

High Court for the State of Telangana : Hyderabad

INSTRUCTIONS FOR ENTERING THE DATA

1. Open High Court Website <https://tshc.gov.in>
2. Click on the caption ***"Daily Disposal Statistics"***.
3. Enter your JO Code as login. **Ex: TS2003CJD00000.**
4. On first time login, the password will be the JO Code of the Officer. Officer will be prompted to change the password immediately. The software will allow the Officer to proceed further only after successful change of password. **Officers are advised to note down the new password immediately.**
5. Officer shall click on "entry" tab and then click on ***"Daily Disposal of Cases"*** for entering the particulars of disposed of cases of that day and also of the ***"Undated Cases"***.
6. **Officers are requested to enter the data personally as far as practicable or shall see that the data is entered in their presence.**
7. After successful login – name of the officer, Court name, Station details and date will be displayed by default.
8. Officer shall enter correct data in the respective fields.
9. Only after verifying the correctness of the data of a particular case, the Officers are advised to proceed further to enter the details of the next case.
10. In case of any wrong entry by mistake, the Officer shall get the same removed, by clicking "remove" tab (by using the "remove" tab, all the entries made in respect of a particular case will be deleted and once again the Officer has to enter the correct data again).

11. After completing the data entry of a case, click "add new" to enter the data of another case.
12. After completion of all the entries, click "submit".
13. **Important Note:** The software will accept the disposal data of the day only up to 12'0 Clock in the midnight.
