



HIGH COURT OF MANIPUR

JOMIS

Judicial Officers Management and Information System

USER MANUAL

Version 1.0 | June 2026



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Introduction

The **Judicial Officers Management and Information System (JOMIS)** is a centralised digital platform developed for the High Court of Manipur to manage all aspects of the Manipur Judicial Service (MJS). JOMIS enables authorised administrators to maintain accurate records of judicial grades, courts, sanctioned posts, and officer profiles, and to track transfers and postings in a structured, auditable manner.

Purpose of This Manual

This manual serves as a step-by-step operational guide for administrators responsible for setting up and maintaining data within JOMIS. It covers all core modules in the recommended sequence of use so that the system is correctly configured before officer profiles and posting records are created.

Step	Module	Why It Must Come First
1.	Grade Management	Grades are referenced by posts and officer profiles.
2.	Court Management	Courts are required before posts can be assigned.
3.	Post Management	Posts link a grade to a court; needed for profile creation.
4.	Judicial Officer Profiles	Profiles require at least one post to be selected at creation.
5.	Transfer & Posting	All subsequent postings after initial appointment are recorded here.

i Note: The system will not function correctly if posts are created before grades and courts are entered, or if officer profiles are created before posts exist. Always follow the sequence above.

How to Navigate JOMIS

All modules are accessible from the **left-hand side navigation panel**. The panel is organised into four sections:

Transfer & Posting Management	View and manage officer transfers and postings.
Grade Management	Create and view MJS grades.
Post Management	Create and view sanctioned posts.
Court Management	Create and view courts.
Judicial Officers	View and create officer profiles.



i Note: The **Dashboard** is the landing page after login and provides a quick summary of sanctioned posts across all grades and courts. It also provides direct access to special bodies such as the High Court of Manipur and MASLSA.

CHAPTER 1

Grade Management

Creating and managing MJS grades - the foundation of the system

Grades represent the hierarchical levels of the Manipur Judicial Service. Every post and officer profile in JOMIS is associated with a grade. Grades must therefore be created **before** any other data entry is performed.

1.1 Viewing Existing Grades

To view all grades currently configured in the system, navigate to **Grade Management - View Grade** in the left panel. The system will display a list of all MJS grades along with their level, sanctioned strength, working officers, and vacant posts.

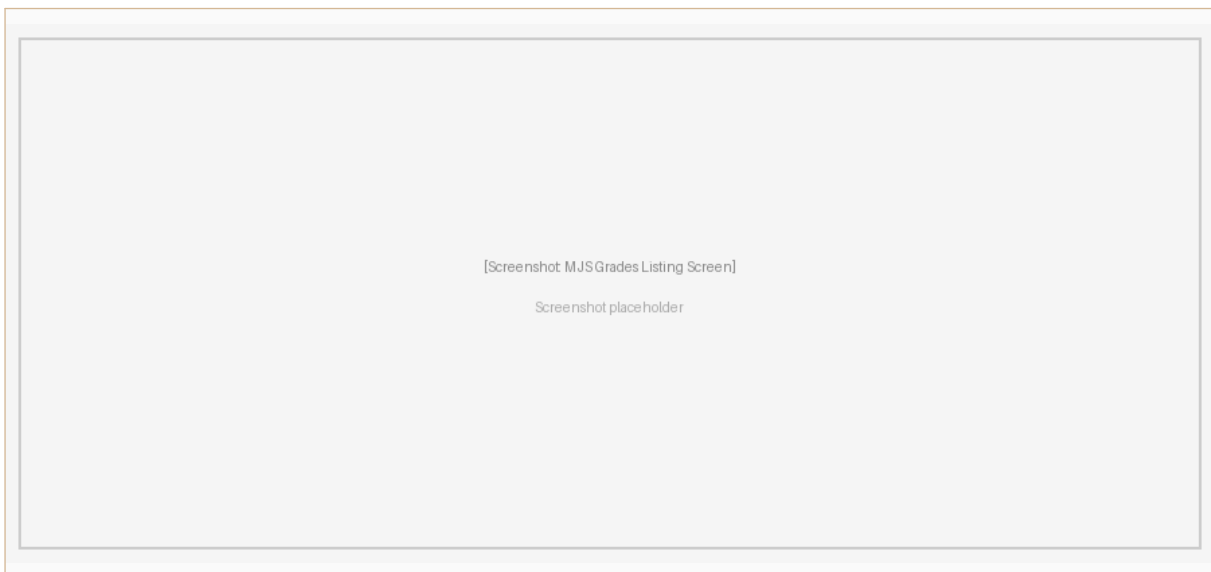


Figure 1.1 - MJS Grades listing screen showing all configured grades, their levels, and strength statistics.

The grade listing screen displays the following information for each grade:

Field	Description
Grade Name	The name of the grade (e.g., MJS Grade-I, Selection Grade). Each grade is colour-coded for easy identification.
Level	The hierarchical level of the grade within the MJS (Level 1 being the highest).
Sanctioned	The total number of posts sanctioned for this grade.

Increase	Any increase in sanctioned strength, shown with directional indicators.
Working	The number of officers currently working in this grade.
Vacant	The number of posts that remain unfilled. Shown in red when vacancies exist.

1.2 Creating a New Grade

To add a new grade to the system, follow the steps below:

- 1 Access Grade Creation**
 Navigate to **Grade Management - Grade Creation** from the left panel.
- 2 Enter Grade Details**
 Fill in the grade name, level, and sanctioned strength as required.
- 3 Save the Grade**
 Click **Save** (or the equivalent submission button) to record the new grade. The grade will immediately appear in the View Grade listing.

! Important: Grades cannot be deleted once they have been assigned to a post or officer profile. Ensure the grade name and level are accurate before saving.

i Note: The **Export** button on the View Grade screen allows administrators to download the complete grade list for record-keeping and audit purposes.

CHAPTER 2

Court Management

Creating subordinate courts within their respective districts

Courts represent the judicial establishments within Manipur to which sanctioned posts are assigned. Districts are pre-configured in the system; administrators are only required to create the courts within those districts. Courts must be created **before** posts can be assigned.

2.1 Viewing the Court List

Navigate to **Court Management - View Courts** to see all courts currently in the system. The screen is divided into two sections:

Apex and State Legal Bodies - This section at the top of the screen displays the High Court of Manipur and the Manipur State Legal Services Authority (MASLSA). These are independent bodies managed separately and are not created through the standard court creation process.

Subordinate Courts Table - Lists all courts created by administrators, organised by district. Each entry shows the court name, district, email, creation date, and associated order number.

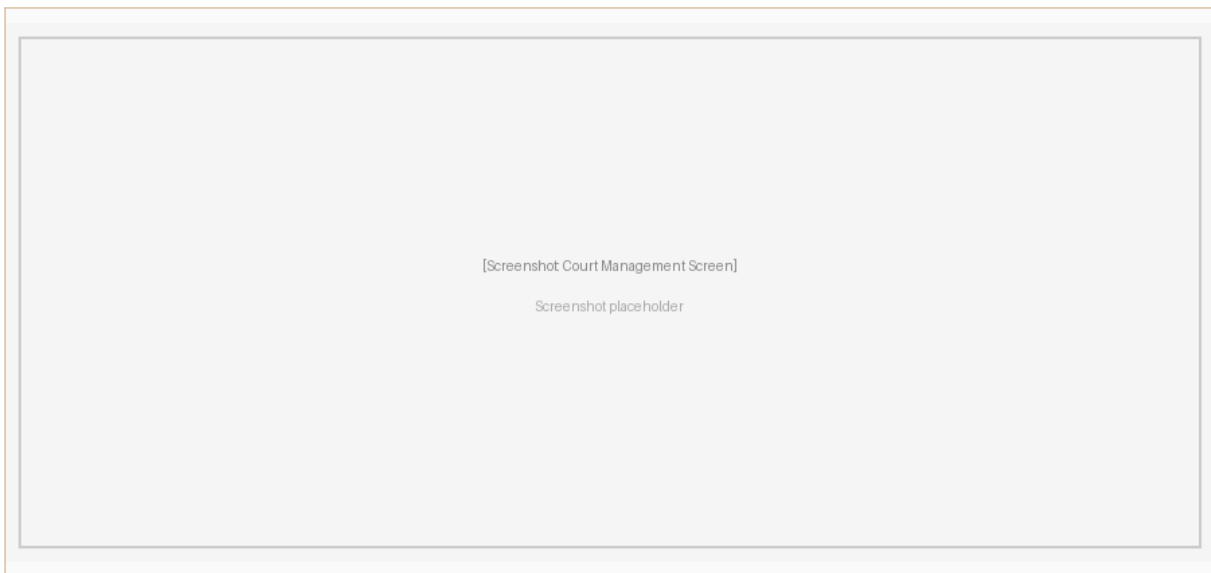


Figure 2.1 - Court Management listing showing apex bodies and subordinate courts across all districts.

Field	Description
Court Name	Full official name of the court.
District	The district to which the court belongs, shown as a colour-coded badge.

Email	Official email address of the court (if provided).
Creation Date	The date on which the court record was entered into JOMIS.
Order No.	The official order number, if applicable.
Documents	Any supporting documents attached to the court record.
Actions	View, Edit, or Delete the court record using the action buttons.

2.2 Creating a New Court

- 1 Access Court Creation**
Navigate to **Court Management - Court Creation** from the left panel.
- 2 Select the District**
Choose the appropriate district from the pre-populated district list. Districts are already configured in the system and cannot be added from this screen.
- 3 Enter Court Details**
Provide the full official name of the court. Optionally enter the official email address, creation/establishment date, and order number.
- 4 Attach Documents (Optional)**
If supporting documents such as government orders are available, they may be uploaded at this stage.
- 5 Save the Court**
Click **Add Court** to save the record. The court will appear in the listing and will be available for post assignment immediately.

i Note: Use the **Search by court name** field or the **All Districts** filter on the View Courts screen to locate a specific court quickly.

CHAPTER 3

Post Management

Creating and assigning sanctioned posts to courts and grades

A **sanctioned post** is a formally approved position within the MJS that is linked to a specific grade and assigned to a specific court. Posts form the structural backbone of the system - officer profiles are created with reference to an existing post. Posts can only be created after grades and courts have been entered.

3.1 Viewing Sanctioned Posts

Navigate to **Post Management - View Posts** to see all sanctioned posts. The screen groups posts by MJS grade and shows the assigned court for each post. The top of the screen also shows quick-access tiles for the High Court of Manipur and MASLSA posts.

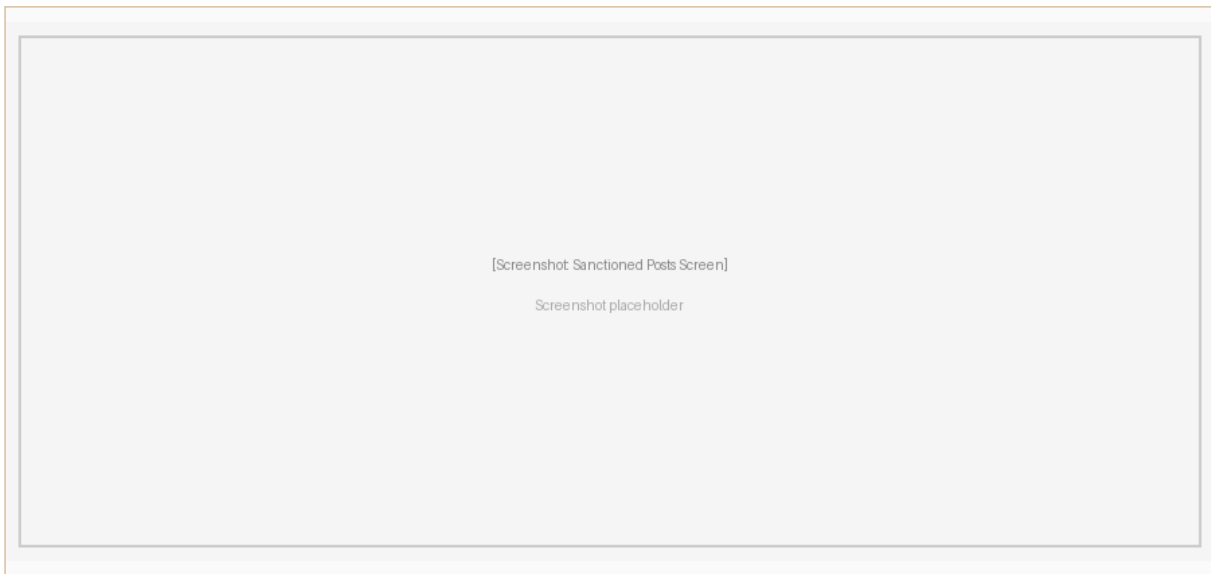


Figure 3.1 - Sanctioned Posts screen showing posts grouped by MJS grade, with apex body quick-access tiles at the top.

Field	Description
Post Information	The official designation of the post (e.g., Civil Judge Senior Division / Chief Judicial Magistrate).
MJS Grade	The grade to which this post belongs, shown as a colour-coded badge.
Assigned Court	The court to which this post is attached.
Created Date	The date the post was created in JOMIS.

Actions	Edit or Delete the post record.
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3.2 Creating a New Post

The post creation process links a grade to a court to define a formal position. Follow the steps below:

- 1 Access Post Creation**
Navigate to **Post Management - Post Creation** from the left panel, or click the **Create Post** button on the View Posts screen.
- 2 Select the Grade**
From the grade dropdown, select the MJS grade applicable to this post (e.g., MJS Grade-I, MJS Grade-II). Only grades that have been previously created will appear here.
- 3 Select the Court**
Choose the court to which this post is assigned. Only courts that have been previously created will appear in this list.
- 4 Enter Post Designation**
Enter the official designation or title of the post (e.g., Additional Sessions Judge, Civil Judge Senior Division).
- 5 Save the Post**
Click **Create Post** to save. The post will appear in the View Posts listing grouped under the selected grade.

! Important: Posts for the High Court of Manipur and MASLSA are managed separately through their respective modules, accessible via the Dashboard or the apex body tiles on the View Posts and View Courts screens.

i Note: The **Quick Filter** on the View Posts screen allows you to filter posts by MJS grade to quickly locate a specific post.

CHAPTER 4

Judicial Officer Profiles

Creating and maintaining officer records with initial post assignment

Once grades, courts, and posts have been configured, officer profiles may be created. Each profile captures the personal details, contact information, appointment details, and initial posting of a judicial officer. This module is accessed via **Judicial Officers - View Profiles** or **Create Profile**.

4.1 Order of Profile Creation

Officer profiles must be created in **hierarchical order**, beginning with the most senior grade (e.g., Super Time Scale or Selection Grade) and proceeding downward. This ensures that the chain of seniority and reporting relationships is accurately represented in the system.

! Important: Always create profiles for the highest-grade officers first. The initial post is selected at the time of profile creation and cannot be set later through the profile form - it must be assigned during the creation process.

4.2 Creating an Officer Profile

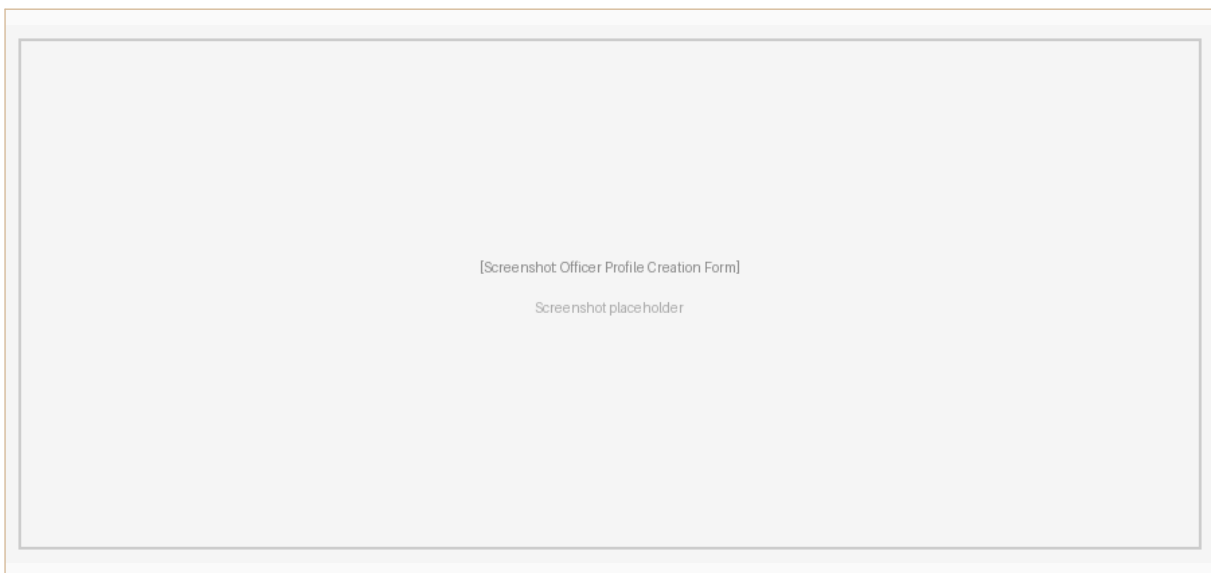


Figure 4.1 - Judicial Officer profile creation form showing personal details, contact and appointment fields, and the initial posting section.

1 Upload Photograph

Click the **Upload** placeholder on the top-left of the form to attach an official photograph of the officer.

2 Enter Personal Details

Complete the following fields in the Personal Details section:

Field	Description
First Name / Last Name	Officer's full legal name as per official records.
EIN	Employee Identification Number assigned to the officer (e.g., JO-2025-001).
Date of Birth	Enter in dd-mm-yyyy format.
Gender	Select from the dropdown.
Marital Status	Select the applicable status.
Officer Type	Select Judicial or Non-Judicial as applicable.
Category	Caste/community category (e.g., OBC, ST, SC, General).
Appointment Category	Basis of appointment (e.g., Direct Recruitment, Promotion).

3 Enter Contact and Appointment Details

Complete the Contact and Appointment section:

Field	Description
Personal Email	Officer's personal email address.
Official Gov Email	Official government email (default domain: official@judiciary.gov).
Contact No.	Official contact number.
Initial Appointment Date	The date on which the officer was first appointed to the MJS.
Residence Address	Current residential address.
Permanent Address	Permanent address. Tick 'Same as Residence' if identical.

4 Assign Initial Post

In the **Initial Posting - First Post Assignment** section at the bottom of the form, select the post from the **Post** dropdown and enter the **Date of Joining** for that post. Only posts already created in the system will appear in this dropdown.

5 Save the Profile

Click the Save/Submit button to create the officer's profile. The officer will now appear in the View Profiles listing.



i Note: The initial post selected during profile creation represents the officer's appointment entry point into the MJS. All subsequent postings - including promotions and transfers - must be recorded through the **Transfer and Posting** module.

CHAPTER 5

Transfer & Posting

Recording transfers, promotions, and deputation of judicial officers

The **Transfer and Posting** module is the mechanism through which all movements of judicial officers - including transfers between courts, promotions to higher grades, and deputations - are formally recorded. This module maintains a complete and auditable history of every officer's career progression within the MJS.

5.1 Viewing Transfer & Posting Records

Navigate to **Transfer and Posting Management - View Transfers/Posting** to access the complete listing of all current and historical postings.

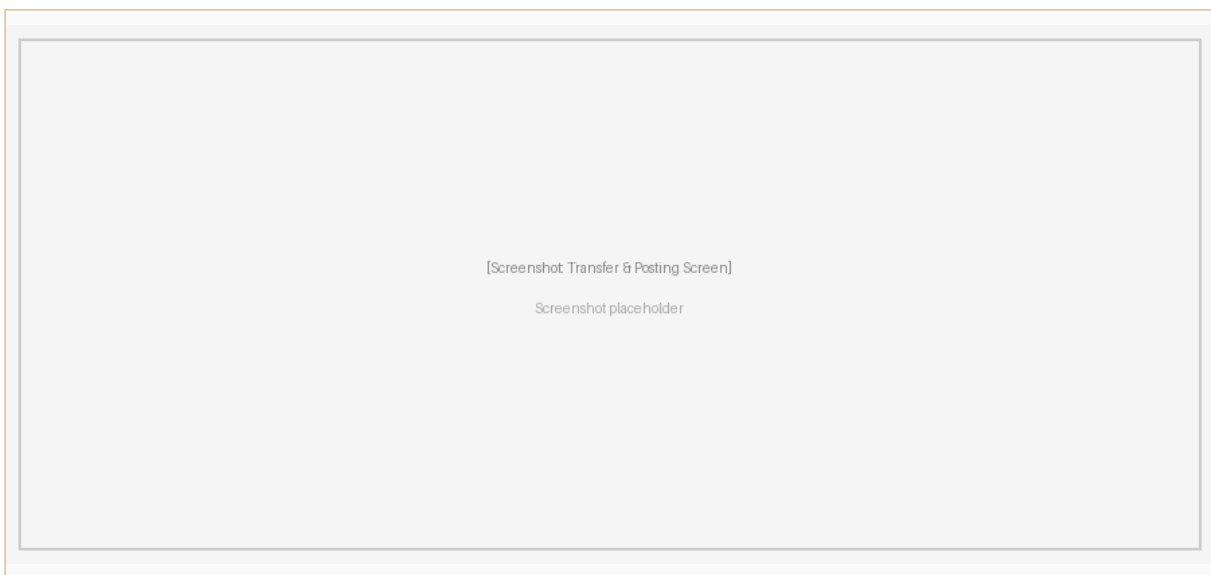


Figure 5.1 - Transfer and Posting management screen showing officer assignments, posting type, joining date, and probation progress.

Field	Description
Photo	Official photograph of the officer.
Officer Information	Full name and Employee Identification Number (EIN) of the officer.
Current Assignment	The post and court to which the officer is currently assigned.
Posting Type	The nature of the posting (e.g., Regular, Deputation, Promotion).
Joining Date	The date on which the officer joined the current post.

Probation Progress	A visual indicator of the officer's probation period progress (2 years by default).
Status	Current posting status (e.g., Joined, Relieved).
Actions	History button to view the full posting history; Return button to record a return from deputation.

5.2 Recording a New Transfer or Posting

- 1 Initiate Posting Entry**
 From the View Transfers/Posting screen, locate the officer whose posting is to be updated and use the available action options, or use the appropriate entry option to record a new movement.
- 2 Select Posting Type**
 Choose the appropriate type: **Transfer** (movement between courts at the same grade), **Promotion** (movement to a higher grade), or **Deputation** (temporary assignment to another organisation or court).
- 3 Select the New Post**
 Choose the post to which the officer is being assigned. The post must already exist in the Post Management module.
- 4 Enter Joining Date**
 Enter the official date on which the officer joins the new post.
- 5 Save the Record**
 Submit the entry to record the movement. The officer's current assignment will be updated and the previous posting will be archived in the History.

i Note: Click the **History** button next to any officer's record to view a complete chronological list of all postings held by that officer since their initial appointment.

! Important: Promotions to higher grades must be processed through Transfer and Posting, not through the officer profile edit screen. This ensures that grade progression is properly tracked and reflected in the system's strength calculations.

For technical support or system-related queries, please contact the designated JOMIS system administrator at the High Court of Manipur.

Report Generator functionality will be documented in a subsequent addendum once the module is released.