LIMBS 2.0

LEGAL INFORMATION MANAGEMENT & BRIEFING SYSTEM

[USER MANUAL]
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<th>Page no.</th>
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</tr>
</tbody>
</table>
**Introduction to LIMBS 2.0**

Limbs 2.0 alias Legal Information Management and Briefing System is an application which provides **legal services** to its users. It is a dashboard based system for the user departments on which they can see their legal matters at a glance. Afterwards, the drill down method is used to locate the current status of a case. Different logins for Ministry/Department, DOLA Officers, CAS Officers, Advocates and Arbitrators have different workflow.

**The Ministry/Department can**
- View dashboard of all their Cases and its Status
- Enter fresh cases or update existing cases
- Forward cases to Department of Legal Affairs (DOLA) for Advice/Litigation
- Update Proceedings
- Enter Compliance
- Add Advocates/Judges
- Add Progress
- Take different reports
- Transfer their cases to other users (Departments/Divisions/Ministry)
- Enter cases for AMRCD
- Enter arbitration cases

**The Department of Legal Affairs (DOLA) can**
- Gives Advices in the Matters sent by the Departments
- Handle Legal Cases of the Departments
- Marks Cases to their Joint Secretary, Group Officers, Law Officers
- Appoints Panel Advocates for the Cases
- Monitors the Legal Proceedings of the Cases in the Courts
- Make Payment to the Panel Advocates for Cases in the Supreme Court

**Panel Advocates can**
- Give Advices in the Cases
- Enter Progress of the Cases in the Courts
- Raise their Bills
Types of Login

1. **Ministry/Department Login** -

   **User ID** – Enter User Name / ID  
   **Password** – Enter Password

   By using the above credentials, Ministry/Department user can -
   - View their Dashboard of Pending Cases, Contempt Cases, Decided Cases, Compliance Cases, Cases with Date of Hearing Awaited
   - Enter Fresh Cases for further process
   - View/Update Existing Cases and Proceedings
   - Enter Proceedings and Compliance Cases
   - Mark Cases to DOLA with Reference and Previous Judgments for Advice/Litigation
   - Receives Advices from DOLA
   - Files Cases in Court in case of FIT FOR FILING status
   - Gets MIS Reports
   - Search Cases with CNR Number, Case No, Court, Ministry/Department & more
   - Add Progress of a Case
   - Add Advocates/Judges
   - Transfer Cases to Other Ministries/Departments
   - Enter Disputes Referred & View Statements

2. **DOLA Advice Login** -

   **User ID** – Enter User Name / ID  
   **Password** – Enter Password

   By using the above credentials, DOLA can -
   - View Cases and its Details sent by Ministry/Department for Advices
   - Forward Cases to Joint Secretary (JS) for further process
   - Send Cases to CAS for Advice, if marked by JS
   - Send Cases to High Court Litigation Cell
   - Send Cases to Ministry/Department back with Advices and Status

3. **DOLA Joint Secretary Login** -

   **User ID** – Enter User Name / ID  
   **Password** – Enter Password

   By using the above credentials, Joint Secretary can -
   - View Cases & its Details sent by DOLA for further Action
   - Upload Advice and Comment regarding the Case Advice
   - Mark to Group Officers for their Opinion and Advice on a Case
   - Mark Cases to CAS for further Advice
   - Mark Cases back to Ministry/Department

4. **DOLA Group Officer Login** -

   **User ID** – Enter User Name / ID  
   **Password** – Enter Password

   By using the above credentials, Group Officers can -
   - View Cases & Details sent by Joint Secretary for Advice and Opinion
   - Upload Advice and Comment regarding Cases
   - Mark Status FIT/UNFIT for a Case
5. **CAS Login**

*User ID* – Enter User Name / ID  
*Password* – Enter Password

By using the above credentials, Central Agency Section can -
- View Cases & Details sent by DOLA for further actions
- Mark Cases to Law Officers
- Update Case Details and Uploads Advice
- Send back to DOLA and to Ministry/Department

6. **HC Litigation Incharge Login**

*User ID* – Enter User Name / ID  
*Password* – Enter Password

By using the above credentials, Litigation Cell can -
- View Cases & Details sent by DOLA for litigation
- Process Cases for all Litigation Stages
- Forward Cases to Section A & Section B with Case Details
- Generate Notice
- Forward Cases to ALA
- Mark Cases to Advocates
- View Bills generated by Advocates
- Verify/Modify Bills of Advocates

7. **HC Litigation ALA Login**

*User ID* – Enter User Name / ID  
*Password* – Enter Password

By using the above credentials, Litigation Cell can -
- View Cases & Details sent by DOLA LITIGATION INCHARGE
- Verify or Reject Notice generated by HC Litigation Cell for the Case

8. **Panel Advocate Login**

*User ID* – Enter User Name / ID  
*Password* – Enter Password

By using the above credentials, Advocates can -
- Transfer the Case
- Enter Proceedings of their case
- Enter their Cases
- Update History of Cases / Status of Case
- Add Judges/Petitioner/Respondent
- Generate Bill for Cases
- View Previous Bills

9. **Administrator Login**

*User ID* – Enter User Name / ID  
*Password* – Enter Password

By using the above credentials, Administrator can -
- Access all the features of the software along with the user management.
Ministry Login

Ministry/Department Login

The specific ministry would login with its Username and Password in the User Login Form.

Registration of New User –
Name: Enter full name. It accepts only alphabets and space. Number and special characters are not allowed.

Mobile Number: Enter 10 digit mobile numbers.

Designation: Select designation from drop down list.

Department/Attached/Subordinate Office: Select department/attached/subordinate office from the drop list. Subsequently select sub-department and functional department (if available) from the drop down list.

Username:
◆ Length is between 5 to 15.
◆ It accepts only alphanumeric values.

Password: Enter password. Follow below mentioned guidelines to enter password-
◆ Password should be at least 8 characters long.
◆ It should contain at least one number, one alphabet and one special character.
◆ At least one upper case and one lowercase letter should be there.

Add User: Click on the ADD USER button to complete the registration process.

**Steps of User Login:**
Click on User Login link
Enter User Name
Enter Password
Enter Captcha
Click on Sign In
Three different kinds of dashboards are there for effective monitoring of cases.

1. **My Court Cases:**

   **New Entry**

   ![Dashboard Screenshot]

   ✮ **Select Court:** Select appropriate court name from the drop down list.
★ CNR Number: Enter 16 digit unique CNR Number as mentioned in e-Courts website (for district court cases only).

★ Case No: Enter case no. Only digits are allowed. Special characters and alphabets are not allowed.
★ Case Date: Select date of filing from the calendar.
★ Registration Number/Year: Enter registration number/year as mentioned in e-Courts website (for district court cases only).
★ Registration Date: Enter registration date as mentioned in e-Courts website (for district court cases only).
★ Case Category and Sub Category: Select appropriate case category and sub category from the drop down list.
★ Financial Implication: Select appropriate financial implication from the drop down list.
★ Diary No: Enter correct diary no.
★ Part Type: Select correct part type (either Petitioner or Respondent)
★ Petitioner: Enter petitioner name. It accepts alphabets, numbers and special characters.
★ Petitioner Advocate: Enter petitioner advocate name.
★ Respondent: Enter respondent name. It accepts alphabets, numbers and special characters.
★ Respondent Advocate: Enter respondent advocate name.
★ Under Act(s): Enter act name.
★ Under Section(s): Enter section number.
★ Brief History: Enter brief history of the case. It accepts alphabets, numbers and special characters.
★ Concerned Officer Name: Enter concerned officer name. It accepts only alphabets.
★ Concerned Officer Mobile Number: Enter concerned officer mobile number. Only 10 digit numbers are allowed.
★ Case Hearing: Enter correct case hearing details. Business date is last hearing date and Hearing date is the next hearing date.
★ Save: Press Save button to save the details of the case.
★ A 6 digit LIMBS number will be generated automatically.
**Enter Proceedings**

Click on My Court Cases -> Enter Proceedings to enter details of last hearing.

Click on Proceed button of the particular case in which last hearing details is to be entered.

Enter all last hearing details and click on Submit button to save the details.

**Compliance Entry**
List of cases entered from respective user’s account will be visible. Users can update the status of the case, can upload any document and can see details of the case.

- **Update Status**
  Users can update the status of any case by clicking on Update Status link.

- **Upload Document**
  Users can upload any number of documents concerning to the case by clicking on Upload Document link.
Details

Users May Check the Details of cases.

Advices for Cases:

Users may seek advice from Department of Legal Affairs.
Cause List:
Users may check upcoming next ten days hearing details.
## 2. Updation

### Case List:
Users can edit the details of the case entered from New Entry page.

#### Update case with CNR

### Update Proceedings:
Users may update / modify details which is entered in “Enter Proceedings”.

3. Important Cases (for Nodal Officers):

Mark as Important Cases
Nodal Officers can mark any case as Important and can also unmark already marked important cases.
Important Cases List
This page contains all the cases which is marked as Important.
4. MIS Reports

Status wise Summary
Users may check his /her Status wise summary by selecting department and user, Court as well as Ministry wise.

Category wise Summary
Users may check his /her Category wise summary by selecting department and user, Court as well as Ministry wise.
Financial wise Summary
Users may check his /her Financial wise summary by selecting department and user, Court as well as Ministry wise.

Court wise Summary
Users may check his /her Court wise summary by selecting department and user, Court as well as Ministry wise.
**Total Report**

Users may check Total Reports of his/her cases.

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**Disposed /Archive:**

Users may check his/her disposed off or Archive cases list.
Member List

Users may check list of all the registered users of his / her ministry as well as department wise by choosing department from drop down list and click on GO button.
Raised Bill

Users may see list of raised bill by advocates.

5. Case with CNR

Users can search the details of any case with the help of CNR number.
6. Add Progress:
Users can give remarks to any case by clicking of “ADD” button.

7. Add Advocate/Judge:
Users may mention the details of the Judge, Petitioner Advocate name and mobile number (if available).
8. Transfer of Cases:

Transfer Cases Within/ Other Ministry

Users may transfer his/her cases to any user (registered LIMBS user of his/her ministry). User also have provision to Pull Back cases.

9. AMRCD

Entry of Disputes Referred
Users need to enter cases concerning two government bodies.

**Statement of Disputes Referred**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>AMRCD No.</th>
<th>Name of Ministry/Dept.</th>
<th>Claimant</th>
<th>Claimant Ministry</th>
<th>Respondent</th>
<th>Requested Ministry</th>
<th>Nature of dispute in brief</th>
<th>Pending</th>
<th>Date of Reference</th>
<th>Date of Resolution</th>
<th>Total no. of days</th>
<th>Date of Reference</th>
<th>Date of Resolution</th>
<th>Date of Reference</th>
<th>Date of Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>LIHBS TEAM IMPLEMENTATION</td>
<td>Mr. John</td>
<td>John Co.</td>
<td>Mr. Smith</td>
<td>Smith Co.</td>
<td>Pending</td>
<td>27-02-2020</td>
<td>17-02-2020</td>
<td>30</td>
<td>26-02-2020</td>
<td>25-02-2020</td>
<td>25-02-2020</td>
<td>213</td>
<td>15-02-2020</td>
</tr>
</tbody>
</table>
10. **Arbitration:**

Users need to enter the details of arbitration cases. After entering all details click on save button.
11. **Search**
Users can send request for advice from Department of Legal Affairs and can see its status.
**DOLA ADVICE Login**

The Department of Legal Affairs Advice section would login with its Username and Password in the User Login Form, fill the captcha and Sign In for accessing the specific datatable of Legal Cases sent by Ministry/Department.

**DOLA ADVICE Dashboard & Case Details**-

Users of DOLA Advice section may see the details and send to JS for Advice.
DOLA Joint Secretary Login

The Joint Secretary of DOLA would login with its Username and Password in the User Login Form, fill the captcha and Sign In for accessing the specific data table of Legal Cases forwarded by DOLA.

JS DASHBOARD

JS may take action like “Marked to group”, “Forward to CAS” and “Return to Department” and JS may also upload his/her advice and can give comments and than save details by clicking on SAVE button.

![JS DASHBOARD Image](image-url)
**DOLA Group Officer Login**

The Group Officer of DOLA would login with its Username and Password in the User Login Form, fill the captcha and Sign In for accessing the specific datatable of Legal Cases forwarded by DOLA Joint Secretary.

**GROUP OFFICER DASHBOARD –**

Users may see the uploaded document and comment and can resubmitted to JS after uploading his / her advice of particular case.
Central Agency Section (CAS) Login

The CAS section of DOLA would login with its Username and Password in the User Login Form, fill the captcha and Sign In for accessing the specific data table of Legal Cases forwarded by DOLA Joint Secretary.

CAS DASHBOARD -

![Image of CAS Dashboard]

CAS Uploads Advice/Mark to Law Officers -

![Image of CAS Uploads Advice/Mark to Law Officers]
<table>
<thead>
<tr>
<th>Case No.</th>
<th>Court</th>
<th>Date of Complain</th>
<th>Plaintiff</th>
<th>Respondent</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/356/2020</td>
<td>Delhi</td>
<td>2017-05-12</td>
<td>Dr. R. Prakash</td>
<td>UCO Bank Delhi</td>
</tr>
<tr>
<td>1/356/2020</td>
<td>Delhi</td>
<td>2017-05-12</td>
<td>Sh. R. Kumar</td>
<td>UCO Bank Delhi</td>
</tr>
<tr>
<td>12/356/2020</td>
<td>Delhi</td>
<td>2017-05-12</td>
<td>Sh. R. Kumar</td>
<td>UCO Bank Delhi</td>
</tr>
</tbody>
</table>

**Case List at a Glance Till Date 14/02/2020**
**Opening/Drafting and Filing (For Petitioner)**

<table>
<thead>
<tr>
<th>#</th>
<th>Filing No.</th>
<th>File No.</th>
<th>PPS No.</th>
<th>Case No.</th>
<th>Petitioner Dependent</th>
<th>Department Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>400000000000001</td>
<td>001</td>
<td>001</td>
<td>ABKT00000000001</td>
<td>Test for Test</td>
<td>Test for Test</td>
</tr>
<tr>
<td>2</td>
<td>400000000000002</td>
<td>002</td>
<td>002</td>
<td>ABKT00000000002</td>
<td>Test for Test</td>
<td>Test for Test</td>
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<tr>
<td>3</td>
<td>400000000000003</td>
<td>003</td>
<td>003</td>
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<td>Test for Test</td>
</tr>
<tr>
<td>4</td>
<td>400000000000004</td>
<td>004</td>
<td>004</td>
<td>ABKT00000000004</td>
<td>Test for Test</td>
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</tr>
<tr>
<td>5</td>
<td>400000000000005</td>
<td>005</td>
<td>005</td>
<td>ABKT00000000005</td>
<td>Test for Test</td>
<td>Test for Test</td>
</tr>
<tr>
<td>6</td>
<td>400000000000006</td>
<td>006</td>
<td>006</td>
<td>ABKT00000000006</td>
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<tr>
<td>7</td>
<td>400000000000007</td>
<td>007</td>
<td>007</td>
<td>ABKT00000000007</td>
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<td>Test for Test</td>
</tr>
<tr>
<td>8</td>
<td>400000000000008</td>
<td>008</td>
<td>008</td>
<td>ABKT00000000008</td>
<td>Test for Test</td>
<td>Test for Test</td>
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<tr>
<td>9</td>
<td>400000000000009</td>
<td>009</td>
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<td>ABKT00000000009</td>
<td>Test for Test</td>
<td>Test for Test</td>
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<tr>
<td>10</td>
<td>400000000000010</td>
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<td>ABKT00000000010</td>
<td>Test for Test</td>
<td>Test for Test</td>
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<tr>
<td>11</td>
<td>400000000000011</td>
<td>011</td>
<td>011</td>
<td>ABKT00000000011</td>
<td>Test for Test</td>
<td>Test for Test</td>
</tr>
<tr>
<td>12</td>
<td>400000000000012</td>
<td>012</td>
<td>012</td>
<td>ABKT00000000012</td>
<td>Test for Test</td>
<td>Test for Test</td>
</tr>
</tbody>
</table>
**Receipt of Case (Respondent)**

<table>
<thead>
<tr>
<th>Date of Filing</th>
<th>Case No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/01/2020</td>
<td>1212</td>
</tr>
</tbody>
</table>

**Case Type**: Arbitration Petition

**File Type**: Selected

**Panel Member**: Selected

**Date of Receipt of Draft from Department**: 11/02/2020

**Date of Receipt of Draft from Panel Counsel**: 12/02/2020

**Date on which draft forwarded to ministry for settling**: 24/02/2020

**Remarks**: This is forwarding

---

**Legal Information Management & Briefing System (LIMBS) V.7.1**

**Case No.**: [Redacted]

**Date of Filing**: 26/01/2020

**File Type**: Selected

---

**Receipt of Case**

- **Name**: [Redacted]
- **Address**: [Redacted]
- **Phone No.**: [Redacted]
- **Date of Filing**: 26/01/2020
- **File Type**: [Redacted]

**Date of Receipt of Draft from Department**: [Redacted]

**Date of Receipt of Draft from Panel Counsel**: [Redacted]

**Date on which draft forwarded to ministry for settling**: [Redacted]

**Remarks**: This is forwarding
High Court Litigation Section Login

The High Court Litigation section would login with its Username and Password in the User Login Form, fill the captcha and Sign In for accessing the specific data table of Legal Cases forwarded by Department.

My Cases

User may check notice by clicking on VIEW tab and send to ALA for further process.
**Mark Panel Advocate**

Users may mark panel Advocate for the particular case.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Case Name</th>
<th>Ministry</th>
<th>Department</th>
<th>Case Number</th>
<th>Advocate</th>
<th>Phone Number</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HIGH COURT, ALLAHABAD</td>
<td>DEPT. OF RURAL DEVELOPMENT</td>
<td>RURAL DEVELOPMENT</td>
<td>JU865  2002-08-28</td>
<td>MAHENDRA</td>
<td>9899999999</td>
<td>MARK TO PANEL ADVOCATE</td>
</tr>
<tr>
<td>2</td>
<td>TIBERIAL COURT, AGRA</td>
<td>DEPT. OF RURAL DEVELOPMENT</td>
<td>RURAL DEVELOPMENT</td>
<td>JU234  2002-08-28</td>
<td>RAVI</td>
<td>9899999999</td>
<td>MARK TO PANEL ADVOCATE</td>
</tr>
<tr>
<td>3</td>
<td>DISTRICT &amp; SESSION COURT, Agra</td>
<td>DEPT. OF RURAL DEVELOPMENT</td>
<td>RURAL DEVELOPMENT</td>
<td>JU333  2002-08-28</td>
<td>SIMON</td>
<td>9899999999</td>
<td>MARK TO PANEL ADVOCATE</td>
</tr>
</tbody>
</table>

**MARK TO PANEL ADVOCATE**

<table>
<thead>
<tr>
<th>Panel Name</th>
<th>Category of Case</th>
<th>Designation</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate1</td>
<td>Advocate</td>
<td>Advocate</td>
<td>9899999999</td>
</tr>
<tr>
<td>Advocate2</td>
<td>Advocate</td>
<td>Advocate</td>
<td>9899999999</td>
</tr>
</tbody>
</table>

**MARK TO PANEL ADVOCATE**

<table>
<thead>
<tr>
<th>Panel Name</th>
<th>Category of Case</th>
<th>Designation</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate1</td>
<td>Advocate</td>
<td>Advocate</td>
<td>9899999999</td>
</tr>
<tr>
<td>Advocate2</td>
<td>Advocate</td>
<td>Advocate</td>
<td>9899999999</td>
</tr>
</tbody>
</table>

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Bills

Users can view the bills sent by advocates.
HC Litigation Incharge Login

The HC Litigation Incharge of DOLA would login with its Username and Password in the User Login Form; fill the captcha and Sign In for accessing the specific data table of Legal Cases forwarded by ALA.

HC Litigation Incharge DASHBOARD -
Advocate Login

Advocates would login with its Username and Password in the User Login Form, fill the captcha and Sign In for accessing the specific data table of Legal Cases.

My Cases:
Advocates may create their own case bills and check its details.

Create New Bill:
### View Bill:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Bill No.</th>
<th>Bill Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2020-02-05</td>
</tr>
</tbody>
</table>

### Bill Details:

**AASHITHA JAIN**

**PROFESSIONAL BILL**

- **BIF No.:** 34840590C-Lm
- **Case No.:** SLP (R) No. 4846/2011

**Party Name:** 1st Lt. T.G. Chandrakaran, ret, Union of India and Ors.

<table>
<thead>
<tr>
<th>SL.NO.</th>
<th>Particulars</th>
<th>Date Of Invoicing</th>
<th>Amount Claimed (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fee For Appearance</td>
<td>2020-02-01</td>
<td>2000</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>2020-02-01</td>
<td>2000</td>
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<tr>
<td>3</td>
<td></td>
<td>2020-02-01</td>
<td>2000</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>2020-02-01</td>
<td>2000</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>2020-02-01</td>
<td>2000</td>
</tr>
</tbody>
</table>

- Total: 2000

If any bill or cheque has been deposited as per the claim, it shall be paid in accordance with the terms agreed.

**RECEIPT**

Bills are as shown and are accepted for

**RS**
THANK YOU.