Instruction Manual for uploading of LEGACY DATA in the PMM

1. Login to the MIS page on DDM website and go to link PMM. You will get the following HOME page:

2. Choose your option as “ENTER LEGACY DATA” and press the “Go Next” button. The following page will appear:
3. User would have to choose one of the five options as may be applicable for the case to be uploaded. User may notice that only the first and the third options pertain to LEGACY DATA. So if the user chooses any other option, he would be automatically taken to the HOME page to enable him to choose appropriate option.

4. User should choose the first option if the complaint had already been filed before 1st January, 2017, and the same was pending before the court where the complaint was filed. You will get the following screen (in case user chooses the third option, then go to the step 14 below):

![Image of Prosecution Management Module](image)

5. Please choose the “Statute” from the dropdown menu. User should choose Central Excise or Service Tax depending upon the statute to which the prosecution case belongs, and press the “Go Next” button.
6. In the screen which will appear (as below), enter the date when the complaint was filed in the DD/MM/YYYY format from the calendar and press the “Go Next” button. PMM will only allow a date which is prior to 1st January, 2017.

7. ADD LEGACY DATA IN PMM-16 page will open (as the screen appearing below). You will have two options namely “FILL IN DATA IN A BLANK FORM” and “CHOOSE FROM THE SAVED COPIES”.

8. For the first time when you are uploading data, choose the first option “FILL-IN DATA IN A BLANK FORM”, you will get screen as shown below where all the fields will be auto-populated based on the
credentials of the user. User will have the option to choose the “Special Status” of the case being uploaded from the drop-down menu. NULL will be filled-in as default special status. However, user may, if applicable, change the special status to “Pending for filing withdrawal application” or “Withdrawal application filed before court”. If the data are correct, press the “ACCEPT” button and go ahead. On pressing REJECT or GO BACK TO PREVIOUS button, user will be taken to the UPLOAD LEGACY DATA page.
9. You will get the screen as shown below. You have to enter data in all the mandatory fields including the name of accused. It is to be noted that if there are more than one accused in a single case, then for each such accuse PMM-16 forms will have to be filled-in and uploaded one by one. However, user will not be required to fill-in all the data-fields all over again. After PMM-16 form for one accused is filled-in and uploaded, user will have the option to choose “ADD ANOTHER ACCUSED” in the same case. On choosing this option, another PMM-16 forms with all the data-fields except name, address of the next accused persons would appear. User will have to fill-in such details, and change other details if required. If all the details are correctly filled up, you may press the “NEXT” button to go to the next page, otherwise you can save the data uploaded so far by pressing the “SAVE” button (if you are not in a position to complete the PMM – 16 form at the moment). You can choose the “ABORT” button in case you want to discard the data filled-in.

10. If you press the SAVE button, the data already filled-in would be saved, and you would be taken to “ADD LEGACY DATA” page where you can choose the option “CHOOSE FROM A SAVED COPY” to see the “LIST OF SAVED COPIES OF PMM-16”. From the given list, you may select any particular case by clicking the VIEW button. The selected PMM-16 forms with saved data would be opened for viewing and/or editing by the user. The list of saved copies of PMM-16 would appear as the screenshot shown below:
11. After clicking “NEXT” button you will get a screen as follows in which the name and designation of the user uploading the data have to be filled in. Choose the option accordingly and “SUBMIT”.
12. After submitting, a screen will appear as given below to notify whether the data was successfully uploaded. If for any reason such as problems at the end of server, data is not successfully uploaded, you may have to fill-in and upload the data again.

13. After successful uploading, you can TAKE A PRINT of the legacy data already uploaded. If the user wants to upload the legacy data for another accused in the same case, he should choose the option ADD ANOTHER ACCUSED”. This would save the user from the need to fill-up all the data all over again, and only some data such as name and identification details of the new accused may have to be filled-in. User may also like to upload an altogether different legacy data. For doing so, he may choose the option “ADD ANOTHER LEGACY DATA”. He may also press the HOME button on the left bar to go to HOME page.
14. After arriving at the screen shown below (as mentioned up to step no. 3 above), choose the third option if the Investigation report had been initiated prior to 1st January, 2017, but the complaint in the matter was not filed, and the matter was pending as on 1st January, 2017.

15. You will see the following screen. Select the “STATUTE” from the dropdown, and press the “Go Next” button.
16. You will get the following screen. Enter the date of the Investigation report (i.e. IR date) in the DD/MM/YYYY format and go to next.

17. You will get the following screen. On selecting the first option “FILL-IN DATA IN A BLANK FORM”, you will get the Form PMM-17.
18. You will get the first page of the Form PMM-17 in which all the fields will be auto populated. Press the “ACCEPT” button to go to next page if all the details are correct.

19. Fill-in the required fields to complete the form PMM-17 and press the “NEXT” button. The system will prompt you to select whether “Adjudication details are available or not”.

If answer is Yes, fill in the required adjudication details and press the “Next” button. If answer is no, then also press the “Next” button. The Yes option screen and the no option screen will be as shown below:
20. After pressing the “NEXT” button, the system will prompt you whether the prosecution proposal stands endorsed by the competent authority (Commissioner/ADG).

If yes, the following screen will appear:
If the answer is “No”, you will get the following screen:

In case your option is yes, you have to fill in the details of endorsing authority and date and then press the “Next” button.

In case your option is no, i.e., the prosecution proposal has not gone to the endorsing authority, after pressing “SUBMIT” button, the proposal will be submitted to the endorsing authority and no other action is presently required to be taken.

21. After filling in the details of endorsing authority, you will get the following screen:
The system will prompt you to select whether or not the prosecution proposal has been sanctioned by competent authority. You have to select yes or no depending upon the case. If selected yes, you have to fill in the details of the sanctioning authority and date. If selected no, press “SUBMIT” button by which the proposal will be submitted in the queue of sanctioning authority. The screenshots for yes and no options will be respectively as follows:

![Screenhots of Prosecution Management Module]

- **Yes Option:**
  - Sanction/Rejection File number: 567
  - Sanction/Rejection Order: Sanction Granted
  - Sanction/Rejection Order Date: 12/21/2016
  - Sanction/Rejection Order Copy: good morning letter

- **No Option:**
  - Information not applicable

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22. On pressing the “NEXT” button after filling details of the sanctioning authority as discussed above, you will get the submit screen by pressing which details of the case will be submitted in the system and no further action is required to be taken.

23. After successful submission of the case details at any of the above said three stages namely pre-endorsement, post endorsement and post sanction, you will get the message “Data uploaded successfully” as shown in the following screen:

24. The legacy data uploaded on the PMM, as explained above, can be viewed by going to HOME page, and choosing the option VIEW REGISTER or VIEW PRE-DESIGNED REPORTS or VIEW USER-DESIGNED REPORTS.

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