

**भारतीय मानक ब्यूरो**  
(विधि विभाग)

संदर्भ: विधि/32/01/2021(एलसीएमएस)

दिनांक: 22 नवम्बर 2023

**Subject: Legal Case Management System (LCMS) Module for enforcement cases**


This has reference to the Circular of even number dated 04 October 2023 of Legal Department whereby all Heads of BOs were requested to ensure that details of all the enforcement cases are entered and updated in LCMS Module regularly (*Copy enclosed*).

2. In this context, it is observed that the data relating to enforcement cases has not been entered/updated by all BOs. Hence, all the Heads of BOs are once again requested to make sure that details of all the enforcement cases pertaining to their respective BO be entered/updated in the LCMS Module.

3. In addition, it is also requested that a monthly report/MCR through email in connection with **the new cases filed and the cases disposed of** during each month **be separately sent to Legal Department by the last day of every month**, in the following formats:

| Monthly Statement pertaining to prosecution/complaint cases FILED under the BIS Act, during the Month: _____ |                   |                       |                                  |                           |                                                  |                                         |
|--------------------------------------------------------------------------------------------------------------|-------------------|-----------------------|----------------------------------|---------------------------|--------------------------------------------------|-----------------------------------------|
| Name of the RO/BO: _____                                                                                     |                   |                       |                                  |                           |                                                  |                                         |
| Sl. No.                                                                                                      | Name of the Court | Case No. & Case Title | Date of Filing of Complaint Case | Brief Details of the Case | Name of the Complaint Officer and Panel Advocate | Present Position & Next Date of hearing |

| Monthly Statement pertaining to prosecution/complaint cases DISPOSED OF, during the Month: _____ |                   |                       |                                  |                           |                                                  |                                                                                        |
|--------------------------------------------------------------------------------------------------|-------------------|-----------------------|----------------------------------|---------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------|
| Name of the RO/BO: _____                                                                         |                   |                       |                                  |                           |                                                  |                                                                                        |
| Sl. No.                                                                                          | Name of the Court | Case No. & Case Title | Date of Filing of Complaint Case | Brief Details of the Case | Name of the Complaint Officer and Panel Advocate | Date of Decision and Brief of Decision <b>(Pl. Attach copy of the judgement/order)</b> |



(जितेन्दर कुमार)

वैज्ञानिक-ई एवं निदेशक (विधि)

सभी क्षेत्रीय/शाखा कार्यालयों के प्रमुखों को परिचालित

**भारतीय मानक ब्यूरो**  
(विधि विभाग)

संदर्भ: विधि/32/01/2021(एलसीएमएस)

दिनांक: 04 अक्टूबर 2023

**Subject: Legal Case Management System (LCMS) Module for enforcement cases**

In reference to the captioned subject, it is intimated that LCMS module has been developed and made live on BIS Intranet for entering/maintaining/monitoring of data related to the enforcement cases filed by the Branch Offices (BOs).

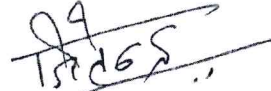
2. In this context, it is mentioned that the data relating to enforcement cases available with Legal Department has already been entered in the LCMS module. All the Heads of BOs are now requested to get the data, entered in LCMS, checked and updated for their respective BOs.

3. Further, it is also requested that details of all enforcement cases at different stages such as filing of case /current proceedings/ disposal of case etc. are to be entered/updated into LCMS module invariably.

4. The LCMS Module can be accessed by the Officers using their 'Id' and 'Password' on the BIS Intranet. Primarily, all Heads of BOs/Labs have been made active in the LCMS Module who can further authorise any of their subordinate officer/staff by filling-in the Employee Number of the official under the tabs "Add Admin" – "Add New Employee" for making entries or updating data in LCMS Module.

5. All the Heads of BOs are requested to please ensure that the details of all the enforcement cases are entered and updated in LCMS Module regularly.

In case of any query/doubt in this regard, please inform Legal Department with a copy to ITS Department.



(जितेन्दर कुमार)

वैज्ञानिक-ई एवं निदेशक (विधि)

सभी क्षेत्रीय/शाखा कार्यालयों के प्रमुखों को परिचालित