

**DIRECTORATE OF LEGAL AFFAIRS
CENTRAL BOARD OF INDIRECT TAXES & CUSTOMS
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F. No. 1080/10/DLA/Tech/e-Samiksha/18

Dated:-03/12/2018

To,

All Pr. Commissioners/ Commissioners,
CGST & Customs.

Madam/Sir,

**Subject:- Implementation of Legal Information Management and Briefing System (LIMBS)
– reg.**

Your kind attention is invited to DO letter F.No. 1080/10/DLA/Tech/e-Samiksha/18/2608-2640 dated 13.11.2018 issued by Member (Legal) vide which request was made to instruct Commissionerates under your charge to upload all the cases pending in the High Courts and CESTAT by 26.11.2018 on LIMBS portal.

2. It is observed that several cases uploaded by the field formations are in draft mode. These cases uploaded by the field formations are available for that respective LIMBS user only and not for other LIMBS users. It may kindly be noted that all the draft cases are required to be updated in order to make accessible for other LIMBS users.

3. It is, therefore, requested to update the draft cases, by following enclosed instructions. The draft cases will be deleted by LIMBS team (Ministry of Law & Justice) after some time and field formations will have to upload and update them again.

Yours faithfully,

Encl: As above

**(Harbinder Kaur Prasad)
Commissioner (DLA)**

Instructions to update the cases after uploading in LIMBS account

1. Login to your LIMBS account using your **Username** and **Password**.
2. Go to **My Court Cases** section on the dashboard.
3. Click on **Current Status**. All the draft cases will appear in **brown** colour.
4. In the search row, select **Draft cases** from the drop-down menu and click on **search**.
5. For each case on the right-most **Action** column, click on **update status** link.
6. Details of the cases will appear.
7. Under the **Enter New Status** header, in the **Litigation Stage** drop-down menu, select Litigation/ Post Litigation according to the case status.
8. Appropriate option has to be selected for **Status Header** and **Status** drop down for the case.
9. Select **Next Date/ Target Date** option from the drop down for the case. Target date is tentative date of next hearing for the case, if the next date of hearing is not available with the Commissionerate.
10. Select the date from the calendar provided.
11. Click on **Save** button.

When a new case is uploaded on LIMBS, the **Last Hearing date** appears as 01-Jan-1990 by default in the **Current Status** page. In order to update the **Last Hearing date**, use following steps:-

1. Go to **My Court Cases** section on the dashboard.
2. For each case on the right-most **Action** column, click on **Report Last Hearing** link.
3. Fill in the details of Last Date of Hearing, Officer/ Advocate attended the hearing, and details of hearing and click on **Save** button.