

DCMS

District Courts Monitoring System

INSTRUCTION FOR DATA ENTRY

1. Enter the web address, “*http://dcms.sci.gov.in*”
2. Select your State, District and then enter user id & password on login page.
3. Click “Setting” tab on top panel and then click “Add Judicial Officer”. Please enter the names and JO Codes (only numeric, like PB0098 be entered as “0098”) of Judicial Officers working in the District and Sub-divisions/Taluka without any salutation with designation in short form, like ‘CJM’ or ‘CMM’ for Chief Judicial Magistrate or Chief Metropolitan Magistrate, ‘JMIC’ or ‘MM’ for Judicial Magistrate 1st Class or Metropolitan Magistrate etcetera.
4. The names of Judicial Officers can be updated at any point of time by using this tab.
5. After successfully entering the details of Judicial Officers, press the “Menu” tab on top panel and select second option, “Data Entry-Work Sheet”. Thereafter, the user will be prompted to select date and to click “Get Work Sheet” button.
6. Each Court in a district will use the same login ID & password to reach till previous step and then to enter the requisite

information except Remarks Column and then to click “Save as Draft” button hovering over top of work sheet.

7. In case, the work sheet for a particular day is filled by one court and then next court will get prompt of “Data already exists”. Press the “[Click here](#) to continue Editing Draft” option and the next court will be taken to work sheet for that particular day.

8. Important Note: Each Court has to fill the data of own court in conformity with NJDG and to click “Save as Draft” button. The “Final Submit” button will be clicked after “Remarks Column” is filled by learned Principal District & Sessions Judge/District & Sessions Judge.

9. The data entered shall be in conformity with NJDG and the Monitoring Team will compare such data.

Synopsis prepared by **TEAM DCMS**

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Procedure for automatic account creation for entering data related to District Court's evaluation through respective CPCs.

1. Account for all district would be created automatically by the system (in deactivated state.)

2. A link for each district would be created and sent to their respective CPC's. This link is for account activation. A link so created would be used for one time. The link would be executed by the respective District Courts only.

3. Upon clicking the link, the district users will be prompted for : Name, Mobile number and E-mail. Upon submitting their details, the password would be sent via SMS and E-Mail.

4. **Login Id would be mobile number or email id as entered above (interchangeably).**