

Court Case Monitoring System (CCMS)
User Manual for Department Users
March-2025

National Informatics Centre (NIC)

Ministry of Electronics and Information Technology (MEITY)

Government of India.

Chief Secretariat, Puducherry, 605001.

<https://law.py.gov.in/CCMS>

Introduction

The Court Case Monitoring System (CCMS) is a web-based application developed to assist government departments in Puducherry in efficiently tracking, managing, and monitoring legal cases involving the government, either as a Petitioner or Respondent.

Case details are recorded for various courts, including the Supreme Court, High Court, Central Administrative Tribunal (CAT), Fast Track Courts, and other district courts.

For High Court cases, data is retrieved through an API integration with the e-Courts system, enabling real-time access to case updates. Once retrieved, the Law Department reviews the cases and assigns them to the appropriate government departments or relevant authorities for further legal proceedings, response preparation, or necessary actions.

For courts other than the High Court, case data entry is currently a manual process, where relevant information is collected and entered in the system. To streamline this process, an API integration is in progress, which, once implemented, will automate data retrieval and ensure greater accuracy in real-time updates.

The Cause List for High Court cases is automatically generated through the High Court API integration, allowing real-time retrieval of case hearing schedules while eliminating the need for manual data entry. The system continuously updates the Cause List to reflect the latest case information from the High Court API, ensuring accuracy and efficiency.

For other courts, users must manually enter hearing details into the system. Once recorded, the CCMS system processes this data and provides alerts for upcoming hearings. **Hearing dates must be regularly updated in the system to ensure accuracy and maximize efficiency.**

System Overview

The CCMS offers the following key features for Department Users:

- **Role-Based Access:** Users can only access the cases and functions that are relevant to their department.
 - **Case Management:** Ability to create, update, and monitor cases within the department.
 - **Dashboard Alerts:** The system provides alerts for upcoming hearings and other case-related activities.
 - **MIS Reporting:** Generate department-specific reports to track case progress.
-

User Roles for Department Users

1. Department Administrator

- **Responsibilities:**
 - **Create and manage department operators** (subordinate users).
 - **Create new cases** related to their department.
 - **Update case details** and track the status of ongoing cases.
 - **Generate reports** for the department's cases.
- **Permissions:**
 - Full access to manage cases and generate reports for the department.
 - Ability to add or update cases and assign roles to department operators.

2. Department Operator

- **Responsibilities:**
 - **Create new cases** within the department.
 - **Monitor and update case details.**
 - **View reports** related to cases in the department.

- **Permissions:**

- Limited to creating and managing cases within their department.
 - Cannot manage users or generate department-wide reports.
-

Mandatory Fields for Case Entry:

Case Number – A unique identifier assigned to each case by the court.

Year – The year in which the case was filed, helping to distinguish cases with similar numbers.

Case Type – Specifies the nature of the case (e.g., civil, criminal, writ petition, appeal, etc.), ensuring proper categorization.

CNR (Case Number Record) – A unique 16-digit alphanumeric code assigned to every case.

Case Response Type – Select whether the government is the petitioner or the respondent in the case.

Court Selection – Choose the **specific court** where the case is being heard. This includes options such as the **Supreme Court, High Court, Central Administrative Tribunal (CAT), Fast Track Courts, and other district courts**.

Petitioner – The **individual, organization, or government entity** that has filed the case in court.

Petitioner's Counsel – The **lawyer or legal representative** advocating on behalf of the petitioner in the case.

Respondent – The **individual, organization, or government entity** against whom the case has been filed.

Respondent's Counsel – The **lawyer or legal representative** defending the respondent in court.

Case Status - Whether the case is On-going or Disposed.

Remarks - The Remarks section is used to record any additional observations, updates, or important notes related to the case.

Cause List:

The **Cause List** for the **High Court** will have a **separate menu** (menu name: **High Court Reports-> Cause List Report**) for easy access. For **other courts**, the hearings will be displayed on the **dashboard** for the **current day, next day, week, and month**.

Cases Pertaining to Multiple Departments:

If a case involves more than one department, it can be linked accordingly to ensure proper coordination and tracking.

A case can be linked to other departments using (Manage Cases-> Assign Case Related to Multiple Department). The linked cases can be viewed under the menu (Reports->Linked Cases Report).

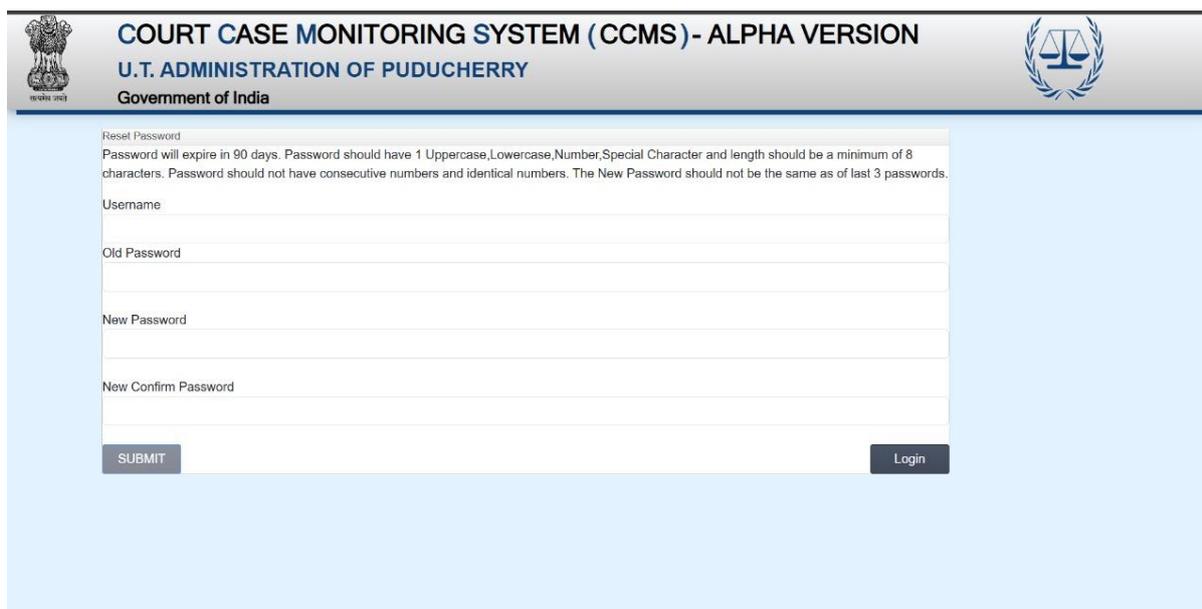
Navigating the Court Case Monitoring System (CCMS)

1. Logging In

- **Step 1:** Open your browser and go to the CCMS login page (URL -> <https://law.py.gov.in/CCMS>).
- **Step 2:** Enter your **username** and **password** provided.
- **Step 3:** Click **Login** to access the system.



The screenshot displays the login interface for the Court Case Monitoring System (CCMS). At the top, the header includes the Government of India emblem, the text "COURT CASE MONITORING SYSTEM (CCMS) - BETA VERSION 1.0", "U.T. ADMINISTRATION OF PUDUCHERRY", and "GOVERNMENT OF INDIA", along with a scales of justice icon. The main content area features a light blue background with the message "This site is currently Under Development." centered above a white "Sign In" form. The form contains three input fields: "Username", "Password", and "Captcha". The Captcha field shows the text "XIFyd8" and a refresh button. A "Sign In" button is located at the bottom right of the form.

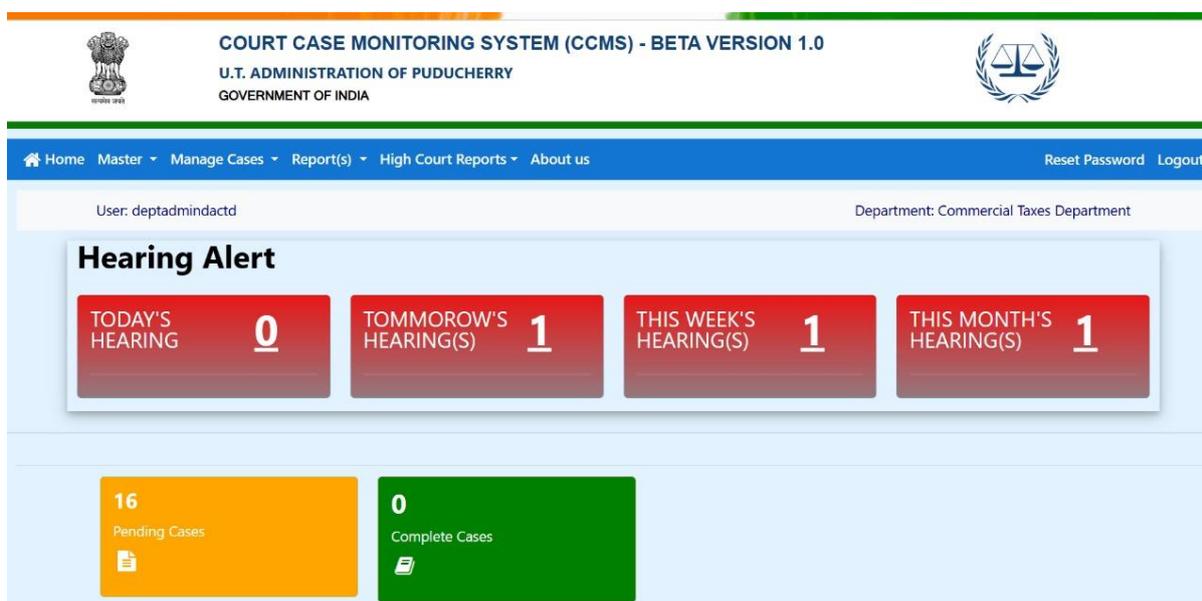


The screenshot shows the login page for the Court Case Monitoring System (CCMS) - Alpha Version. The header includes the Government of India logo, the system name, and the U.T. Administration of Puducherry logo. The main content area contains a password reset form with the following fields: Username, Old Password, New Password, and New Confirm Password. A 'SUBMIT' button is located at the bottom left of the form, and a 'Login' button is at the bottom right. A note above the form states: 'Password will expire in 90 days. Password should have 1 Uppercase, Lowercase, Number, Special Character and length should be a minimum of 8 characters. Password should not have consecutive numbers and identical numbers. The New Password should not be the same as of last 3 passwords.'

2. Dashboard Overview

Upon logging in, you will be directed to your **Department Dashboard**, which includes:

- **Case Hearing Alerts:** Displays alerts for upcoming hearings for the **day**, **week**, and **month**.
- **Pending Cases:** A summary of cases that are awaiting action or update.
- **Quick Links:** Direct access to create cases or view case details.



The screenshot shows the Department Dashboard for the CCMS - Beta Version 1.0. The header includes the Government of India logo, the system name, and the U.T. Administration of Puducherry logo. The main content area features a navigation bar with links for Home, Master, Manage Cases, Report(s), High Court Reports, and About us. The user is identified as 'deptadmindactd' and the department is 'Commercial Taxes Department'. The dashboard displays a 'Hearing Alert' section with four cards: 'TODAY'S HEARING' (0), 'TOMMOROW'S HEARING(S)' (1), 'THIS WEEK'S HEARING(S)' (1), and 'THIS MONTH'S HEARING(S)' (1). Below this, there are two summary cards: '16 Pending Cases' and '0 Complete Cases'.

CCMS User Manual for Department Users

The screenshot displays the CCMS user interface. At the top, it features the Government of India logo, the text "COURT CASE MONITORING SYSTEM (CCMS) - BETA VERSION 1.0", "U.T. ADMINISTRATION OF PUDUCHERRY", and "GOVERNMENT OF INDIA", along with a scales of justice icon. A navigation bar includes "Home", "Master", "Manage Cases", "Report(s)", "High Court Reports", "About us", "Reset Password", and "Logout". The user is logged in as "deptadmindactd" for the "Commercial Taxes Department".

The main dashboard shows a "Hearing Alert" section with four red boxes: "TODAY'S HEARING 0", "TOMMOROW'S HEARING(S) 1", "THIS WEEK'S HEARING(S) 1", and "THIS MONTH'S HEARING(S) 1". Below this, there are two colored boxes: an orange one for "16 Pending Cases" and a green one for "0 Complete Cases".

A modal window titled "Tomorrow Hearing" is open, displaying a table with the following data:

Sr. No.	Case No. Year	Department	Party of Petitioner	Party of Respondent	Next date of hearing	Brief of the matter	Present Stage/Status (SINCE)	Attachment
1	1123 / 2021	Commercial Taxes Department	P. DEVARAJAN (M)	DEPARTMENT OF PERSONNEL AND TRAINING (M), UT OF PUDUCHERRY, UT OF PUDUCHERRY, UT OF PUDUCHERRY,	07/03/2025			

Below the table are "Export To Excel" and "Close" buttons. The modal is titled "Case Hearing Alert" at the bottom.

Case Hearing Alert										
Today's Hearing(s)										
Sr.No.	Case No/Year	Department	Case Petitioner	Petitioner Counsel	Case Respondent	Respondent Counsel	Next Hearing Date	Brief of Matter	Present Stage	Status
No Hearing Today.										
Tomorrow's Hearing										
Sr.No.	Case No/Year	Department	Case Petitioner	Petitioner Counsel	Case Respondent	Respondent Counsel	Next Hearing Date	Brief of Matter	Present Stage	Status
1	1123/ 2021	Commercial Taxes Department	P DEVARAJAN (M)	M/S T SAI KRISHNAN & R SARAVANAN	DEPARTMENT OF PERSONNEL AND TRAINING (M) , UT OF PUDUCHERRY , UT OF PUDUCHERRY , UT OF PUDUCHERRY ,	M/S S S MEENAKUMARY , MR.R.SYED MUSTAFA	07/03/2025			
This Week's Hearing(s)										
Sr.No.	Case No/Year	Department	Case Petitioner	Petitioner Counsel	Case Respondent	Respondent Counsel	Next Hearing Date	Brief of Matter	Present Stage	Status
1	1123/ 2021	Commercial Taxes Department	P DEVARAJAN (M)	M/S T SAI KRISHNAN & R SARAVANAN	DEPARTMENT OF PERSONNEL AND TRAINING (M) , UT OF PUDUCHERRY , UT OF PUDUCHERRY , UT OF PUDUCHERRY ,	M/S S S MEENAKUMARY , MR.R.SYED MUSTAFA	07/03/2025			
Hearing for this Month(s)										
Sr.No.	Case No/Year	Department	Case Petitioner	Petitioner Counsel	Case Respondent	Respondent Counsel	Next Hearing Date	Brief of Matter	Present Stage	Status
1	1123/ 2021	Commercial Taxes Department	P DEVARAJAN (M)	M/S T SAI KRISHNAN & R SARAVANAN	DEPARTMENT OF PERSONNEL AND TRAINING (M) , UT OF PUDUCHERRY , UT OF PUDUCHERRY , UT OF PUDUCHERRY ,	M/S S S MEENAKUMARY , MR.R.SYED MUSTAFA	07/03/2025			

Dashboard Features:

- **Hearing Alerts:** Upcoming hearings for the day, week, or month will be displayed prominently.
- **Department Summary:** View the number of pending and resolved cases in your department.

This dashboard is your main interface for quickly understanding the status of cases and receiving alerts for important activities.

3. Case Management



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 U.T. ADMINISTRATION OF PUDUCHERRY
 GOVERNMENT OF INDIA



Home Master Manage Cases Report(s) High Court Reports About us
Reset Password Logout

User: depta

Department: Commercial Taxes Department

New Case Registration
 Update Case
 Assign Case Related to Multiple Dept.

NEW CASE ENTRY

Back

Select Response Type *

Select Court *

Select CaseType

Case/Stamp No *

CNR *

Select Year *

Name of Petitioner *

Name of Respondent *

Brief of the matter

Case Under Section

Case Register Date
Reply Filed On
Case Next Date

A. Creating New Cases

- **Step 1:** From the **Dashboard**, click on **Create New Case**.

CCMS User Manual for Department Users

- **Step 2:** Enter essential case details:
 - **Case Number:** Enter the unique identification number for the case.
 - **Case Type:** Select the type of case (e.g., civil, criminal).
 - **Petitioner/Respondent:** Indicate whether the government is the petitioner or respondent.
 - **Court Details:** Choose the relevant court.
 - **Hearing Date(s):** Enter the hearing date(s).
 - **Case Status:** Set the initial case status (e.g., active, pending).
- **Step 3:** Once all the information is entered, click **Save** to submit the new case.

The screenshot displays the 'NEW CASE ENTRY' form within the CCMS interface. The form is titled 'NEW CASE ENTRY' and includes a 'Back' button. The form fields are organized as follows:

- Select Response Type ***: --Select Response Type--
- Select Court ***: -- All Courts --
- Select CaseType**: [Empty field]
- Case/Stamp No ***: Case/Stamp No
- CNR ***: CNR
- Select Year ***: --Select Year--
- Name of Petitioner ***: Name of Petitioner
- Name of Respondent ***: Name of Respondent
- Name of Petition Counsel**: Name of Petition Counsel
- Name of Respondent Counsel**: Name of Respondent Counsel
- Brief of the matter**: Brief of the matter
- Case Under Section**: Case Under Section
- Case Register Date**: Case Register Date
- Reply Filed On**: Reply Filed On
- Case Next Date**: Case Next Date
- Order Number**: Order Number
- Order Date**: Order Date
- Interim Order Vacant**: Interim Order Vacant
- Dispose Order**: Disposed Order
- Dispose Date**: Dispose Date
- Present Stage / Status**: Present Stage / Status
- Select Case Status ***: --Select Case Status--
- Adjournment**: Enter Adjournment
- Remarks ***: Enter Remarks
- Attachment**: Choose File (No file chosen)
- Upload**: Upload button (Maximum file size should be 20 MB)

The interface also shows a navigation menu with options: Home, Master, Manage Cases, Report(s), High Court Reports, About us. User information: User: deptadmindactd, Department: Commercial Taxes Department. Action buttons: SUBMIT, Delete.

B. Updating Case Details

Step 1: From the **Dashboard**, click on **Manage Cases -> Update Case**.

Step 2: Search for the case by **Department or Court Name or Case Type**.

Step 3: Select the case you want to update.

Step 4: Update the case details, such as:

- **Hearing Dates**
- **Case Status** (e.g., pending, resolved, under appeal)

Step 5: Click **Update** after making the necessary changes to ensure the case details are updated.

Update Case

Select District: --Select District--
 Select Department: Commercial Taxes Departme
 Select Court Type: Supreme Court
 Select Case Type: SPECIAL LEAVE PETITION(CIV)

Select Case Status: --All Case Status--
 Case Hearing Date (From): dd-mm-yyyy
 Case Hearing Date (To): dd-mm-yyyy

[Get Details](#) [Reset](#)

LIST OF CASES [Back](#)

S.No	CASE.NO/CASE YEAR	PETITIONER	RESPONDENT	PETITIONER COUNSEL	RESPONDENT COUNSEL	CASE STATUS	MAIN DEPARTMENT	ACTION
1	3005 / 2019	1 THE DIVISIONAL CONTROLLER N.W.K.R.T.C.	1 MUNIRA 2 SANAKOUSAR 3 ANISH AHMED 4 HARISH AHAMED 5 AKIBA AHAMED 6 MAKTUMBI	S. N. BHAT	T. R. B. SIVAKUMAR[R-6]	On-Going	Commercial Taxes Department	Update Case
2	15825 / 2023	1 M.RAJE SAKER	1 THE UNION TERRITORY OF PUDUCHERRY 2 THE SECRETARY TO GOVERNMENT (FINANCE) 3 THE UNION OF INDIA 4 A. MOHANTHY 5 K. SRIDHAR 6 G. SRINIVAS	SADHANA SANDHUJP-1]	ARAVINDH S.[R-1]	On-Going	Commercial Taxes Department	Update Case

Showing 1 to 2 of 2 entries

C. Cases Pertaining to Multiple Departments:

Step 1: From the **Dashboard**, click on **Manage Cases** -> **Assign Case Related to Multiple Departments**

Step 2: Select Case No which involves more petitioner or respondent.

Step 3: Select Department who involves with the case.

Step 4: Click submit button.

CCMS User Manual for Department Users

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GOVERNMENT OF INDIA

User: deptadmindactd Department: Commercial Taxes Department

CASES PERTAINING TO MULTIPLE DEPARTMENTS [Back](#)

Select Case: --Select--

Select Department: --Select Department-- Department Remark: Department Remark

Is Active:

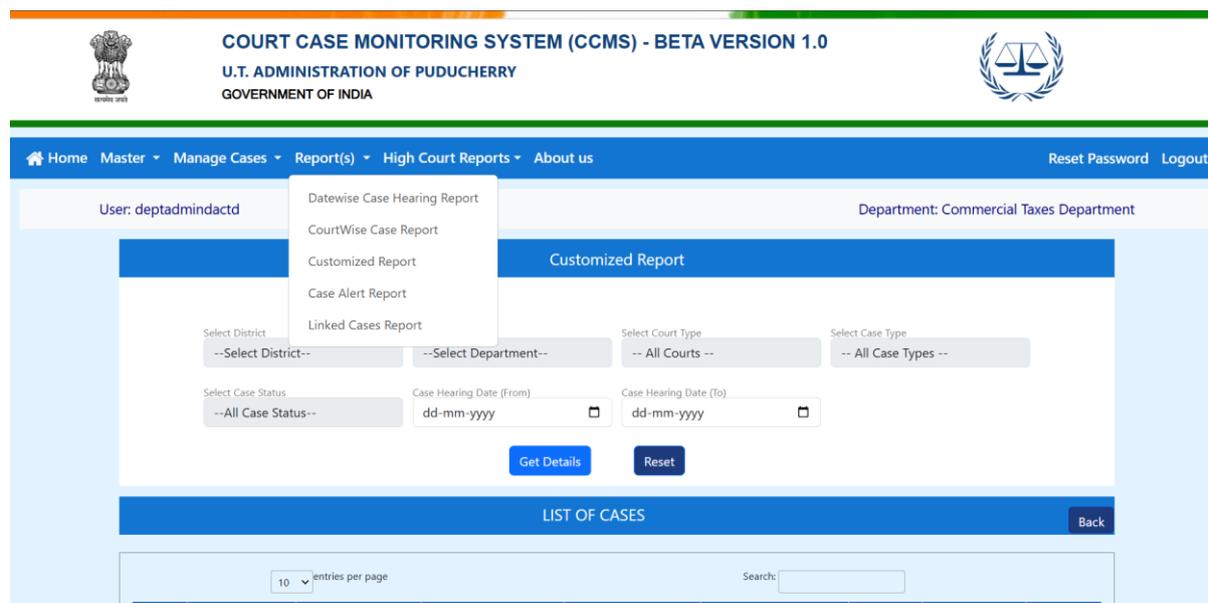
SUBMIT

CASE TYPE LIST

Sr.No.	Case No	Linked Department	Department Remark	Action
1	640 / 2023	Finance	Secondary Petitioner	

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4. MIS Reporting

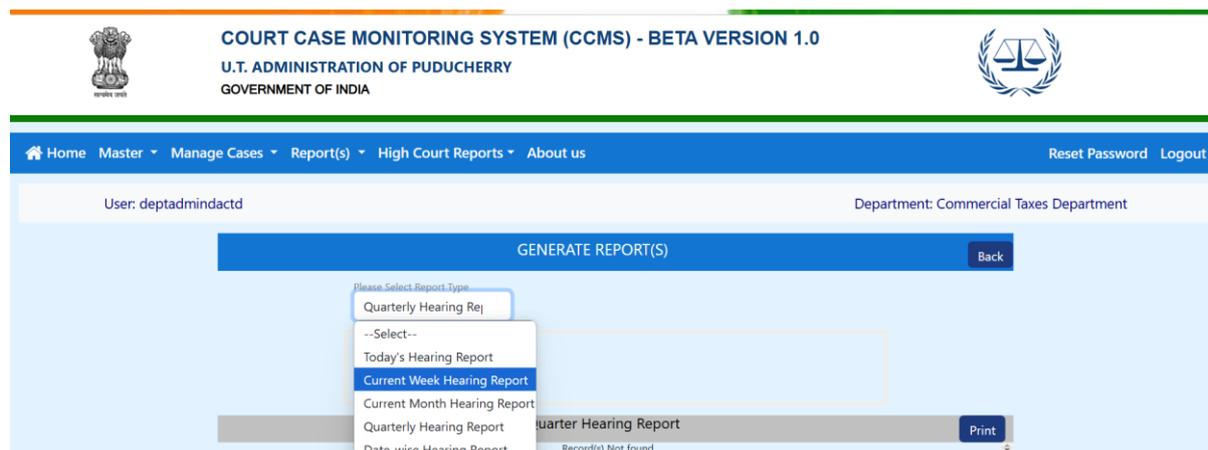


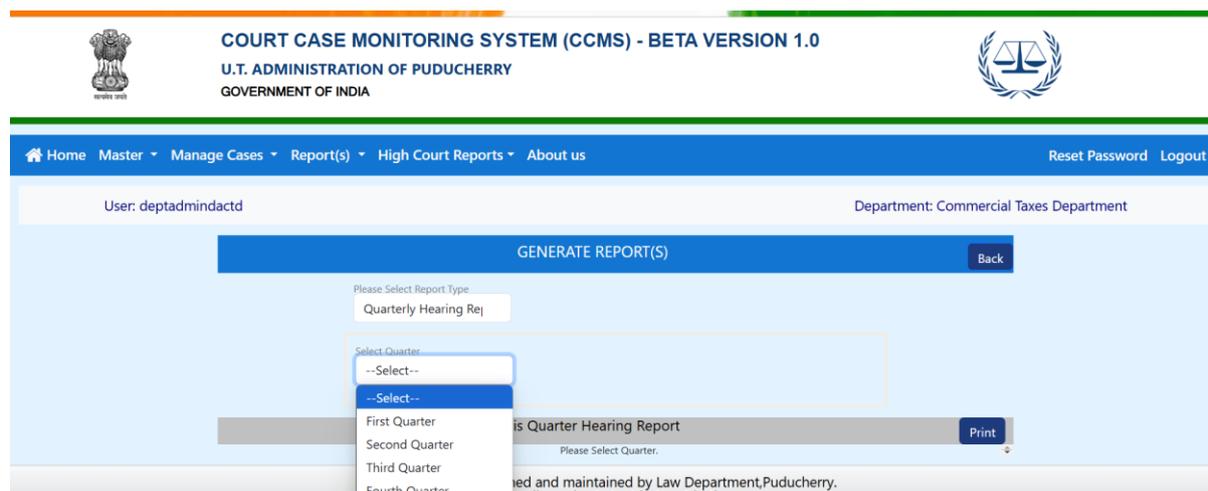
A. Date-wise Case Hearing Report

Step 1: From the Dashboard, click on **Reports -> Date wise Case Hearing Report**.

Step 2: Select Report Type like Today, Current week, Current month and quarterly Case Hearing Report

Step 3: If select a Quarterly Case Hearing Report Then also choose which quarter

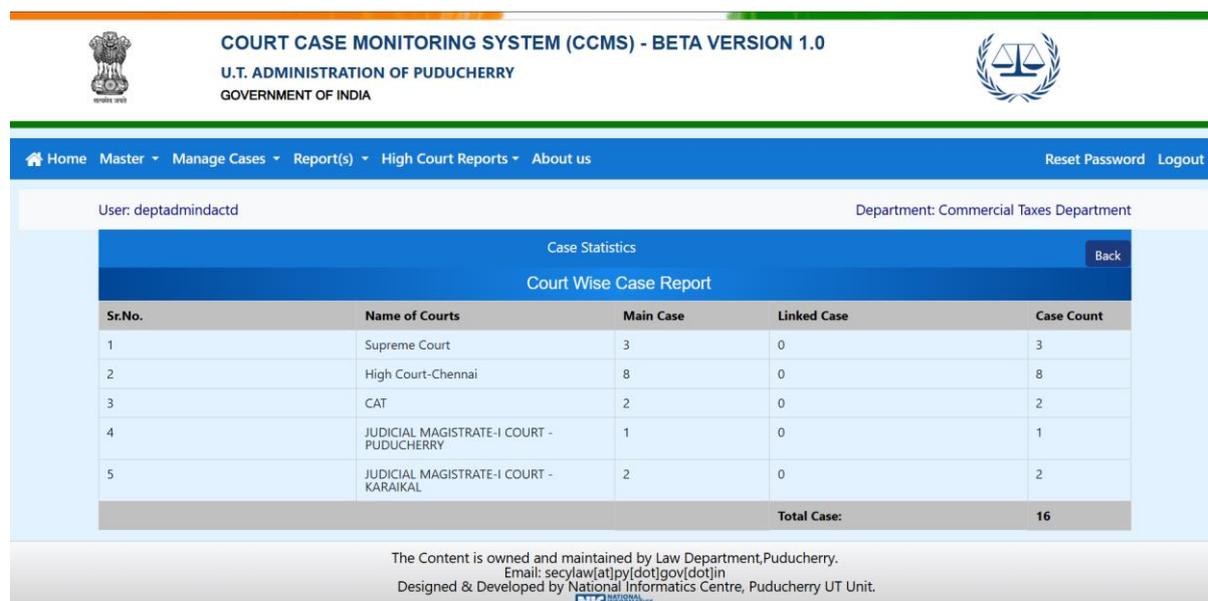




B. Court wise Case Report

Step 1: From Dashboard, click on Reports -> Court wise Case Report.

Step 2: overview of case distribution across various courts, detailing the number of main cases and linked cases with total counts.



C. Customized Reports

Step 1: From the **Dashboard**, click on **Reports** -> **Customized Report**.

Step 2: Select **Department or Court or Case type or Case status** to view reports specific to your department's cases.

Step 3: Once the report is generated, you can **export** it as a **PDF** for further analysis or record-keeping.

CCMS User Manual for Department Users

Customized Report

Select District
--Select District--

Select Department
--Select Department--

Select Court Type
-- All Courts --

Select Case Type
-- All Case Types --

Select Case Status
--All Case Status--

Case Hearing Date (From)
dd-mm-yyyy

Case Hearing Date (To)
dd-mm-yyyy

Get Details
Reset

LIST OF CASES Back

10 entries per page

Search:

Srno	CASE.NO/CASE YEAR	PETITIONER	RESPONDENT	PETITIONER COUNSEL	RESPONDENT COUNSEL	CASE STATUS	MAIN DEPARTMENT	ACTION
1	1123 / 2021	P DEVARAJAN (M)	DEPARTMENT OF PERSONNEL AND TRAINING (M), UT OF PUDUCHERRY, UT OF PUDUCHERRY, UT OF PUDUCHERRY.	M/S T SAI KRISHNAN & R SARAVANAN	M/S S S MEENAKUMARY, MR.R.SYED MUSTAFA	On-Going	Commercial Taxes Department	View Case
2	953 / 2016	1 UT OF PONDICHERRY SEC TO GOVT. INDUSTRIES DEPARTMENT REP BY ITS SECRETARY TO GOVT & THE DEPTIV	1 PREMIERE DISTILLERIES (P) LTD. REP BY THE DIRECTOR	ARAVINDH S.[P-1]	B. KARUNAKARAN[R-1]	On-Going	Commercial Taxes Department	View Case

CASE HISTORY Back

Download Case

CASE DETAILS

Sr. No.	Case No. Year	Next date of hearing	Present Stage/Status (SINCE)	Interim Order	Reply filed on	Remarks
1	1 / 2021	08/03/2021	For Admission		07-02-2021 00:00:00	Case has been registered

PETITIONER DETAILS

Sr.No.	Party of Petitioner	Advocate of Petitioner
1	M/S.ALL INDIA MARATHON SPORTS NO.35, EZHAIMARIAMMAN KOIL ST, MUTHIALPET, PUDUCHERRY.	M/S.K.VAITHEESWARAN RADHIKA CHANDRASEKHAR V.S.MANOJ

RESPONDENT DETAILS

Sr.No.	Party of Respondent	Advocate of Respondent
1	THE APPELLATE ASSISTANT COMMISSIONER (ST) COMMERCIAL TAXES DEPARTMENT, PUDUCHERRY.	M/S.V.USHA AG(PONDY) TAKES NOTICE FOR SOLE RESPDT. VIDE COURT ORDER DT:15/02/2021 (IN ALL CASES)

HISTORY

Sr.No.	CNR	Business Date	Business	Hearing Date	PURPOSE OF HEARING	Adjournment
1	HCMA012247012019			08-03-2021 00:00:00	For Admission	

D. Case hearing Alert

Step1: From Dashboard, click Reports -> Case Alert Report.

Step2: View the Todays, Tomorrows, Current week, Current Month Hearing details in this page

Case Hearing Alert								Back
Today's Hearing(s)								
Sr.No.	Case No/Year	Department	Case Petitioner	Case Respondent	Next Hearing Date	Brief of Matter	Present Stage Status	
No Hearing Today.								
Tomorrow's Hearing								
Sr.No.	Case No/Year	Department	Case Petitioner	Case Respondent	Next Hearing Date	Brief of Matter	Present Stage Status	
1	1123/ 2021	Commercial Taxes Department	P DEVARAJAN (M)	DEPARTMENT OF PERSONNEL AND TRAINING (M) , UT OF PUDUCHERRY, UT OF PUDUCHERRY, UT OF PUDUCHERRY ,	07/03/2025			
2	9643/ 2022	Commercial Taxes Department	M/S.PREM AUTOMOBILES No.7, Kamaraj Salai, Puducherry.	DEPUTY COMMERCIAL TAX OFFICER-GDIII Puducherry.	07/03/2025	Directing the respondent to allow the petitioner inspect and obtain copies of the documents / materials pertaining to the proceedings of Show Cause Notice both dated 19.03.2018 issued from files No.1 /CTD /Enfo. and IW/2017-18 for the year 2016-17 and No.1/CTD/Enfo. and IW/2017-18 for the year 2017-18.		
This Week's Hearing(s)								
Sr.No.	Case No/Year	Department	Case Petitioner	Case Respondent	Next Hearing Date	Brief of Matter	Present Stage Status	
1	1123/ 2021	Commercial Taxes Department	P DEVARAJAN (M)	DEPARTMENT OF PERSONNEL AND TRAINING (M) , UT OF PUDUCHERRY, UT OF PUDUCHERRY, UT OF PUDUCHERRY ,	07/03/2025			
2	9643/ 2022	Commercial Taxes	M/S.PREM AUTOMOBILES	DEPUTY COMMERCIAL TAX	07/03/2025	Directing the respondent to allow the ...		

E. Linked Cases Report

Step1: From Dashboard, click Reports -> Linked Cases Report.

Step2: In this page, if the cases containing multiple departments as a petitioner or respondent then the petitioner 1 or respondent 1 will link the case to the petitioner 2 or respondent 2 it will show here.



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U.T. ADMINISTRATION OF PUDUCHERRY

GOVERNMENT OF INDIA



Home Master Manage Cases Report(s) High Court Reports About us
Reset Password Logout

User: deptadmindactd
Department: Commercial Taxes Department

Linked Case Report - Received Cases from other Department

10 entries per page
Search:

SR.No	CASE ID	CASE NO	MAIN DEPARTMENT	LINKED TO DEPARTMENT(S)	DEPARTMENT REMARK	ACTION
No data available in table						

Showing 0 to 0 of 0 entries

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Best Practices for Using CCMS

- **Regular Updates:** Ensure case statuses are updated promptly to avoid confusion. Regularly check for hearing alerts and update case details after each hearing.
 - **Reports:** Frequently generate and review department reports to stay informed about case trends and performance metrics.
 - **Security:** Always log out of the system when you're finished to ensure that sensitive information remains secure.
-

Conclusion

The **Court Case Monitoring System (CCMS)** is a powerful tool for **Department Users** to efficiently manage and track legal cases. By using the system's features, such as **case creation, status updates, hearing alerts, and MIS reporting**, you can ensure that your department stays on top of legal proceedings and maintains accurate, up-to-date records. This training manual is designed to help you understand how to navigate and utilize these features effectively for case management.