

Traininig Manual



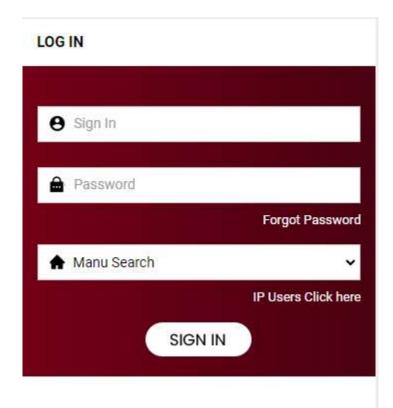
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- 2. How to get started Top Bar
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1. HOW TO LOG IN TO WWW.MANUPATRA.COM

Logging on

- Go to www.manupatra.com
- Enter your Sign In and Password and click on Login.



Important Instructions Regarding Password

- We request you to keep your password Confidential and not share it with anyone. Sharing of password violates Clause No. 3.5 of Terms and Conditions.
- Password is compulsorily required to be changed every 120 days.
- In case you face any issue regarding password change, kindly send mail to support@manupatra.com



2. HOW TO GET STARTED - TOP BAR



- Manu Search Word and phrase search interface provides flexibility of Simple, Boolean and Proximity Search
- Legal Search Field Search interface allows you to search for Judgments on Act, Case Note, Appellant/ Respondent/Judge Name, Date Subject, Sub-Subject and Citation.
- 3. Citation Search Allows you to search case laws/Judgments through Citation of various Journals.
- 4. **Assisted Search** User needs to simply input the Query in box of choice [5 options to select from] and get to their Relevant Results.
- 5. **Results** Shows you the list of last search results. (If you click once on any search interface the last search results cannot be viewed.)
- 6. **Doc** Takes you to the last document viewed.
- 7. **Search History** Shows the list of last 20 searches done by you. Select from the list and view the search results instead of typing your query again.
- 8. Analytics is graphical analysis of judgments through search Analytics/Judge Analytics.
 - Judge Analytics gives the analytics of judgments written by the Hon'ble judges of Supreme Court&
 Delhi High Court (other courts coming soon).
 - Search Analytics is traditional case law research with visualization, which shows the relationship between the cases
- 9. **Session List** is valid only for the duration of current session. Add documents to session list for further action of Email, Print and Save. Once you sign off the session list ceases to exist.
- 10. **My Saved Docs** View the saved documents, these can be saved in different folders. Password security can be enabled on selective folders.
- 11. My Notepad To create notes for different documents and add to your list for future viewing.
- 12. **Manu Cite** A gear like icon is shown beside every manuid mentioned/linked in a document, manu cite when clicked displays the number of times the judgment has been cited in other judgments. The treatment of the subject case in other cases is also depicted. Manu Cite when clicked from the top bar displays a sorted view of all the manuids mentioned in the selected judgment along with their cited count and treatment in other cases.
- 13. **Manage Search -** To access your saved searches, Click on Manage Search, you can view all saved searches and click on the search to open/edit/delete/set alert.
- 14. **Sign Off** To sign off from site, always use the Sign Off button.



3. TABLE OF CONTENT

Table of Content

Table of Content [TOC] - which lists the Databases. Headings may be collapsed or expanded individually by clicking on the + and - icons.

Show TOC/Hide TOC — This Toggle button displays or hides the Table of Content [TOC]

- Show TOC displays the table of content.
- **Hide TOC** collapses the table of content. To have more space for reading the document (on the right frame) hide the TOC.



Business Policy Modules

Business Policy Modules on Manupatra provides exhaustive content aggregated from various primary and secondary sources on the particular subject. Everything from Acts, Legislation, Notifications & Circulars, Case Laws, Guidelines, Committee & Annual Reports, Forms, Schemes, Dates, Checklists and more – all in one place. Industry Module provides the various information on Fintech & Gambling Industries. The Topics for





···		
3	Bus	siness Policy / Industry Modules
		Business Policy
	±	☐ Anti-Dumping / Arbitration / WTO
		☐ Capital Market
		☐ Competition Laws
		☐ Consumer Laws
		☐ Corporate Laws
	±	☐ Cyber and IT Laws/IPR
	±	☐ Employment Laws
		☐ Forex and Banking
	±	☐ Indian Industrial Policy/Human Rights/Foreign Trade/Environment/Climate Change
		Insolvency
		Insurance
		☐ International Law
		☐ Media and Communication
		Mines and Minerals
		Power and Energy
		Real Estate
		Industry Modules
		FinTech
		Gambling
		Healthcare
		Hospitality

What these Modules Cover?

Business Policy:

- OVERVIEW
- ACTS/ORDINANCE/BILLS/RULES/NOTIFICATIONS
- PRESS RELEASES
- INTERNATIONAL INFORMATION
- IMPORTANT DOCUMENTS
- ARTICLES
- FORMS
- MISCELLANEOUS
- NEWS LETTER
- REPORTS
- FAQS



Gambling Module:

OVERVIEW

ACTS/BILLS/ORDINANCES

RULES/REGULATIONS

NOTIFICATIONS

INTERNATIONAL LAWS

GAMBLING AND SPORTS

LICENSING

FORMS

REPORTS

RELEVANT CASES

TAXATION

NEWS CLIPPINGS

ARTICLES/PUBLICATIONS

OTHER RELEVANT INFORMATION

<u>FAQs</u>

Fintech Module:

OVERVIEW

FINTECH, RELATED LAWS AND POLICIES

FINANCIAL INSTITUTIONS AND RELATED LAWS

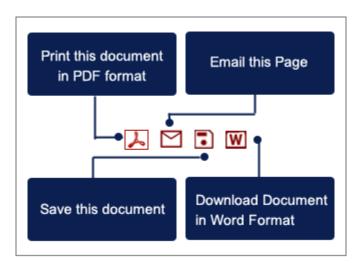
E-COMMERCE COMPANIES AND RELATED LAWS

TYPES OF FINTECH

FINTECH AND DATA PROTECTION

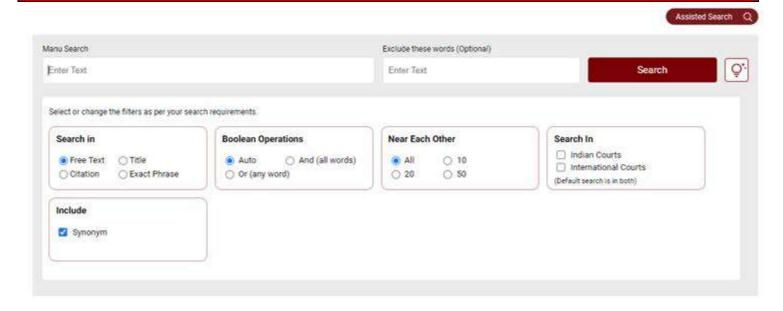
FAQ

From the Business and Industry Policy Modules, users can directly access these quick tabs to:





4. MY HOME PAGE





5. SEARCH

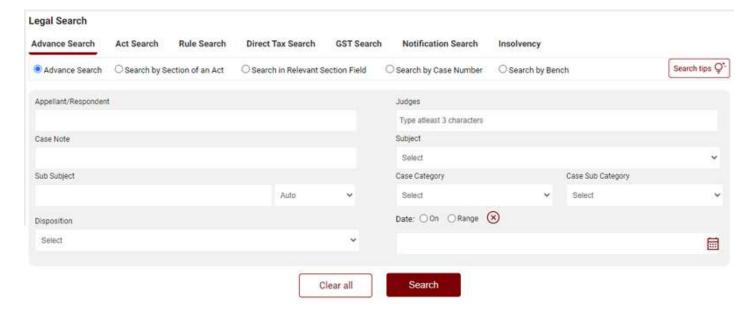
Manu Search

This interface gives you the single search box experience and assists you to search for key words, phrases, multiple phrases and more. You can perform Boolean search using Manu Search.

Simply type in your query and the search engine uses back end algorithms to give results based on relevancy. The results can be sorted on Decision Date; Title; Court Name and Relevance.



Selection of Database



• By default the search is done on 'All documents'. All documents means the entire Manupatra database.





Miscellaneous

e-Books Articles

B

Compare Provisions

Dictionary, Maxims

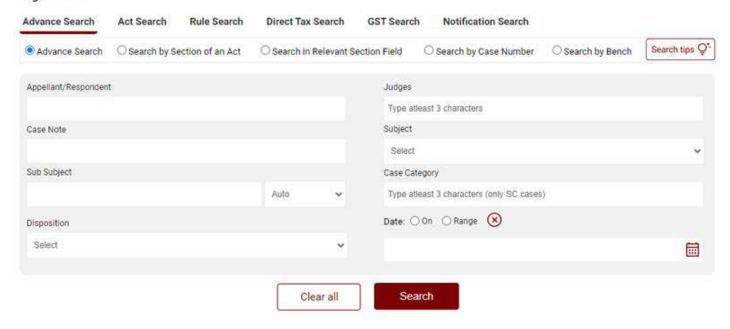
Legal Taxonomy

- If you wish to restrict your search to any database(s), check the box next to relevant database(s).
- 'All documents' button cannot be unchecked. But if you select a database(s) the search will be done on selected database(s).
- Matches the words in your search with the words contained in the database.
- It does not search for exact matches only. It checks for alternate spellings. If you check the 'Synonym' box, it automatically searches for synonyms.
- Does not search for very common words (eg. of, to, the).
- Is not case sensitive. (It searches for either upper case or lower-case letters.)
- Every search box supports "terms and connectors" functionality.
- For using AND and OR select from the drop down menu. If you enter words without using connectors or selecting And / Or, Manupatra will try and look for documents that match all the words and will display them and if none is found, it will look for documents that match any of the keywords. This is 'Auto' default option.

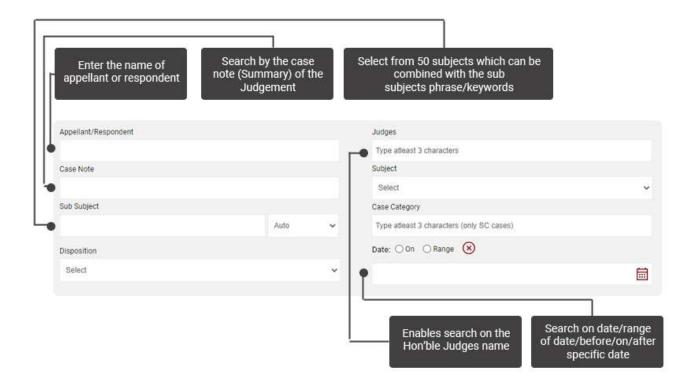


Legal Search

Legal Search



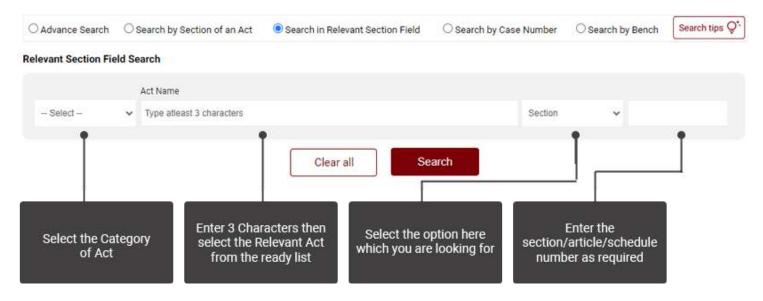
- The case laws in Manupatra are divided into fields. Each field contains a specific information (e.g., appellant/respondent name, judges name, equivalent citation, subject, judge name, citation, acts, rules, order etc).
- Legal search allows you to search on a specific field or a combination of fields.
- You can also search for Judgments by selecting the combination of court/year you want to search in from the table of contents.
- You can search using multiple fields and there are no mandatory fields required.





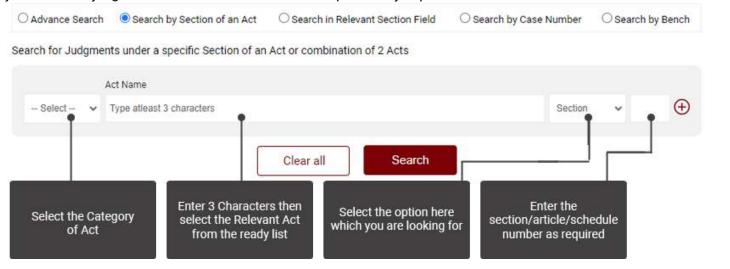
Search for Judgments under Relevant Section using Legal Search:

This interface enables the user to search for Judgments under the Relevant Section of the Act. This would provide you the list of judgements in which the section was discussed as the point of law.



Judgments under a specific Section of an Act

This interface enables the user to search for Judgments under the Relevant Section of the Act. This would provide you the list of judgements in which the section was a part in any aspect of law.



Case Law Search Using Case Number

This interface allows you to search for a judgement directly with the Court and Case Number.

- Select court from the drop-down under "Select Court";
- Enter case number in the textbox under "Enter Case Number";
- Select date of decision from the drop-downs under "Select Date of Decision";





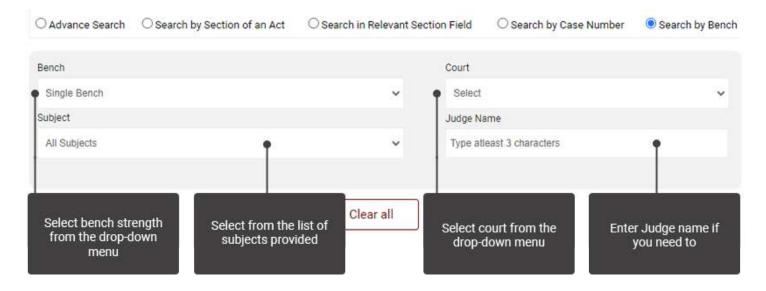
Case Law Search by Selecting Bench

This interface allows you to search for a judgement by Bench Strength and Court.

- Select bench from the drop-down under "Select Bench" i.e. Single bench/Division Bench/ Three Judge Bench or Bench of Five or more judges;
- Select Court from the drop-down under "Select Court";
- Select Subject from the drop-down under "Select Subject";

AND/OR

You may enter name of judge in full or part

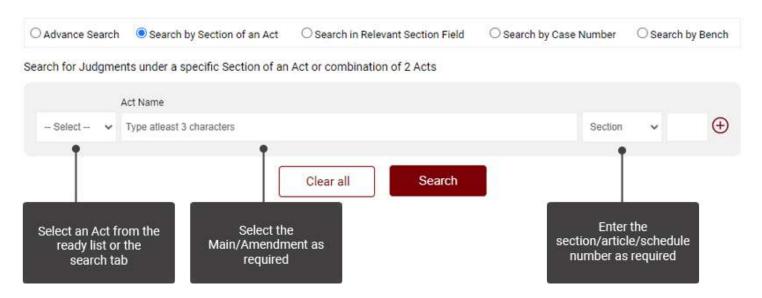




Judgments under Act/ Statute (Digest)

This will enable you to view all such case laws available in the database having reference of statutory provisions of statutes as selected by you.

- Choose the Act from :
 - the acts given as most frequently & commonly used also in abbreviated form, which will take you to the act drop-down; or
 - o Typing in initial three characters of the act you wish to look for;
- Select act from the drop-down enlisting Act(s) available;
- Select the statutory provision under which you wish to view case laws and click search;



Act Search

Found under the TAB Legal Search

You can do Free Text search or search on Act number and title

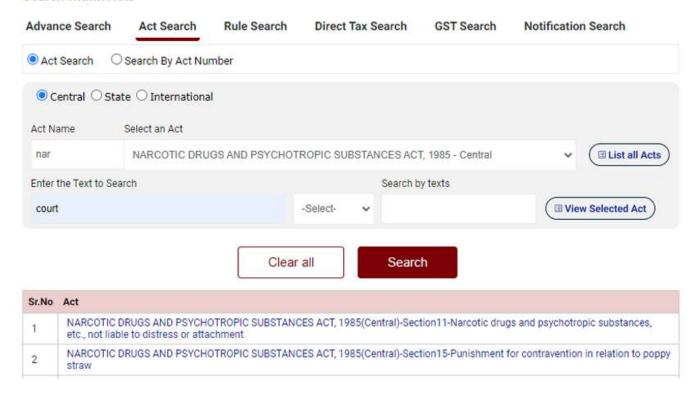
- Select Act Search Radio Button
- Typing at least 3 characters of the Act name drop down will list the related acts, making the selection easier for you.
- Select the Act name from the drop down menu
- You may either search for query terms or select one of the options of Annex, Annexure, Appendix, Chapter, Order, Part, Schedule, Section.
- Click on search.

You can view the selected act by clicking on the icon View Selected Act

Example: In the following example we have searched for Section 2 of the Narcotic Drugs and Psychotropic Substances (Amendment) Act



Search within Acts



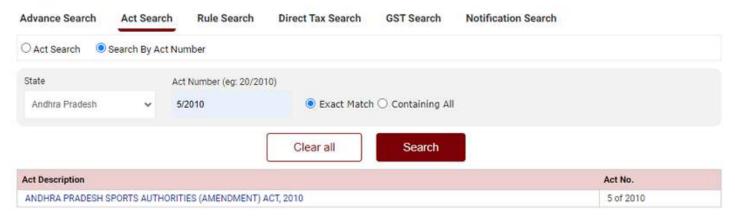
Search by Act Number

Select the Search by Act No. radio button.

- Enter Act Number
- Select exact match or containing all
- Search

In first example we have selected Exact Match

Search By Act Number





In second example we have selected Containing All



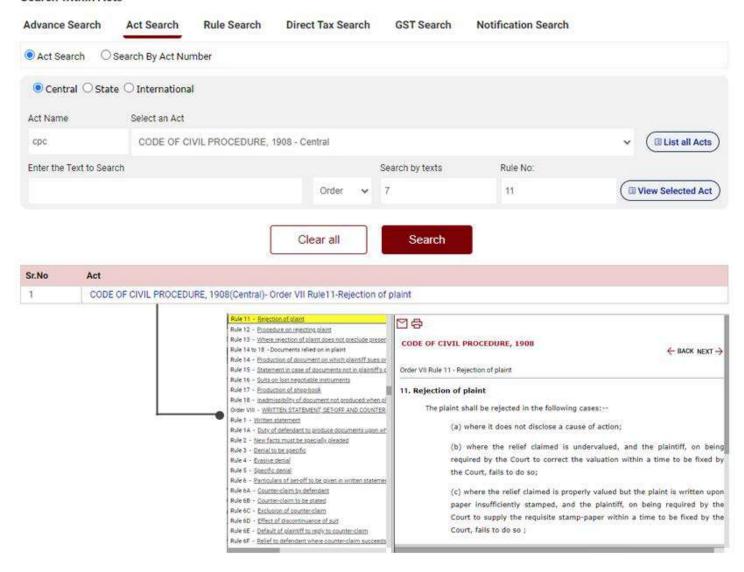
Clicking on the result displays the Index of the Act.

In the Act Search the user has an option to search Order & Rule in combination as well. e.g. CPC order 7 Rule 11.

- Type 3 characters of the Act CPC, Code of Civil Procedure.
- Select the Act name from the drop down menu.
- In the provision select Order No. 7, a rule box will appear next to the text Box, enter rule no in that & click on search.



Search within Acts

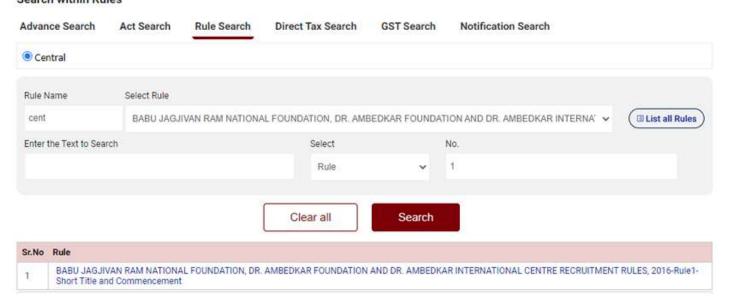




Rule Search

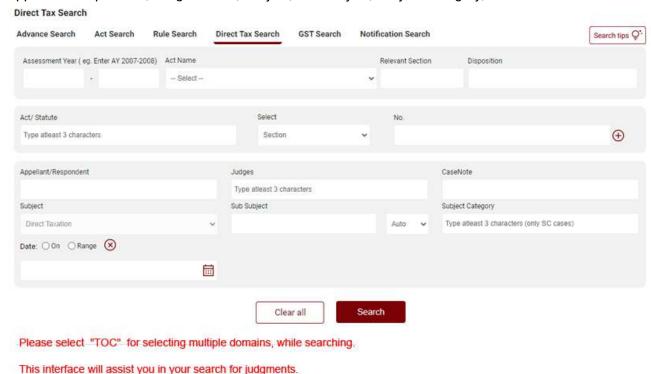
Similar to Act search, rule search can also be done by selecting the rule in Drop Down.

Search within Rules



Direct Tax Search

Similar to Advance search in Legal Search, you can search case laws of Direct taxes using Various Parameters like Appellant/Respondent, Judges name, Subject, Sub Subject, Subject Category, Date.



* Select the combination of court/year you want to search in from the table of contents.* You can search using multiple fields.

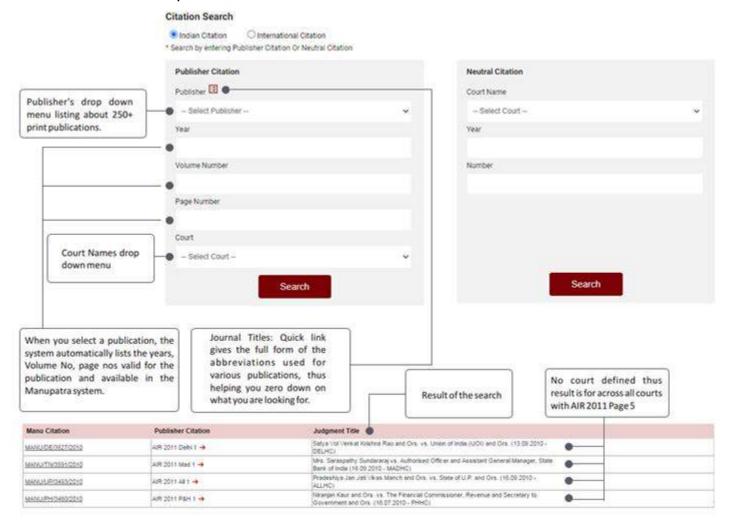


Citation Search

Manupatra has a powerful and exhaustive Citation search. While specifying all components of the citation, gets you unique result, inputting partial information of a citation also gets you results, which helps you identify the relevant document.

Click on Legal Search to access Citation Search.

Select from Indian Citation, International Citation



Select International citation to search for cases from US, UK, Srilanka, Bangladesh and Pakistan.

GST Search

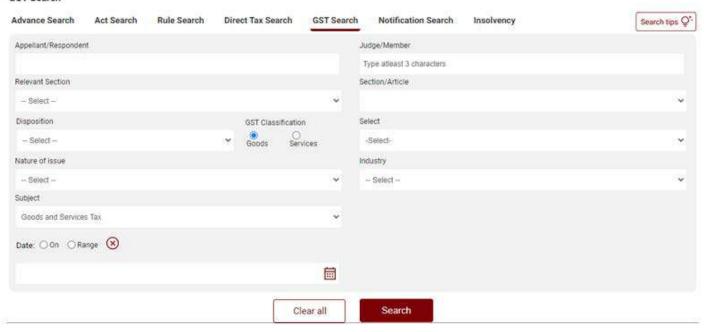
Found under the TAB Legal Search

Similar to Advance search in Legal Search, You can search case laws of GST directly from this search interface using Various Parameters like Appellant/Respondent, Judges name, Subject, Sub Subject, Subject Category, Date.

GST search allows you to search on a specific field or a combination of fields relevant to the topic of GST. You can search using multiple fields and there are no mandatory fields.



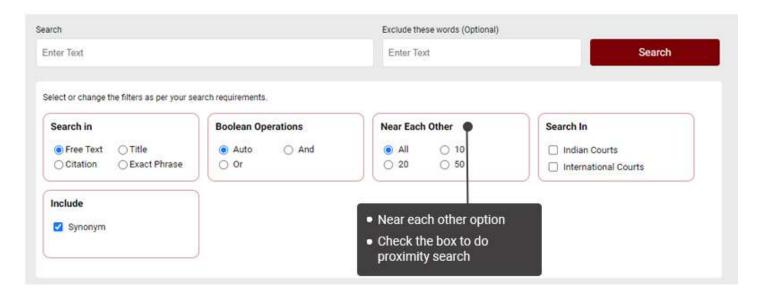
GST Search





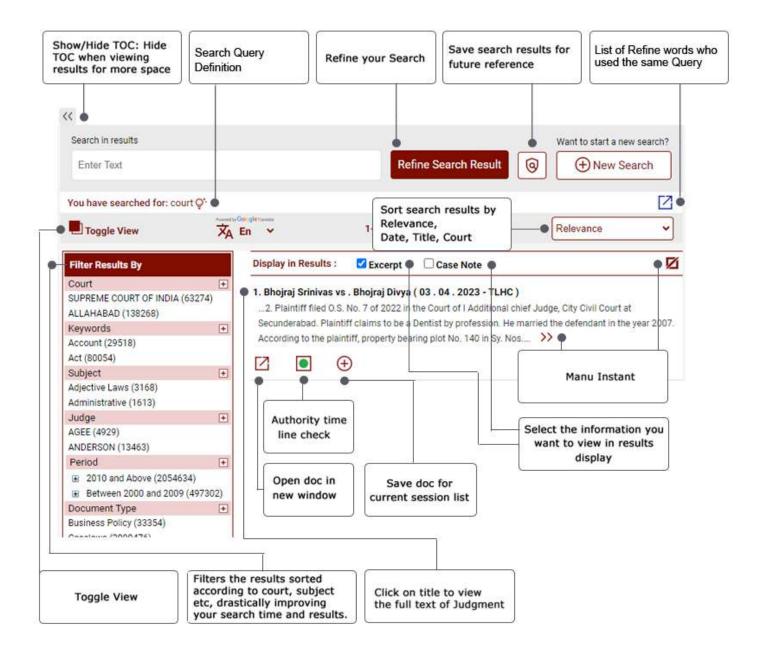
6. NEAR EACH OTHER OPTION

Near each other search is proximity search. This searches for the query terms within 20 words of each other. User does not need to frame the query, but simply check the near each other box.





7. SEARCH RESULTS



- **Filters:** Filters on manupatra give you the ability to quickly focus on the documents that are most important to you. Using filters, you can narrow a search result list by jurisdiction key words, judges name, acts referred etc. When you run a search query, the results are automatically clustered under various heads such as Court, Document Type, Subject, Judge, Ministry, Period etc. making navigation easy for the user.
- Sort and re-sort results You can Sort and re-sort results on Relevance, decision date, title of case and court name.
- Add to Session List allows to save documents for the current session to view, print or email directly from the session list
- Display results provides you with options to choose to view your result with Excerpts and Case Note
- **Timeline:** Timeline Graph gives a pictorial depiction of the results, giving a quick preview of how the search results are spread across various years.
- **Toggle view:** Toggle view provides for viewing hit list and document in same pane, thus making browsing easier and faster.



- View document in new window allows ease in browsing by allowing you to open documents in different windows.
- Save Search allows you to save your searches for future reference. You can give the search result a name by which you may recognize the search at a future date.
 - o You can MANAGE the saved searches by selecting the search you want to run from the list
 - You can delete or rename the selected search
- Search in results allows unlimited nesting option. You may narrow down the results by searching only in the results. Check the search in results button, input your query in the search box and click on Refine
- Authority Check provides for an interactive timeline which identifies later-citing cases. It makes it easy to pick
 out the best cases from a large collection of results by displaying cases in an intuitive graphical format.
 Vertical Axis displays list of Courts and the Horizontal Axis displays year range in which case has been
 further cited.
 - By rolling and holding mouse over a bubble, one can view extract of the case and no. of times it has been cited in future.
 - Citation Summary shows how many times case has been cited, in total and separately in Supreme Court and High Courts respectively

Overruled

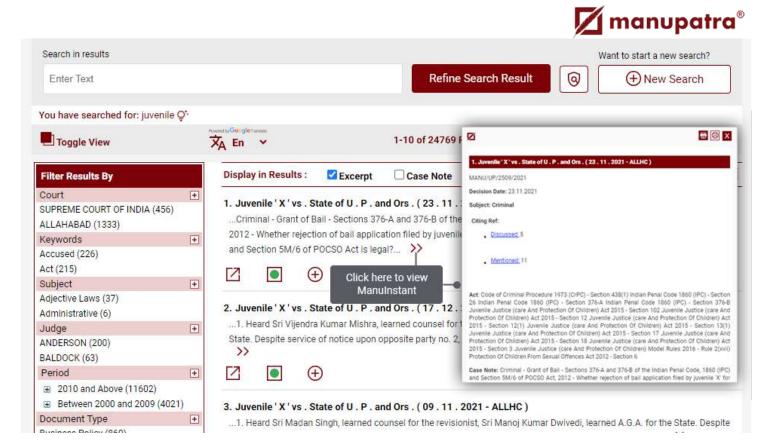


Overruled Flag indicates that the subject case law has been overruled.

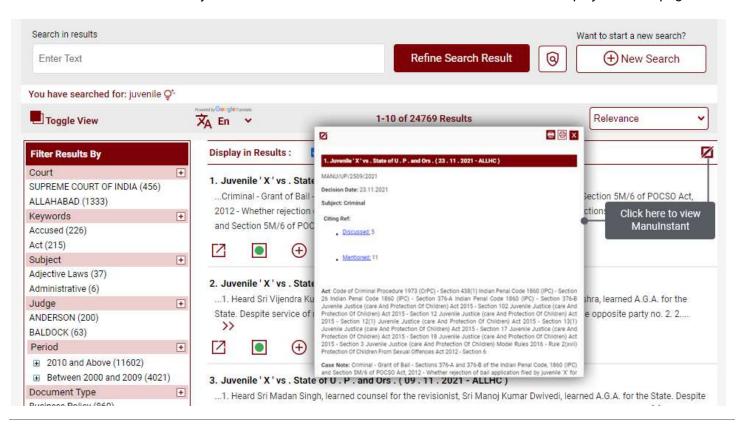
Manu Instant

This gives a quick bird's eye view on editorial enhancements The user can read essential fields like Case Note (based on which a user may decide to read the full text), cases referred with appropriate context of reference, equivalent citations etc.

- To see **Manu Instant** take the mouse over the results, a blue colour double arrow icon will appear. Click on the icon to see the value adds instantly.
- To close Manu Instant click on the cross button appearing on the left side of Manu Instant window.
- One can also take a print of the details as available in the Manu Instant window.



See All Manu Instant – Allows you to view the editorial enhancements for all the results displayed on the page.





Query Definition

This feature helps the user to see the definition of the query words / phrases.

To see the Query Definition, you can move the mouse on the symbol \quad \text{Which is appearing next to search } A popup will appear with the dictionary meaning.

List of Refine words who used the same Query

When you do Manu search, below text will appear with search term and there is an icon () next to it, so once you click on that icon It will give you list of refine words used by other people who did the same query. You may refine your search from the list appearing. This feature is only available in Manu Search.

People who searched for Child Custody also refined their search with

Manage Search Option

To access your saved searches, go to Manage Search on My Home page Click on Manage Search, you can view all the searches saved. Select the search you want to run from the list

Select court option in Legal Search

While doing search on advance search in legal search, You can select courts to search in only Indian Courts or International Courts by making a selection from the Table of Contents. By default (court filter is unchecked) it will show results from both Indian and International Courts.

Session List

This Allows you to add documents to your Session list. Valid only for current session duration, the session list ceases to exist once you sign off from the current session.

Click on the Add to session list link appearing against each document.

This helps you to re-search and collate short listed documents for analysing them.

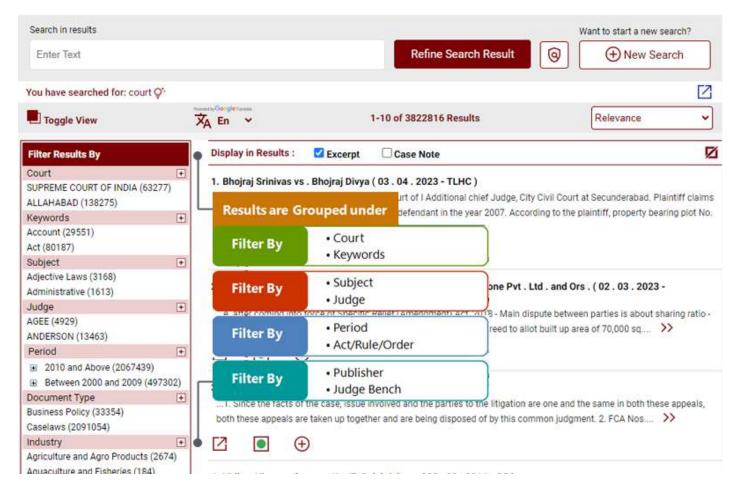
You can access the session list from the top menu bar.

The session list appears as follows. You may View the documents by clicking on it, you can also Email, Save and Print the document.



8. FILTERS

The search results are further filtered / categorized by Manupatra under various heads making navigation easy for the user. The results are filtered / categorised under heads such as Court, Document Type, Keyword, Subject, Judge, Ministry, Period etc. In one glance a user can know how the results are slotted across different heads and straight away access the one that is relevant to his research.



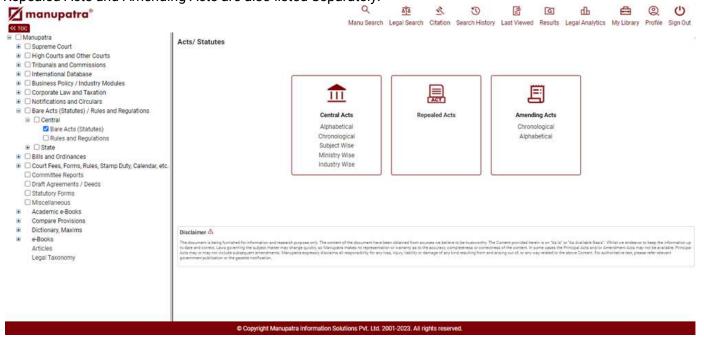
Cluster of results help in navigation and to reach the desired results.



9. ACT

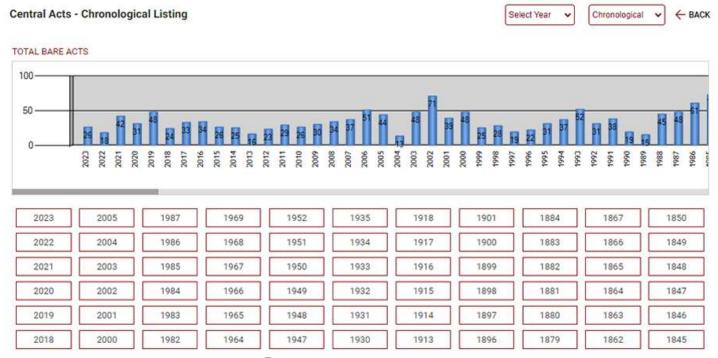
Browsing

Bare Acts / Statutes can be viewed directly from the TOC. Click on the + sign next to the Bare Acts & then click on Table of Contents. The Bare Acts are listed in the right frame under Alphabetical, Chronological, Subject wise, Ministry wise and Industry wise listing for Central Acts. State Acts list appears segregated on State name. Repealed Acts and Amending Acts are also listed Separately.



Chronological Index:

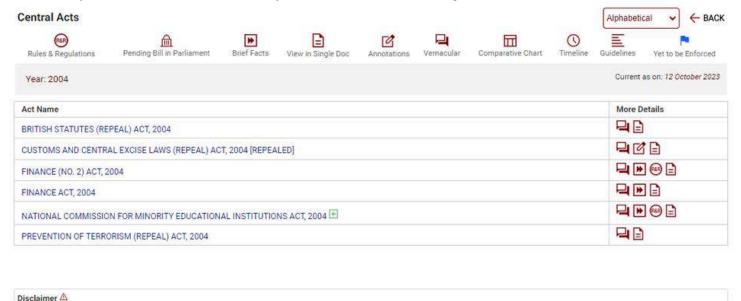
Clicking on Chronological index shows the Bar Chart & yearwise listing of the Bare Act. One can click on the number appearing on the Bar to view Acts appearing in that year.





Alphabetical Index:

Clicking on Alphabetical Index shows Bare Acts listed alphabetically. In the example below we have clicked on Alphabet A. All the acts starting with A are listed.



isololille! —

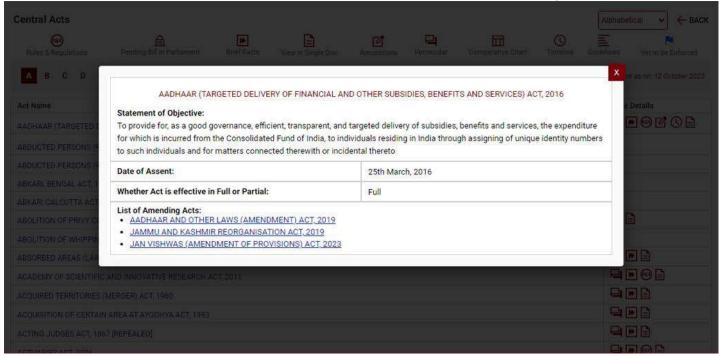
The document is being furnished for information and research purpose only. The content of the document have been obtained from sources we believe to be trustworthy. The Content provided herein is on "As Is" or "As Available Basis". Whilst we endeavor to keep the information up to date and correct, Manupatra makes no representation or warranty as to the accuracy, completeness or correctness of the content. In some cases the Principal Acts and/or Amendment Acts may not be available. Principal Acts may not include subsequent amendments. Manupatra expressly disclaims all responsibility for any loss, injury, fiability or damage of any kind resulting from and arising out of, or any way related to the above Content. For authoritative text, please refer relevant government publication or the gazette notification.

- Bare Acts show different signs in front of them. These are also displayed on the top.
- The book denotes that the Rules and Regulation of this Act are available.
- Integration in the proposed Bill to amend the act is pending in the Parliament.
- Brief facts of the Act.
- Diew Act in a single document.
- Annotations Brief Note on Sections.
- Mindi version of the Act.
- Comparative Chart
- Current as on Denotes the date upto which the Act is updated.

Brief facts gives the below listed details of the Act.

- Act Title / Statement of Objective
- Whether Act in existence currently superseded any prior legislation?
- Effective Date
- Whether Act is effective in Full or Partial
- List of Amending Acts
- Whether any proposed amendment pending in the Parliament?





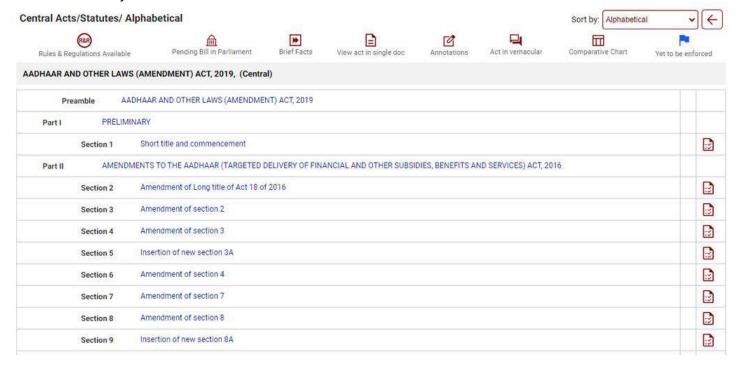
To view the complete Act, Click on the Act / Statute

Viewing Judgments on particular Section / Order / Article

When we click on the Act, there is an icon which appears, in front of the Section/Order/ Article. Click on the icon to view the judgments on that particular Section/Order/Article

Viewing Commentary on particular Section / Order / Article

When we click on the Act, there is a Maroon colour icon which appears across in front of the Section/Order/ Article. Click on the icon to view the Commentary on that particular Section/Order/Article. These will appear only in Acts, for which commentary is available.





Act with the Parliament Sign

When we click on the Act with the Parliament sign, the Act displayed shows a a flag on the top. This flag denotes that there is a proposed bill pending in the parliament pertaining to the Act.



The Flag will also appear against the section of the Act, which will be amended by the Pending Bill in the Parliament. By clicking on this flag we can view the relevant clause of the pending bill. Clicking on the flag sign displays the Table of Content of the relevant Bill which is pending in the Parliament, as shown below.

CHIT FUNDS (AMENDMENT) BILL, 2018

Arrangement of Section

SECTIONS

PREAMBLE

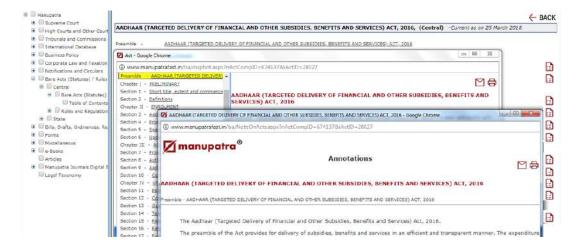
Chit Funds (Amendment) Bill, 2018

- Short title and commencement
- 2. Amendment of section 2
- Substitution of new section for section 11
- 4. Amendment of section 16
- 5. Amendment of section 17
- 6. Amendment of section 21
- 7. Amendment of section 85

STATEMENT OF OBJECTS AND REASONS

ANNEXURE

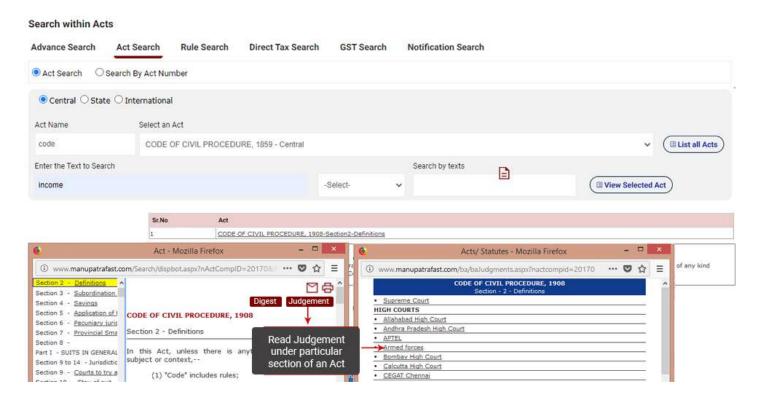
Annotations





10. HOW TO READ AN ACT ON MANUPATRA

Read judgments under particular section of an Act





11. BILLS

Following is how the bills appear on www.manupatra.com Click on the chronological link to see a year wise listing : ...

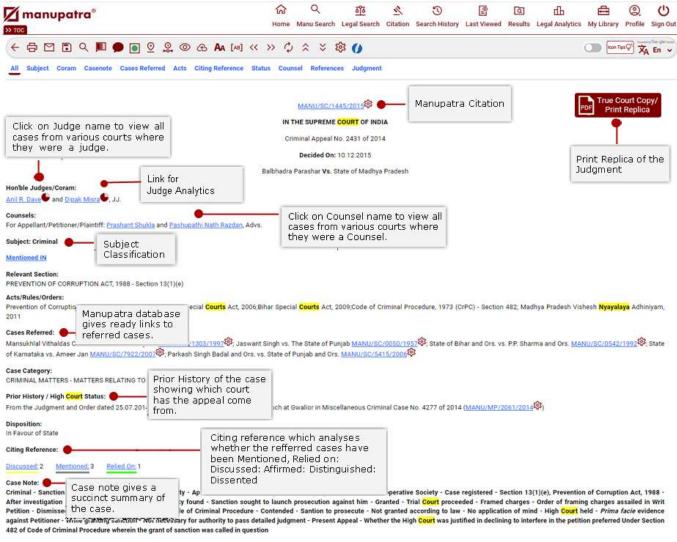
BILLS INTRODUCED AND PASSED BY THE PARLIAMENT

17th Lok Sabha			
(2019-2024)	Chronological	Alphabetical	Subject Wise
16th Lok Sabha			
(2014- 2019)	Chronological	Alphabetical	Subject Wise
15th Lok Sabha			
(2009- 2014)	Chronological	Alphabetical	Subject Wise
14th Lok Sabha			
(2004-2009)	Chronological	Alphabetical	Subject Wise
13th Lok Sabha			
(1999-2004)	Chronological	Alphabetical	Subject Wise
upto 1999	Chronological	Alphabetical	



12. JUDGMENTS

Template Part



Facts

Appellant was a Manager of the Primary Agriculture Credit Co-operative Society. On the basis of allegations made, a case Under Section 13(1)(e) of the Prevention of Corruption Act, 1988 (the 1988 Act) was registered against him. After investigation it was found that he had secured assets and property of Rs. 1,05,44,604/- and, accordingly, sanction was sought to launch prosecution against him, and it was granted.

The trial court proceeded and charges were framed against him. The order of framing the charge was assailed in a Writ Petition which stood dismissed. In the petition Under Section 482, 1973 (the Code of Criminal Procedure) it was contended before the High Court that the sanction to prosecute the accused had not been granted in accordance with law as there had been no application of mind. The High Court held: there is prima facie evidence against the Petitioner in regard to acquiring property and assets in excess to his known source of income. In granting sanction to prosecute under the Prevention of Corruption Act, 1988 it is not necessary for the authority to pass a detailed reasoned judgment and order. The authority has to apply its mind. Even otherwise, there is sufficient evidence prime facie to prosecute the Petitioner.



Dipak Misra, J.

1. In this appeal, by special leave, the Appellant has called in question the legal propriety of the order dated 25.07.2014 passed by the Division Bench of the High Court Madhya Pradesh at Jabalpur, Gwalior Bench in M. Cr. C. No. 4277 of 2014 whereby the High Court has declined to interfere in the petition preferred Under Section 482 of the Code of Criminal Procedure, 1973 (for short, 'the Code of Criminal Procedure') wherein the grant of sanction was called in question.

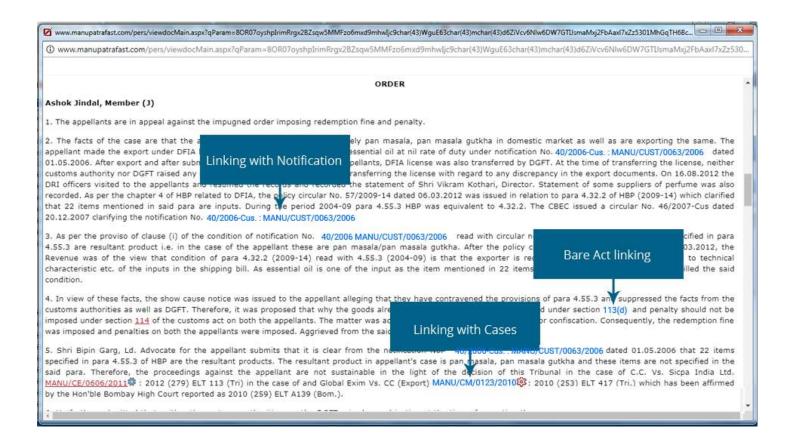
2. The facts, in a nutshell, are that the Appellant was a Manager of the Primary Agriculture Credit Co-operative Society, Village Pipraua, District Gwalior. On the basis of allegations made, a case Under Section 13(1)(e) of the Prevention of Corruption Act, 1988 (for short, the 1988 Act) was registered against him. After investigation it was found that he had secured assets and property of Rs. 1,05,44,604/- and, accordingly, sanction was sought to launch prosecution against him, and it was granted. As the factual matrix would reveal, the trial court proceeded and charges were framed against him. The order of framing the charge was assailed in a Writ Petition which stood dismissed.

3. In the petition Under Section 482 Code of Criminal Procedure it was contended before the High Court that the sanction to prosecute the accused had not been granted in accordance with law as there had been no application of mind. The High Court, after hearing the learned Counsel for the parties, has held as under.

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Text Part



Dictionary words linked to Judgments

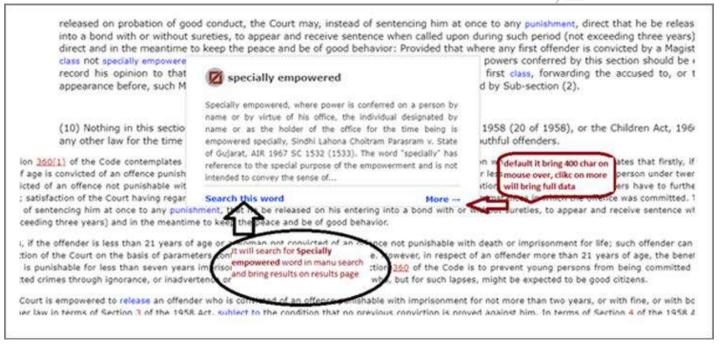
While browsing the judgments you may see a lot of words/phrases in blue colour as shown below. If you take the mouse over the word it will popup with legal meaning of that word/phrase.

It has some other features like 'Search this word' and 'More'.

Search this word: The same word can also be searched in Manu search by clicking on the "Search this word" link as shown below. The result will appear in Manu search window.

More: By default it brings only 400 characters on mouse over, in case if the meaning has more than 400 characters you need to click on **More** to view the full meaning.



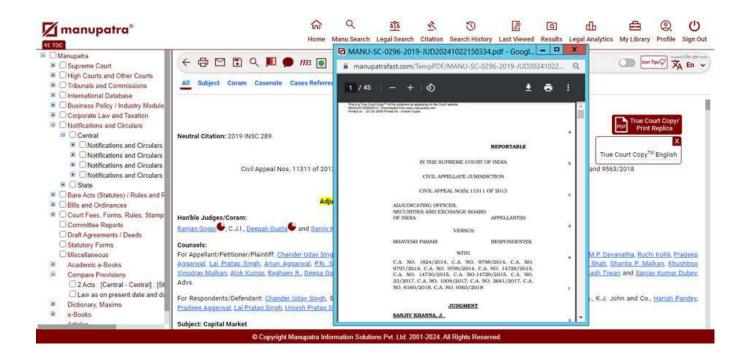


Print Replica



This Icon is displayed at the top right corner of the Judgment.

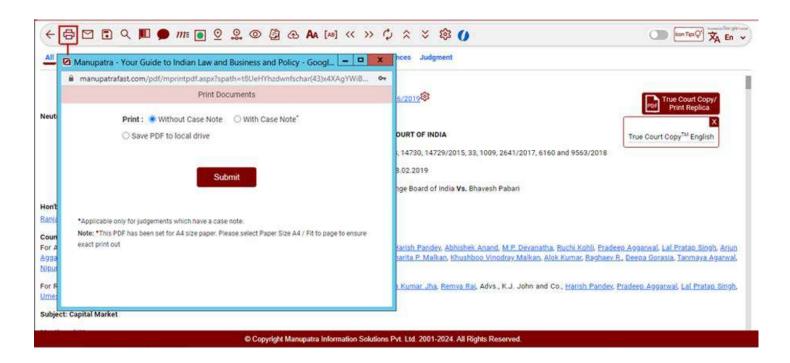
Print Replica are the judgments in PDF format as reported in the journals. These are available for ready download& are accepted in courts. Currently we cover print replica of the following journals (UJ, MIPR, ELR, ECR, BLR, BLJR, AWR, KCCR, AWC, ACR, OLR, WLN, ILRKerala, ILR-Karnataka, ILR-punjab, Uttaranchal cases, KLJ)



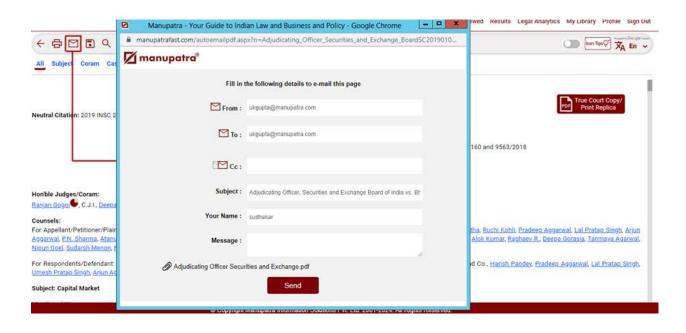


Printing, Emailing & Saving Judgments

Printing -Once you Click on this icon, the PDF version of Judgment will appear and the option of Printing Judgment with case note, without Case will be there. On selecting one option, it will show you the Print preview. You can print the document thereafter.



Emailing − ✓ You can email the displayed document. If you select the "Email this page-option, the following screen will be displayed:



Change the recipient email id if required and click Send. Alternately you may Email from the session list also.



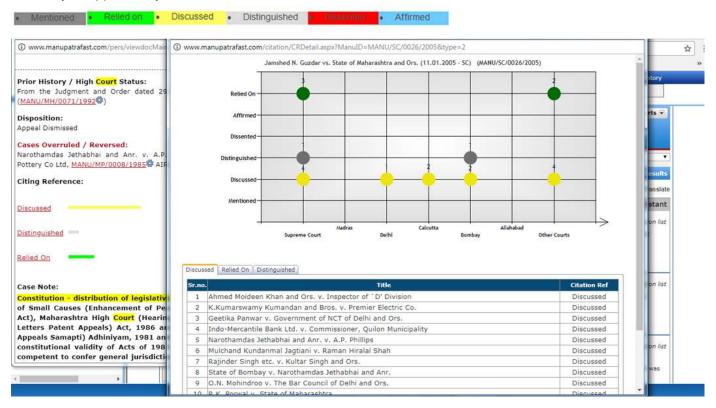
Saving

- User can save the Document by clicking "Save" lcon appearing on the top right corner of the document.
- You can save the documents in folders.
- Once you click on Save, a window will appear, showing you My Folder by default.
- You can create a new folder by clicking on Create New Folder icon.
- A box will appear asking for the folder name & password protection, which is optional.
- If you apply the password for a folder, while opening the folder you will be prompted for the password. The folder can be viewed only after password authentication. If you leave the password box blank and create the folder, the folder can be accessed without password.



13. CITING REFERENCE

Citing Reference describes the manner in which cases cited within the judgment are considered in terms of their relevancy or applicability. Cases referred are marked as





14. CITED IN PARA

This feature enables the user to see the relevant paragraphs in various judgments, where the current case has been referred. Cited in Para link appears on the top of the Judgment.

Click on Cited in Para link appearing on top of the judgment (Vishaka and Ors. v. State of Rajasthan and Ors.). This link will only appear in judgments which have been referred in other judgments.





15. CASE MAP®

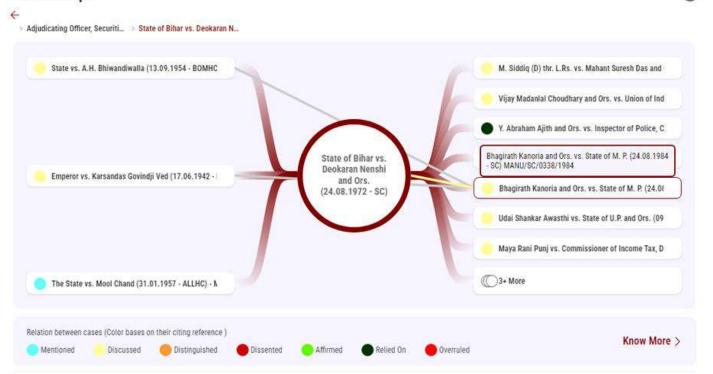
Case Map® provides a visual view of the top 20 cases, with respect to a subject case [appears in central circle]. These top 20 cases are Cases Cited by the Subject Case (referred) and Cases where the Subject Case has been Cited (mentioned in). This pictorial depiction of the relationships between cases also helps identify other cases which may be of relevance.

To access the Case Map®, click on the Case Map® link appearing on the top of the judgment. You may also access the Case Map® from the Citing Reference field. Click on the link to launch the pictorial view. When you first view the Case Map®, the subject case is displayed in the centre of the screen and around it are cases with which it has a relationship (referred or mentioned in)





Case Map

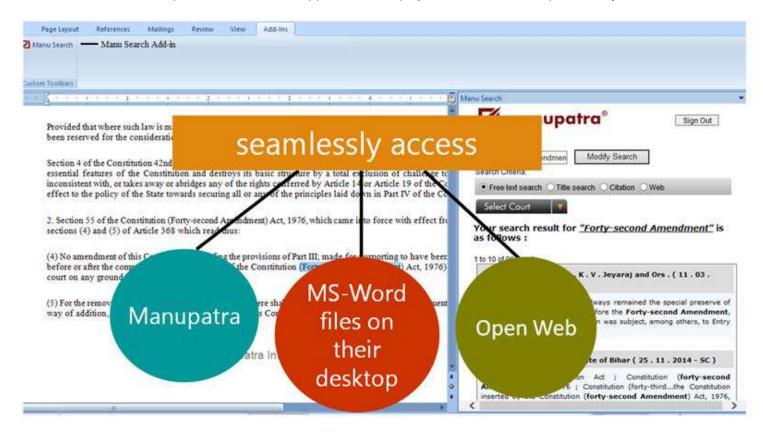




16. MANUPATRA MS WORD CONNECT

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System Requirement

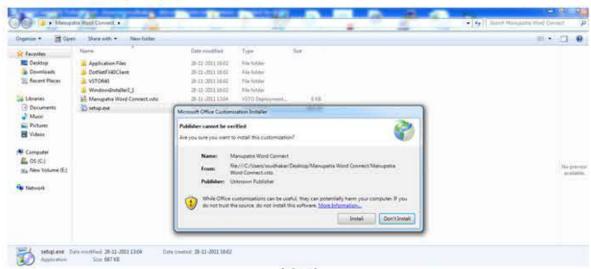
Windows XP/Vista/Windows 7/ Win 2K3 / Win2K8

MS Office

Ms Office 2007/2010 (Ms Word)

Installation

- Download Manupatra Word Connect tool on your local drive.
- · Unzip the folder
- · Run the setup.exe file
- · Click on Install button. (See fig 1)



- (Fig 1)
- . Highlight the text in your doc file you want to search and click on Manu Search Icon appearing in Add Ins Menu.
- You will be prompted to Login to Manupatra.
- Please enter your Manupatra Sign In and password ensure no one is logged in with the same Sign in else it will give you
 "The session is already active" message. (See fig 2)

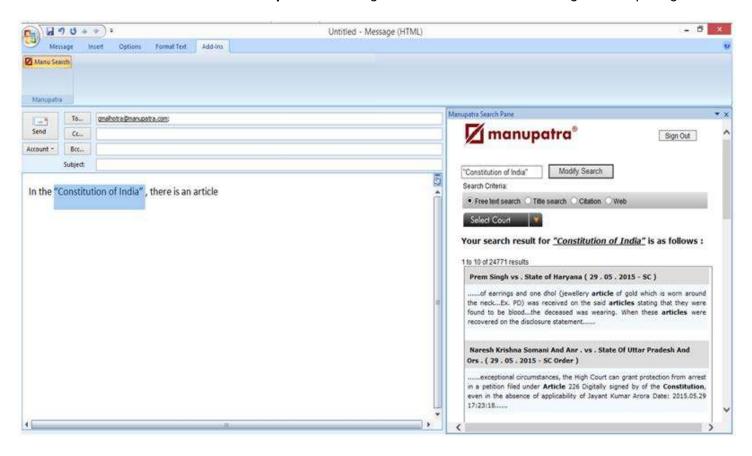




17. MANUPATRA & OUTLOOK INTEGRATION

You can Download Manupatra Outlook Connect App as same as Manupatra Word Connect.

Allows users to search across www.manupatra.com using Microsoft outlook while reading and composing emails

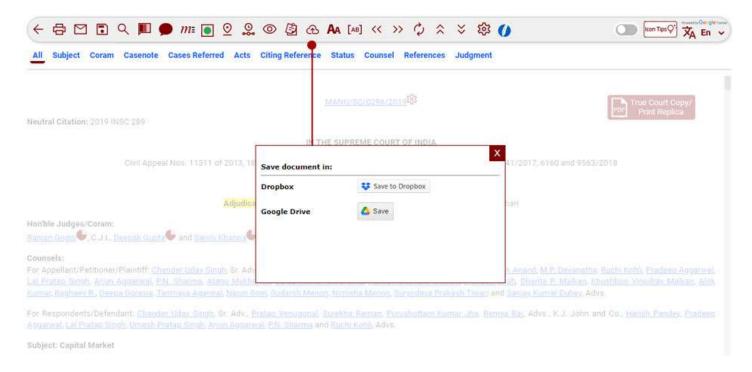




18. CLOUD COMPUTING

Now upload any document from Manupatra to your cloud account(e.g. Dropbox/Google Drive) at a button click.

- Click on cloud icon (from Floating Navigaton that appears at bottom of the Judgment page) to upload the document to your cloud account.
- Click on the respective buttons (Dropbox/Google Drive) to Save the document to your cloud account.
- Google Drive works with below mentioned browser
- Chrome, Firefox, Safari, Internet Explorer (only IE9 and IE10)
- Dropbox works with below mentioned browser
- Internet Explorer 8+, Chrome, Safari 3+, Firefox 3+, Opera 9+





19. CROSS REFERENCING & LINKING

Only database providing extensive cross referencing which saves time for the users.

Ready links in Judgments:

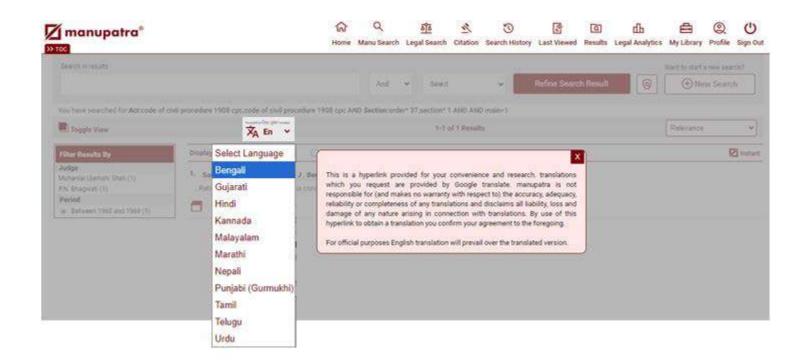
- Cases Referred in Judgments
- Sections of any Act referred in Judgments
- Rules, Regulations and orders referred with in judgments
- · Notifications and circulars referred in judgments

Ready links in Judgments:

- Bills to Acts
- Acts to Pending Bills
- · Section-wise judgments linking
- Amending Acts and notification linking in footnotes
- Rules and Regulations notified under particular Act
- Sections/Rules of any other Act referred in particular Act



20. GOOGLE TRANSLATE





21. STICKY NOTES

Sticky Notes gives an option to highlight important parts in a judgment and add notes and comments in Judgments.

Using the sticky note feature, users can:

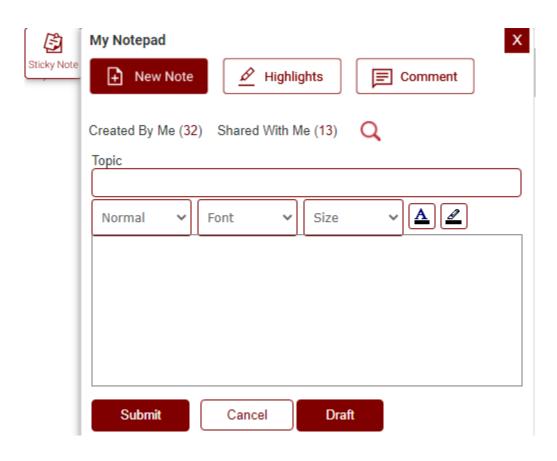
- Add Notes & Comments in the judgment for ready reference
- Highlight important parts of the judgment
- Save & download the sticky note documents with formatting & access from 'My Saved Docs'
- Print and E-mail the Sticky Note documents
- Sticky note summary which user can filter / email / print and download
- Search all sticky notes
- Sticky note documents can be accessed from Manupatra App.

How to add Sticky notes in Judgments:

Click on the sticky note icon Department on top side of the Judgment

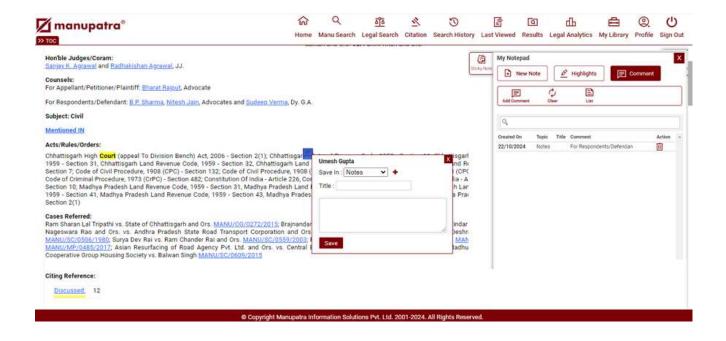


Clicking on the icon activates the sticky note option and the menu for the sticky note pops up with all the available options:





To highlight any part of the judgment, click on the highlighter icon – Add highlights. Select the part of the judgment you wish to highlight.

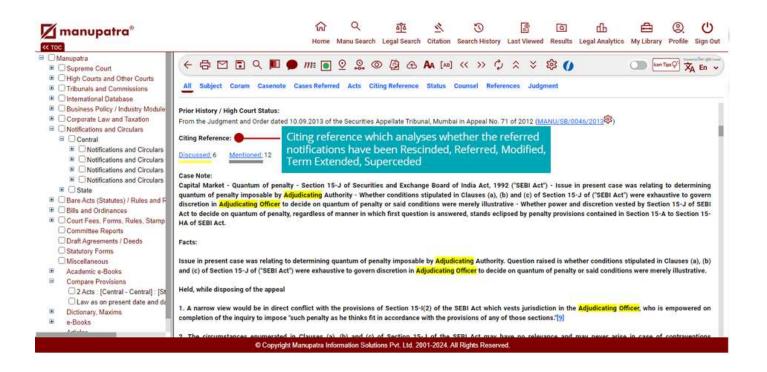


To add a Comment, click on the Add Comments icon , then click in the document where the comment has to be placed. Right click on the comment box. The black notes box pops open. By default your comments are saved under the topic 'Notes'. User may create a new topic under which to save the comments.

To create a new Topic click on plus button (+) on the bottom of the black popup, and type the new topic name. Click on Save Each topic will be saved as separate folder & can be viewed from



22. NOTIFICATION



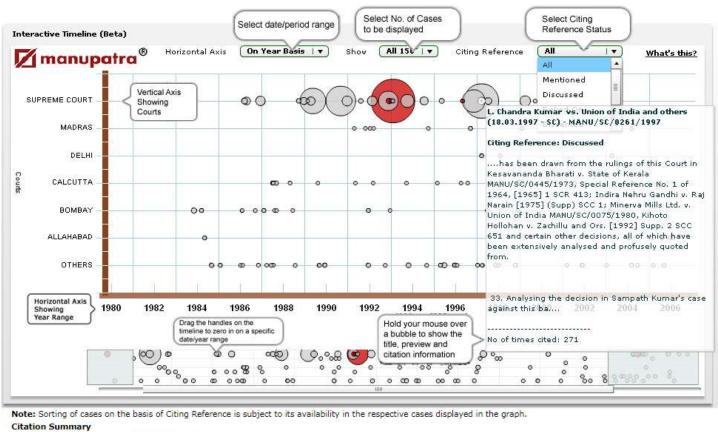


23. AUTHORITY CHECK INTERACTIVE TIMELINE

The Interactive Timeline/ Authority Check shows how many times the subject case has been cited in various courts along with the date of decision of the most recent cite. This does not show if the case is good law or bad law. This gives you ready link to the cases where the subject case has been cited. Once you find a useful case, this feature can help you find other similar cases. The Interactive Timeline/Authority Check only shows results from our database.

About the feature:

- 1. Vertical Axis displays list of Courts viz. Supreme Court, Selected High Courts and Other High Courts in 'Others' category.
- 2. Horizontal Axis displays year range in which case has been further cited.
- 3. By rolling and holding mouse over a bubble, one can view extract of the case and no. of times it has been cited further.
- 4. Citation Summary shows how many times case has been cited, in total and separately in Supreme Court and High Courts, respectively



Total number of times this case has been cited:	U
Cited by Supreme Court cases:	0
Cited by High Court cases:	0
Decision date of most recent cite:	()

Citing Cases

For your convenience, only the top 20 citing cases are displayed, sorted by decision date descending.



24. MY NOTEPAD - REAL TIME DOCUMENT SHARING

Users can create/invite/share the note against a document. The invitation can only be sent to Manupatra's active clients.

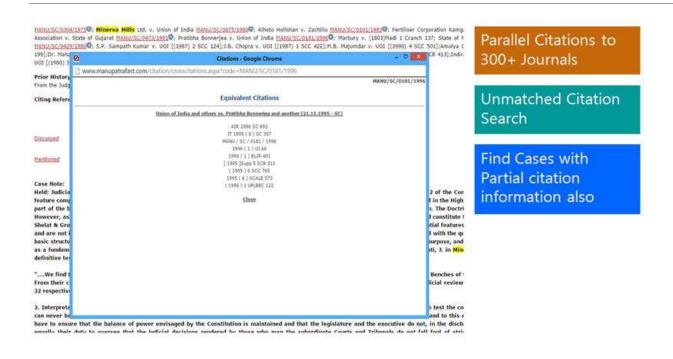
Click on My Notes Summary under My Library from Top Bar to access the same.





25. CROSS CITATIONS OF 300+ JOURNALS

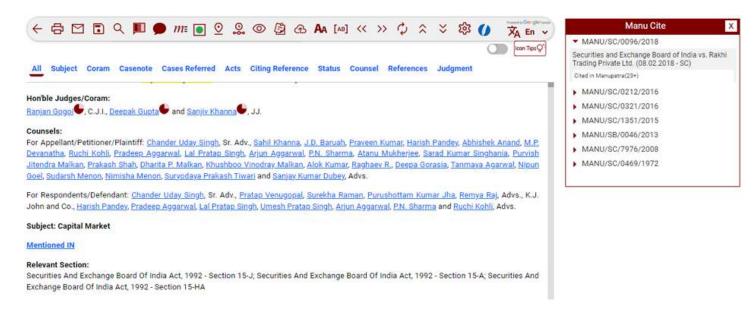
Citation Search Manu Citation **Neutral Citation Indian Citation** International Citation Publisher 🖽 Year Volume Number Select Page Number Court Select Search 1 result(s) found **Manu Citation Publisher Citation Judgment Title** MANU/UP/0153/1918 AIR 1918 All 12 -> Munna Singh vs. Ausan Singh and Ors. (30.07.1918 - ALLHC)





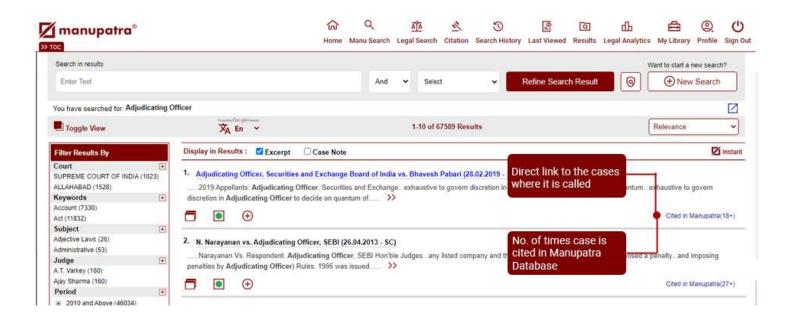
26. MANU CITE

A gear like icon is shown beside every manuid mentioned/linked in a document, manu cite when clicked displays the number of times the judgment has been cited in other judgments. The treatment of the subject case in other cases is also depicted. Manu Cite when clicked from the top bar displays a sorted view of all the manuids mentioned in the selected judgment along with their cited count and treatment in other cases.





27. CITED IN MANUPATRA



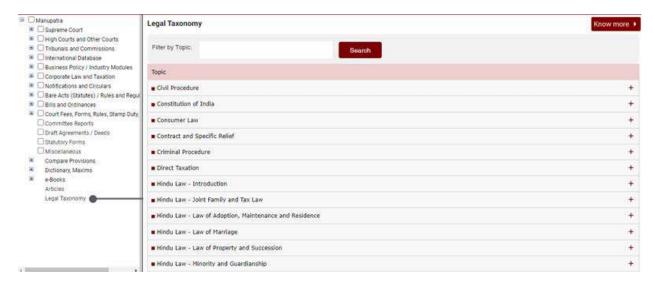


28. TEXONOMY

Manupatra **Taxonomy** is a hierarchical structure which lists the topics and the sub topics under that. The aim is that each topic covered, broadly reflects the terms associated with it as a user might expect to find it in major textbooks. It will aid the user in choosing keywords consistently and appropriately.

The structure is created by identifying basic concepts and topics. These concepts and topics do not necessarily represent a complete subject area but define groupings of terms with similar characteristics. It is like a map which will help a user locate what they are looking for.

- First level displays the Subjects of taxonomy
- On click of + button it will list the Sub Topics, to directly go to the judgments under a Sub Topic click on > button.



Please Note:

Judgments appearing under each sub topic is not an exhaustive list on the topic. These are considered important by our editors.

To look for more judgments click on Cited in Manu. This will give you list of judgments where the subject judgment has been cited in, to help you identify similar cases.



29. BOOLEAN OPERATORS

Search Type	Description	Example
Normal Query	Specify one or more keywords separated by space. First, Search will look for documents matching all the keywords that you have specified and give you the most relevant results at the top. If none is found, it will look for documents matching any of the keywords and will still give you the best ranked results at the top.	board of directors voting rights
Phrase Query	Specify two or more words enclosed in double quotation mark to search for the exact phrase. (NOTE: Without the double quotes, Search will look for the keywords anywhere in the document in any order.).	
ANDing / ORing	There is no need to input "AND" or "OR" between keyword. Search will automatically take care of all these thing. First, Search will try and look for documents that match all the words and will display them and if none is found, it will look for documents that match any of the keywords.	board of directors voting rights
Negative Keyword (Exclusion)	To exclude documents that contain specific keyword, specify the negative keyword with a `-` sign. This will exclude documents from the result that contain that keyword.	"child custody"-divorce child custody -divorce
Punctuation	$[]$ { } ^ + - , Omit all punctuation in your searches by replacing them with spaces to give you specific result.	
Spell Checking	In case of wrong spellings in your keywords, Search will try and suggest you the best matching word and the suggestion will be presented as a link with corrected spellings. Click on this link to show you results on the suggested query.	
Wildcards	If you are sure about the complete spelling of a keyword that you are looking for then we can also make use of wildcards. Valid wildcard characters are `*' Matches any characters, any number of times `?' Matches any single character.	*city will match city, capacity, complexity, specificity Prov* will match province, provides, provisions, proved `?' will match word, ward *nand? will match Nanda, Nandy, Kesavananda, Gokulananda, Nityananda
Unordered Proximity (Operator `/')	To find words within a specified distance of each other you can use the Proximity operator. For instance, to find documents with `corporate', `tax' and `law' within 5 words of each other you can use the Proximity Operator.	"corporate tax law"/5
Ordered Proximity (Operator `@')	To find words within a specified distance of each other occurring in the same order, as specified in your query, you can use the Ordered Proximity operator. For instance, to find documents with `corporate', `tax' and `law' within 5 words of each other and in the same order as specified, you can use the Ordered Proximity Operator.	"corporate tax law "@5
Contextual Search Para	If you wish to match only those documents in which all the keywords specified in your query appear within the same paragraph, you can use the Contextual Search within Paragraph.	"corporate tax law"/p
Contextual Search Sentence	If you wish to match only those documents in which all the keywords specified in your query appear within the same Sentence, you can use the Contextual Search within Sentence.	"corporate tax law"/s
Contextual Search - Quote	If you wish to match only those documents in which all the keywords specified in your query appear within a Quotation, you can use the Contextual Search within Quotation.	"corporate tax law"/q



30. COMPLIMENTARY SERVICES

Indian Legislation

www.indianlegislation.in is a free service by Manupatra. Access to the database on www.indianlegislation.in is open to all without charge.

The database gives you free access to:

- Central Bare Acts (Statutes)
- Bills and Ordinances as introduced in the parliament or pending with status thereof
- Draft Bills
- Lokpal Bills
- Law Commission Reports
- Standing Committee Reports
- Amending and repealing Acts (statute)

Complimentary Apps

Manupatra is providing Complimentary Apps to the following:



1. Manupatra Bare Act APP

Now you can access Central Statutes/Bare Acts anytime you need it. Manupatra Statutes/Bare Acts is a legal research resource which gives you instant access to an entire set of Indian Central Statutes/Acts and allows you to search the comprehensive library. Central Bare Acts is available section wise which is quickly brow sable. Just scroll through sections on your smart phone.

2. Manupatra Supreme Court APP

Now you can access last 30 days Supreme Court Judgments from www.manupatra.com anytime you need it. Search cases of Supreme Court of India database using simple descriptive terms, Keyword (Boolean), Title Search. Read documents enriched with editorial inputs with Zoom In/Zoom Out Feature., Updated daily, Receive Manupatra alert on your device.

3. Manupatra CrPC APP

Complete Indian Code Of Criminal Procedure is available through Manupatra CrPC APP, section wise which is quickly brows able. Just scroll through sections on your smart phone.

4. Manupatra CPC APP

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MCP program helps you validate your level of knowledge and experience in online legal research using manupatra services. Manupatra also provided Certified Professional Certificates.





31. COMPARATIVE CHART IN BARE ACTS

Comparative Chart is comparative insight between the provisions of law on a particular subject being in force at the present date and the old provisions of law on that particular subject.

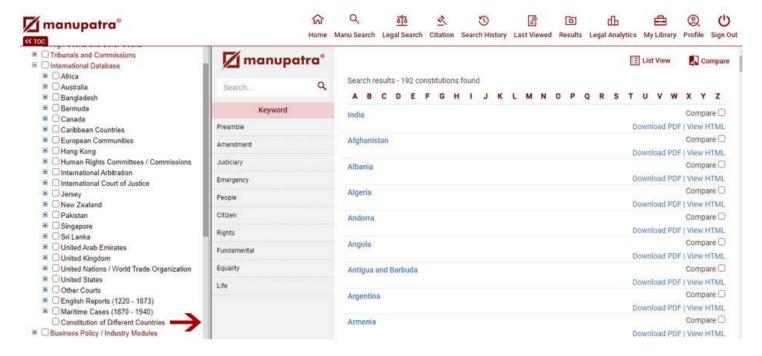




32. CONSTITUTION OF DIFFERENT COUNTRIES

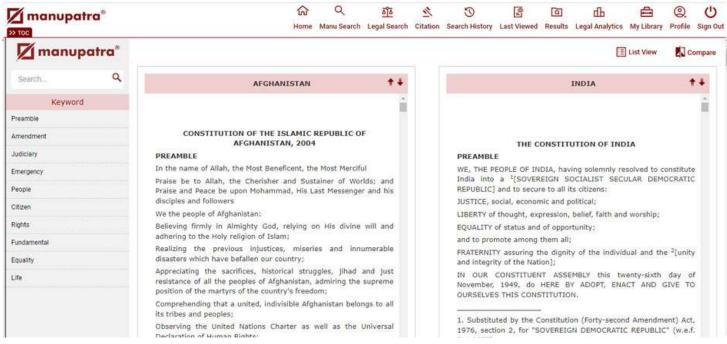
Constitution Comparison Tool will help the user to compare the constitutional provisions of various countries. A user can select two countries at a time and can compare related provisions therein.

- It will list constitution of 192 countries,
- You may search for any keyword, it will list down only those country where the searched keyword exists.
- You can view the constitution of country by clicking on country name.
- You can download the PDF /HTML version of constitution as well
- To compare the constitution of two countries, select the checkboxes across the country name and click on compare button on the top right corner.



- You may also search for any keyword in during compare by typing/(selecting from the list given) keyword and pressing search icon on the top left search box.
- It will highlight the entire para where the current keyword is appearing.
- You may move to Next Match or Previous match as well using the up and down arrow key as mentioned in pics below.





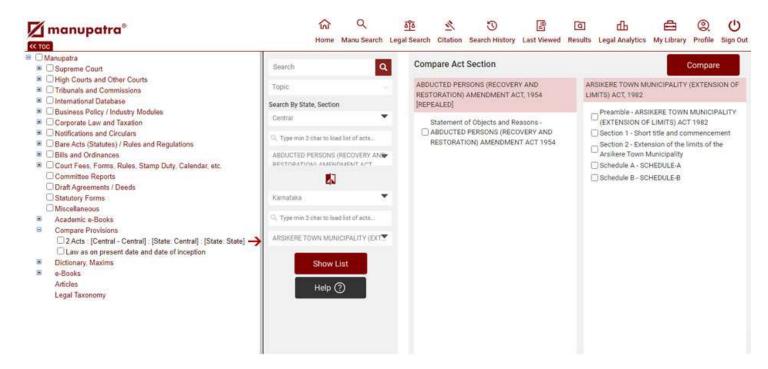


33. STATE LAWS COMPARISON TOOL

State Laws comparison tool compares the provisions of various state laws applicable in different states in a single window. You can also search for any legal or general word in the displayed result and analyze their usage respectively.

- You may compare Sections/ Articles of Acts
- Applies on Indian State Acts
- Select the two Acts whose sections you wish to compare
- The Table of Content / Index of both the Acts will be listed, when you Click on Show List button on left side
- Select the section, by checking the box, from the Index of respective Acts
- Click on Compare
- If you wish to search for a Keyword, either type it in the search box or select from the list; if it is appearing in the list, same will be highlighted

Eg. you can compare the provision on Credit in VAT Acts of different states.





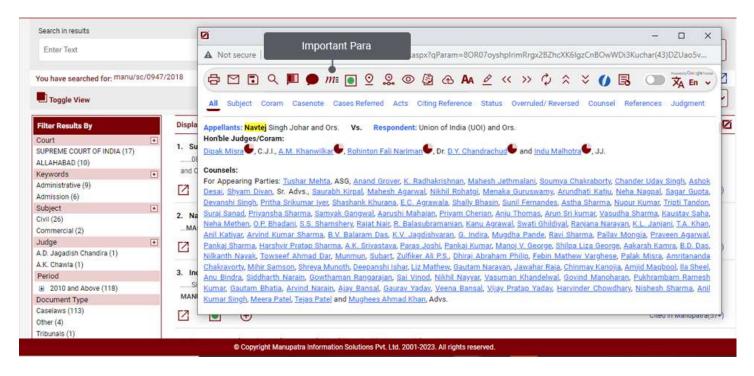
34. M-PARA®: IMPORTANT PARA IN JUDGMENTS

m-Para® is a feature by which user can view the key paragraphs of any judgment, number of times the key paragraph/s has been referred in Supreme Court judgments, details of the SC judgments in which these paragraphs have been referred, along with the treatment given by Supreme Court to these key paragraphs.

How to use:

- Enter text to search in Manu search
- Open the judgment
- On the top right corner click on Important para icon will appear.
- There are 4 tabs,
 - o Cites shows how many cases has been cited by this case and their treatment in future cases
 - Cited By shows, how many times this case has been cited by other judgments and their treatment in future cases
 - Cited in Para show the paragraphs where all this current cases has been cited.
 - o m-Para® Shows key paragraphs of a judgment on the basis of number of times the same has been referred in the other judgments. Click on the para, on the top frame it will highlight the important paragraph and after expanding the para in left frame click on any case name, it will highlight the same imp para appearing on the cases where its referred on the bottom frame.

Note: this is only available in SC cases





Z



NAVTEJ SINGH JOHAR AND ORS. VS. UNION OF INDIA (UOI) AND ORS. (06.09.2018 - SC)

116. It is the concept of constitutional morality which strives and urges the organs of the State to maintain such a heterogeneous fibre

in the society, not just in the limited sense, but also in multifarious ways. It is the responsibility of all the three organs of the State to curb any propensity or proclivity of popular sentiment or majoritarianism. Any attempt to push and shove a homogeneous, uniform, consistent and a standardised philosophy throughout the society would violate the principle of constitutional morality. Devotion and fidelity to constitutional morality must not be equated with the popular sentiment prevalent at a particular point of time.

117. Any asymmetrical attitude in the society, so long as it is within the legal and constitutional framework, must at least be provided an environment in which it could be sustained, if not fostered. It is only when such an approach is adopted that the freedom of expression including that of choice would be allowed to prosper and flourish and if that is achieved, freedom and liberty, which is the quintessence of constitutional morality, will be allowed to survive.

118. In Government of NCT of Delhi v. Union of India and Ors. MANU/SC/0680/2018 2: 2018 (8) SCALE 72, one of us (Dipak Misra. CJI) observed:

Constitutional morality, appositely understood, means the morality that has inherent elements in the constitutional norms and the conscience of the Constitution. Any act to garner justification must possess the potentiality to be in harmony with the constitutional impulse. We may give an example. When one is expressing an idea of generosity.

INDIAN YOUNG LAWYERS ASSOCIATION AND ORS, VS. THE STATE OF KERALA AND ORS, (28.09.2018 - SC)

110. The right guaranteed Under Article 25(1) has been made subject to, by the opening words of the Article itself, public order, morality, health and other provisions of Part III of the Constitution. All the three words, that is, order, morality and health are qualified by the word 'public'. Neither public order nor public health will be at peril by allowing entry of women devotees of the age group of 10 to 50 years into the Sabarimala temple for offering their prayers. As regards public morality, we must make it absolutely clear that since the Constitution was not shoved, by any external force, upon the people of this country but was rather adopted and given by the people of this country to themselves, the term public morality has to be appositely understood as being synonymous with constitutional

111. Having said so, the notions of public order, morality and health cannot be used as colourable device to restrict the freedom to freely practise religion and discriminate against women of the age group of 10 to 50 years by denying them their legal right to enter and offer their prayers at the Sabarimala temple for the simple reason that public morality must yield to constitutional morality.

Whether exclusionary practice is an essential practice as per Hindu religion



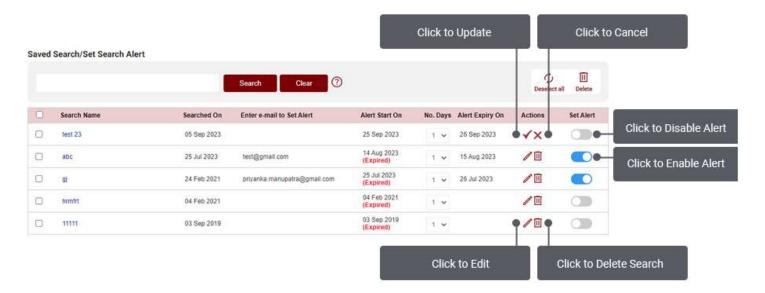
35. ALERTS & UPDATES

Manupatra Alerts & Updates are available, to keep you on top of the latest happenings.

Search Alert Feature

Search Alert Feature Allows you to set alert for your Searches. To access your Search Alert Feature, go to Manage Search on My Home page

- Click on link for the Search Name you wish to set an alert for. Select the number of Expiry Days (this is number of days for which you wish to receive Alerts for the subject search query). Click on link [under Edit option]. Then click on to initiate the Alert.
- You can Disable the Alert at any point of time by clicking on so box against the Search Name.
- You can set upto 10 alerts from your saved searches.



- In each alert you can add upto maximum of 2 emails separated by comma e.g. (abc@gmail.com,xyz@hotmail.com)
- Once the Alert is successfully Enabled, you will start receiving the Alerts on your registered email id as and
 when any judgment is uploaded on www.manupatra.com which contains your search query for which you
 have set the Alert. The email intimation will contain details of the document which you can access by Signing
 on to www.manupatra.com.

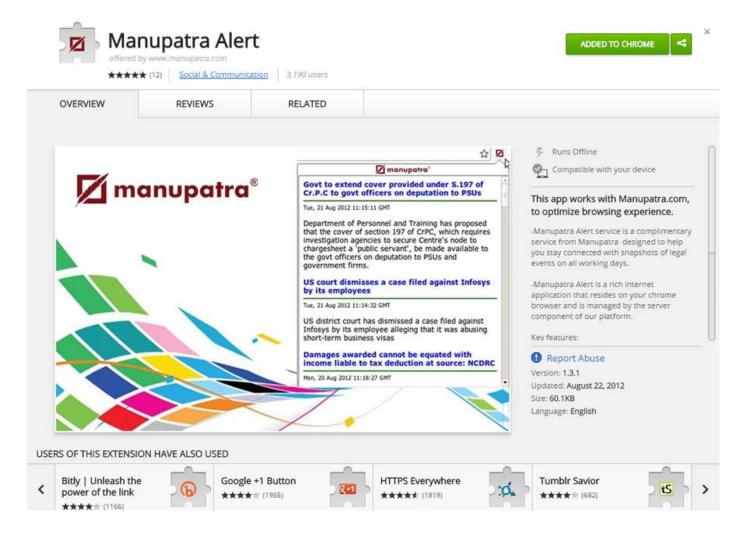
Chrome Alert

Desktop Alert on Chrome service is a complimentary service from Manupatra designed to help you stay connected with snapshots of legal events on all working days. It is a rich internet application that resides on your chrome browser and is managed by the server component of our platform.



Features:

- Manupatra will alert you on important Caselaws, Notifications, Statutes, News, etc., through crisp summaries.
- Does not interfere with your work. Alert remains in your Browser.

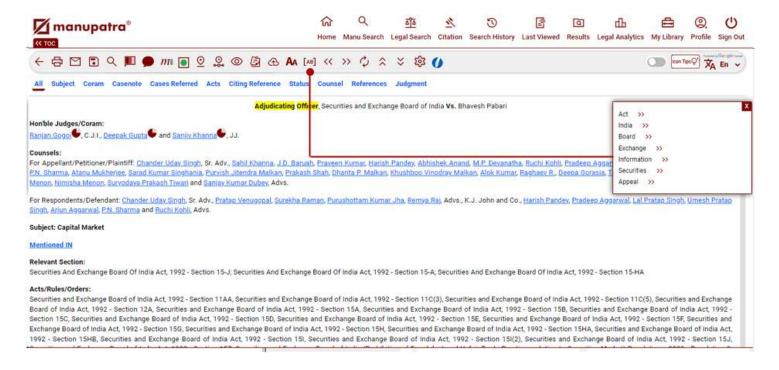




36. KAPTURE

Brings results from external sources(Bing Search, WikiPedia and Dictionary) of a selected text, while reading the judgment.

- Open a document in Manupatra
- Select and highlight the word/phrases you want to search on the web.
- A Know more option will be appearing, click on the AB tab to see the results from WikiPedia and Bing.



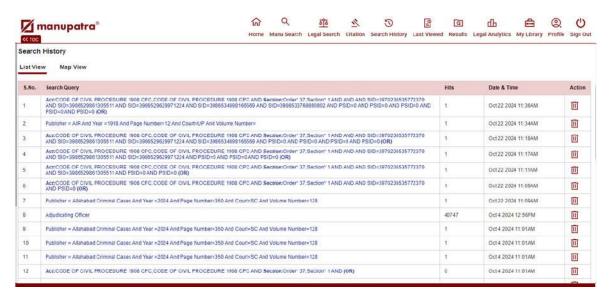


37. SEARCH HISTORY

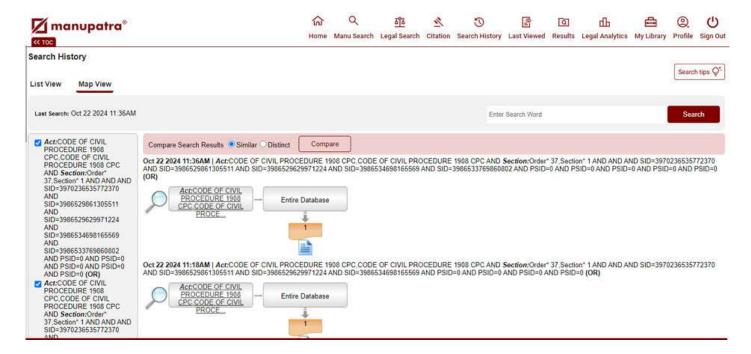
This feature assist the user to understand last searches in graphical format, so that one can see the difference among those searches.

- Open Search history, you will see 2 tabs List / Map.
- Click on List to view the list of last 20 searches done.
- Click on the Map tab appearing on the page. On the left side of the frame you will see, your parent / main searches.
- Tick on the checkboxes against any of the searches to see the history in graphical format. You can see multiple search graphs by selecting more than one checkbox from the left search history frame.
- To go back to the listing format click on the List tab.

List



Map



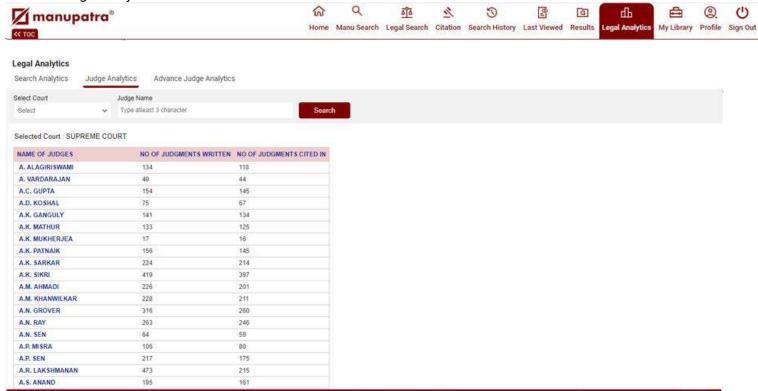


38. JUDGE ANALYTICS

Judge Analytics provides you the analytics of judgments written by the Hon'ble judges of Supreme Court & High Courts.

Click on Legal Analytics.

Click on Judge Analytics.



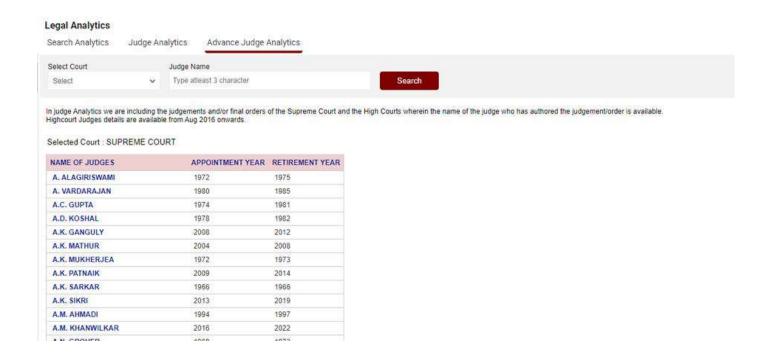
- Select/Search for a judge from the list of judges for the Supreme Court/High Courts through judge analytics interface.
- Once you run the search, the following information regarding the judge pops up on the screen:
- Judgement Authored
- Judgement Cited
- Court/Judge Cited
- The result list provides in a list form ready links to read the entire judgment on a single click.
- There is also the option of Search within Judgements Authored provided that can help you search for the views of a particular judge on any subject.

Advance Judge Analytics provides a graphical visual representation of analytics of judgements written by the Hon'ble judges of Supreme Court & High Courts:

- Click on Legal Analytics
- Click on Judge Analytics
- Select/Search for a judge from the list of judges for the Supreme Court/High Courts through judge analytics interface with the following information displayed there
 - Number of Judgements Authored
 - Number of Jugements Cited in
- o Appointment Year
- Retirement Year



- Once you run the search, A visual display/list of the following information regarding the judge pops up on the screen:
 - Year Wise Judgement Pronounce
- o Subject Wise Judgement Pronounce
- Counsels Appeared Before Judge Bench
- o Disposition Wise Judgement Pronounce
- o Judge Cited
- o Judge Cited By
- Judgement Pronounced Citing Reference (SC)
- Judgement Pronounced Citing Reference
- There is also the option of Search within Judgements Authored provided that can help you search for the views of a particular judge on any subject.
- You can hover around with the graphical display/choose the option from the list to see ready hyperlinked cases in your result list.





39. SEARCH ANALYTICS

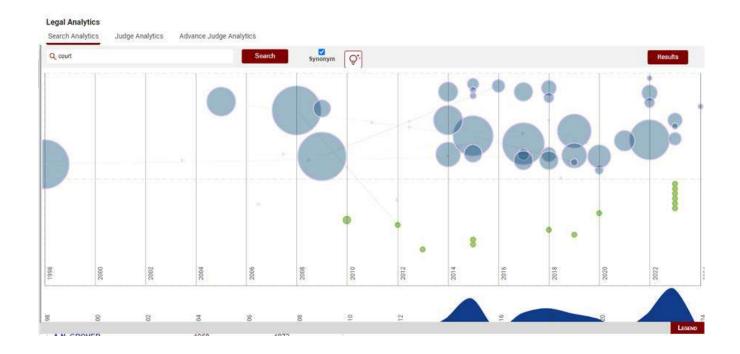
Search Analytics is traditional case law research with visualization which shows the relationship between the cases.

How It Works:

· Click on Legal Analytics.



- Run a search query through search analytics interface.
- You may choose to check the synonym box to expand your search results.
- The search analytics shows the top 50 most relevant cases which appear in list form on the right of the screen.
- The result list on the right provides an excerpt of the 50 judgements with ready links to read the entire judgment on a single click.
- A visual display of all 50 results appear on the left of the screen, wherein the cases from both the Supreme
 Court and High Courts are represented by circles of varying sizes. The size of the circle indicates the
 importance of the case based on how many times it has been Cited In cases appearing in Manupatra
 database.
- Hovering over a case in this list highlights the case in the graphical display on the left which providesbrief
 details of each case, containing name of parties, date of decision, keywords and the number of times the
 case has been cited in Manupatra database.
- It also features a timeline of your search results showing which years has the most cases that fall under your search.
- You can hover around with the graphical display to see how cases in your result list are related to each other. The lines joining the circles are marked in different colours and show you how the cases are interrelated





Contact Us

□ contact@manupatra.com