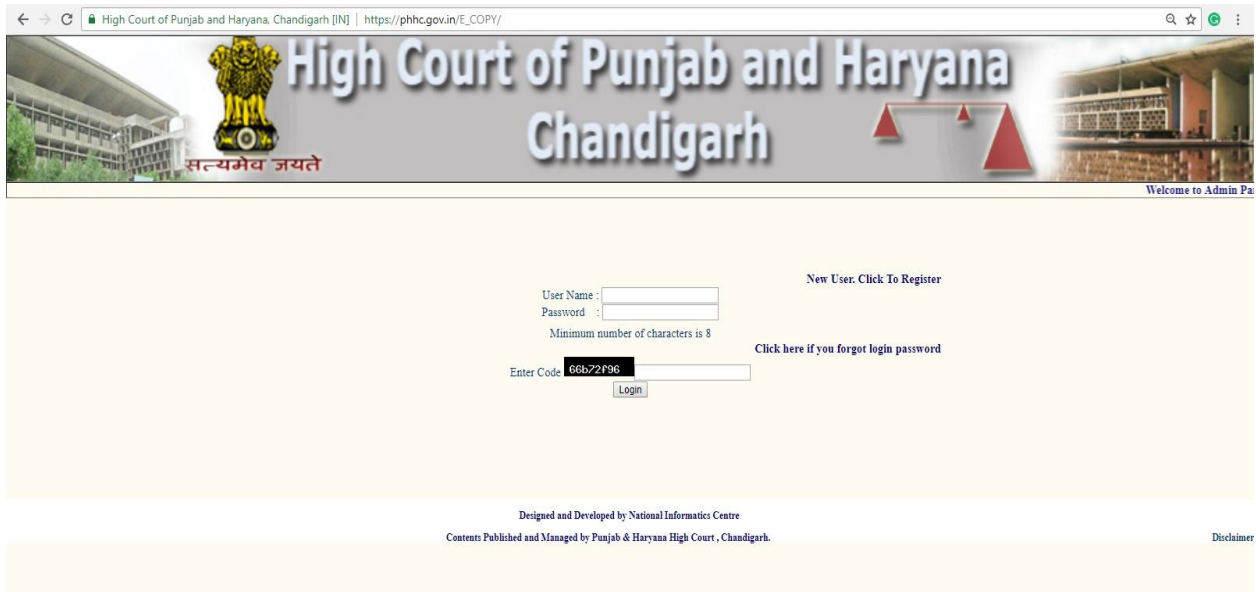


User Manual

- 1) Login screen: - All User can login from same login screen after successfully registration. For registration user have to click on '**New User Click To Register**' link. After registration filling correct information in login screen it will automatically redirect to dashboard according to user role.



The screenshot shows the login interface of the High Court of Punjab and Haryana. The header features the court's name, logo, and a banner image. Below the header, there is a login form with fields for 'User Name' and 'Password'. A note indicates the minimum password length is 8 characters. A CAPTCHA image with the code '66b72f96' is displayed, along with a 'Login' button. A link for 'New User. Click To Register' is located to the right of the password field. A footer section contains the text 'Designed and Developed by National Informatics Centre' and 'Contents Published and Managed by Punjab & Haryana High Court, Chandigarh.'.

High Court of Punjab and Haryana
Chandigarh

User Name :
Password :
Minimum number of characters is 8

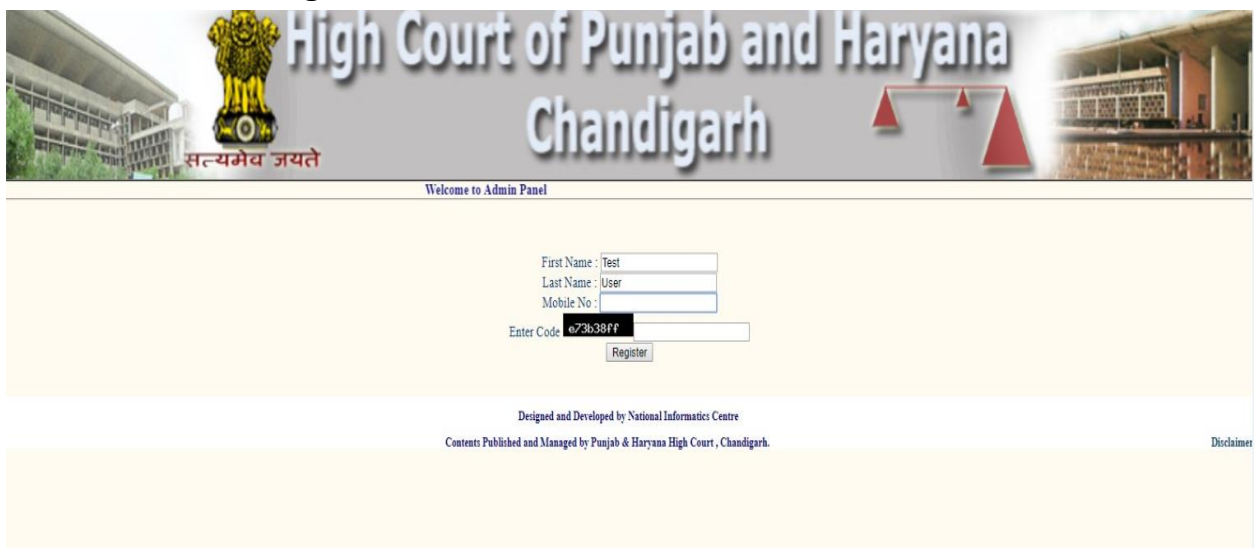
Enter Code **66b72f96**

[New User. Click To Register](#)

[Click here if you forgot login password](#)

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- 2) Register:- Click on '**New User Click to Register**' for new user registration. Fill details then click **Register** button.



The screenshot shows the registration interface of the High Court of Punjab and Haryana. The header is identical to the login screen. The registration form includes fields for 'First Name' (filled with 'Test'), 'Last Name' (filled with 'User'), and 'Mobile No.'. A CAPTCHA image with the code 'e23b38ff' is shown, followed by a 'Register' button. The footer text is the same as the login screen.

High Court of Punjab and Haryana
Chandigarh

First Name :
Last Name :
Mobile No :

Enter Code **e23b38ff**

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Fill complete details and click **login** button.

High Court of Punjab and Haryana
Chandigarh

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OTP have been Sent to Your Mobile

Enter Code : 5E18B5

Email :

Mobile No : 6666666666

Aadhaar No :

Address :

City :

District :

State :

Pin Code :

Enter Code : a20284cf

Login

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NOTE: - After the successful registration, user needs to login with registered mobile number and password will be the registered mobile number. After logging in user has to change the password as a mandatory step.

3) Dashboard Screen:- After filling right information into login page it will redirect to dashboard. Dashboard option will be displayed to user according to user role.

For Users: - These options are visible for users.

- a) Apply Copy
- b) Apply Inspection
- c) View Copy
- d) View Inspection
- e) Copy Requirements
- f) Change Password
- g) Change Profile

- a) **Apply Copy:-** The Apply Copy tab redirect to copy page for apply copy for case using case type, case number and case year with copy type and then click on Submit Request button for apply.

High Court of Punjab and Haryana
Chandigarh

Welcome to Admin Panel

Apply Copy
Apply Inspection
View Copy
View Inspection
Copy Requirements
Change Password
Change Profile

Log Out

Apply for E-Copy (Punjab and Haryana High Court)

Case Type: CWP Case No.: 2334 Case Year: 2010

Copy Type: Urgent Applied By: Public / Indv

Applicant Name: Test User Mobile No. -: 5555555555

Submit Request Clear Values Cancel Action

HOME

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After clicking 'Submit Request' button user gets the online petition number as shown below. This is receipt of applied copy. In this section user can also submit the requirement of copy by clicking on 'Online Petition No'.

High Court of Punjab and Haryana
Chandigarh

Apply for e-Copy / Inspection

Apply Copy
Apply Inspection
View Copy
View Inspection
Copy Requirements
Change Password
Change Profile

Log Out

PUNJAB AND HARYANA HIGH COURT AT CHD.
ONLINE CERTIFIED COPY REQUEST(ONLINE RECEIPT)

Petition Type : Public/Indv - Urgent

Online Petition No : 199

Petition Date : 18-AUG-2018

Petition For : CWP-25-2010

Amount : Rs. 100

Applied By : SANTOSH KUMAR

Contact : +919872816550

Proceed To Pay Rs. 100

After submitting the requirement form user gets redirected to this page that shows the online receipt of online certified copy request. Now user needs to make payment using '**Proceed to Pay**' button.

- b) **Apply Inspection:-** The Apply Inspection tab redirect to inspection page for apply inspection for case using case type, case number and case year with copy type and then click on Submit Request button for apply.

High Court of Punjab and Haryana
Chandigarh

Welcome to Admin Panel

Apply Online Inspection Request

Case Type: CWP	Case No.: 2335	Case Year: 2010
Inspection Type: Urgent	Applied By: Public / Indv	
Applicant Name: Test User		Mobile No.: +91 5555555555
Receive Filing	Clear Values	Cancel Action

Log Out


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Disclaimer

After clicking 'Receive Filing' button user gets the online petition number as shown below. This is online receipt of applied inspection. Now user needs to make payment using '**Proceed to Pay**' button.



Apply Copy Apply Inspection View Copy View Inspection Copy Requirements Change Password Change Profile Log Out	<p>PUNJAB AND HARYANA HIGH COURT AT CHD. INSPECTION REQUEST(ONLINE RECEIPT)</p> <p>Petition Type : Public/Indv - Urgent Online Petition No : 183 Petition Date : 10-AUG-2018 Petition For : CWP-2335-2010 Amount : Rs. 100 Applied By : 5555555555 Contact : +915555555555</p> <p>Proceed To Pay Rs. 100</p>
---	---

When user clicks on **‘Proceed to Pay’** button then user gets redirected to this page. In this page user needs to click on **‘Pay’** button. When user clicks the **‘Pay’** button then user gets redirected to SBI net banking page(As above described).




Welcome to Admin Panel

Apply Copy Apply Inspection View Copy View Inspection Copy Requirements Change Password Change Profile Log Out	<p>Make INSPECTION Fee Payment</p> <table border="1"> <tr> <td>Online Token No. : 183</td> <td>Case-ID. : CWP-2335-2010</td> </tr> <tr> <td colspan="2">Case Party. : KASHMIR SINGH V/S STATE OF PUNJAB AND ORS.</td> </tr> <tr> <td>Applied On. : 10-AUG-2018</td> <td>Applied By : 5555555555</td> </tr> </table> <p>Pay Rs. 100</p>	Online Token No. : 183	Case-ID. : CWP-2335-2010	Case Party. : KASHMIR SINGH V/S STATE OF PUNJAB AND ORS.		Applied On. : 10-AUG-2018	Applied By : 5555555555
Online Token No. : 183	Case-ID. : CWP-2335-2010						
Case Party. : KASHMIR SINGH V/S STATE OF PUNJAB AND ORS.							
Applied On. : 10-AUG-2018	Applied By : 5555555555						

[HOME](#)

- c) **View Copy:-** The View Copy tab redirect to list copy page that shows the list of online certified copies applied. In this listing user can view the applied case status and take required actions. If copy payment is pending then user first needs to make payment by clicking **‘Make Payment’** button.




Welcome to Admin Panel

- Apply Copy
- Apply Inspection
- View Copy
- View Inspection
- Copy Requirements
- Change Password
- Change Profile

Log Out

List of Online Certified Copies Applied					
Sr No.	Token No.	Case-ID.	Status Action	Apply Date	Applicant Name
1	151	CWP-1410-2010 (RIVA KASHYAP V/S PUNJAB UNIVERSITY ETC.)	Copy Payment Pending Make Payment (Rs. 0)	21-JUL-2018	S K
2	152	CWP-456-2011 (BAL CHAND GOYAL V/S STATE OF HARYANA & ORS)	Copy Payment Pending Make Payment (Rs. 0)	21-JUL-2018	S K
3	153	CWP-234-2012 (JAGDEEP SINGH V/S STATE OF PUNJAB AND ORS)	HC Petition No.: 232388 Status: PENDING	21-JUL-2018	S K
4	155	CWP-234-2012 (JAGDEEP SINGH V/S STATE OF PUNJAB AND ORS)	Copy Payment Pending Make Payment (Rs. 0)	31-JUL-2018	S K
5	156	CWP-234-2010 (SUKHDARSHAN V/S STATE OF HARYANA AND ORS.)	Copy Payment Pending Make Payment (Rs. 100)	01-AUG-2018	S K
6	157	CWP-234-2010 (SUKHDARSHAN V/S STATE OF HARYANA AND ORS.)	Copy Payment Pending Make Payment (Rs. 100)	01-AUG-2018	S K

When user clicks on **'Make Payment'** button then user gets redirected to this page. In this page user needs to click on **'Pay'** button. When user clicks the **'Pay'** button then user gets redirected to SBI net banking page.



Welcome to Admin Panel

- Apply Copy
- Apply Inspection
- View Copy
- View Inspection
- Copy Requirements
- Change Password
- Change Profile

Log Out


Make COPY Fee Payment			
Online Token No. : 182		Case-ID. : CWP-2334-2010	
Case Party. : STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.			
Applied On. : 10-AUG-2018		Applied By : TEST USER	
Sr No	Requirements	Order Date Or Type Or In-Case Or Remarks	No Of Copies
1	AFFIDAVIT		2

Pay Rs. 100

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After Payment has been done user gets redirected to view copy page and this page shows the status field with different status and action. If user wants additional copy then click the **'Give Additional Copy Requirement'** button and **'Submit to Central Copy'** button If additional copy is not required.



High Court of Punjab and Haryana Chandigarh

सत्यमेव जयते



Welcome to Admin Panel

Apply Copy Apply Inspection View Copy View Inspection Copy Requirements Change Password Change Profile Log Out	<p style="text-align: center;">List of Online Certified Copies Applied</p> <table border="1"> <thead> <tr> <th>Sr No.</th> <th>Token No.</th> <th>Case-ID.</th> <th>Status Action</th> <th>Apply Date</th> <th>Applicant Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>181</td> <td>CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)</td> <td>Copy Payment Pending Make Payment (Rs. 100)</td> <td>10-AUG-2018</td> <td>TEST USER</td> </tr> <tr> <td>2</td> <td>182</td> <td>CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)</td> <td>Requirement Given Give Additional Copy Requirement Submit To Central copy</td> <td>10-AUG-2018</td> <td>TEST USER</td> </tr> </tbody> </table>	Sr No.	Token No.	Case-ID.	Status Action	Apply Date	Applicant Name	1	181	CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)	Copy Payment Pending Make Payment (Rs. 100)	10-AUG-2018	TEST USER	2	182	CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)	Requirement Given Give Additional Copy Requirement Submit To Central copy	10-AUG-2018	TEST USER
Sr No.	Token No.	Case-ID.	Status Action	Apply Date	Applicant Name														
1	181	CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)	Copy Payment Pending Make Payment (Rs. 100)	10-AUG-2018	TEST USER														
2	182	CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)	Requirement Given Give Additional Copy Requirement Submit To Central copy	10-AUG-2018	TEST USER														


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d) **View Inspection:-** The View Inspection tab redirect to list inspection page that shows the list of online Inspection requests applied. In this listing user can view the applied case status and take required actions. If inspection payment is pending then user first needs to make payment by clicking **'Make Payment'** button. When user clicks on **'Make Payment'** button then user gets redirected to this page. In this page user needs to click on **'Pay'** button. When user clicks the **'Pay'** button then user gets redirected to SBI net banking page.



High Court of Punjab and Haryana Chandigarh

सत्यमेव जयते



Welcome to Admin Panel

Apply Copy Apply Inspection View Copy View Inspection Copy Requirements Change Password Change Profile Log Out	<p style="text-align: center;">List of Online Inspection Requests Applied</p> <table border="1"> <thead> <tr> <th>Sr No.</th> <th>Token No.</th> <th>Case-ID.</th> <th>Status Action</th> <th>Apply Date</th> <th>Applicant Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>159</td> <td>CWP-234-2010 (SUKHDARSHAN V/S STATE OF HARYANA AND ORS.)</td> <td>Payment Pending Make Payment (Rs. 200)</td> <td>04-AUG-2018</td> <td>9872816550</td> </tr> <tr> <td>2</td> <td>161</td> <td>CWP-234-2010 (SUKHDARSHAN V/S STATE OF HARYANA AND ORS.)</td> <td>HC Inspection No.: 18000064 Status: INSPECTION DONE View Inspection</td> <td>04-AUG-2018</td> <td>9872816550</td> </tr> <tr> <td>3</td> <td>166</td> <td>CWP-2335-2010 (KASHMIR SINGH V/S STATE OF PUNJAB AND ORS.)</td> <td>Payment Pending Make Payment (Rs. 100)</td> <td>06-AUG-2018</td> <td>9872816550</td> </tr> <tr> <td>4</td> <td>167</td> <td>CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)</td> <td>Payment Pending Make Payment (Rs. 100)</td> <td>09-AUG-2018</td> <td>9872816550</td> </tr> </tbody> </table>	Sr No.	Token No.	Case-ID.	Status Action	Apply Date	Applicant Name	1	159	CWP-234-2010 (SUKHDARSHAN V/S STATE OF HARYANA AND ORS.)	Payment Pending Make Payment (Rs. 200)	04-AUG-2018	9872816550	2	161	CWP-234-2010 (SUKHDARSHAN V/S STATE OF HARYANA AND ORS.)	HC Inspection No.: 18000064 Status: INSPECTION DONE View Inspection	04-AUG-2018	9872816550	3	166	CWP-2335-2010 (KASHMIR SINGH V/S STATE OF PUNJAB AND ORS.)	Payment Pending Make Payment (Rs. 100)	06-AUG-2018	9872816550	4	167	CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)	Payment Pending Make Payment (Rs. 100)	09-AUG-2018	9872816550
Sr No.	Token No.	Case-ID.	Status Action	Apply Date	Applicant Name																										
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3	166	CWP-2335-2010 (KASHMIR SINGH V/S STATE OF PUNJAB AND ORS.)	Payment Pending Make Payment (Rs. 100)	06-AUG-2018	9872816550																										
4	167	CWP-2334-2010 (STATE OF HARYANA THRU G.M. HRY. ROADWAYS AMBALA V/S GURBACHAN SINGH AND ORS.)	Payment Pending Make Payment (Rs. 100)	09-AUG-2018	9872816550																										

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Disclaimer

- e) **Copy Requirements:-** The Copy Requirements tab provide the window where user using online token number for apply required copy.

Welcome to Admin Panel

Apply Copy
Apply Inspection
View Copy
View Inspection
Copy Requirements
Change Password
Change Profile

Log Out

Submit E-Copy requirements

Online Token No.

Add Copy Requirements

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Disclaimer

This is copy requirement window where user selects the copy of **requirements** with **no of copies** and then submits.

Welcome to Admin Panel

Apply Copy
Apply Inspection
View Copy
View Inspection
Copy Requirements
Change Password
Change Profile


Log Out

Add/Update Certified Copy Requirements

Online Token No. : 182		Case-ID. : CWP-2334-2010	
Sr No	Requirements	Order Date Or Type Or In-Case Or Remarks	No Of Copies
1	AFFIDAVIT		2
2	BAIL ORDER		2
3	-Select-		1
4	-Select-		1
5	-Select-		1
6	-Select-		1
7	-Select-		1
8	-Select-		1
9	-Select-		1
10	-Select-		1
11	-Select-		1

Submit

- f) **Change Password:** - If user wants to change password of his/her account then click on change password link in left sidebar.



Welcome to Admin Panel

Apply Copy Apply Inspection View Copy View Inspection Copy Requirements Change Password Change Profile Log Out	<h3 style="text-align: center;">Change Password</h3> <p>User ID : <input type="text" value="5555555555"/></p> <p>Old Password : <input type="password"/></p> <p>New Password : <input type="password"/></p> <p>Confirm New Password : <input type="password"/></p> <p style="text-align: center;"><input type="button" value="submit"/></p>
---	---


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Disclaimer

- a) **Change Profile:** - If user wants to change profile of his/her account then click on change profile link in left sidebar.



Welcome to Admin Panel

Apply Copy Apply Inspection View Copy View Inspection Copy Requirements Change Password Change Profile Log Out	<h3 style="text-align: center;">Change Profile</h3> <p>User ID : <input type="text" value="5555555555"/></p> <p>First Name : <input type="text" value="Test"/></p> <p>Last Name : <input type="text" value="User"/></p> <p>Email : <input type="text"/></p> <p>Mobile No : <input type="text" value="5555555555"/></p> <p>Aadhaar No : <input type="text"/></p> <p>Address : <input type="text"/></p> <p>City : <input type="text" value="chandigarh"/></p> <p>District : <input type="text" value="chandigarh"/></p> <p>State : <input type="text" value="chandigarh"/></p> <p>Pin Code : <input type="text" value="160001"/></p> <p style="text-align: center;"><input type="button" value="submit"/></p>
---	---

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