

SAMAY USER MANUAL FOR COMMISSIONER / ADG

1. Logging In:

Logging in to the SAMAY Dashboard is a straightforward process. Follow these steps:

Visit DLA Website:

Open your web browser and navigate to the DLA website **<https://dlacbic.gov.in>**

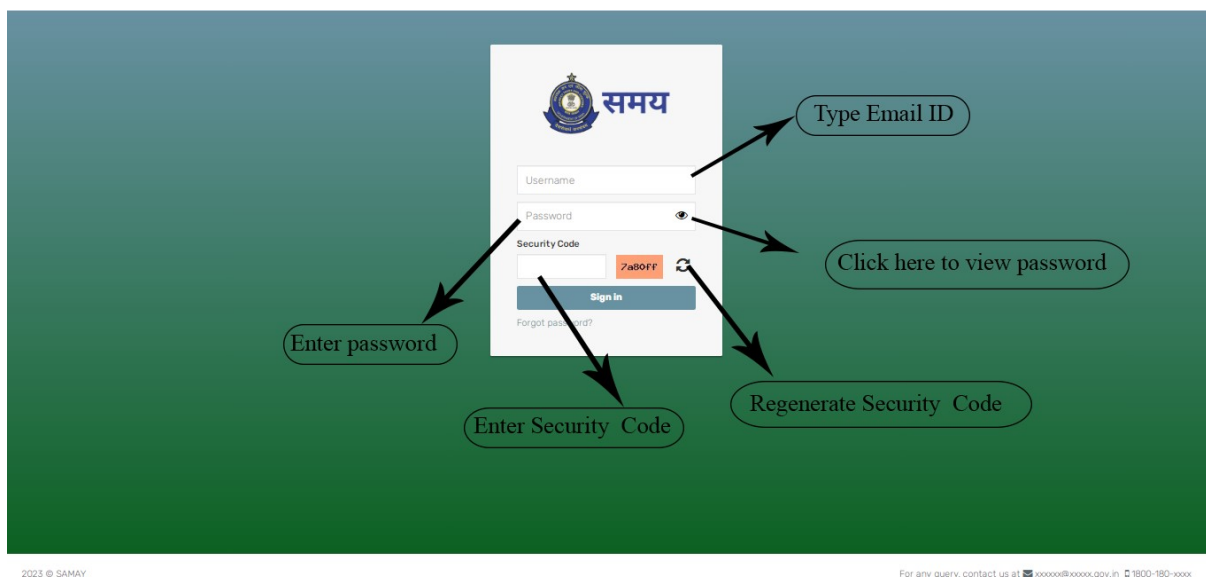
Access SAMAY TAB in Main Menu:

Once on the DLA website, locate and click on the "SAMAY" option in the main menu. This will direct you to the SAMAY Dashboard login page.

OR

Direct URL Access:

Alternatively, you can directly visit the SAMAY Dashboard login page by entering the URL: **<https://dlacbic.gov.in/samay>** into your browser's address bar.



A. ACCESS VIA NIC/GOV EMAIL ID OF THE OFFICE:

Start by visiting the SAMAY login page, where officers can log in using their office email credentials. For instance CGST Delhi North Commissionerate will login using login id commr-cexdel1@nic.in.

B. ENTER PASSWORD:

One time password will be shared by DLA and the Commissionerate can change the password after first login.

C. CAPTCHA CODE VERIFICATION:

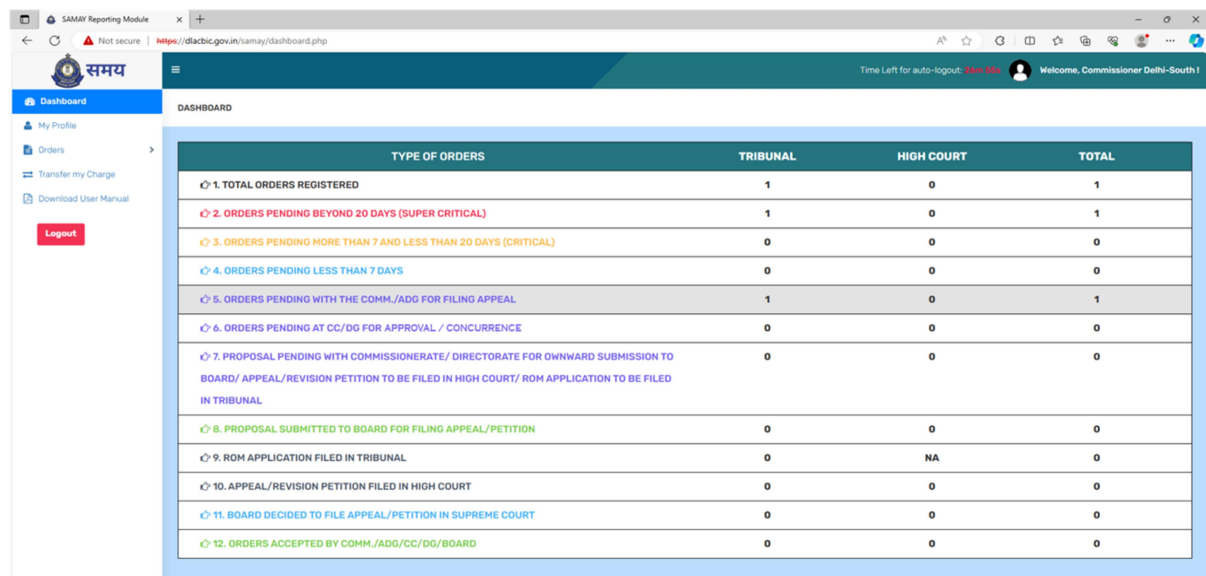
Complete the login process by entering the Captcha code.

D. CLICK "LOGIN":

Finalize the login procedure by clicking the "Login" button.

2. Dashboard Overview:

The dashboard comprises twelve order counter strips, each designed for specific functionalities.



The screenshot shows the SAMAY Reporting Module dashboard. The browser address bar indicates the URL is <https://dlacbic.gov.in/samay/dashboard.php>. The dashboard header includes a 'Logout' button and a welcome message: 'Welcome, Commissioner Delhi-South I'. The main content area displays a table with 12 rows of order statistics, categorized by 'TYPE OF ORDERS', 'TRIBUNAL', 'HIGH COURT', and 'TOTAL'.

TYPE OF ORDERS	TRIBUNAL	HIGH COURT	TOTAL
1. TOTAL ORDERS REGISTERED	1	0	1
2. ORDERS PENDING BEYOND 20 DAYS (SUPER CRITICAL)	1	0	1
3. ORDERS PENDING MORE THAN 7 AND LESS THAN 20 DAYS (CRITICAL)	0	0	0
4. ORDERS PENDING LESS THAN 7 DAYS	0	0	0
5. ORDERS PENDING WITH THE COMM./ADG FOR FILING APPEAL	1	0	1
6. ORDERS PENDING AT CC/DG FOR APPROVAL / CONCURRENCE	0	0	0
7. PROPOSAL PENDING WITH COMMISSIONERATE/ DIRECTORATE FOR OWNWARD SUBMISSION TO BOARD/ APPEAL/REVISION PETITION TO BE FILED IN HIGH COURT/ ROM APPLICATION TO BE FILED IN TRIBUNAL	0	0	0
8. PROPOSAL SUBMITTED TO BOARD FOR FILING APPEAL/PETITION	0	0	0
9. ROM APPLICATION FILED IN TRIBUNAL	0	NA	0
10. APPEAL/REVISION PETITION FILED IN HIGH COURT	0	0	0
11. BOARD DECIDED TO FILE APPEAL/PETITION IN SUPREME COURT	0	0	0
12. ORDERS ACCEPTED BY COMM./ADG/CC/DG/BOARD	0	0	0

1. TOTAL ORDERS REGISTERED:

This counter strip displays the total number of orders that have been registered in SAMAY. It provides an overall count of all the orders in the system entered by the user.

2. ORDERS PENDING BEYOND 20 DAYS (SUPER CRITICAL):

This counter strip prominently showcases orders that have been pending for more than 20 days, functioning as a reminder to promptly address these pending orders for timely processing. Users can conveniently navigate to the specific cases by clicking on the numeric count, facilitating swift access and efficient management of orders that require immediate attention.

3. ORDERS PENDING MORE THAN 7 AND LESS THAN 20 DAYS (CRITICAL)

It flags orders pending for more than 7 but less than 20 days, signaling a moderate degree of urgency. By clicking on the numeric count representing the pending number of cases within this category, users can effortlessly navigate to the specific cases requiring attention. This functionality streamlines the process, allowing users to promptly address orders falling within the specified timeframe.

4. ORDERS PENDING LESS THAN 7 DAYS

This counter strip highlights orders that are currently pending for less than 7 days, indicating a recent status. Users can efficiently navigate to these specific cases by clicking on the numeric count, allowing for quick access and streamlined management of orders with a short pending duration.

5. ORDERS PENDING WITH THE COMM./ADG FOR FILING APPEAL

This counter strip presents orders that are currently pending with the Commissioner or ADG (Additional Director General) for processing an order. By clicking on the numeric count, users can seamlessly navigate to the specific page displaying all pending orders at the Commissioner or ADG level.

6. ORDERS PENDING AT CC/DG FOR CONCURRENCE / APPROVAL

In this counter strip, you will find orders that are currently pending at the Chief Commissioner or DG (Additional Director General) level. It indicates the orders that require action at CC/DG level for further processing.

7. PROPOSAL PENDING WITH COMMISSIONERATE/ DIRECTORATE FOR OWNWARD SUBMISSION TO BOARD TO BE FOR FILING APPEAL / REVISION PETITION TO BE FILED IN HIGH COURT/ ROM FILED IN TRIBUNAL

Here, you will see orders that are pending after the CC/DG decision.

8. PROPOSAL SUBMITTED TO BOARD FOR FILING APPEAL/PETITION

This counter strip displays orders that have been forwarded to the Board for filing an appeal or petition. It indicates the orders for which the Board will take a decision regarding filing SLP / CA.

9. RECTIFICATION APPLICATION FILED IN TRIBUNAL

This counter strip shows orders for which ROM applications have been filed in the Tribunal by the Commissionerate.

10. APPEAL/REVISION PETITION FILED IN HIGH COURT

In this counter strip, you will find orders that have been challenged in the High Court by way of Appeal / Review Petition by the Commissionerate.

11. BOARD DECIDED TO FILE APPEAL/PETITION IN SUPREME COURT

Here, you can see orders against which CA/SLP have been filed in the Supreme Court by the Board.

12. ORDERS ACCEPTED BY COMM./ADG/CC/DG/BOARD

This counter strip shows orders that have been accepted by the Commissioner, ADG, CC (Chief Commissioner), DG (Director General), or the Board. It highlights the orders that have undergone initial processing and have been accepted at various levels.

The Dashboard section gives you a comprehensive view of the status and progress of different categories of orders, allowing you to manage and prioritize your tasks effectively.

3. Managing Your Profile:

a. Access "My Profile" Section:

Navigate to the profile management section for personal account adjustments.

b. Change SAMAY Password:

Securely update your SAMAY password for enhanced account protection.

4. Adding an Order:

a. Navigate to "Orders" Section:

Access the orders management section within SAMAY.

b. Select "Add New Order":

Initiate the process of adding a new order for seamless workflow integration.

c. Complete Required Details:

Provide essential information such as Appeal/Petition No, Classification of Case, Party, Date of Order, Court, and Bench.

d. Save Your Entry:

Preserve the entered details by clicking the "Save" button.

The screenshot displays the SAMAY web application interface. On the left is a sidebar menu with options: Dashboard, My Profile, Orders (selected), Add New Order, All Orders, and Transfer my Charge. A Logout button is at the bottom of the sidebar. The main header shows the SAMAY logo, a hamburger menu, and a user profile section with a welcome message for the Commissioner of Delhi (Preventive) and a 22m 15s auto-logout timer. The central content area is titled 'ADD NEW CASE ORDER' and contains a form with the following fields: 'Appeal/Petition No.*' (text input), 'Classification of Case*' (dropdown menu), 'Party*' (text input), 'Date of Order*' (text input), 'Court*' (dropdown menu), and 'Bench*' (dropdown menu). At the bottom of the form are 'Save' and 'Cancel' buttons. The footer includes the copyright '2023 © SAMAY' and contact information: 'For any query, contact us at samay-cbic@gov.in | 011-26162152'.

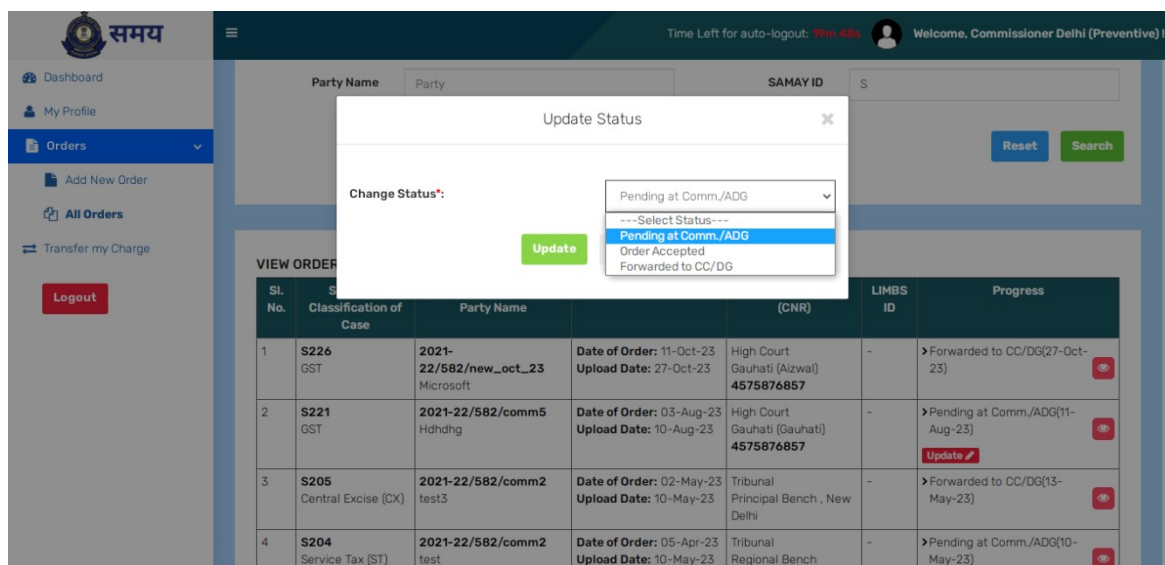
5. Updating Order Status:

a. Access "Orders Pending with Comm./ADG" on Dashboard:

Navigate to the section indicating orders awaiting action.

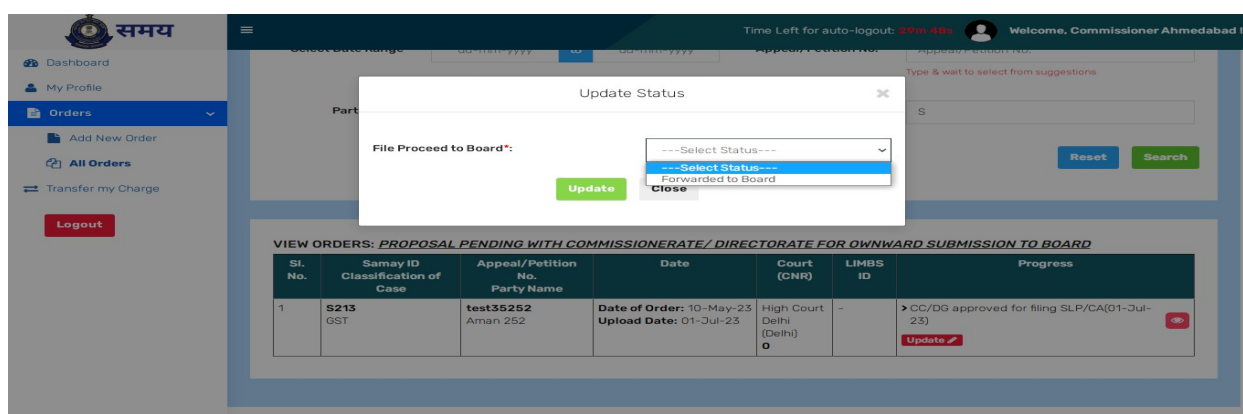
b. Accept or Forward the Order:

Take necessary action on the order based on user responsibilities.



6. Updating Order Status after CC Decision:

In the section labeled "PROPOSAL PENDING WITH COMMISSIONERATE/ DIRECTORATE FOR ONWARD SUBMISSION TO BOARD/ APPEAL/ REVISION PETITION TO BE FILED IN HIGH COURT/ ROM APPLICATION TO BE FILED IN TRIBUNAL," orders proceed here after Chief Commissioner's decision. It's crucial to update the order status in accordance with the Chief Commissioner's directives. This is done by selecting the appropriate status from a dropdown menu, reflecting actions such as onward submission to the Board, filing an appeal, initiating a revision petition in the High Court, or submitting a rectification application to the Tribunal. This ensures accurate tracking and compliance with the Chief Commissioner's decisions within SAMAY.



7. Finding an Order:

a. Navigate to "Total Orders Registered" on Dashboard:

Access the section displaying a comprehensive list of all registered orders.

b. Utilize the Search Bar:

Enter relevant details into the search bar to locate specific orders efficiently.

c. Execute the Search:

Finalize the search by pressing the "Search" button, displaying relevant results in the table.

d. List of cases

Commissionerate can export the list of cases to excel for further analysis.

8. Conclusion:

In conclusion, we extend our sincere appreciation for your commitment to utilize SAMAY, a platform designed to streamline and enhance the management of orders, ensuring efficiency and accuracy. We value your dedication to optimizing processes and contributing to the success of our shared objectives. Should you have any inquiries or require further assistance email at samay-cbic@gov.in, or call at +91 9871304996