Values Cancel Action

[Log Out](#)

HOME

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In this screen user needs to fill all the required fields and then click on the Receive Filing button on the bottom of the page.

After Submissions of the page user will be redirected to the following screen.

The screenshot displays the e-filing interface for the High Court of Punjab and Haryana, Chandigarh. The header features the court's logo and name. Below the header, a navigation menu includes links for 'Add Case', 'View Report', 'Change Password', 'E-File Case', and 'View Report E-Filing'. The main content area shows the 'E-Filing System: Urgent:15' status. The case details are: E-Filing No.: Urgent:15, Case Type: CRM-M, Party Detail: STATE OF HARYANA Vs UT OF CHANDIGARH, and E-Filing Status: Pending. A row of buttons allows for 'Update Memo of Parties', 'Update FIR Details', 'Update Complaint Details', 'Update Lower Court Details', 'Upload Documents', and 'View Summary'. Below this, there are buttons for 'E-File Petition', 'Print Report', 'Print Index Page', and 'Print E-Filing Receipt'. A 'Log Out' link is located in the bottom left corner. The footer contains the text 'HOME', 'Designed and Developed by National Informatics Centre', and 'Contents Published and Managed by Punjab & Haryana High Court, Chandigarh.'

In this screen there are some links on the top of the page:-

- Upload Memo Party
- Update FIR Details
- Update Complaint Details
- Update Lower Court Details
- Upload Documents
- View Summary

User Need to fill all the required information and upload the documents as per his case.



## 1. Upload Memo Party

-----

On Clicking the Upload Memo Party link under the E-Filing Module in E-Diary the following screen will appear.

**High Court of Punjab and Haryana**  
Chandigarh

सत्यमेव जयते

ASSISTANT EXCISE & TAXATION COMMISSIONER EXCISE & TAXATION PUNJAB

**Add Case**  
View Report  
Change Password  
E-File Case  
View Report E-Filing

**E-Filing System: Urgent:15**  
E-Filing No.: **Urgent:15** Case Type: **CRM-M** Party Detail: **STATE OF HARYANA Vs UT OF CHANDIGARH** E-Filing Status: **Pending**

Update Memo of Parties Update FIR Details Update Complaint Details Update Lower Court Details Upload Documents View Summary

**Add New Memo of Parties Detail**

Sr.No. Select	*Pet/Res	*Party Name	*Father Name	*Gender	Address*	City	District	State*	Pin Code	Phone No	Mobile No	E
1 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
2 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
3 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
4 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
5 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
6 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
7 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
8 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
9 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E
10 <input type="checkbox"/>	Select	Enter Party Name	Father Name	Select	Enter	Enter City	Enter District	Select State	Enter Pin	Enter Phone	Enter Mobile	E

[Log Out](#)

In the screen user can add multiple Memo of Party Details at once.

## 2. Update FIR Details

On Clicking the Update FIR Details link under the E-Filing the following screen will appear.

The screenshot shows the 'High Court of Punjab and Haryana Chandigarh' E-Filing System interface. The header includes the court's name and logo. The main content area is titled 'E-Filing System: Urgent:15' and displays case information: 'E-Filing No.: Urgent:15', 'Case Type: CRM-M', 'Party Detail: STATE OF HARYANA Vs UT OF CHANDIGARH', and 'E-Filing Status: Pending'. A navigation bar contains buttons for 'Update Memo of Parties', 'Update FIR Details', 'Update Complaint Details', 'Update Lower Court Details', 'Upload Documents', and 'View Summary'. Below this is a table for 'Add/Update FIR Details' with columns for 'Check', 'Sr. No.', 'FIR District\*', 'FIR No\*', 'FIR Date\*', 'Police Station\*', and 'Section\*'. The table contains five rows, all with 'AMBALA' in the 'FIR District' column. An 'Update' button is located at the bottom right of the table. A 'Log Out' link is visible in the left sidebar. The footer includes 'HOME', 'Designed and Developed by National Informatics Centre', and 'Contents Published and Managed by Punjab & Haryana High Court, Chandigarh.'

Check	Sr. No.	FIR District*	FIR No*	FIR Date*	Police Station*	Section*
<input type="checkbox"/>	1	AMBALA				
<input type="checkbox"/>	2	AMBALA				
<input type="checkbox"/>	3	AMBALA				
<input type="checkbox"/>	4	AMBALA				
<input type="checkbox"/>	5	AMBALA				

In the screen user can add multiple FIR Details at once.

### 3. Update Complaint Details

-----

On Clicking the Update Complaint Details link under the E-Filing the following screen will appear.

High Court of Punjab and Haryana  
Chandigarh

Welcome ASSISTANT EXCISE & TAXATION

E-Filing System: Urgent:15

E-Filing No.: Urgent:15 Case Type: CRM-M Party Detail: STATE OF HARYANA Vs UT OF CHANDIGARH E-Filing Status: Pending

Update Memo of Parties Update FIR Details Update Complaint Details Update Lower Court Details Upload Documents View Summary

Add/Update Complaints

Check	Sr. No.	Comp District*	Comp No*	Comp Date*	Police Station*	Complainant Name*	Court Name*	Section*
<input type="checkbox"/>	1	AMBALA						
<input type="checkbox"/>	2	AMBALA						
<input type="checkbox"/>	3	AMBALA						
<input type="checkbox"/>	4	AMBALA						
<input type="checkbox"/>	5	AMBALA						

Log Out Update

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In the screen user can add multiple Complaint Details at once.

### 4. Update Lower Court Details

-----

On Clicking the Update Lower Court Details link under the E-Filing the following screen will appear.



# High Court of Punjab and Haryana Chandigarh

Welcome ASSISTANT EXCISE & TAXATION

**E-Filing System: Urgent:15**

E-Filing No.: Urgent:15 | Case Type: CRM-M | Party Detail: STATE OF HARYANA Vs UT OF CHANDIGARH | E-Filing Status: Pending

**Add/Update Lower Court Case Details**

Check	Sr. No.	Court Type*	LC District*	Judge Name*	LC Case Type*	LC Case No*	LC Case Year*	Order Dated*
<input type="checkbox"/>	1	Trial	AMBALA		-Select-		2014	
<input type="checkbox"/>	2	Trial	AMBALA		-Select-		2014	
<input type="checkbox"/>	3	Trial	AMBALA		-Select-		2014	
<input type="checkbox"/>	4	Trial	AMBALA		-Select-		2014	
<input type="checkbox"/>	5	Trial	AMBALA		-Select-		2014	

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In the screen user can add multiple Lower Court Details at once.

## 5. Upload Documents

-----

On Clicking the Upload Documents link under the E-Filing the following screen will appear.



# High Court of Punjab and Haryana Chandigarh

Welcome ASSISTANT EXCISE & TAXATION COMMISSIONER EXCISE & TA

**E-Filing System: Urgent:15**

E-Filing No.: Urgent:15 | Case Type: CRM-M | Party Detail: STATE OF HARYANA Vs UT OF CHANDIGARH | E-Filing Status: Pending

**View/Delete Uploaded Docs**

Check	Sr. No.	Document Type	Document Title	Pages	View Document
<input type="button" value="Delete Selected Documents"/>					

**Upload New Documents**

Check	Sr. No.	Document Type	Document Title	Dated	Court Fee	Page From	Page To	Browse Document
<input type="checkbox"/>	1	PaperBook						Browse... No file selected.
<input type="checkbox"/>	2	PaperBook						Browse... No file selected.
<input type="checkbox"/>	3	PaperBook						Browse... No file selected.
<input type="checkbox"/>	4	PaperBook						Browse... No file selected.
<input type="checkbox"/>	5	PaperBook						Browse... No file selected.
<input type="checkbox"/>	6	PaperBook						Browse... No file selected.
<input type="checkbox"/>	7	PaperBook						Browse... No file selected.
<input type="checkbox"/>	8	PaperBook						Browse... No file selected.

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In the screen user can add multiple Lower Court Details at once.

## 6. View Summary

On Clicking the View Summary link under the E-Filing the following screen will appear.

The screenshot displays the E-Filing System interface for the High Court of Punjab and Haryana, Chandigarh. The page is titled "High Court of Punjab and Haryana Chandigarh" and includes a navigation menu on the left with options like "Add Case", "View Report", "Change Password", "E-File Case", and "View Report E-Filing". The main content area shows the case details for "Urgent:875281", including the case type "CRM-M", party details "STATE OF HARYANA Vs STATE OF PUNJAB", and the status "Pending". There are buttons for "Update Memo of Parties", "Update FIR Details", "Update Complaint Details", "Update Lower Court Details", "Upload Documents", and "View Summary".

**E-Filing System: Urgent:875281**

E-Filing No.: Urgent:875281 | Case Type: CRM-M | Party Detail: STATE OF HARYANA Vs STATE OF PUNJAB | E-Filing Status: Pending

Update Memo of Parties | Update FIR Details | Update Complaint Details | Update Lower Court Details | Upload Documents | View Summary

**FIR Details For E-Filing: 875281**

Sr. No.	FIR District.	FIR No.	FIR Date	Police Station	Section
1	AMBALA	201	22/12/2012	test	420
2	JALANDHAR	423	21/09/2011	NEW CHOKI HARIDWAR	320,341
3	KAPURTHALA	44	21/09/2011	arafdasf	fasdfasdfasd
4	HOSHIARPUR	888	21/10/2011	NEW CHOKI PEHWA	323,356,420

**Complaints Details For E-Filing: 875281**

Sr. No.	Complain District.	Complain No.	Complain Date	Police Station	complainant Name	Court name	Section
1	AMBALA	420	21-NOV-2011	AMBALA	Rajeev	Ambala Sehar	307,144
2	JIND	420	21-NOV-2011	ambala	Rajeev	Ambala Sehar	307,144,177
3	BHIWANI	349	21-OCT-2011	GOHANA	Vijay bansal	Ambala sehar	302,177, 420

**Memo of Parties For E-Filing: 875281**

Party Name	Petitioner/Respondent	Father Name	Address
Sudhir	Petitioner	Chetan Sharma	#333 Sector 13 Chandigarh
Rajat Sharma	Petitioner	Rajan Sharma	#111 Sector 13 Chandigarh
Surinder	Respondent	Rajat	#222 Sector 13 Chandigarh

In this screen you will see all the filled information that you have entered regarding to that case.

After successfully submissions of the details you can submit the case. To submit this application you have to click on the "E-File Petition" on the bottom of the page.

## 7. Print Report

On Clicking the Print Report link under the E-Filing the following screen will appear.

E-Filing Details: 875281							
E-Filing Type.: Urgent		Case Type: CRM-M		Party Details: STATE OF HARYANA Vs STATE OF PUNJAB			
No of Applications.: 0		Advocate Code: P-11-1999		Advocate Name: ABCD			
<b>FIR Details</b>							
Sr. No.	FIR District.	FIR No.	FIR Date	Police Station	Section		
1	AMBALA	201	22/12/2012	test	420		
2	JALANDHAR	423	21/09/2011	NEW CHOKI HARIDWAR	320,341		
3	KAPURTHALA	44	21/09/2011	arafdaf	fasdfasdfasd		
4	HOSHIARPUR	888	21/10/2011	NEW CHOKI PEHWA	323,356,420		
<b>Complaint Details</b>							
Sr. No.	Complaint District.	Complaint No.	Complaint Date	Police Station	complainant Name	Court name	Section
1	BHIWANI	349	21-OCT-2011	GOHANA	Vijay bansal	Ambala sehar	302,177, 420
2	AMBALA	420	21-NOV-2011	AMBALA	Rajeev	Ambala Sehar	307,144
3	JIND	420	21-NOV-2011	ambala	Rajeev	Ambala Sehar	307,144,177
<b>Memo Of Party Detail</b>							
Sr. No.	Party Name	Petioner/Respondent	Father Name		Address		
1	Sudhir	Petitioner	Chetan Sharma		#333 Sector 13 Chandigarh		
2	Rajat Sharma	Petitioner	Rajan Sharma		#111 Sector 13 Chandigarh		
3	Surinder	Respondent	Rajat		#222 Sector 13 Chandigarh		
<b>Land Acquisition Detail</b>							
Sr. No.	Award No. & Date	Date U/S (4)	Village/ District	Judge Name			
1	1/11-DEC-1990	11-DEC-2014	RAIPUR/FARIDABAD	Hemant Gupta			
<b>Lower Court Detail</b>							
Sr. No.	LC Case No & Order Date	Court Type	District	Judge Name			
1	RSA-222-2013/12-DEC-2014	Apellate	FARIDKOT	Surinder			

## 8. Print Index Page

On Clicking the Print Index Page link under the E-Filing the following screen will appear.

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

STATE OF HARYANA  
STATE OF PUNJAB

Versus

In CROCP-12-2014  
.....Petitioner  
.....Respondents

### INDEX

Sr.No.	Ann.	Particulars of Documents	Date	Pages	Court Fees
1	-----	MEMO OF PARTY		10-21	23.00
2	-----	PAPER BOOK 3	23-JAN-2011	12-34	12.00
3	-----	PAPER BOOK 3		12-34	12.00
4	-----	PAPER BOOK 3		31-45	-
<b>TOTAL</b>					<b>47.00</b>

Place: Chandigarh  
Date: 01/12/2014

[MADAN MOHAN SINGH]  
COUNSEL FOR THE APPLICANT


## 9. Print E-Filing Receipt

On Clicking the Print E-Filing Receipt link under the E-Filing the following screen will appear.

E-Filing Receipt	
E-Filing Date	04/11/2014 12:40:53
Parties	STATE OF HARYANA V/S STATE OF PUNJAB
E-Filed By	ABCD
Case Type	CRM-M(CROCP-12-2014)

## 10. View Report E-Filing

On Clicking the View Report E-Filing link under the E-Filing the following screen will appear.



High Court of Punjab and Haryana  
Chandigarh

Welcome ASSISTANT EXCISE & TAXATI

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Log Out

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List of Registered E-Filed Cases					
Search For Cases <input type="text" value="Search"/>					
Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status
875293	MADAN MOHAN SINGH	CRM-M	ABC	STATE OF HARYANA	Pending
875292	MADAN MOHAN SINGH	ARB	ABC	STATE OF PUNJAB	Pending
875291	MADAN MOHAN SINGH	ARB	UNION OF INDIA	UT OF CHANDIGARH	Pending
875290	MADAN MOHAN SINGH	ARB	STATE OF HARYANA	UT OF CHANDIGARH	Pending
875288	MADAN MOHAN SINGH	CA	EFY	STATE OF HARYANA	Pending
875287	MADAN MOHAN SINGH	CWP	ABC	DEF	E-Filed
875286	MADAN MOHAN SINGH	ARB	STATE OF PUNJAB	TEST	Pending
875285	MADAN MOHAN SINGH	ARB	STATE OF HARYANA	STATE OF PUNJAB	Pending
875284	MADAN MOHAN SINGH	FAO-M	STATE OF HARYANA	STATE OF PUNJAB	Pending
875283	MADAN MOHAN SINGH	ARB	STATE OF HARYANA	STATE OF PUNJAB	Pending

In this screen you can view all the List of E-Filed Cases with the status of case.