

Through e-mail/ Ordinary Post

No. Gen/ Statistics/Computer/2008/394

Date: 25.11.2008

From:

Registrar General,
Rajasthan High Court,
Jodhpur.

To:

The All District & Sessions Judges.
The All Special Judges.
The All Judges of Labour Court/ Industrial Tribunal/ Co-operative
-Tribunal/MACT/ Family Courts.

Sub: Submission of quarterly return no. 5 Part- I through net.

Respected Sir,

May please find enclosed herewith the details of steps you have to undertake to access/ use Credit Information System online.

I am directed to state that while continuing present practice of sending statistics through hard copy, every court has to submit on trial basis return no. 5 Part- I of quarterly return to this office online and the data entry in this software is to be transmitted w.e.f. III quarter of 2008 & onwards.

The Principal District Judges are further requested to circulate this information amongst their subordinate judicial officer and the prompt compliance is to be strictly observed.

The User ID and password are being mailed separately.

Yours faithfully,

Encl. As above.

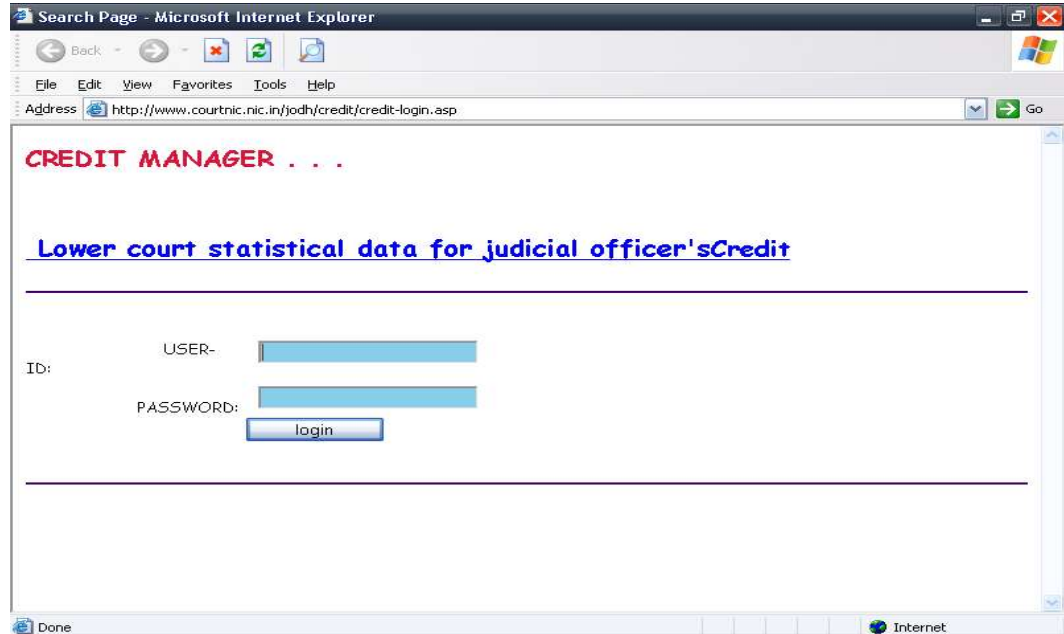
Registrar (Rules)

Instruction for Data Entry in Credit Information System (CIS)

To access the Credit Information System (CIS) on the Internet, officer has to open Internet explorer and in the address bar following web address is to be typed to fill/ view information of Quarterly Return no. 5 Part I.:

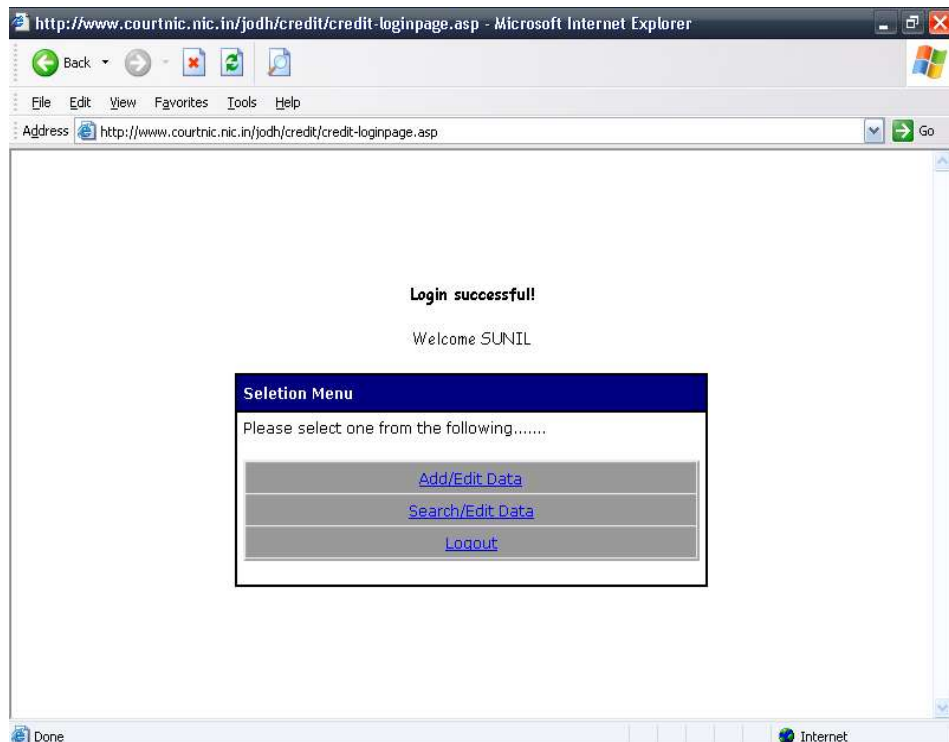
<http://www.courtnc.nic.in/jodh/credit/credit-login.asp>

Sept 1



The first screen will appear will be the login page, where officer will enter his appropriate User ID and password and then click button “**login**”

Sept 2



The next screen is having three options,

- i. to fill their record/ data click button “Add/Edit Data”
- ii. to edit/ view their record click on button “Search/Edit Data”
- iii. to logout from your account click button “Logout”

Step 3

For the first option (To fill their record/ data)

The screenshot shows a web browser window with the address <http://www.courtnc.nic.in/jodh/credit/credit-officer.asp>. The page title is "Lower Courts Quaterly Return". The form contains the following fields:

Officer :	Select the Officer
District :	Select the District
Place :	Select the Place
Court :	Select the Court
Quarter :	Select the Quarter
Year :	Select the Year
Date From :	01 January 2000
Date To :	01 January 2000
Total Days :	0
Excluded Days :	0
Net Days :	0
Remark :	

At the bottom of the form are two buttons: "Submit" and "RESET".

Officer has to fill his personal information in the relevant boxes, then press button “Submit”

Step 4:

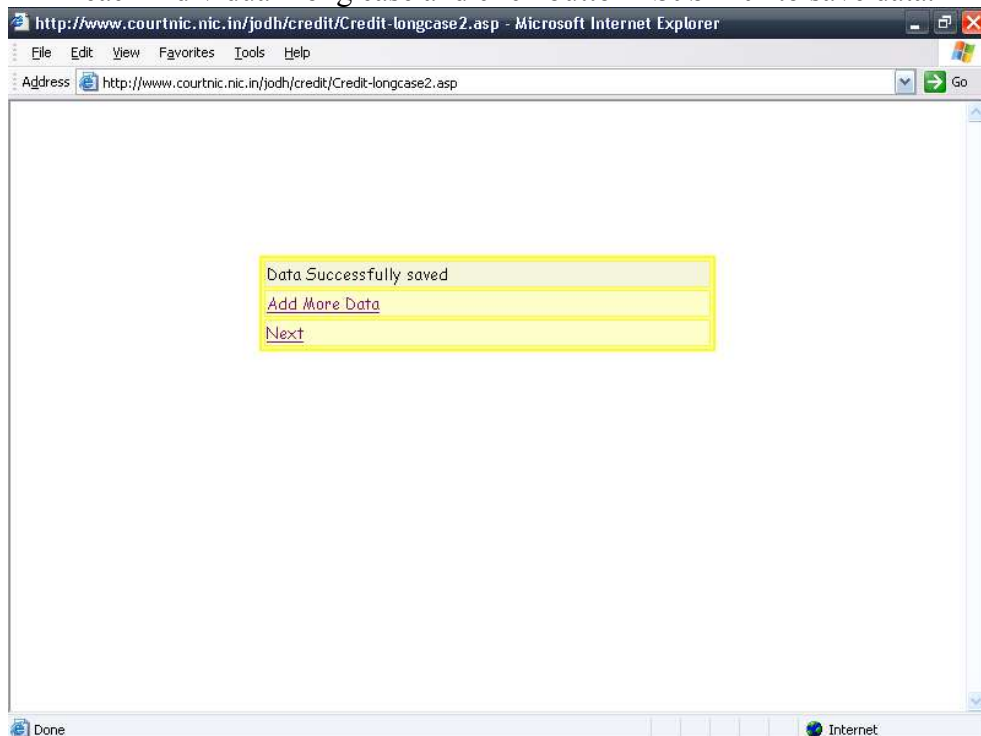
The screenshot shows a web browser window with the address <http://www.courtnc.nic.in/jodh/credit/Credit-longcase.asp>. The page title is "T. Special credit for Long Cases". The form contains the following fields:

Select Rank of Officer	RHJS
Case Type/No/Yr :	0
1. For every six material witnesses	0
2. For every 15 formal witnesses	0
3. For every 15 accused persons	0
4. For argument and judgement	0

At the bottom of the form are two buttons: "Next" and "Submit".

(i) If officer has no long case (under the title 'T' of 1 P.I./2004 dt.

- 05.02.2004) than Click “Next” in yellow box.
- (ii) If officer has long cases during the quarter (for which data entry is to be made), then he will have to feed correct value in the relevant fields for each individual long case and click button “Submit” to save data.



Click “Add More Data” for feeding values for next long case. To finish feeding of long cases click “Next”.

Step 5

The screenshot shows a Microsoft Internet Explorer window with the address bar displaying 'http://www.courtnic.nic.in/jodh/credit/credits.asp'. The form contains the following sections and data entry fields:

A. Sessions Case	
1. Cases Under Sections 302, 304, 304b & 395/398 i.p.c.	0
2. Other Sessions	0
3. Cases Under Section 75 I.P.C. where trial would otherwise be by a Magistrate.	0
4. Warrant / Summons cases committed on account of being the cross case of the sessions trial	
a) Cases Under Sections 302, 304, 304b & 395/398 i.p.c.	0
b) Other Sessions	0
c) Cases Under Section 75 I.P.C. where trial would otherwise be by a Magistrate.	0
5. Cases in which accused is discharged under Section 227 on offences turned down under Section 228.	0
B. Cases Triable by Special Judges.	
1. Cases instituted by Anti-Corruption Department, Government of Rajasthan, Jaipur	0
2. Cases Instituted by the Central Bureau of Investigations	0
a) No. of Witnesses more than 30	0
3. Cases triable by Special Judge (E.C.Act)	0
4. Cases triable by Special Judge (SC/ST) CREDITS	0
5. Cases Under N.D.P.S. Act	0
C. Warrant Cases.	

Now this screen has all columns as per 1 PI and officer has to enter all types of disposal of his courts in relevant fields and click on “**Submit**” to view his total calculated credit on next screen.

Step 6

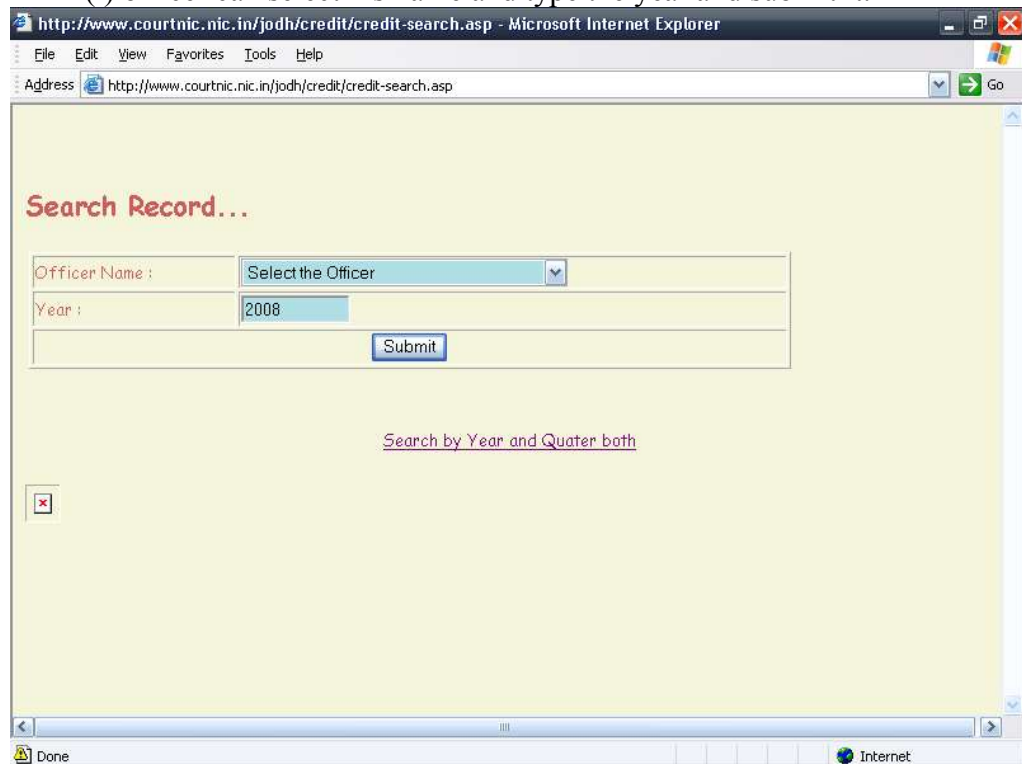
If every filed is correctly displayed then to save this data click button “**Submit**”

Step 7

For Second Option in Step 2 (to edit their record) click on “Search/Edit Data” button on Sept 2

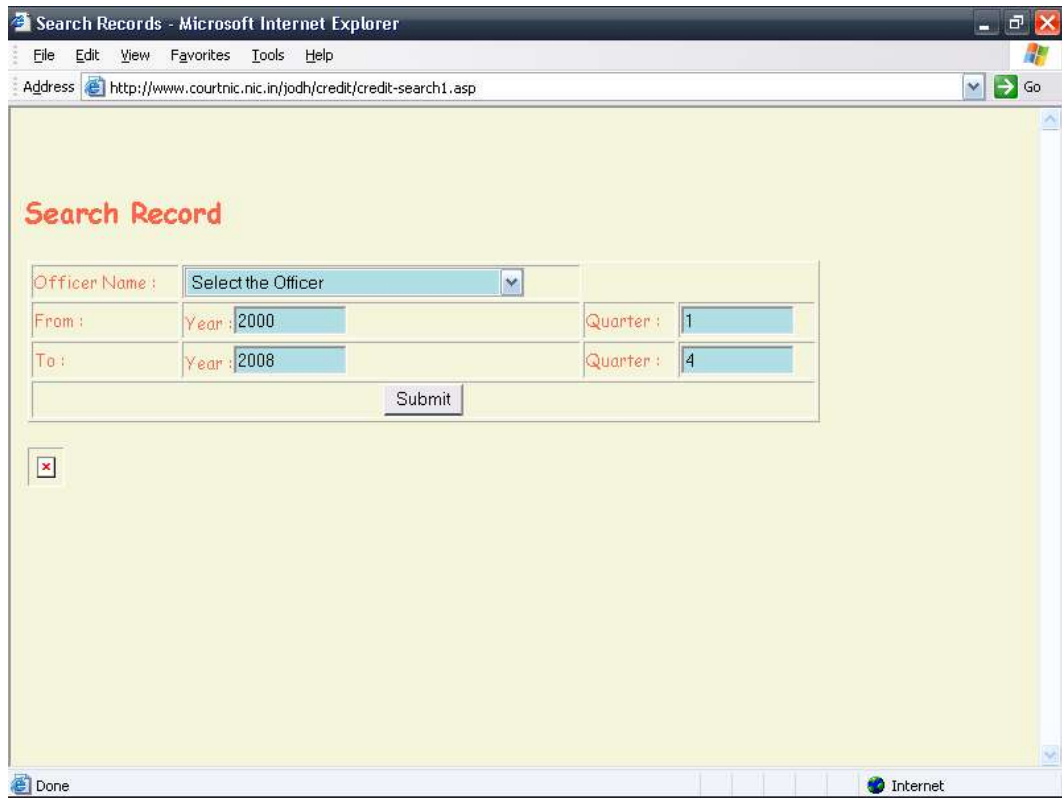
In this page two search options are available.

(i) officer can select his name and type the year and submit it.

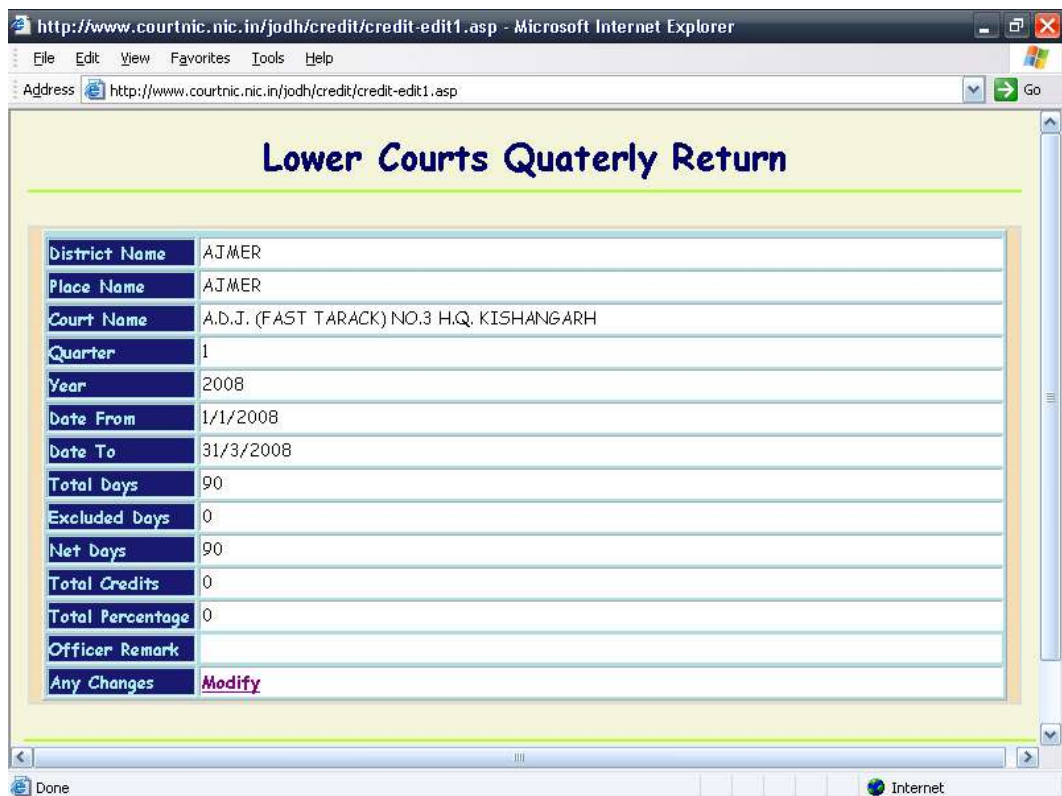


The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled "Search Record...". The page has a light yellow background. At the top, there is a search form with two input fields: "Officer Name :" with a dropdown menu showing "Select the Officer", and "Year :" with a text box containing "2008". Below these fields is a "Submit" button. Underneath the form, there is a link that says "Search by Year and Quarter both". The browser's address bar shows the URL "http://www.court.nic.in/jodh/credit/credit-search.asp". The status bar at the bottom indicates "Done" and "Internet".

(ii) Or he may use advance search by typing year and quarter both.



Step 8



This page is having brief information about their credits of all quarter on defined year range. Now he has to select the relevant quarter information, which he wants to retrieve or edit by clicking on button “**Modify**” and then step 3 to step 6 are to be followed.

Step 9

For third option in Step 2

Click on “Logout”. Please ensure that you every time logout from your account properly.