

USER MANUAL OF EMPLOYEE INSURANCE COURT



HOME PAGE OF LABOUR COURT SITE

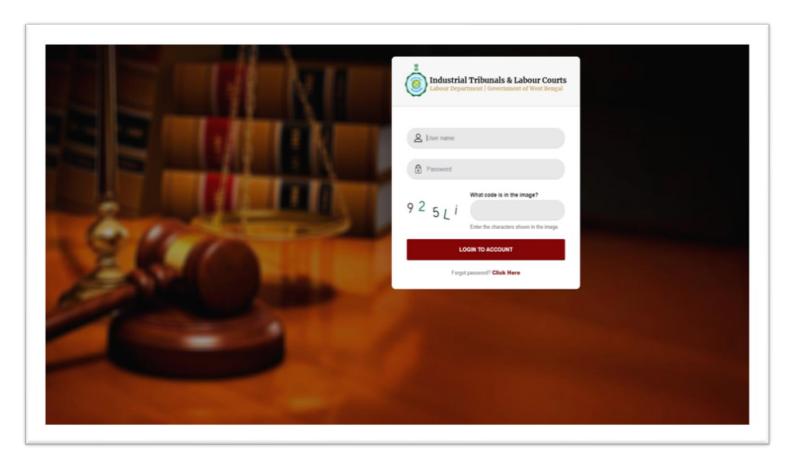
courts.wblabour.gov.in



User has to log into the system by opening the web browser and typing the url: **courts.wblabour.gov.in** at the address bar of the web browser, the Home page view of Industrial Tribunals & Labour Court Website appears as shown above then user shall click on 'Login' button to proceed.



LOGIN PAGE OF LABOUR COURT SITE



User has to provide their minimum credentials like username and password shown in the above screen for login.

They can proceed and use the application after entering correct credentials and captcha else system will show error messages.

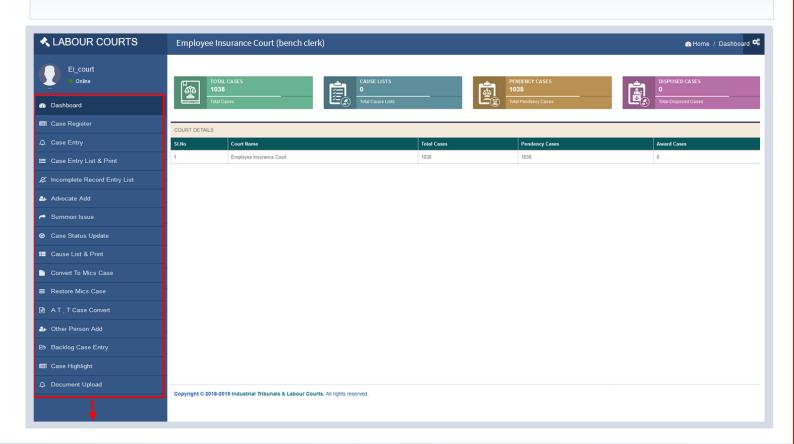


EMPLOYEE INSURANCE COURT BENCH CLERK

DASHBOARD

After entering correct credentials for Bench clerk user will able to view dashboard section which is shown as below.

In dashboard section/menu user can view listing of total number of pending cases, disposed cases and cause list of respective courts.

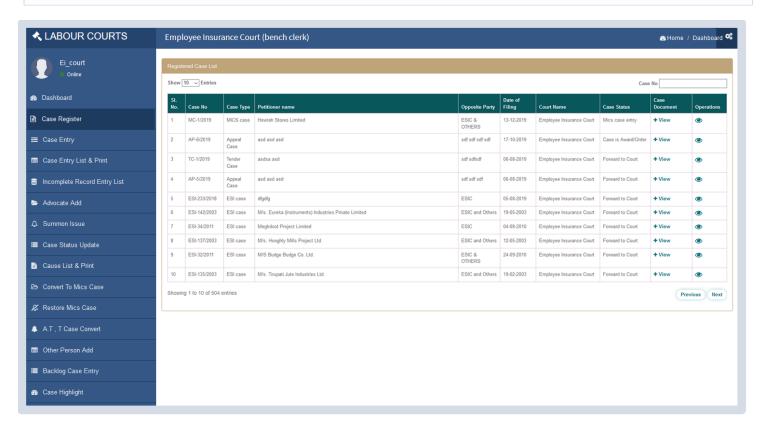


Site Bar Menu: Listing of menus where user may click to view form and listing of cases.



CASE REGISTER

On clicking Case Register menu user can view listing of cases with their current status and on clicking 'View' button of Case document and clicking on eye icon image user can view case details on clicking image icon. User can search case by case no.





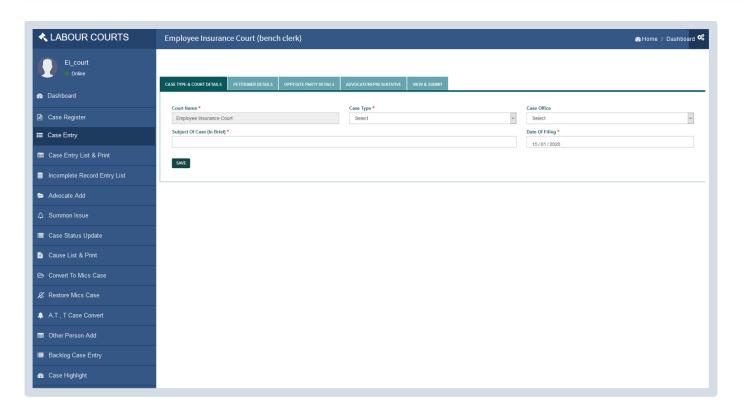
CASE ENTRY

User can enter new cases by clicking on Direct Case Entry menu and view the entry form as shown below. There are 5 tabs:

- Case type & Court details
- Petitioner Details Entry Form Tab
- Opposite Party Details Entry Form Tab
- Advocate/ Representative Detail Entry Form Tab
- View & Submit Tab

CASE TYPE & COURT DETAILS ENTRY FORM

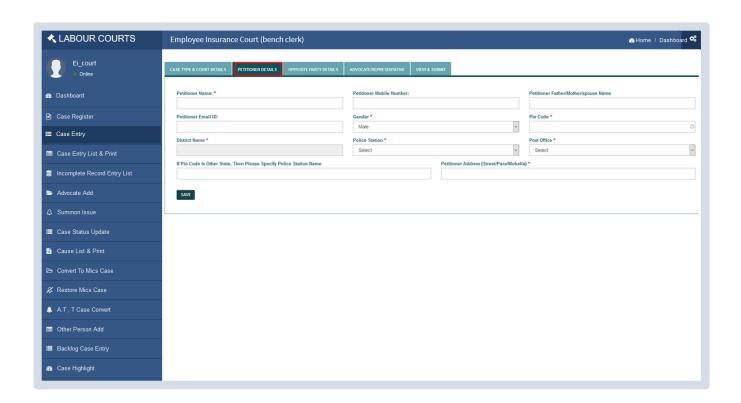
In Case Type& Court Details entry Form user can add court name, case type, date of filling and subject of case, then save it by clicking on 'Save' button and proceed further.





PETITIONER DETAILS ENTRY FORM

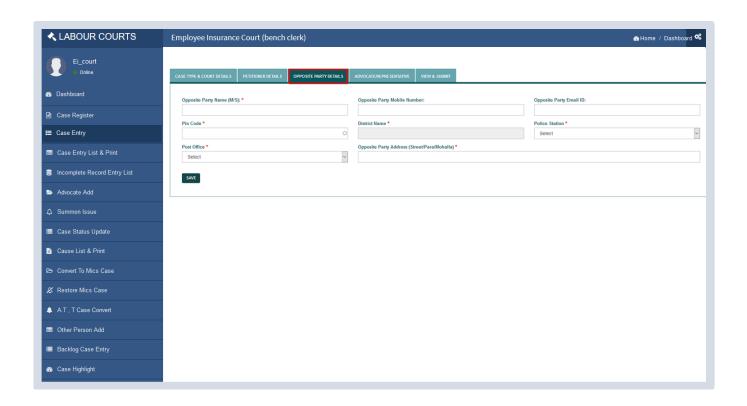
Second tab is Petitioner Details Form, user can enter Petitioner details like Petitioner Name, Petitioner Mobile No., Petitioner Father/Mother/Spouse name, Petitioner Email ID, Gender. For entering Petitioner address, first user has to enter Pin Code, then District Name will automatically populate in District Name field and then user need to select Police station & Post Office from dropdown list. Police station & Post Office dropdown list can populate only after entering correct Pin Code and entering Petitioner Address (street/para/Mohalla). After entering Petitioner details, user has to click on 'Save' button to save the entered details and proceed.





OPPOSITE PARTYDETAILS ENTRY FORM

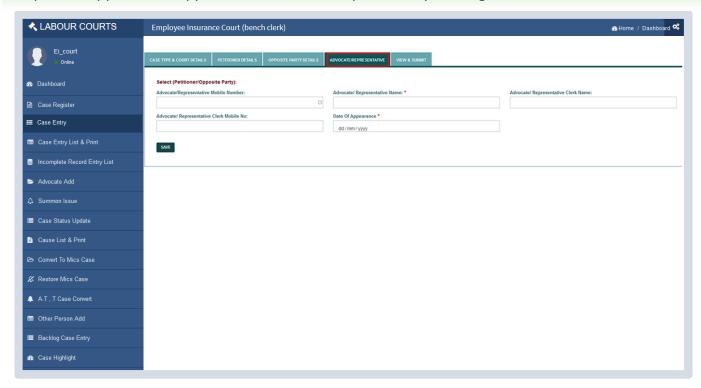
Third tab is Opposite Party Details Form, user can enter Opposite Party details like, Opposite Party Name, Opposite Party Mobile No., Opposite Party Email ID. For entering Opposite Party address, first user has to enter Pin Code, then District Name will automatically populate in District Name field and then user need to select Police station & Post Office from dropdown list. Police station & Post Office dropdown list can populate only after entering correct Pin Code and entering Opposite Party (street/para/Mohalla). After entering Opposite Party details, user has to click on 'Save' button to save the entered details and proceed.





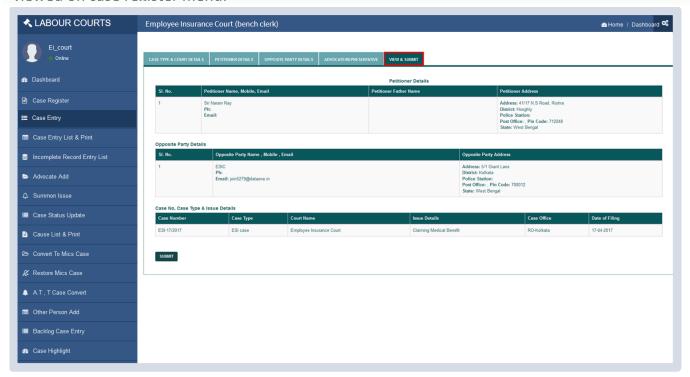
ADVOCATE/REPRESENTATIVE ENTRY FORM

Fourth tab is Advocate /Representative form. User can select Petitioner or Opposite party from below option and add one or more Advocate/Representative details like advocate name, phone no., date of appearance etc of respective applicant/opponent. View listing in tabular form, respective applicant or opponent then save and proceed by clicking on 'Save' button.



VIEW & SUBMIT SECTION FORM

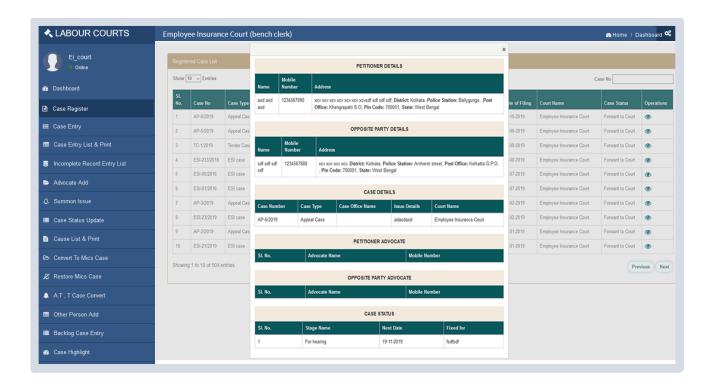
Fifth tab is View & Submit form. User can view all the details entered as shown below and can upload first page pdf file and proceed by clicking on 'Submit' button. User can edit any entered detail by clicking on the previous tabs and make changes to correct the errors. Error correction should be done before clicking on 'Submit' button in View & Submit form. All case details are viewed on case register menu.





DETAILS OF CASE REGISTER

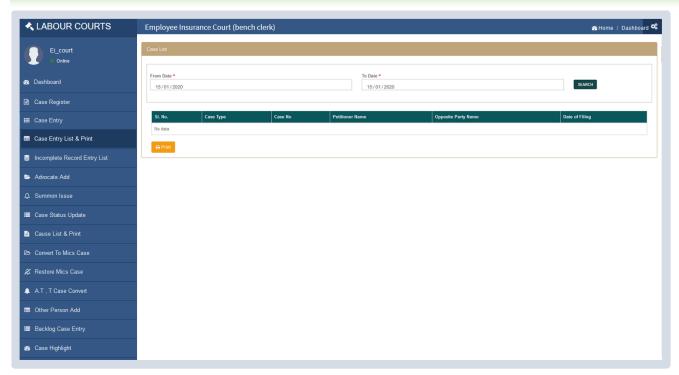
On clicking 'View' button details of the cases can be viewed as shown below.





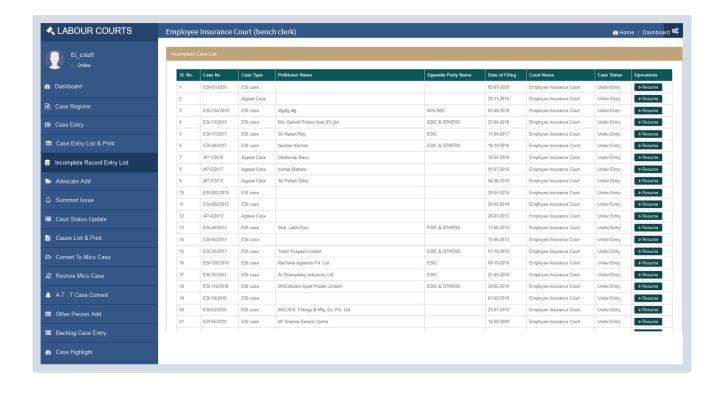
CASE ENTRY LIST AND PRINT

On entering 'From Date -To Date' and clicking on search button details of the cases can be viewed as shown below.



INCOMPLETE RECORD LIST

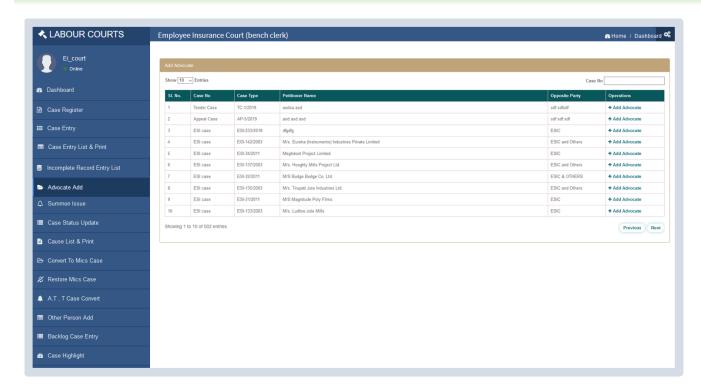
Cases which are partially filled by user due to some reason can resume to complete entry of case from Incomplete Record Entry menu. Incomplete record list can be viewed on clicking Incomplete Record. Entry menu. User can resume entering incomplete details by clicking 'Resume' button as shown below.



ADVOCATE ADD

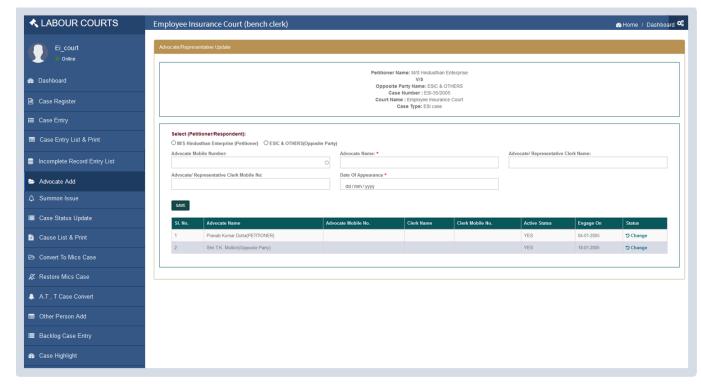


On clicking "Add Advocate" button from the left menu Advocate add. User can add advocate details.



ADVOCATE ADD FORM

Add advocate details entry Form user can select Petitioner or Opposite party. User can add advocate mobile no, advocate name, advocate clerk name, mobile no and Date of Appearance then save it by clicking on 'Save' button and proceed further.

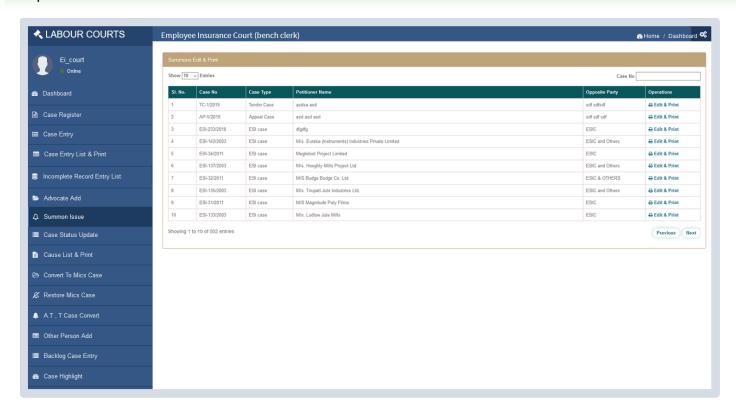


+



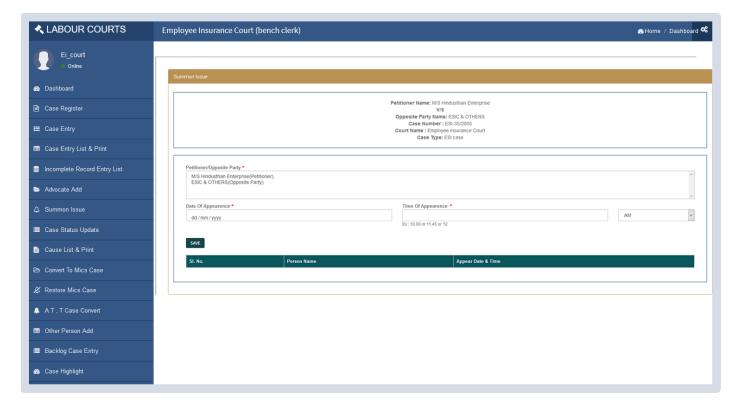
SUMMON ISSUE

On clicking Summon Issue menu user can view listing of cases with Summon *Edit & Print* icons of the respective cases. To generate summon of a particular case user need to click on *Edit & Print* icon of the respective case.



SUMMON ISSUE FORM

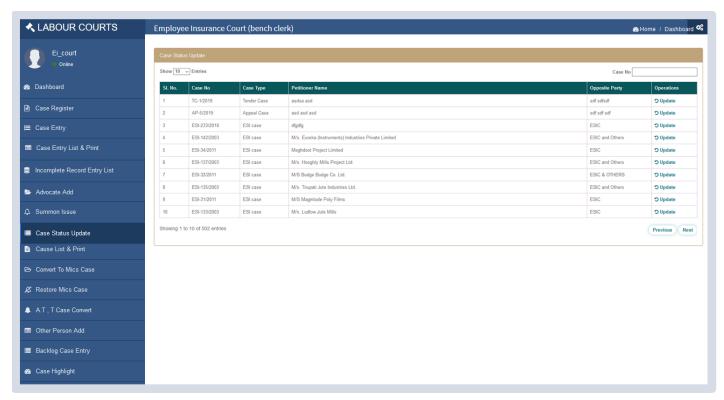
On clicking summon *Edit & Print* icon of a particular case user can view summon generation form. On filling form fields and clicking on 'Save' button Summon get generated. Listing of generated summon can be viewed in tabular form.





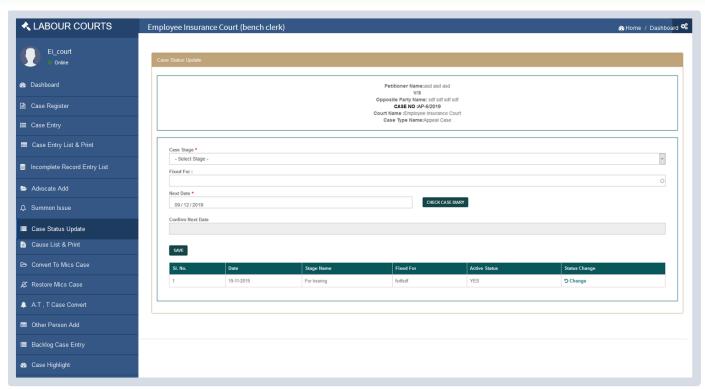
CASE STATUS UPDATE LIST

On clicking Case Status Update menu user can view listing of cases with update icon of respective cases. User can search cases by case listing.



CASE STATUS UPDATE FORM

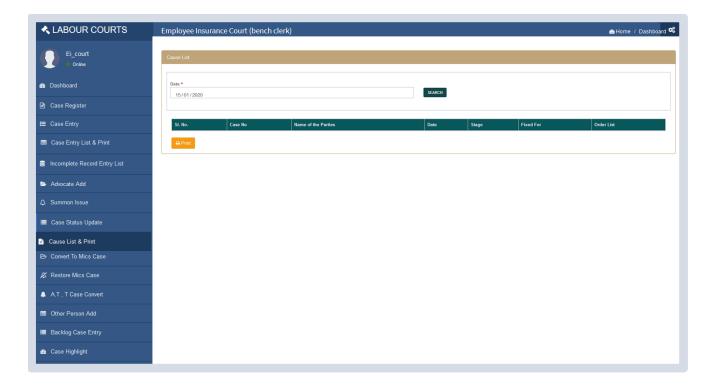
On clicking Update icon in Case Status Update listing, user can view case status update form of that particular case. User need to fill the form like select case stage from given dropdown, select next date and confirm the selected date by checking case diary. User can check Case Diary by clicking on 'Check Case Diary' button, on clicking that button, user can view all the cases held on that particular selected day. On clicking 'Save' button after filling the form status of the case get changed and user can view all the status of the case in tabular form.



CAUSE LIST

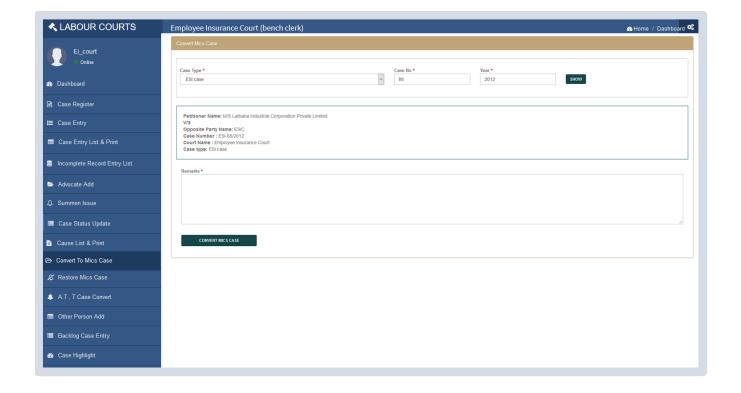


On clicking Cause List menu, user can search cause list of a particular date and can view cause list as printing view by clicking 'Print' button.



CONVERT TO MICS CASE FORM

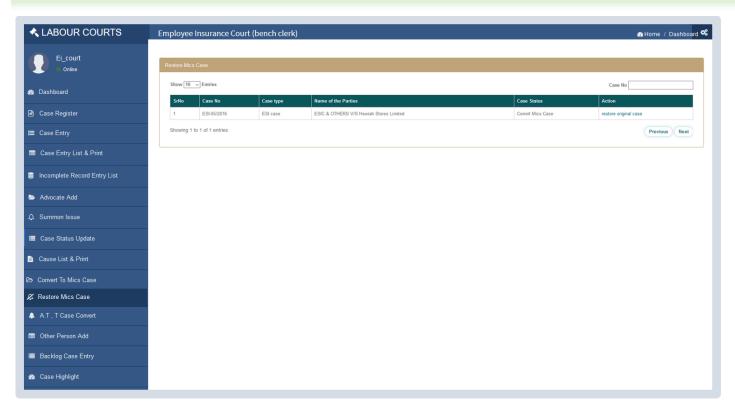
On clicking Convert Mics Case, user can select Case Type, mention Case No, Year and viewing the details click on 'Show' button and write on Remarks field and click on 'Convert Mics Case'





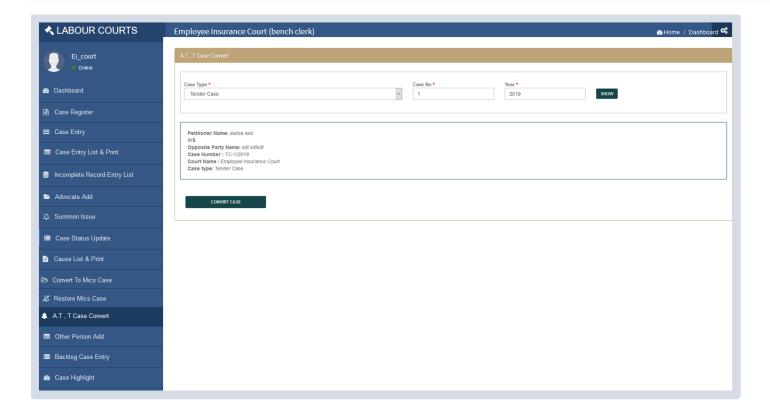
RESTORE MICS CASE

On clicking Restore Mics Case, user can select Case Type, mention Case No and viewing the details click on 'Show' button and write on Remarks field and click on 'Restore Mics Case'



A.T T CASE CONVERT

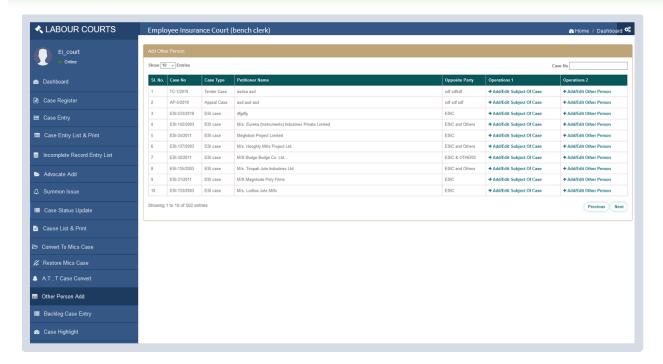
On clicking A.T T Case convert, user can select Case Type, mention Case No, and mention year and viewing the details click on 'Show' button and click on 'Convert case 'boutton.





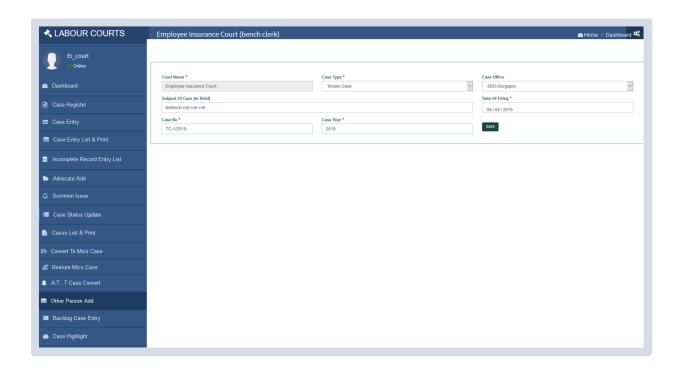
OTHER PERSON ADD

On clicking Other Person Add List from menu user can view Add/ Edit subject of case and Add/Edit Other Person image icon. User can click on Add/ Edit subject of case and Add/Edit Other Person image icon for add/ edit.



ADD/EDIT SUBJECT OF CASE

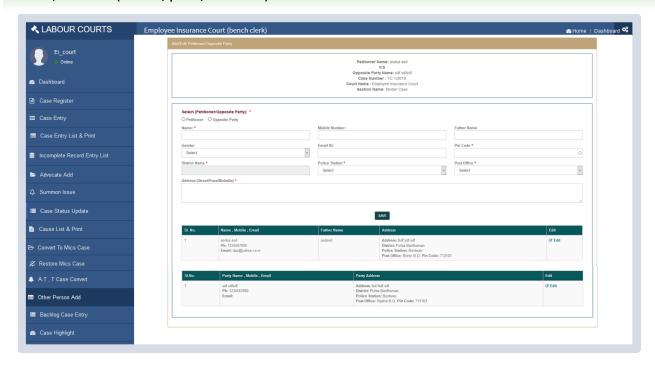
On clicking Other Person Add List from menu user can view Add/ Edit subject of case image icon and click on that icon for edit or add subject of case like type court name, case type, case office, subject of case, date filling, case no and case year and click on 'Save' button.





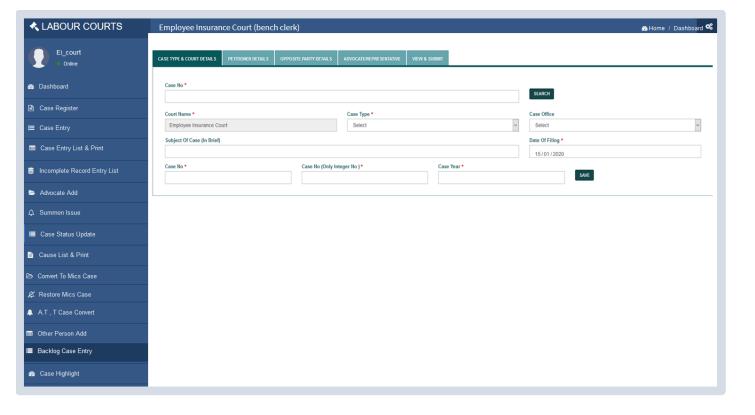


On clicking Other Person Add List from menu user can view Add/ Edit other person image icon and click on that icon for edit or add Other person select petitioner name or opposite party ,type name, mobile no, father name, gender, mail id, pin code, district name, police station, post office, address(street/para/mohalla) and click on 'Save' button.



BACKLOG CASE ENTRY

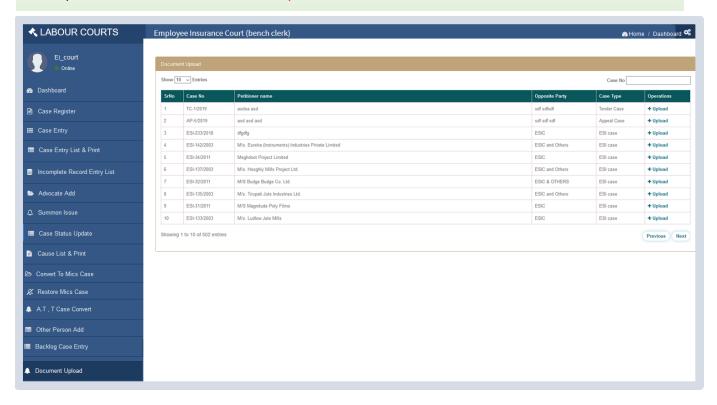
On clicking Backlog Case Entry from menu User can Click on five different tab and filled up Case type & Court details form, Petitioner Details form, Opposite party details form, advocate form and View& submit form and click on 'Save' button.

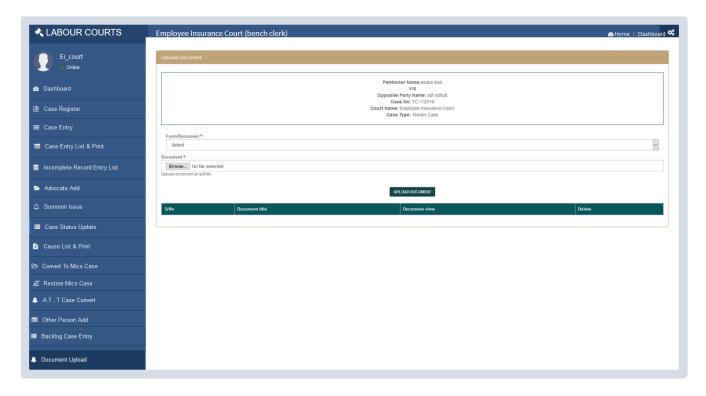




DOCUMENT UPLOAD

On clicking '+upload' icon document upload form will open. User can enter document name and upload document and click on 'Upload Document' button.

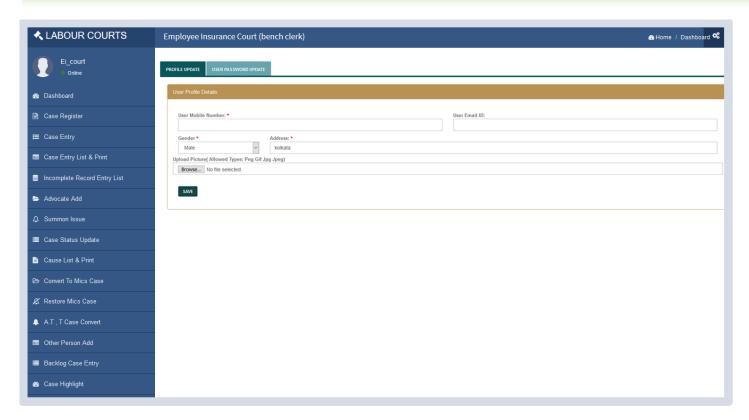






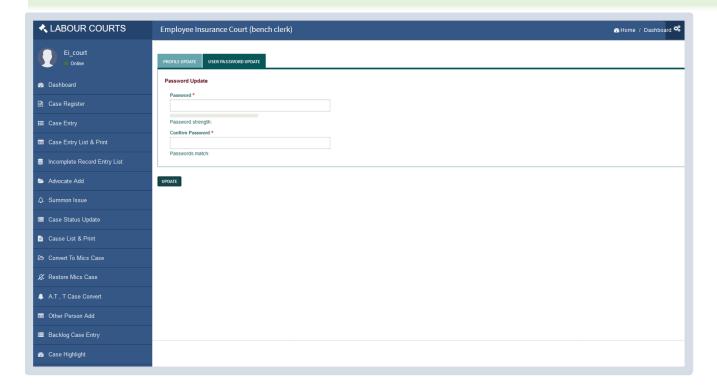
UPDATION OF PROFILE DETAILS

To update user profile, user need to click on settings symbol present in topmost extreme right and select profile menu. User can update mobile no., email id and profile picture as shown below.



CHANGE PASSWORD

To change password, select User Password Update tab then user can change it's password credential



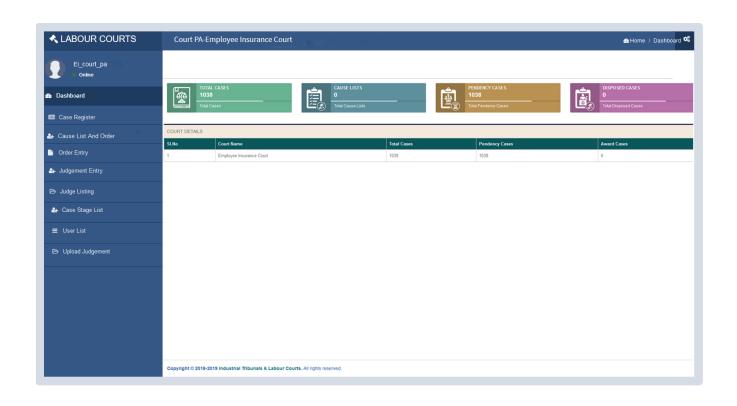


COURT PA

DASHBOARD

After entering correct credentials for Court PA section user will able to view dashboard section which is shown as below.

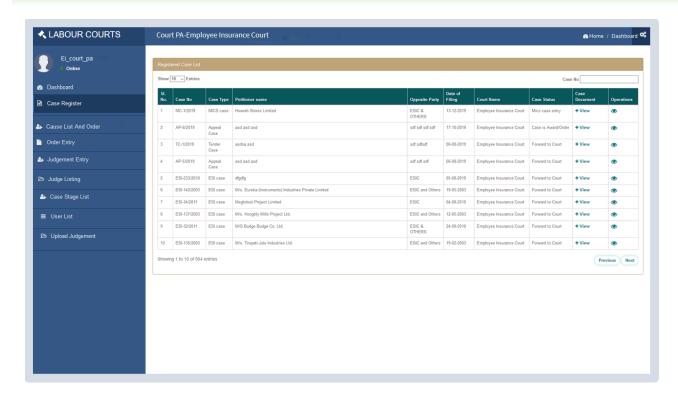
In dashboard section/menu user can view listing of total number of pending cases, disposed cases and cause list of respective court.





CASE REGISTERED

On clicking Case Register menu user can view listing of cases and on clicking 'View' button details of case document and clicking on eye image icon the cases can be viewed. User can search cases by case



DETAILS OF CASE

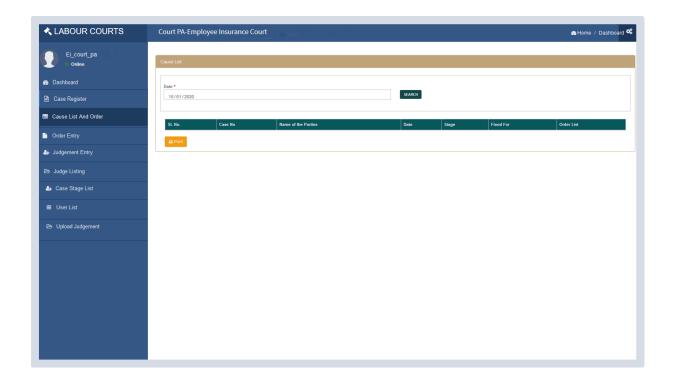
On clicking 'View' button details of the cases can be viewed as shown below.





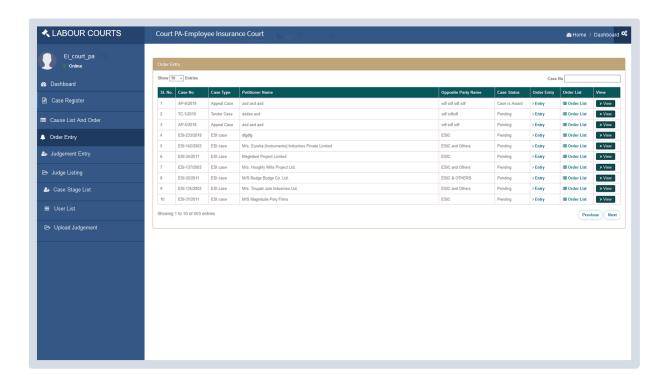
CAUSE LIST AND ORDER

On clicking List of Order menu user can 'View' listing of order and on clicking 'View' button details of the case can be viewed. User can search Cause list & Order by Date.



ORDER LISTING

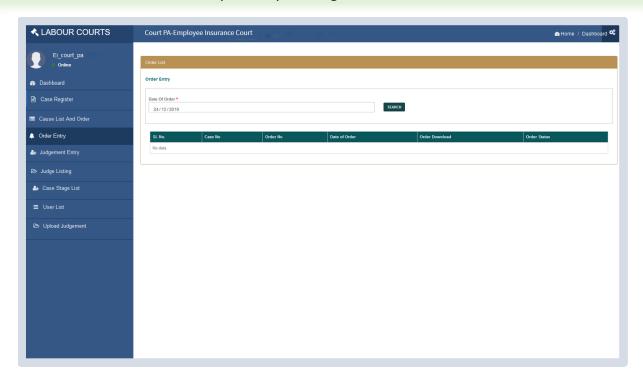
On clicking Order Entry menu user can view listing of cases with Order Entry icon, View List icon and View button. On clicking 'View' button details of case can be viewed. On clicking view List icon listing of order entered for that particular case can be viewed. On clicking Entry icon Order Entry form can be viewed. User can search cases by case no. as shown below.





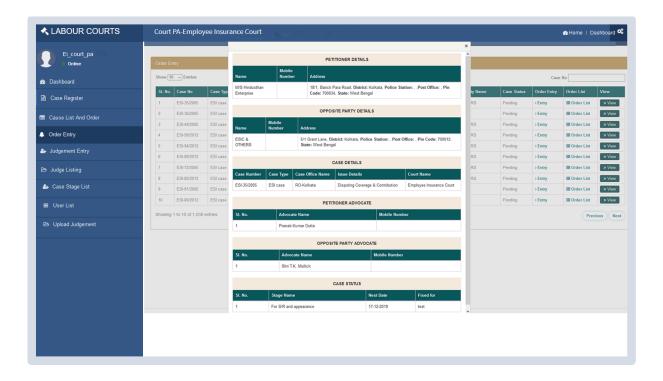
SEARCH ORDER BY DATE

On clicking View List, user can view and search order list of a particular case and also can search for a particular date. User can view the status (approved or draft) of the order and print or download the order from the system by clicking on 'Print' button.



ORDER ENTRY VIEW

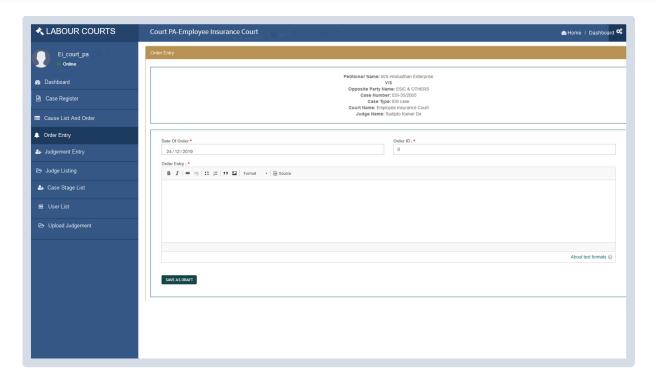
On clicking Order Entry menu user can view list of orders and can view details of cases on click 'View' button





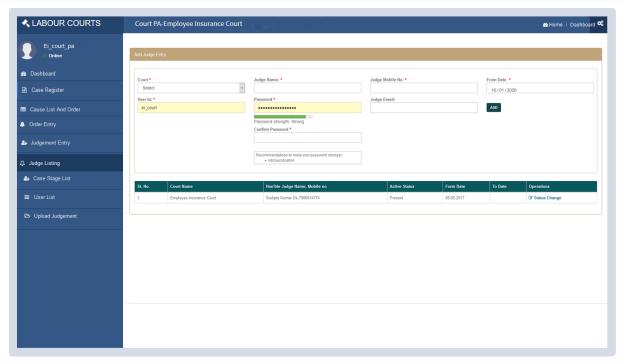
ORDER ENTRY FORM

On clicking Entry icon in Order Entry case listing (as shown above) user can view form as shown below. User need to fill Date of Order, Order text and click on 'SAVE AS DRAFT' button and forward to Judge for approval.



JUDGE LISTING FORM

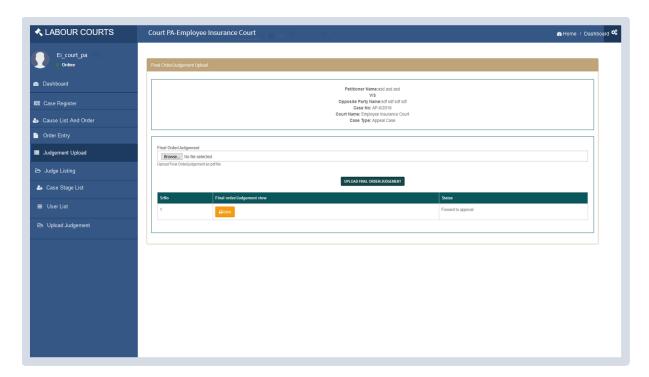
On clicking Judge listing List menu, user can view judge details and add judge /commissioner by select court name, Judge name, mobile no, from date and create user id password & confirm Password and finally On clicking 'Add' button. On clicking 'Status Change' icon, user can update Judge active/inactive.





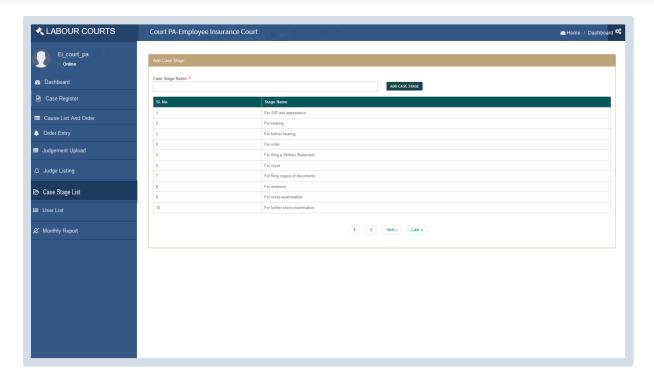
JUDGEMENT UPLOAD

On clicking Judgement upload menu user can browse a final order or judgement file Click on 'Upload final order/ judgement' button for upload and forward to Judge for approval.



CASE STAGE LIST

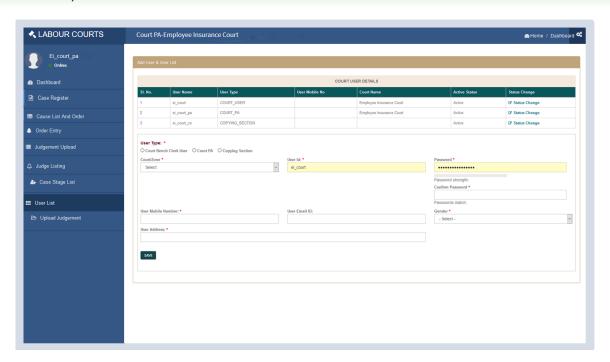
On clicking Case Stage List menu, user can view case stage list and new case stage entry form as shown below. New case stage can be added by entering case stage name in text field and clicking on 'ADD CASE STAGE' button





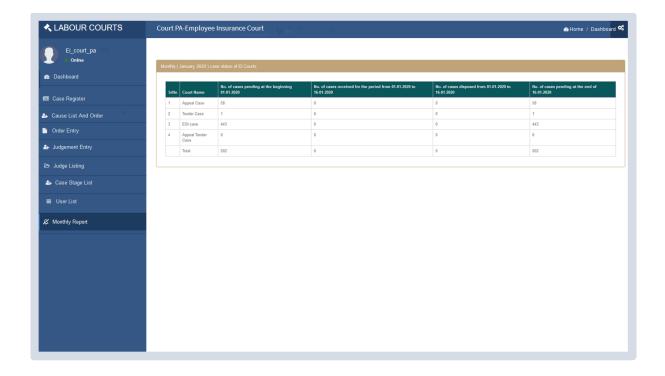
USER LIST

On clicking User List menu, user can view court user details list and new court user entry form as shown below. New court user can be added by entering user credentials and basic information like mobile no., email id etc.



MONTHLY REPORT

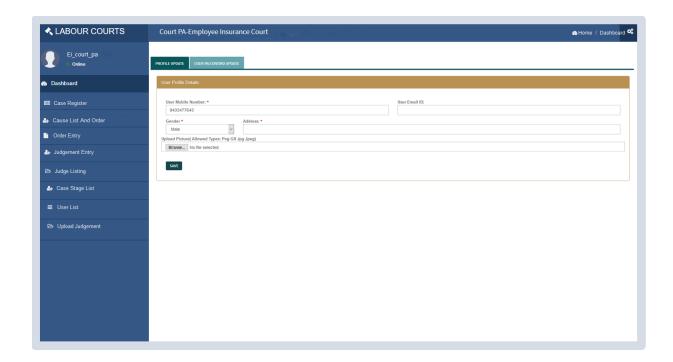
On clicking Monthly Report menu, user can view monthly case status reports of El court.





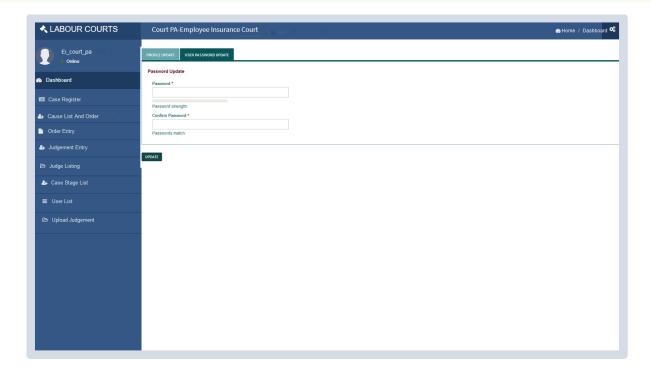
UPDATION OF PROFILE DETAILS

To update user profile, user need to click on settings symbol present in topmost extreme right and select profile menu. User can update mobile no., email id and profile picture as shown below.



CHANGE PASSWORD

To change password, select User Password Update tab then user can change it's password credential

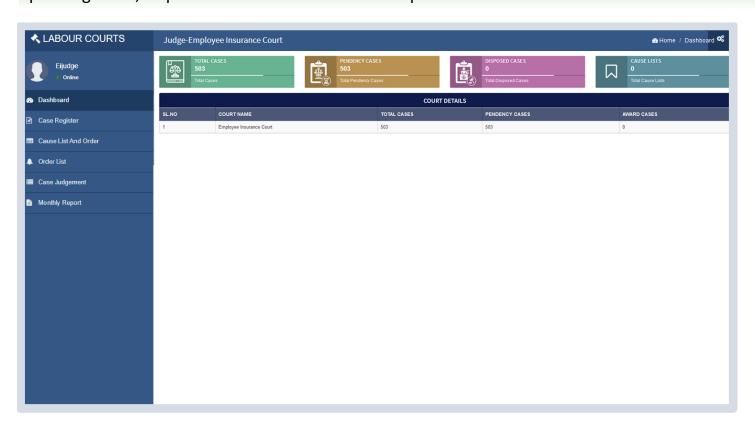




JUDGE

DASHBOARD

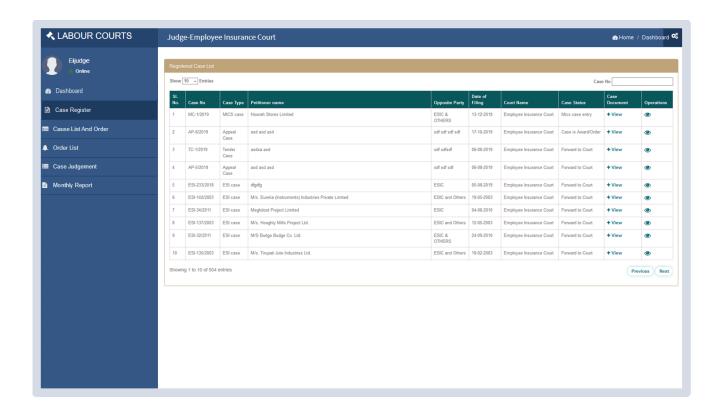
After entering correct credentials for Judge section user will able to view dashboard section which is shown as below. In dashboard section/menu user can view listing of total number of pending cases, disposed cases and cause list of respective court.





CASE REGISTER

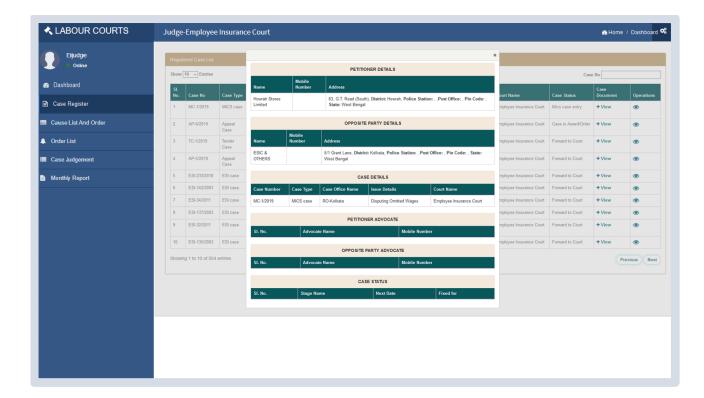
On clicking Case Register menu user can view listing of cases with their current status and on clicking 'View' button of case document and click on eye image icon for case details viewed. User can search case by case no.





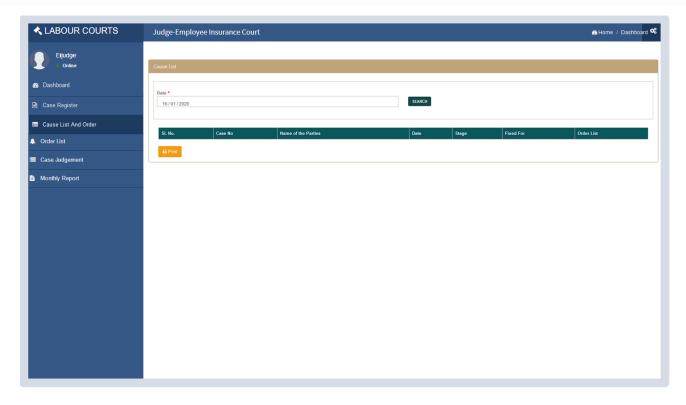
DETAILS OF CASE

On clicking 'View' button details of the cases can be viewed as shown below.



CAUSE LIST AND ORDER

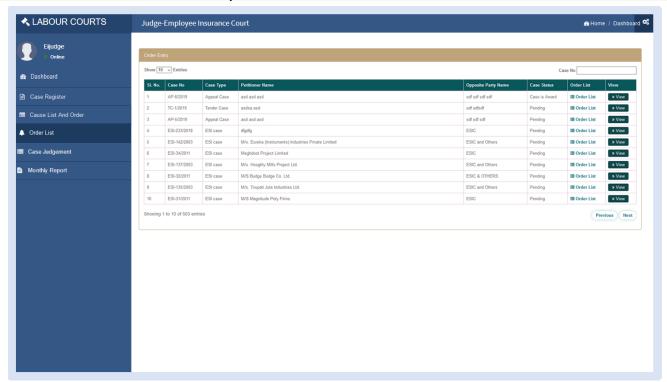
On clicking Cause List menu, user can search cause list of a particular date and can view cause list as printing view by clicking 'Print' button.





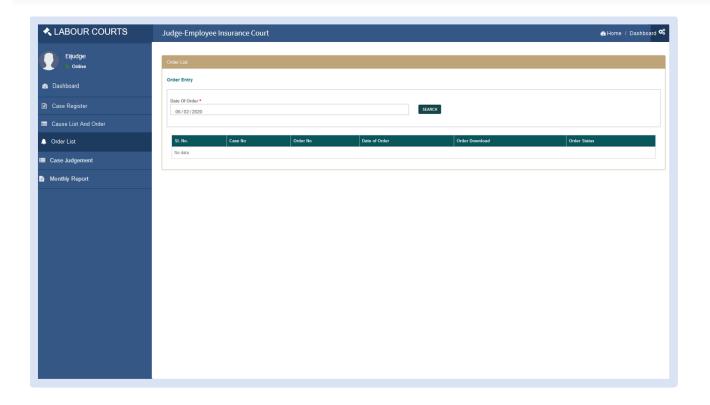
ORDER LISTING

On clicking Order Entry menu user can view listing of cases with Order Entry icon, View List icon and View button. On clicking 'View' button details of case can be viewed. On clicking view List icon listing of order entered for that particular case can be viewed. On clicking Entry icon Order Entry form can be viewed. User can search cases by case no. as shown below.



ORDER LIST ENTRY

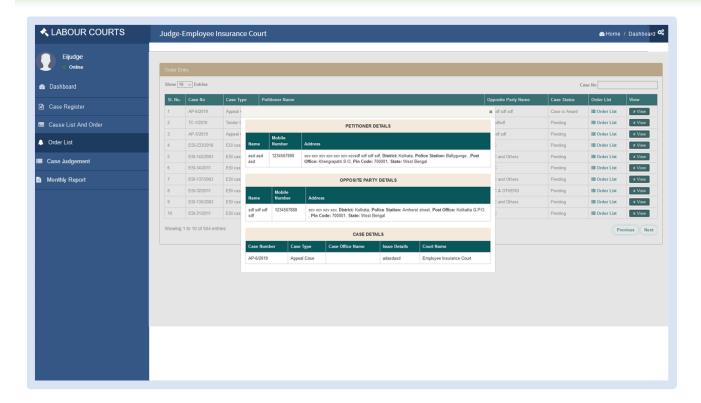
On clicking Order List Entry menu user can search order by date and clicking on search button.





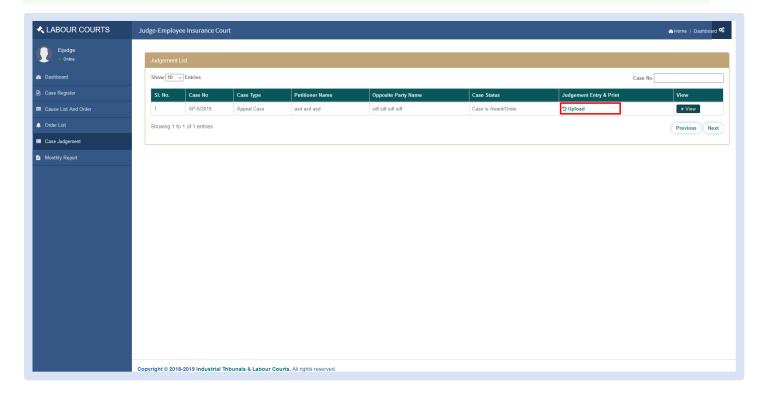
VIEW ORDER LIST

On Clicking 'View' button user can view Order List details.



CASE JUDGEMENT

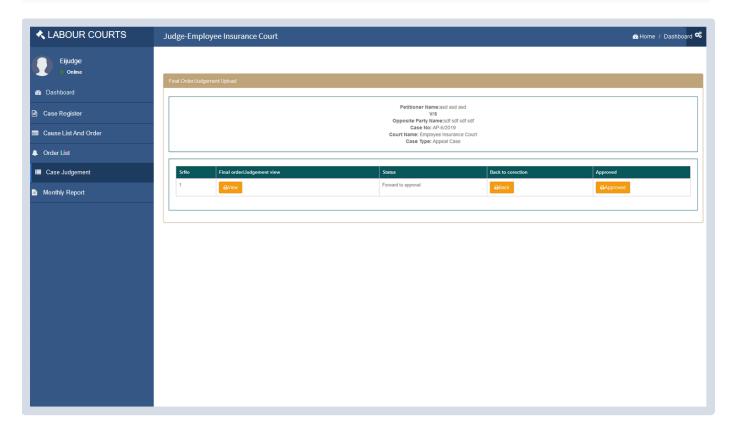
On clicking Case Judgement menu user can view judgment list View list icon and upload judgment or final order clicking on 'Upload' button.





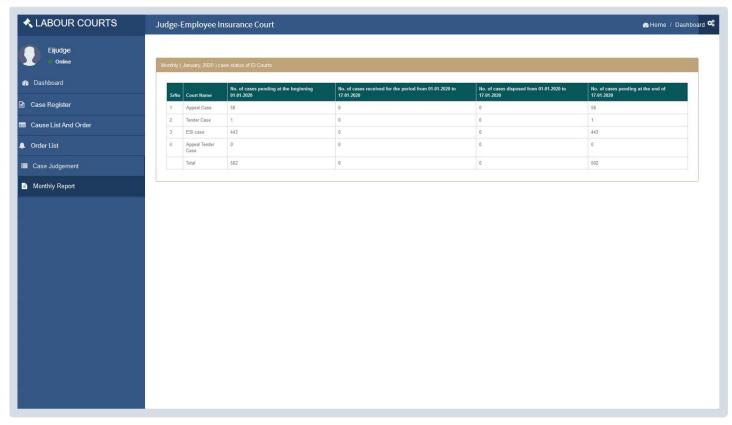
APPROVED UPLOADED JUDGEMENT

On clicking Case Judgement menu user can view judgment list View list icon and upload judgment or final order clicking on 'Upload' button.



MONTHLY REPORT

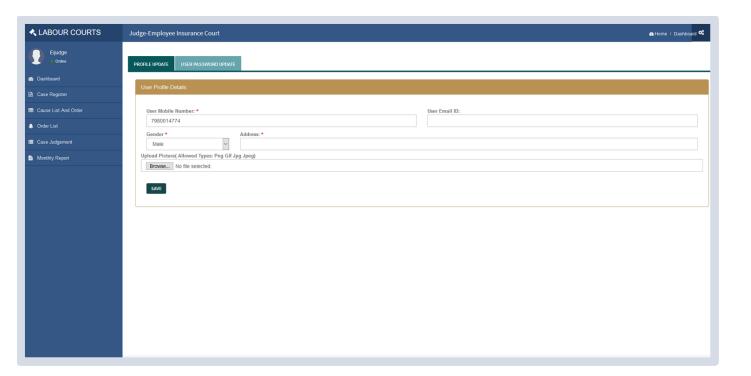
On clicking Monthly Report menu, user can view listing of pending cases, cases received, disposed cases of current month of all the Industrial Tribunal & Labour Courts. On clicking 'Print' button user can view the same in Print view.





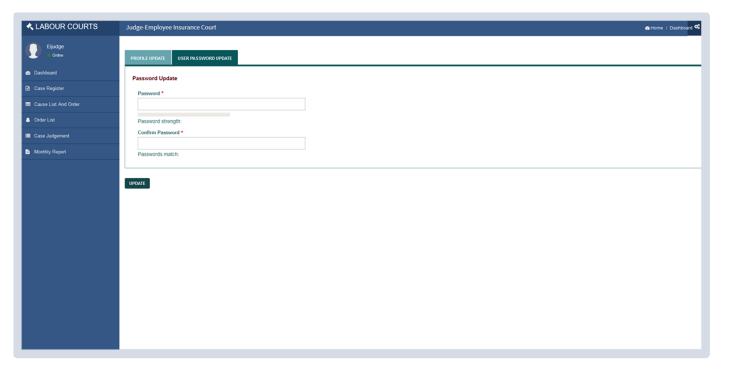
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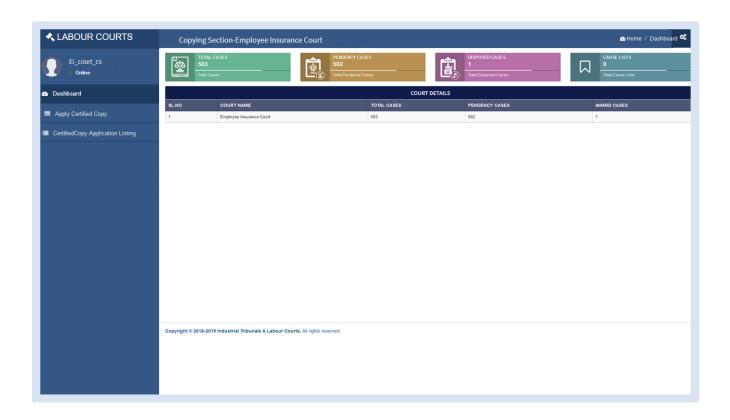


COPYING SECTION

DASHBOARD

After entering correct credentials for Copying Section user will able to view dashboard section which is shown as below.

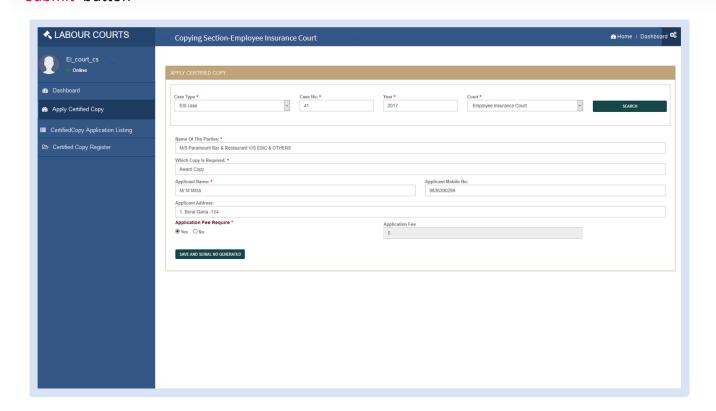
In dashboard section/menu user can view listing of total number of pending cases, disposed cases and cause list of respective courts.





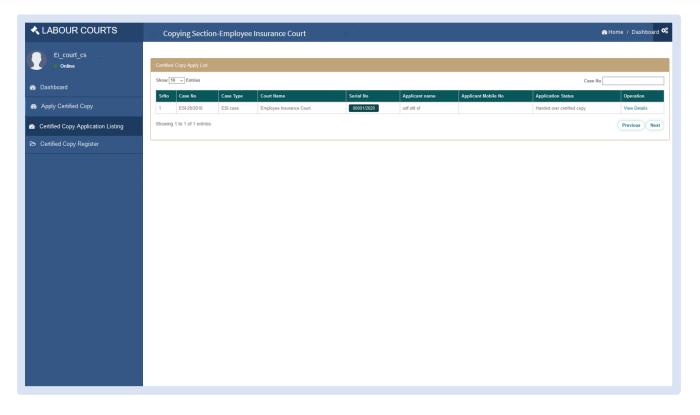
APPLY CERTIFIED COPY

On clicking Apply Certified copy menu user can type case no and select court and click on 'Submit' button



CERTIFIED COPY APPLICATION LISTING

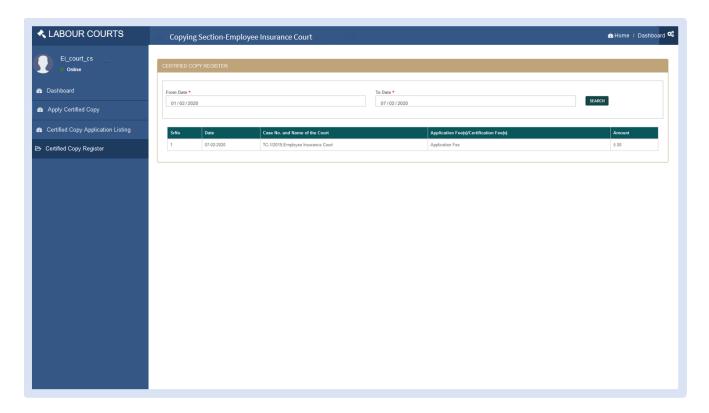
On clicking Certified Copy Application Listing menu user can view Certified copy application list.





CERTIFIED COPY REGISTER

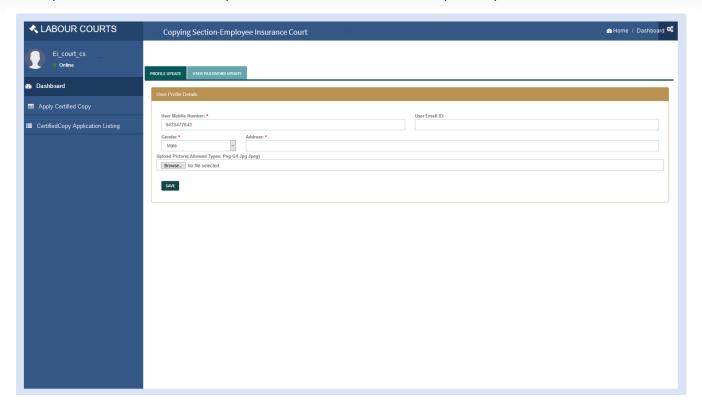
On clicking Certified Copy Register menu user can view Certified copy Register list by type From Date -To date and clicking on 'Search' button .





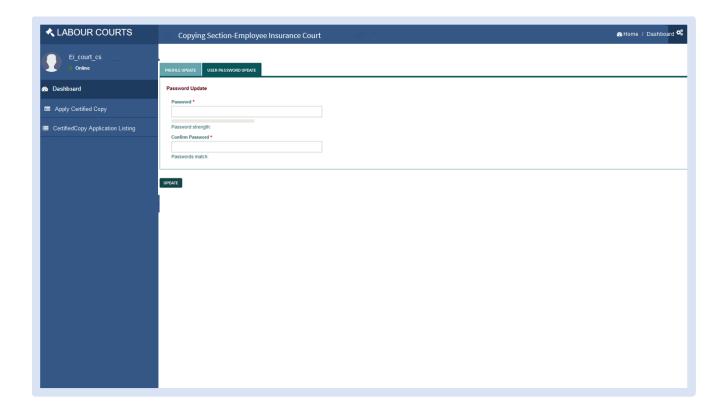
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THE END