

# **SAMAY USER MANUAL FOR CHIEF COMMISSIONER / DG**

## **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>**

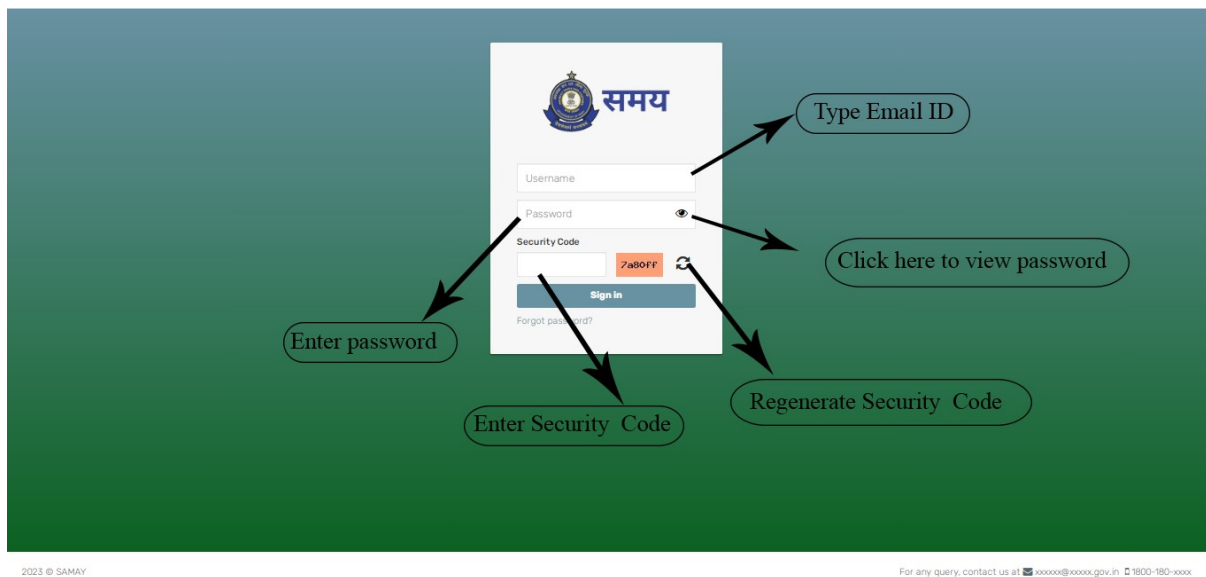
Access SAMAY TAB in Main Menu:

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/GOVEMAIL 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](mailto: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:

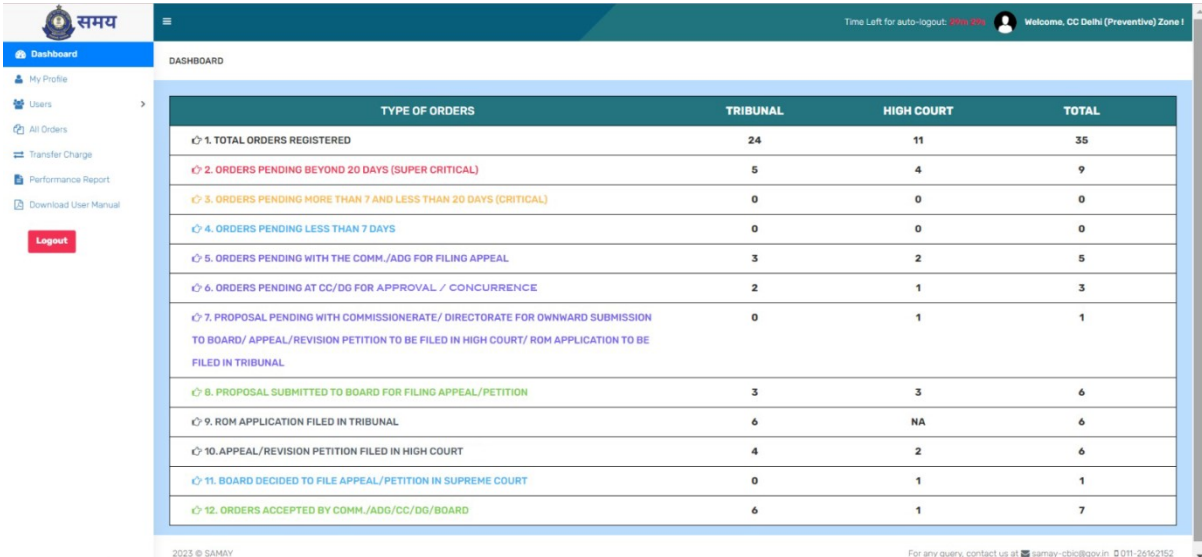
Complete the login process by entering the Captcha code.

## 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 displays the SAMAY dashboard interface. On the left is a sidebar with navigation links: Dashboard, My Profile, Users, All Orders, Transfer Charge, Performance Report, and Download User Manual. The main area is titled 'DASHBOARD' and contains a table with 12 rows of order statistics. Each row includes a heart icon, a description of the order type, and counts for Tribunal, High Court, and Total. The table is styled with alternating light blue and white rows. The footer shows the copyright year 2023 and contact information for SAMAY.

TYPE OF ORDERS	TRIBUNAL	HIGH COURT	TOTAL
1. TOTAL ORDERS REGISTERED	24	11	35
2. ORDERS PENDING BEYOND 20 DAYS (SUPER CRITICAL)	5	4	9
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	3	2	5
6. ORDERS PENDING AT CC/DG FOR APPROVAL / CONCURRENCE	2	1	3
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	1	1
8. PROPOSAL SUBMITTED TO BOARD FOR FILING APPEAL/PETITION	3	3	6
9. ROM APPLICATION FILED IN TRIBUNAL	6	NA	6
10. APPEAL/REVISION PETITION FILED IN HIGH COURT	4	2	6
11. BOARD DECIDED TO FILE APPEAL/PETITION IN SUPREME COURT	0	1	1
12. ORDERS ACCEPTED BY COMM./ADG/CC/DG/BOARD	6	1	7

### 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 (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 FOR FILING APPEAL/REVISION PETITION TO BE FILED IN HIGH COURT/ ROM TO BE 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 Writ 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.

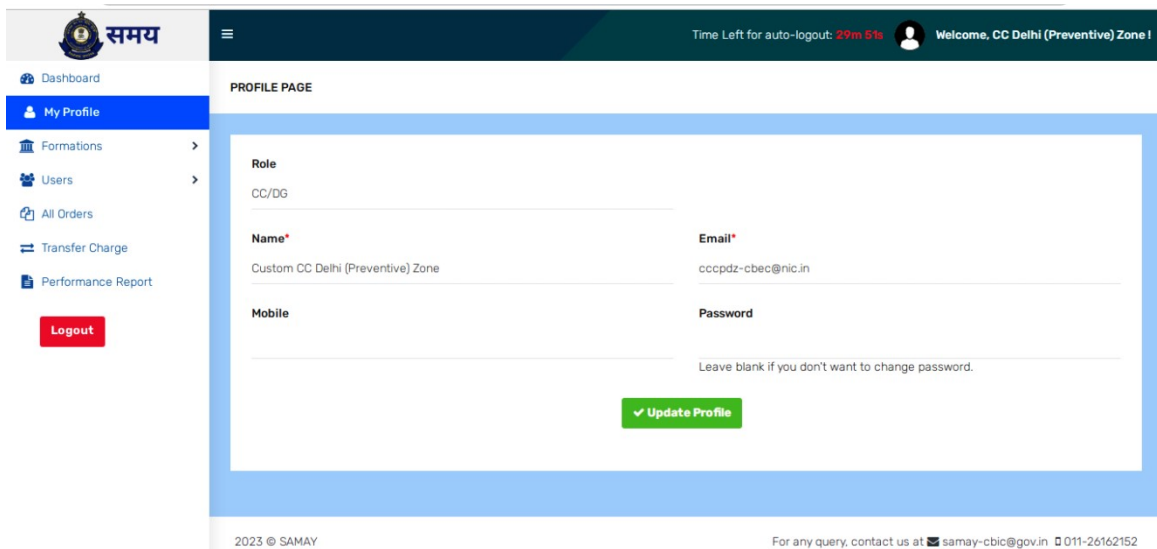
## 3. MANAGING YOUR PROFILE:

### 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.



The screenshot displays the SAMAY web application interface. On the left, a sidebar menu contains options: Dashboard, My Profile (highlighted in blue), Formations, Users, All Orders, Transfer Charge, and Performance Report, along with a Logout button. The main content area is titled 'PROFILE PAGE' and contains a form with the following fields: Role (CC/DG), Name\* (Custom CC Delhi (Preventive) Zone), Email\* (cccpdz-cbec@nic.in), Mobile, and Password. A green 'Update Profile' button is at the bottom of the form. The top header shows the SAMAY logo, a hamburger menu icon, and a notification: 'Time Left for auto-logout: 29m 51s' and 'Welcome, CC Delhi (Preventive) Zone!'. The footer includes the copyright '2023 © SAMAY' and contact information: 'For any query, contact us at samay-cbic@gov.in | 011-26162152'.

## 4. How to Update Order Status:

On the dashboard, click on "Orders Pending at CC/DG." following actions to be taken:

- Accept orders: Review pending orders and choose to accept them.
- Appeal or SLP in the Supreme Court
- Appeal or Review in High Court,
- ROM application in Tribunal

Update Status

Change Status\*:

Update

---Select Status---

Order Accepted  
Appeal/Petition to be filed in Supreme Court  
Appeal/Petition to be filed in High Court  
Application to be filed in Tribunal

Select order status from here

Click on pencil icon to edit order details

SL No.	Samay ID	Classification of Case	Comm./ADG	Appeal/Petition No.	Date	Court	LIMBS ID	Progress	Notifications
1	S226	GST	Commissioner Delhi (Preventive)	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2
2	S221	GST	Commissioner Delhi (Preventive)	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2
3	S205	Central Excise (CX)	Commissioner Delhi (Preventive)	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2
4	S204	Service Tax (ST)	Commissioner Delhi (Preventive)	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2
5	S203	Service Tax (ST)	Commissioner Delhi (Preventive)	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2
6	S202	Service Tax (ST)	Commissioner Delhi (Preventive)	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2	2021-22/582/comm2
7	S199	Customs	Commissioner Delhi (Preventive)	time1	time1	time1	time1	time1	time1
8	S198	Customs	Commissioner Delhi (Preventive)	time test	time test	time test	time test	time test	time test

## 5. How to Generate Performance Report:

To generate a performance report in SAMAY, following steps to be followed:

- Click on the "Performance Report" option in the menu section.
- In the Performance Report section, options to generate reports on a monthly, quarterly, or annual basis.
- Choose the specific commissioner(s) for whom one want to generate the report.
- Click on the "Download" button to generate the performance report.

## 6. Optional: Exporting to Excel:

Performance report/ List of Cases can be exported to Excel for further analysis or sharing, follow these additional steps:

- After generating the performance report/ List of Cases, look for the "Export to Excel" option.
- Click on the "Export to Excel" button to export the report in Excel format.

c. The performance report/ List of Cases will be downloaded as an Excel file to your device.

The screenshot displays the 'समय' (Samay) web application interface. The sidebar on the left contains navigation links: Dashboard, My Profile, Formations, Users, All Orders, Transfer Charge, and Performance Report (highlighted). The main content area is titled 'COMM./ADG' and features a search bar with filters for 'Report Type' (set to 'Annually') and 'Select Year' (set to '2023-24'). A green 'Search' button is present. Below the search bar, a table titled 'Comm./ADG for Year 2023-24' displays performance data. The table has columns for '#', 'Comm./ADG', 'Court', 'No. of Orders', and 'Average Duration'. The data shows two entries for 'Commissioner Alwar GST' and 'Commissioner Jodhpur GST'. Annotations with arrows point to the 'Report Type' dropdown, the 'Export in Excel' button, and the 'Print' button.

#	Comm./ADG	Court	No. of Orders	Average Duration
1	Commissioner Alwar GST	High Court	0	NA
		Tribunal	13	18.62 days
2	Commissioner Jodhpur GST	High Court	0	NA

## 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.


**समय**

Time Left for auto-logout: 20m 30s

Welcome, CC Delhi (Preventive) Zone I

Dashboard  
My Profile  
Formations  
Users  
**All Orders**  
Transfer Charge  
Performance Report  
Logout

ALL ORDERS

Search All Orders

Commissioner

Select Comm./ADG

Select Date Range

dd-mm-yyyy to dd-mm-yyyy

Appeal/Petition No.

Appeal/Petition No.

Type & wait to select from suggestions

Party Name

Party

Type & wait to select from suggestions

SAMAY ID

S

Reset
Search

VIEW ORDERS

Sl. No.	Samay ID Classification of Case	Comm./ADG	Appeal/Petition No. Party Name	Date	Court (CNR)	LIMBS ID	Progress	Notifications
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## 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. If you have any inquiries or require further assistance email at [samay-cbic@gov.in](mailto:samay-cbic@gov.in), or call at +91 9871304996.