Training Manual

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

How to get started – Top Bar

1. **Manu Search —** Word and phrase search interface provides flexibility of Simple, Boolean and Proximity Search.
2. **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 manu id 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 manu ids 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.

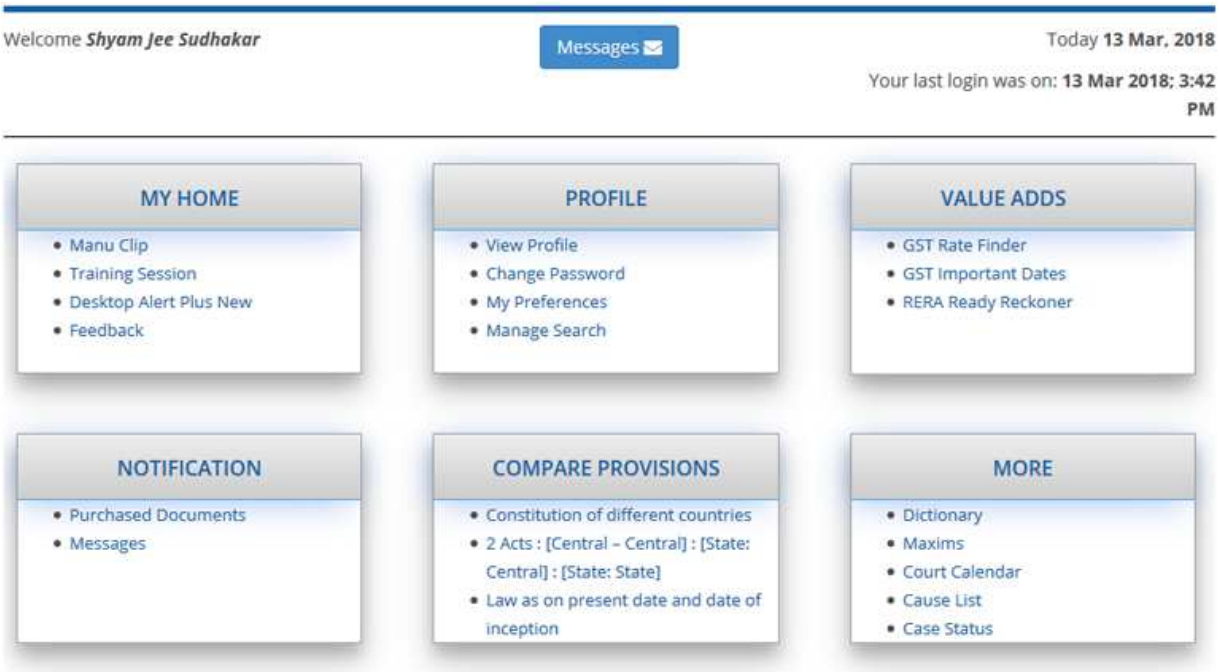
Table of Content

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.

My home Page

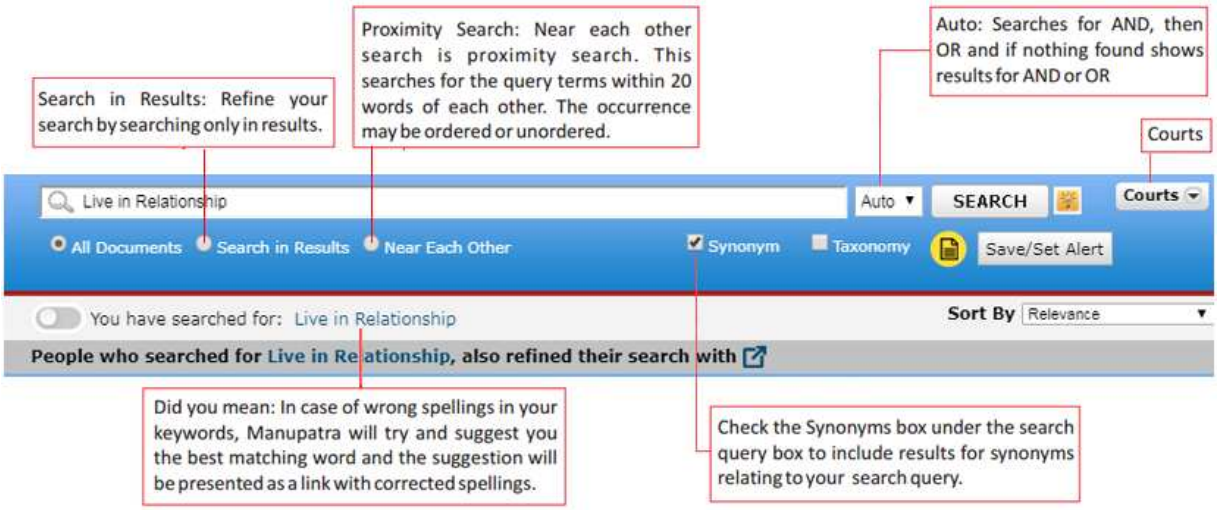


Search

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.

- 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

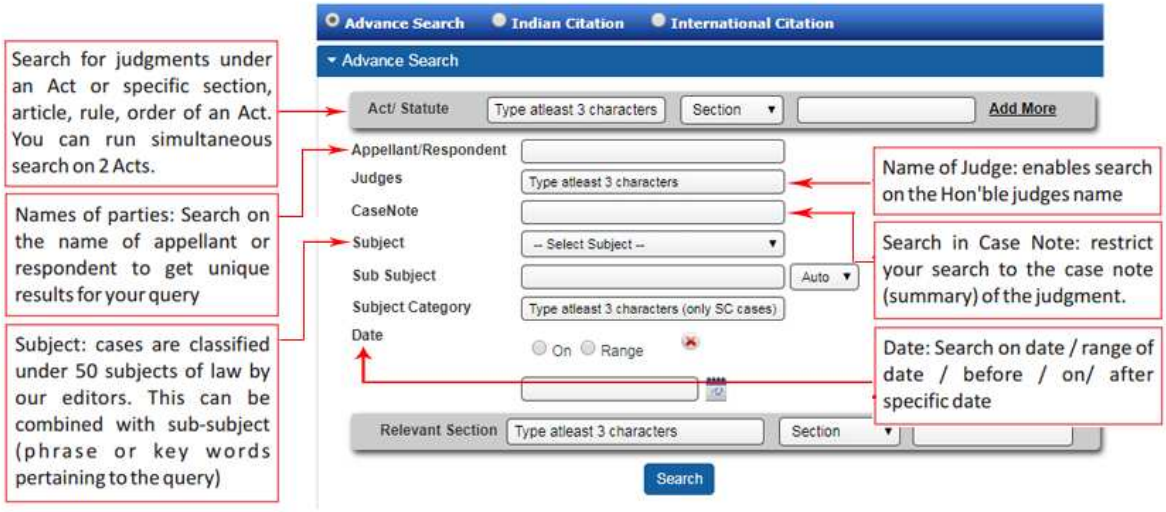
The case laws in Manupatra are divided into fields. Each field contains a specific information (e.g., appellant/respondent name, judges name, equivalent citation, subject, judge name, citation, acts, rules, order etc). Legal search allows you to search on a specific field or a combination of fields.

Advance Search

Please select "TOC" for selecting multiple domains, while searching.

This interface will assist you in your search for judgments.

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

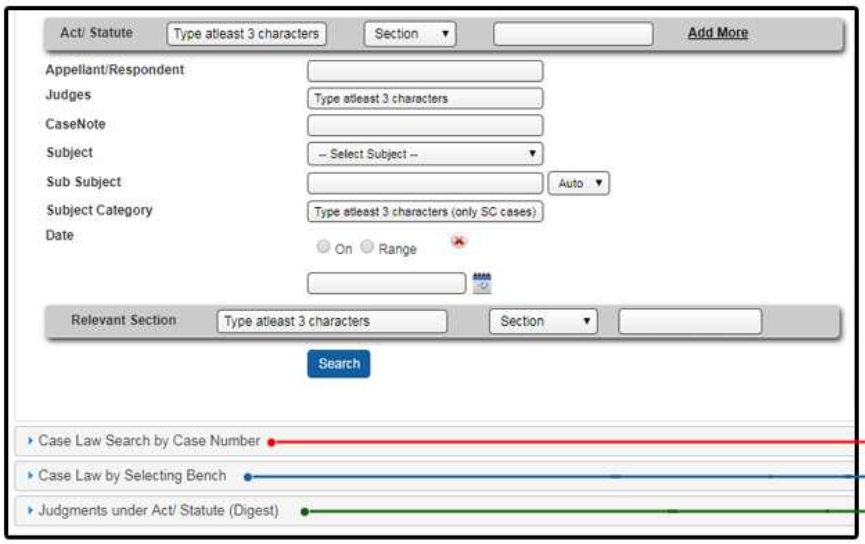


Field Search

The case laws in Manupatra are divided into fields. Each field contains a specific type of information (e.g., Appellant/ Respondent name, Judges name, Subject, Sub-Subject). You may restrict a search to one or more fields. Adding a field restriction to your search is useful when searching for specific cases by name, and for searching for documents from a specific year, judge or court.

Miscellaneous Search

This will assist you in viewing case laws by refining/ restricting the search results to bench pronouncing them OR viewing selected important case laws in form of Judgments under Act/ Statute (Digest)



Case Law Search by 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";

Select Court: Supreme Court

Enter Case Number (eg: 20/2010):

Select Date of Decision (Optional):

Search

Case Law by Selecting Bench

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

Select Bench: Single Bench

Select Court: -- Select Court --

Select Subject : -- All Subjects --

Enter Judge Name:

Submit

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.

How to view case laws:

- Look for the Act either by:
  - Choosing from the option given as most frequently & commonly used also in abbreviated form, which will take you to the act drop-down; or
  - 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;

Select Act:

CPC (CODE OF CIVIL PROCEDURE, 1908)
CrPC (CODE OF CRIMINAL PROCEDURE, 1973)
IPC (INDIAN PENAL CODE (45 of 1860))
ITACT (INCOME TAX ACT, 1961)
IACT (INFORMATION TECHNOLOGY ACT, 2000)
IDACT (INDUSTRIAL DISPUTES ACT, 1947)

OR

Please type atleast three initial characters of the act you wish to look for

Act Search

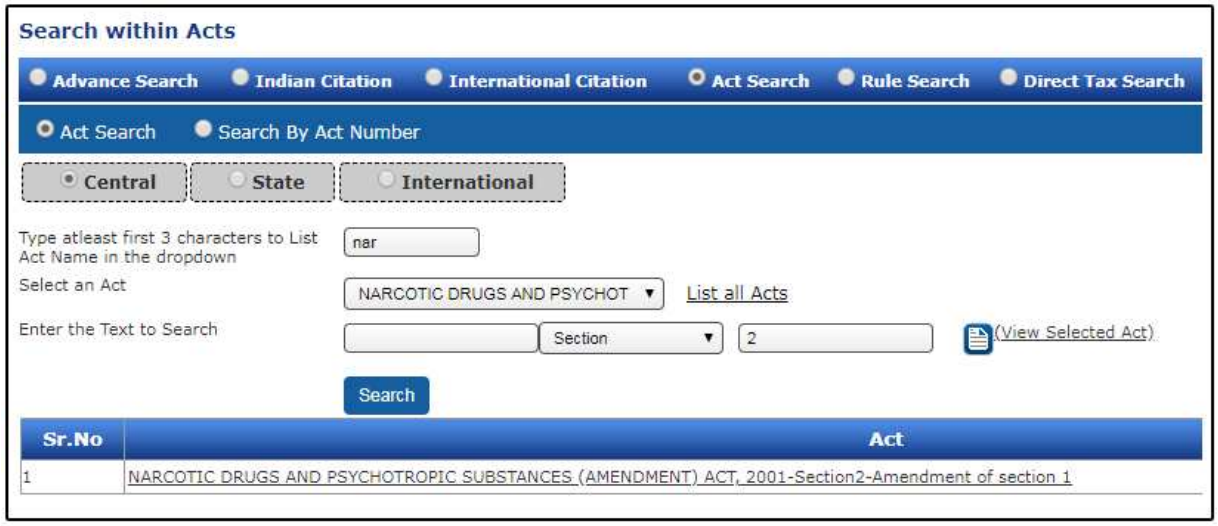
Found under the TAB Legal Search

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 by Act Number

Select the Search by Act No. radio button.

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

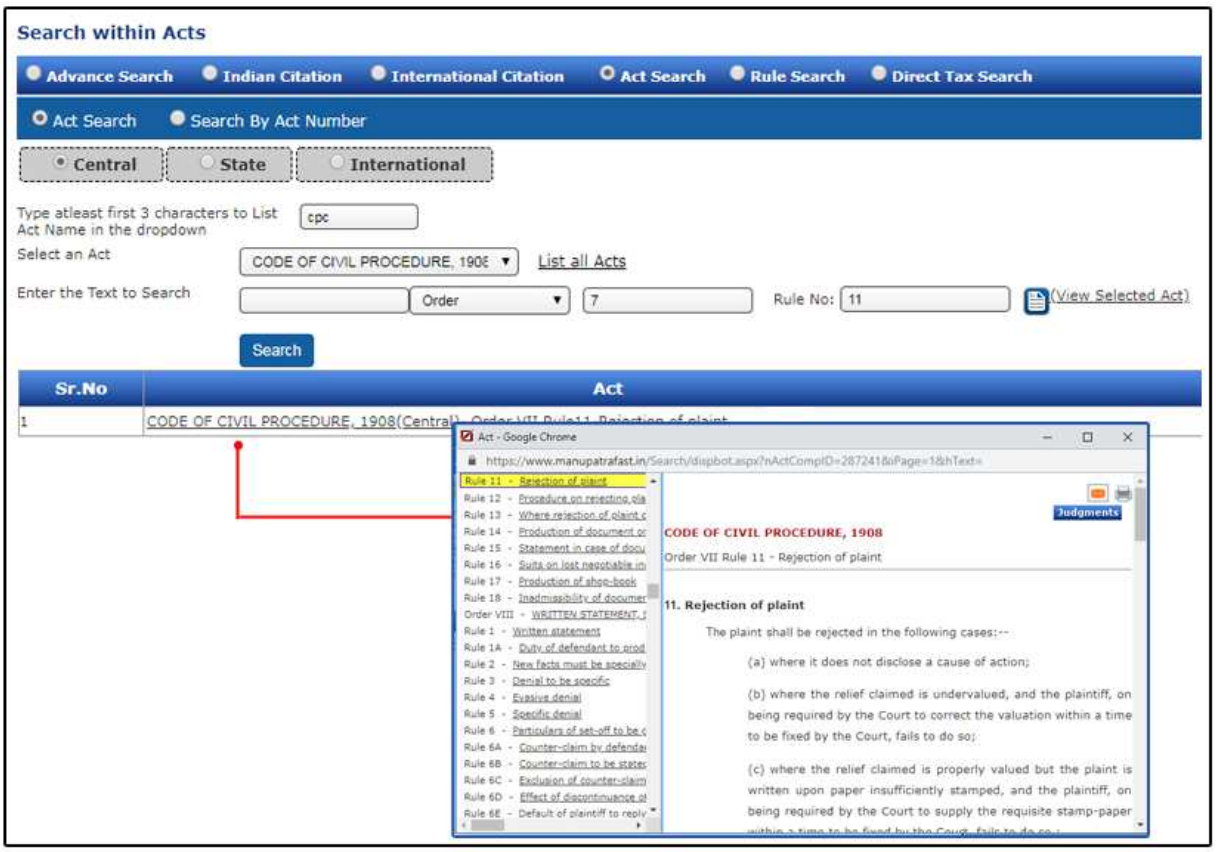
In first example we have selected Exact Match

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.

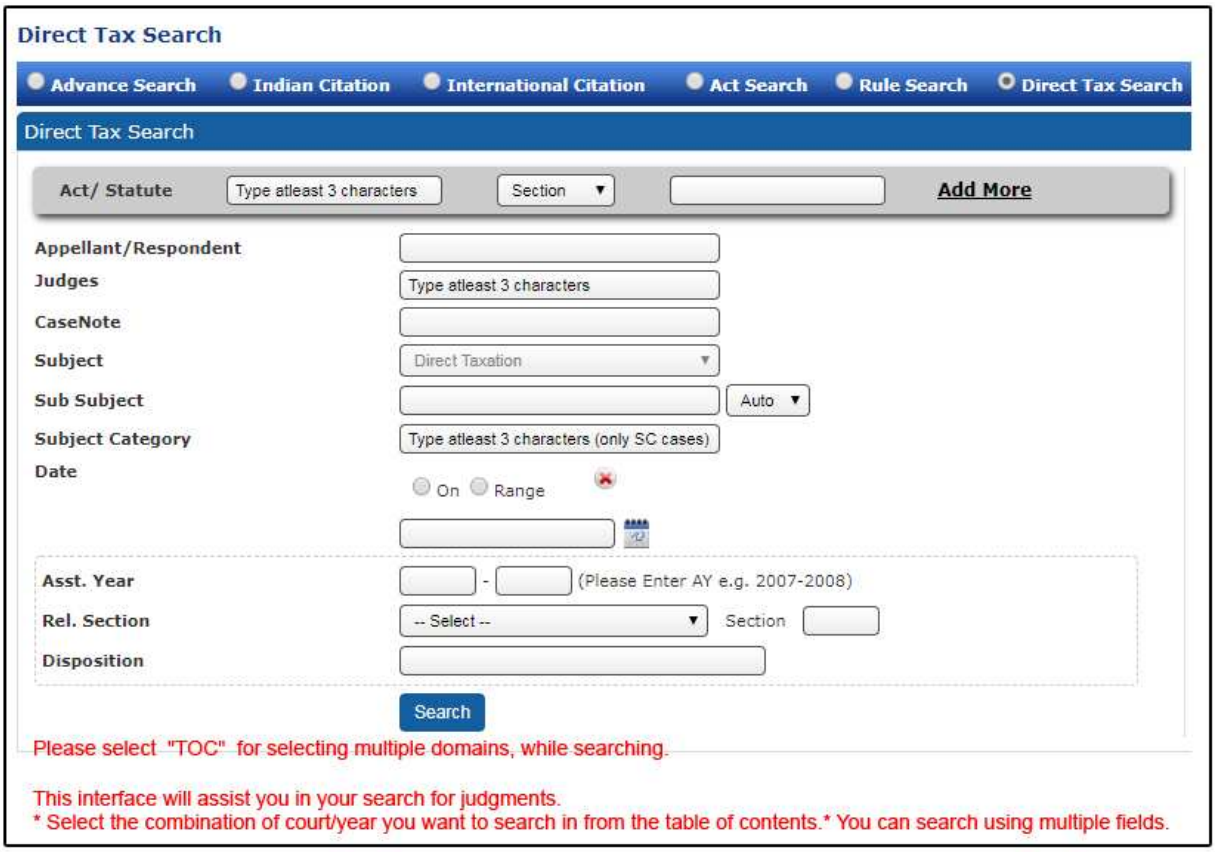


Rule Search

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

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.

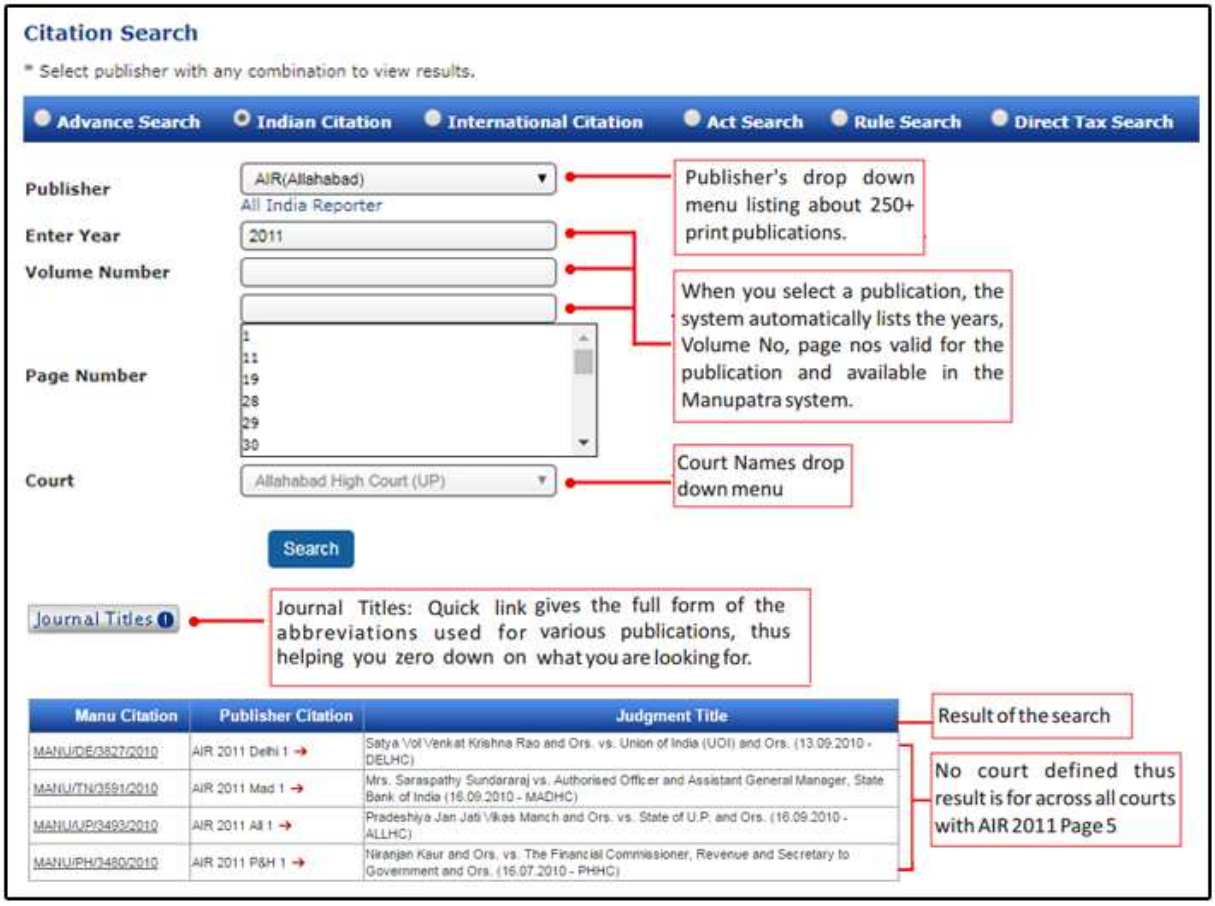


Citation Search

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.

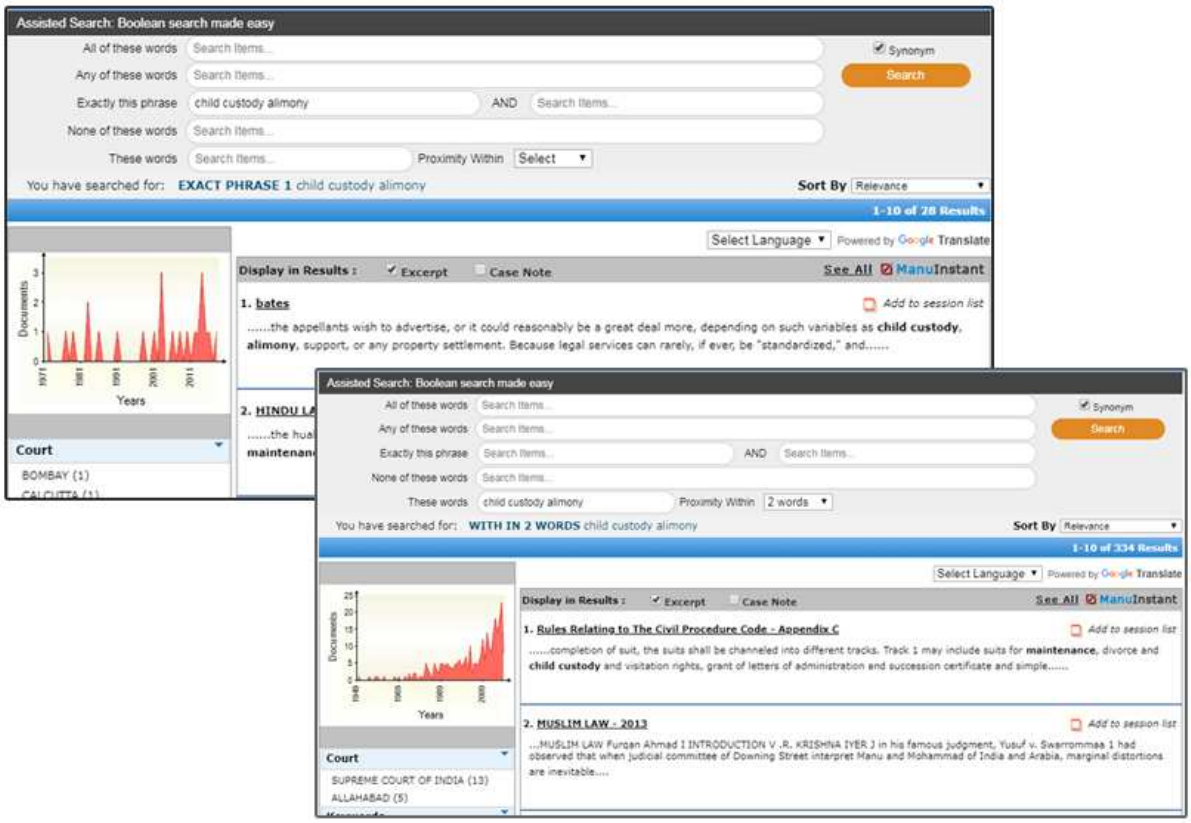
Select from Indian Citation, International Citation



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

Assisted Search

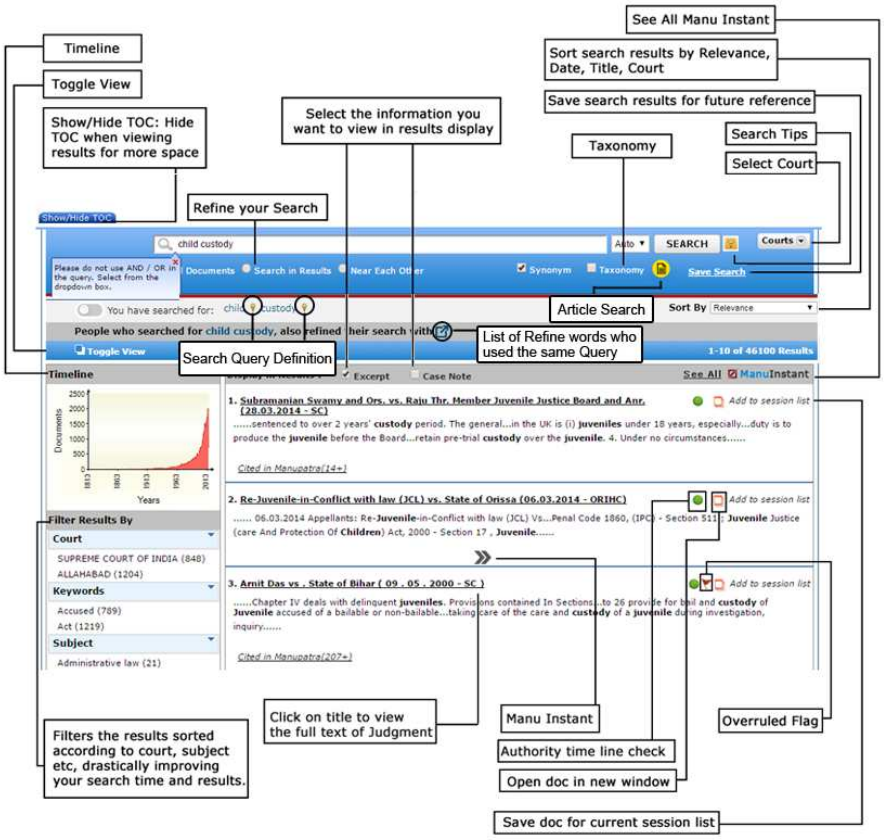
- This search enables the Manu search more precise without **Double quotes, AND, OR, Proximity parameter**.
- **So you can frame your query** and typed the query in the desired search field it will bring result accordingly, all the search field are connected with AND operator by default means, it will only bring result from documents if the all query parameters are found in a document.
- E.g. Child custody alimony when searched as a phrase gives you 28 results; when searched in proximity of 2 words of each other gives 334 results.



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.

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.
    - 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

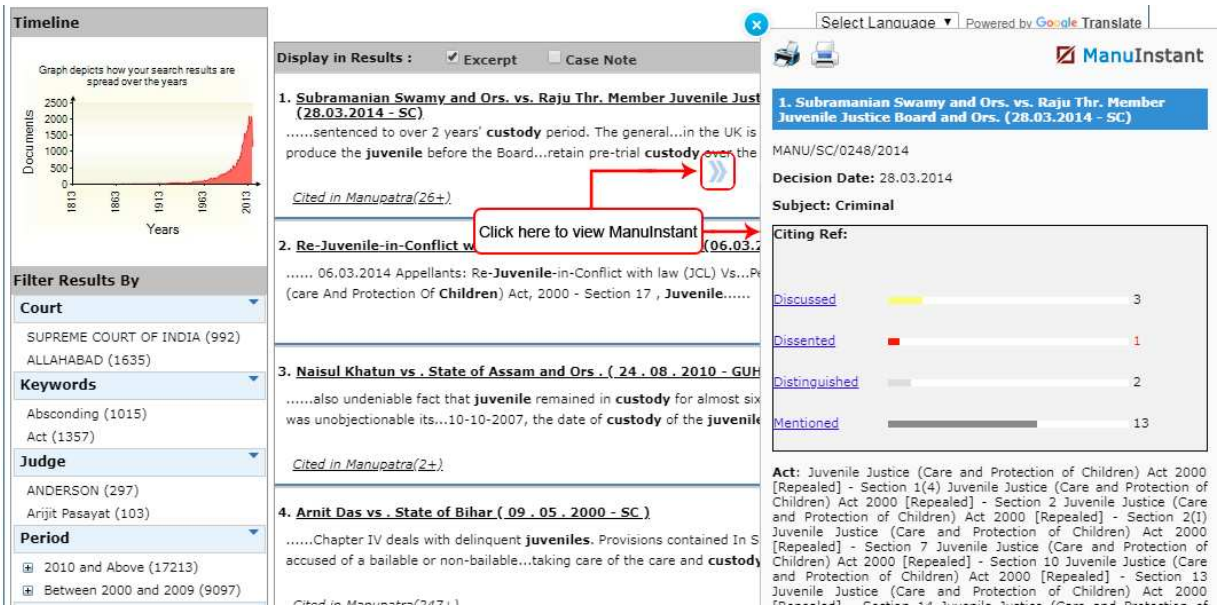
Overruled

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

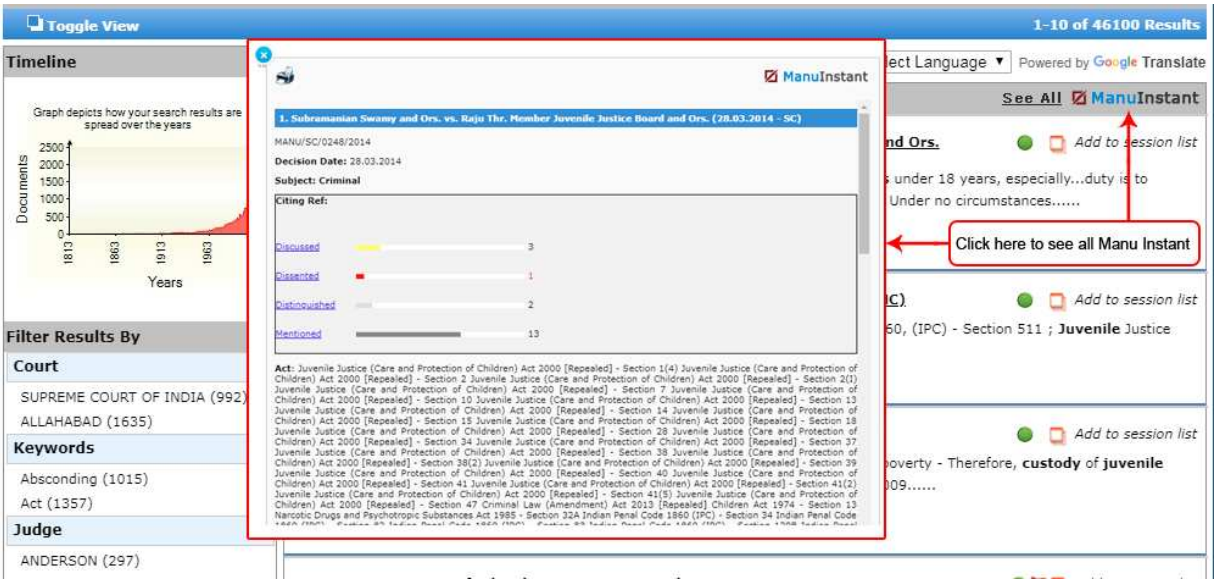
Manu Instant

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.



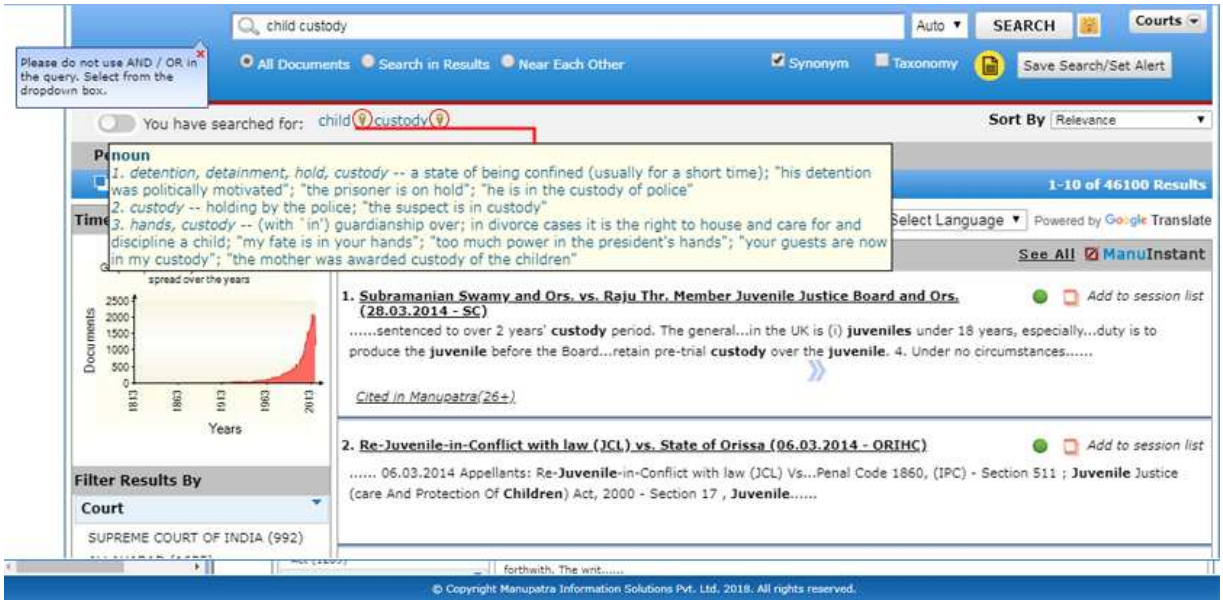
See All Manu Instant – Allows you to view the editorial enhancements for all the results displayed on the page.



Query Definition

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

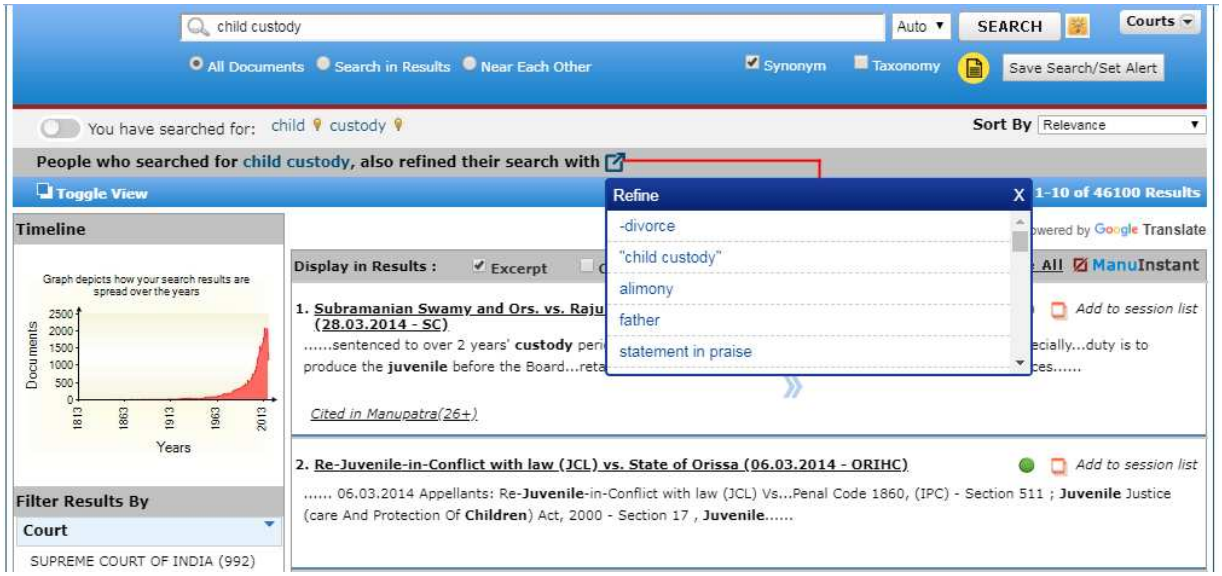
To see the Query Definition, you can move the mouse on the symbol Which is appearing next to search A popup will appear with the dictionary meaning.



List of Refine words who used the same Query

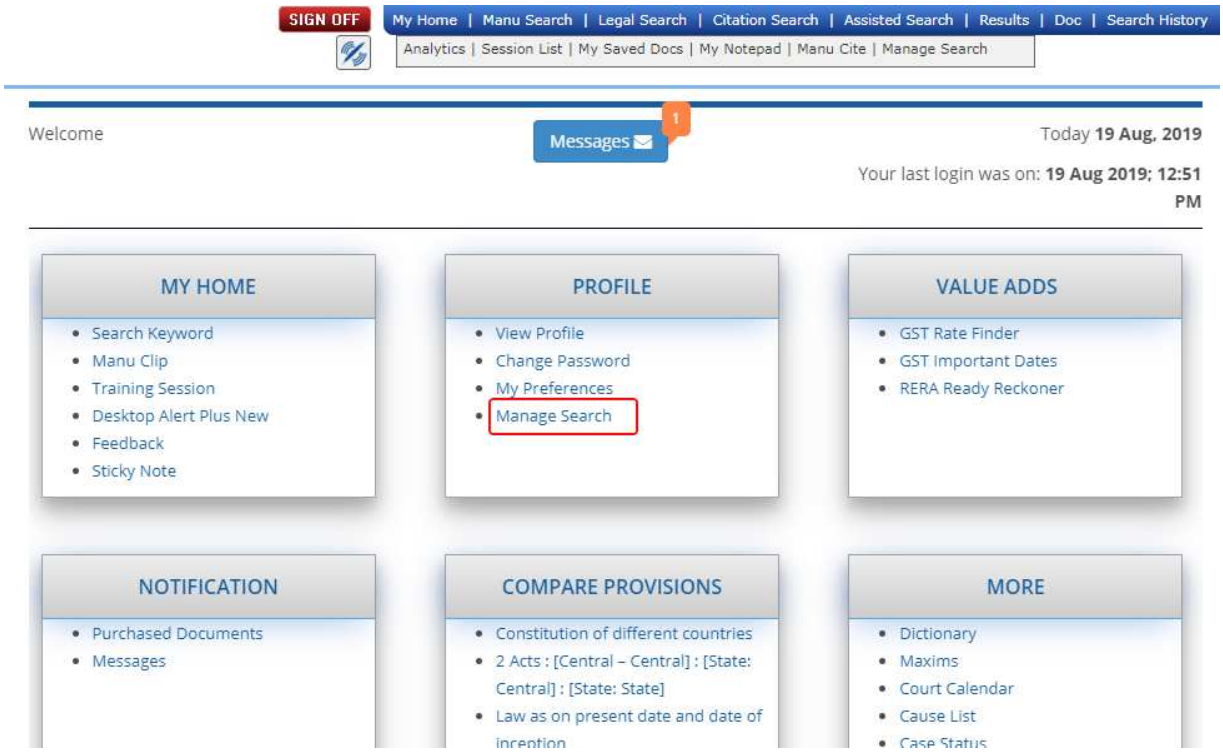
When you do Manu search, below text will appear with search term and there is an icon ( ) next to it, so once you click on that icon It will give you list of refine words used by other people who did the same query. You may refine your search from the list appearing. This feature is only available in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

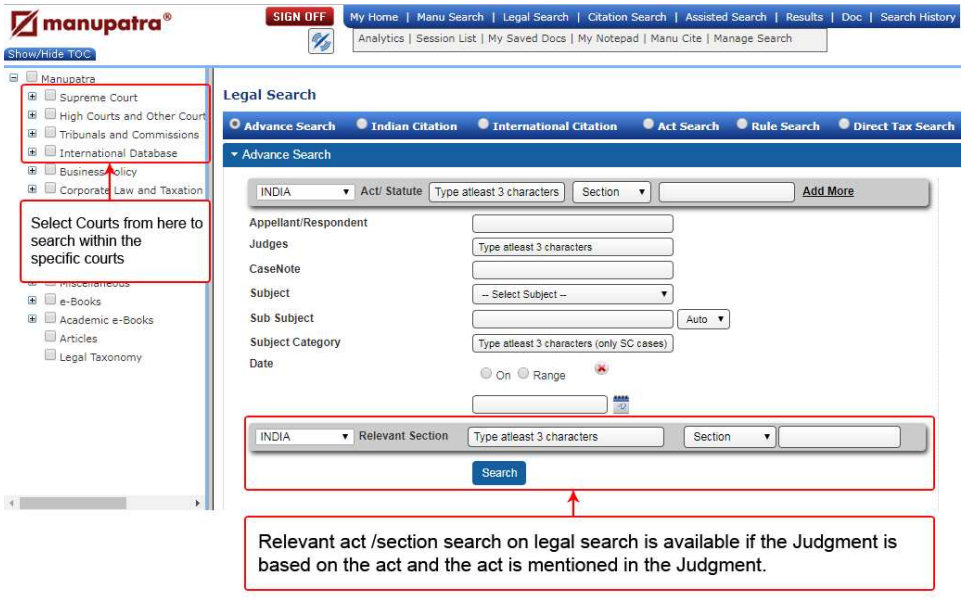


Click on Manage Search, you can view all the searches saved.
Select the search you want to run from the list

SNo.	Search Name	Date	Alert Start On	Alert Expiry On	No. of Days	Emails for Alert	Actions	Set Alert
1	g	02 Aug 2019	02 Aug 2019		1			
2	1	02 Aug 2019	02 Aug 2019		1			
3	gender	01 Aug 2019	01 Aug 2019		1			
4	court29.04	29 Apr 2019	29 Apr 2019		1			
5	basic	09 Jun 2018	09 Jun 2018		1			

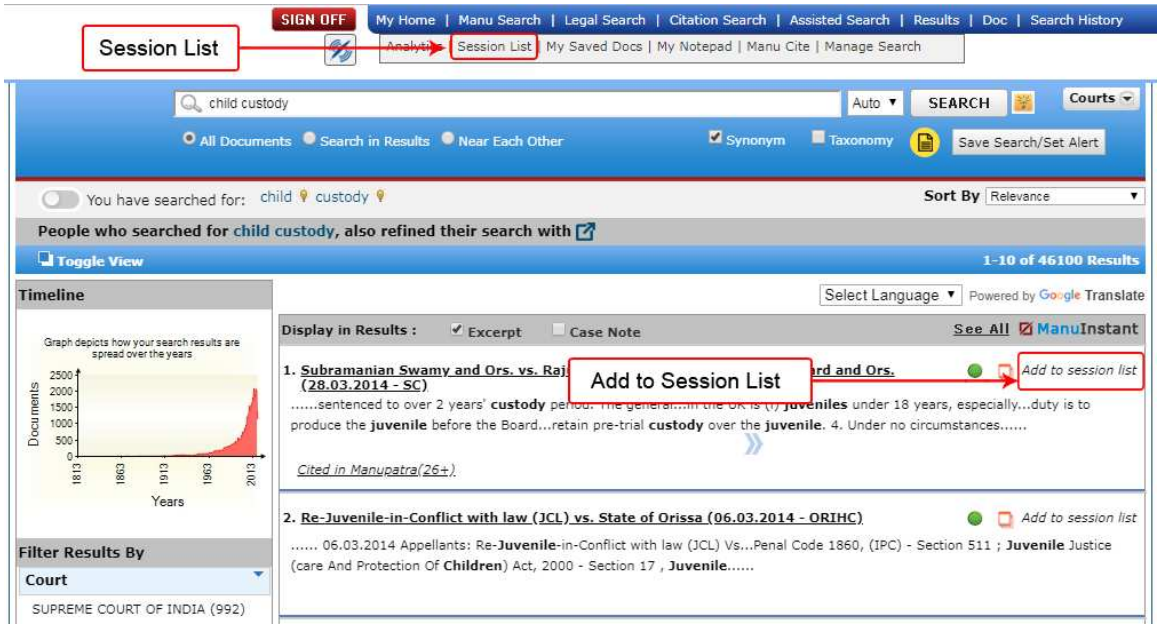
Select court option in Legal Search

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

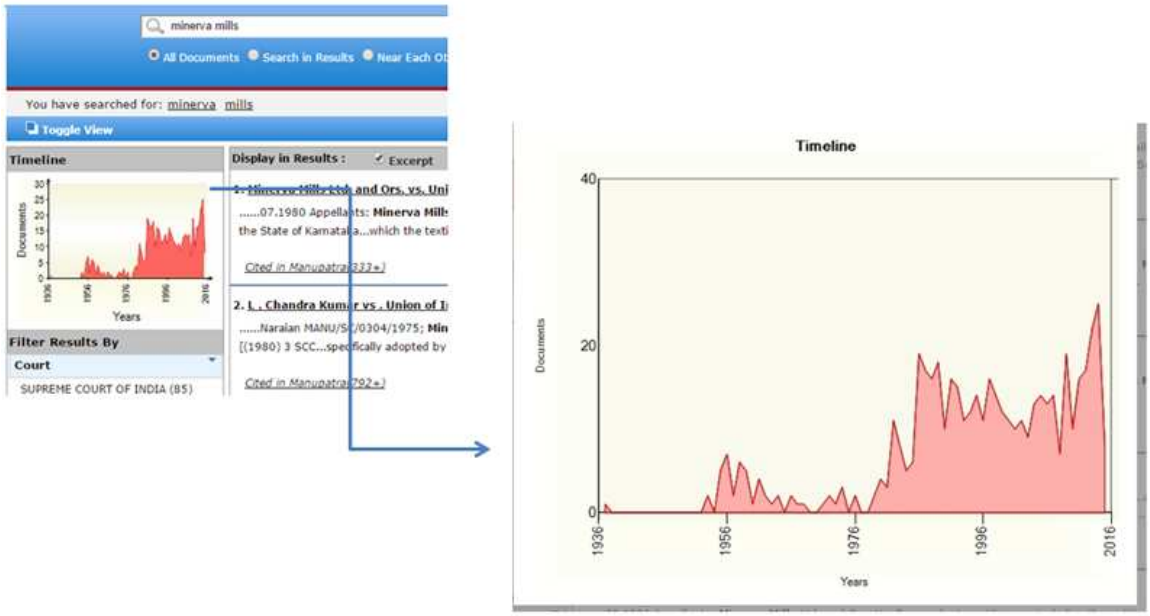
This Allows you to add documents to your Session list. Valid only for current session duration, the session list ceases to exist once you sign off from the current session.
Click on the Add to session list link appearing against each document.
This helps you to re-search and collate short listed documents 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.

Timeline

Graphical representation of the occurrence of cases in different years. This provides the user a quick information on the number of verdicts passed and as available in Manupatra database in graphical representation. This feature helps the researcher/ user to form a statistical opinion on prevailing prominence of legal issue during a particular year range vis-a-vis verdicts passed by the respective Courts, Tribunals and Commissions, Notifications as covered in Manupatra database.

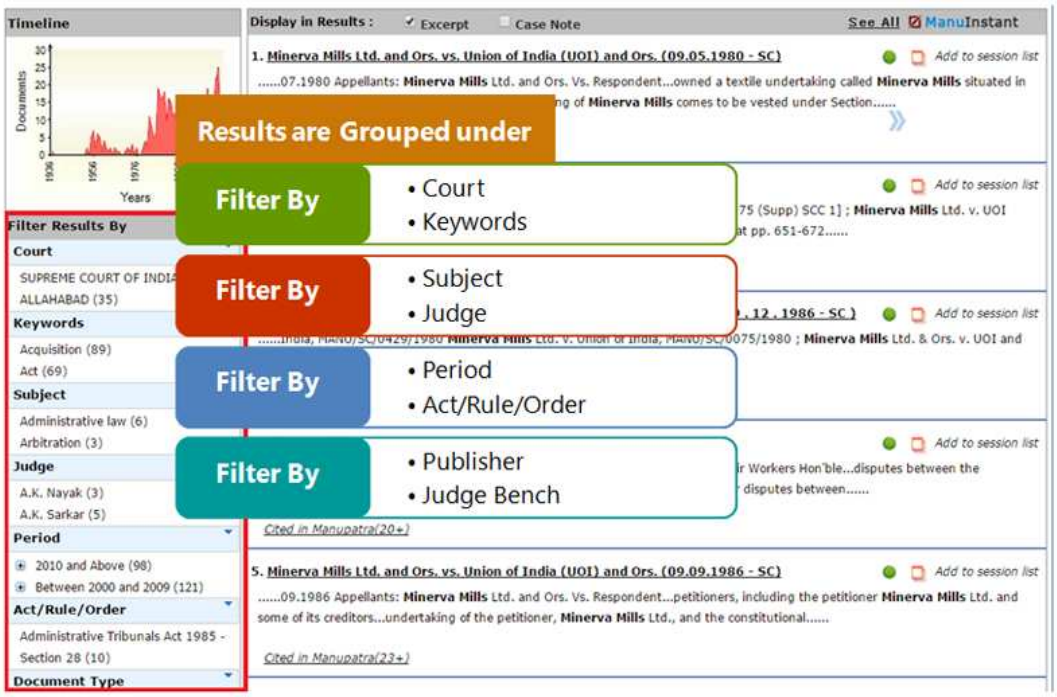


Search in Results

- This interface helps you to Refine and further narrow down your search. In Search eg. for child custody.
- Click on Search in results
- Type your query e.g. alimony
- Click on Refine
- The results get refined to 142 results from 1053 results

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.

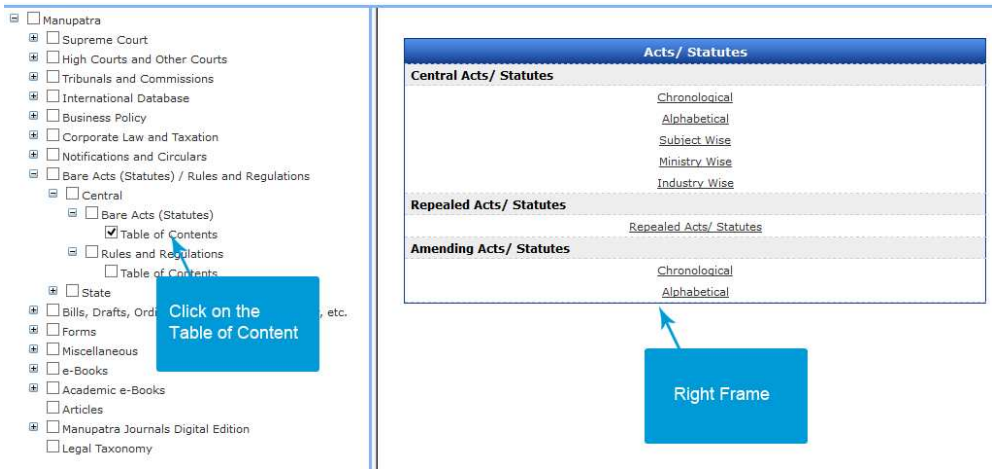


Cluster of results help in navigation and to reach the desired results

Act

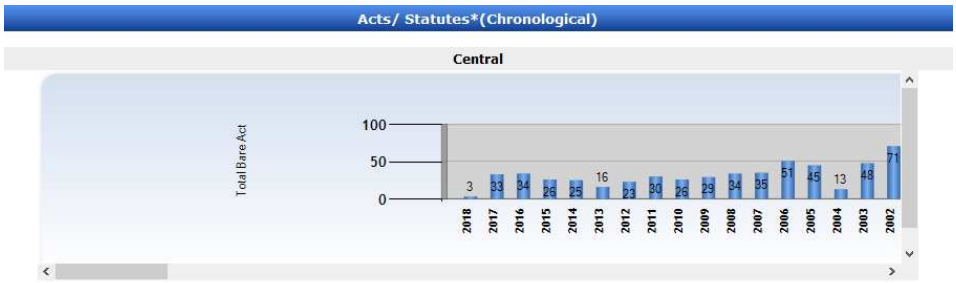
Browsing

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:

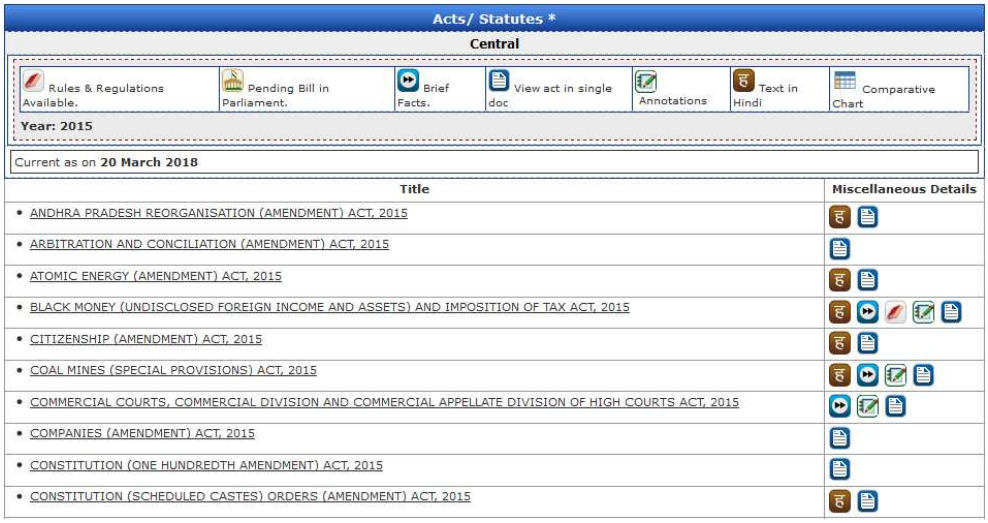
Clicking on Chronological index shows the Bar Chart & year wise listing of the Bare Act. One can click on the number appearing on the Bar to view Acts appearing in that year.



2018	1974	1930	1887
2017	1973	1929	1886
2016	1972	1928	1885
2015	1971	1927	1884
2014	1970	1926	1883
2013	1969	1925	1882
2012	1968	1924	1881
2011	1967	1923	1880

Alphabetical Index:

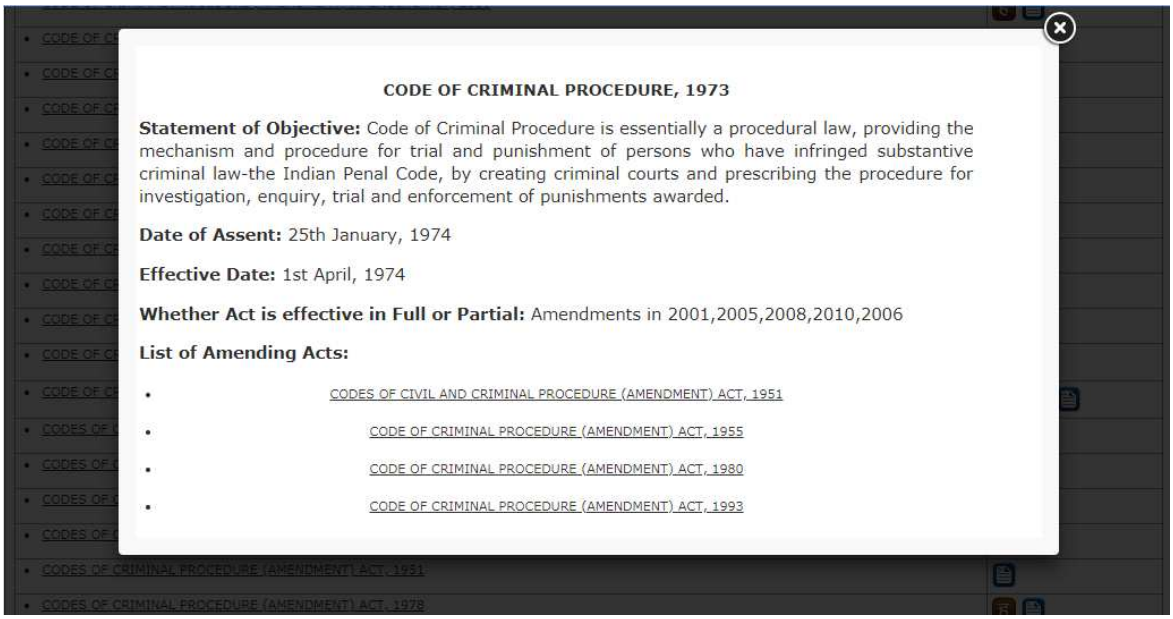
Clicking on Alphabetical Index shows Bare Acts listed alphabetically.
In the example below we have clicked on Alphabet A. All the acts starting with A are listed.



- 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.
- The Parliament sign denotes the proposed Bill to amend the act is pending in the Parliament.
- Brief facts of the Act.
- View Act in a single document.
- Annotations – Brief Note on Sections.
- Hindi 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?



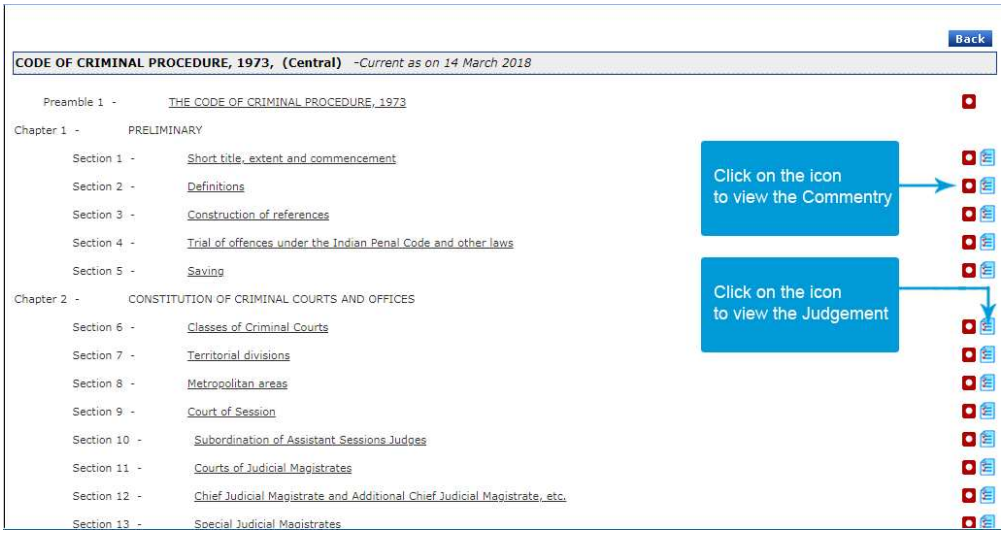
To view the complete Act, Click on the Act / Statute

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

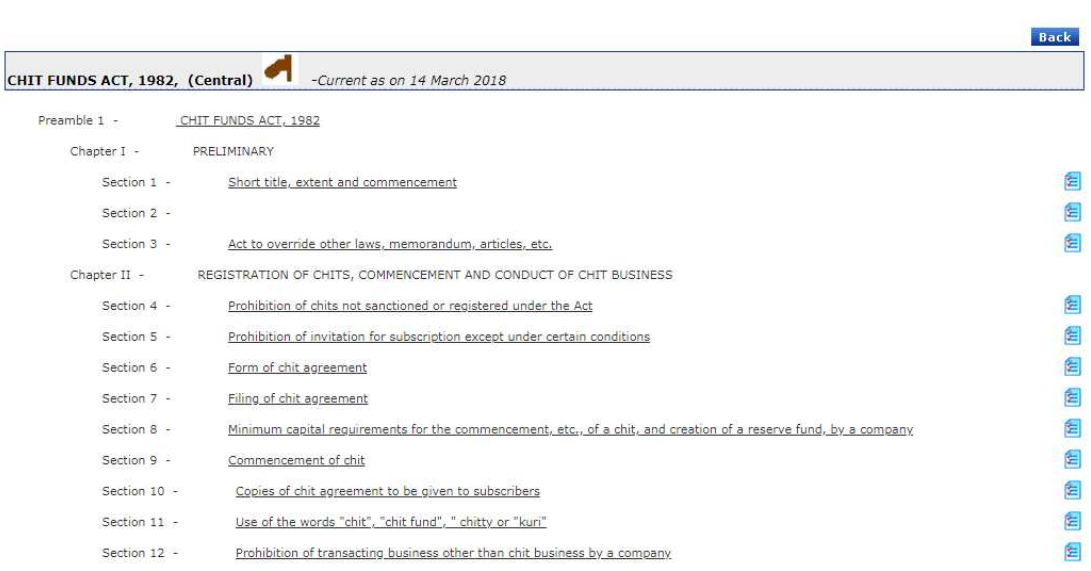
Viewing Commentary on particular Section / Order / Article

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.

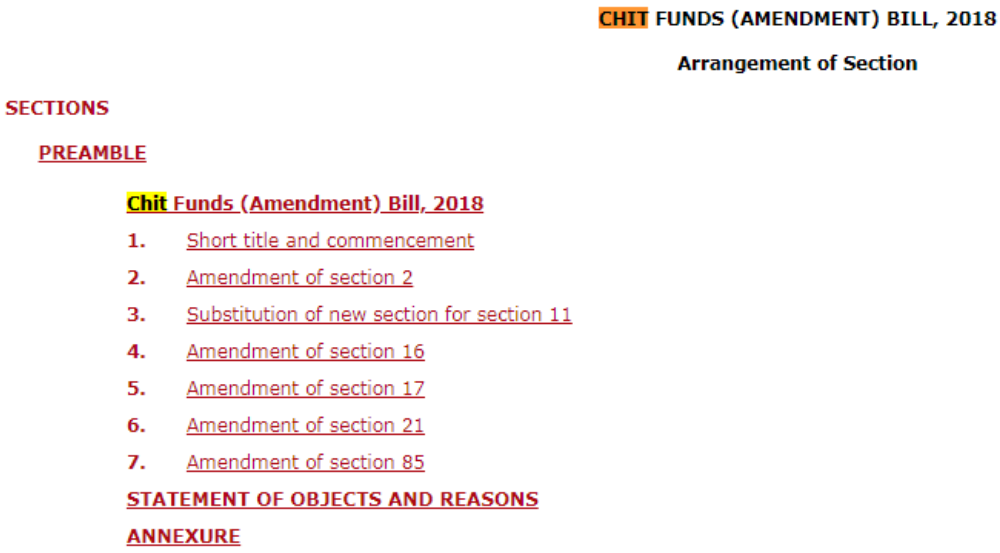


Act with the Parliament Sign

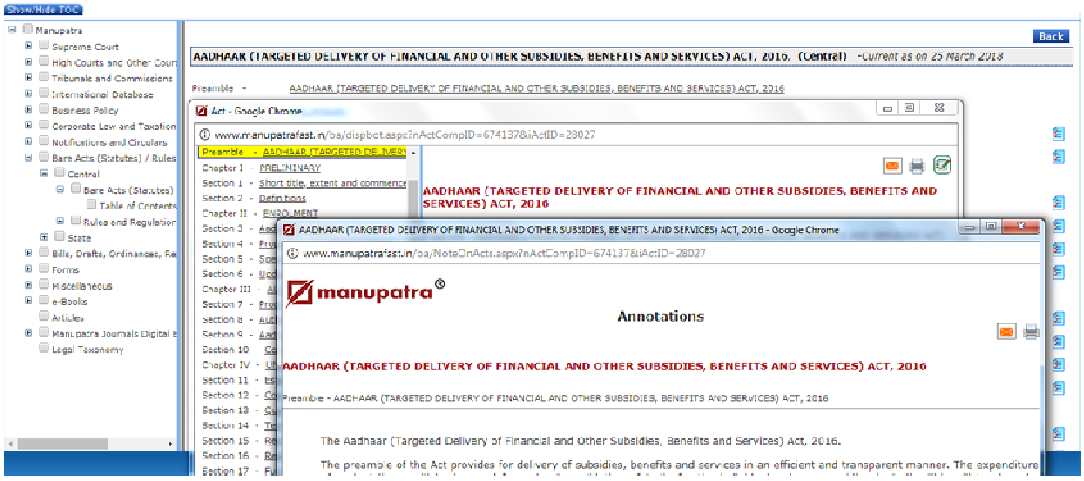
When we click on the Act with the Parliament sign, the Act displayed shows a flag on the top. This flag denotes that there is a proposed bill pending in the parliament pertaining to the Act.



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.

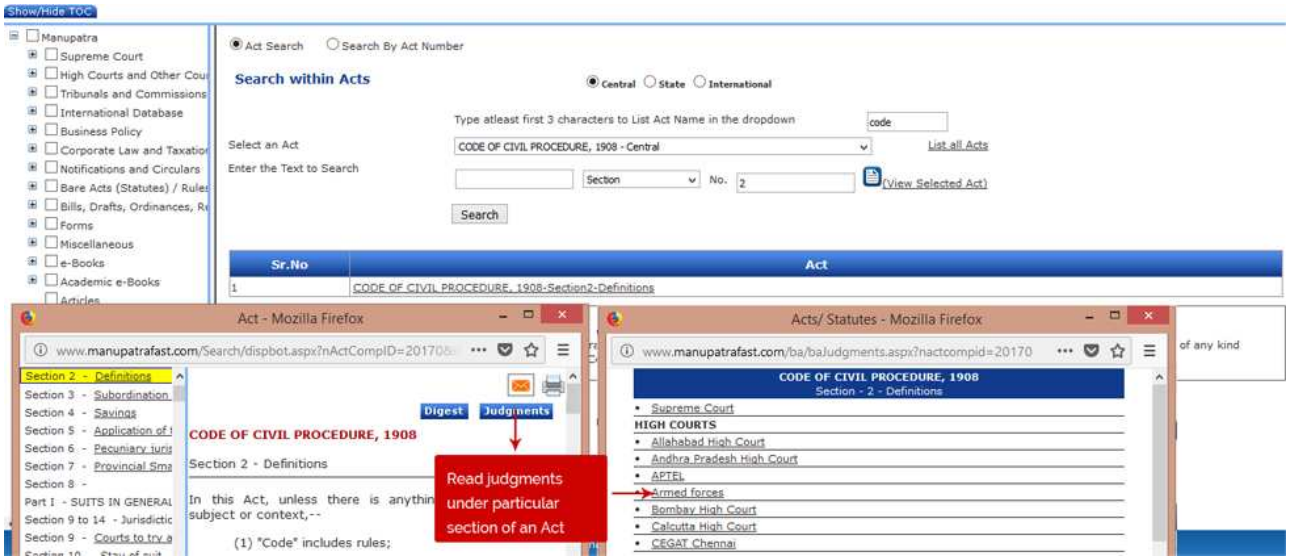


Annotations



How to read an Act on Manupatra

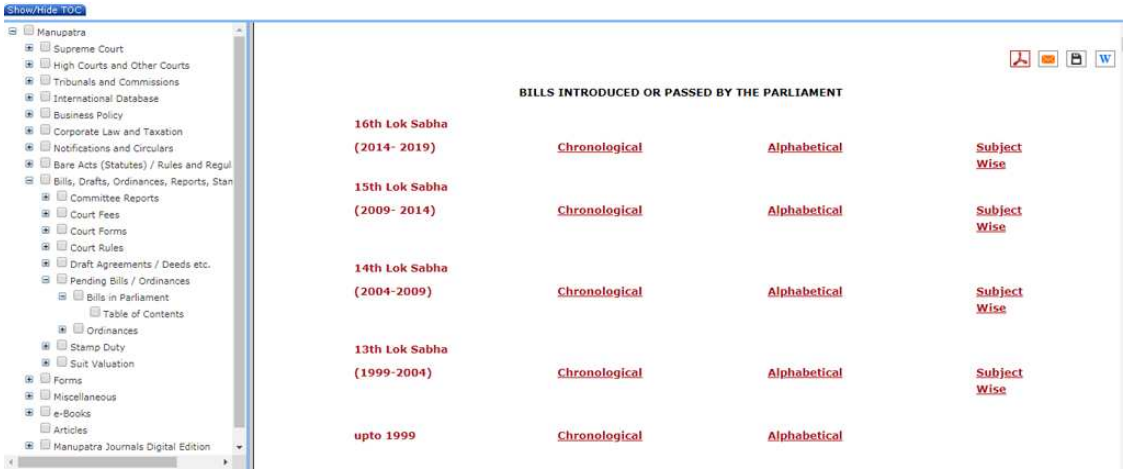
Read judgments under particular section of an Act

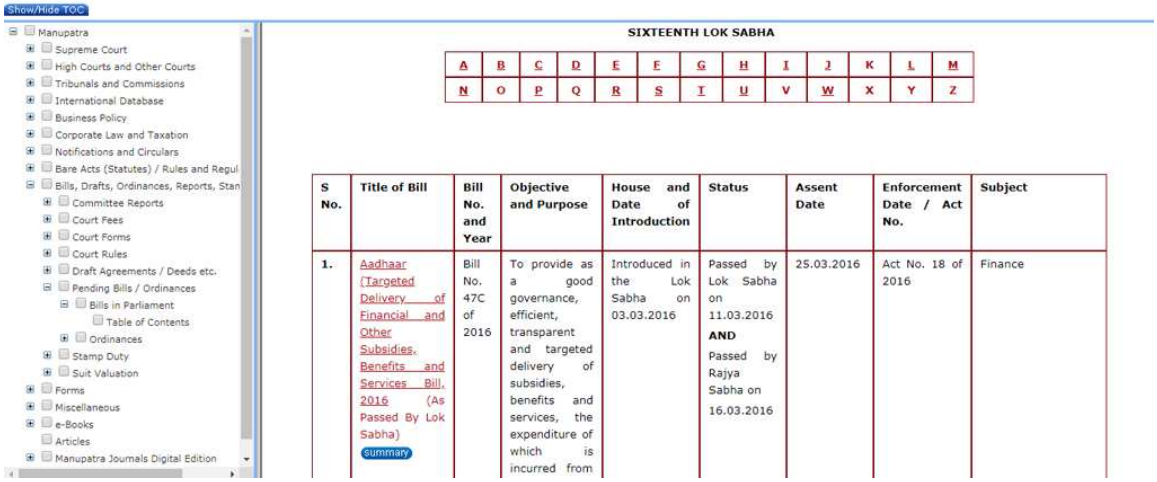


Bills

Following is how the bills appear on www.manupatra.com

Click on the chronological link to see a year wise listing : …





Judgment

Template Part

MANU/SC/0015/2009

Manupatra Citation

Print Replica

Print Replica of the Judgment

IN THE SUPREME COURT OF INDIA

Civil Appeal Nos. 5430-5431 of 2002

Decided On: 12.01.2009

Rajasthan State Electricity Board
Vs.
Universal Petro Chemicals Ltd.

Click on Judge name to view all cases from various courts where they were a judge.

Link for Judge Analytics

Hon'ble Judges/Coram:
Tarun Chatterjee and Mukundakam Sharma, JJ.

Click on Counsel name to view all cases from various courts where they were a Counsel.

Counsels:
For Appellant/Petitioner/Plaintiff: Puneet Jain, Sushil Kumar Jain, Archana Tiwari and Ashwin V. Kotemath, Advs

For Respondents/Defendant: S.C. Ghosh, Parijat Sinha, Reshmi Rea Sinha and Snehasish Mukherjee, Advs.

Subject: Arbitration — Subject Classification

Catch Words — Click to view the Catch Words in the judgment

Mentioned IN — Cases where the subject case has been mentioned in future

Relevant Sections :
Arbitration Act, 1940 - Section 31(4); Arbitration Act, 1940 - Section 41; Contract Act, 1872 - Section 28; Code of Civil Procedure, 1908 - Section 20

Acts/Rules/Orders:
Arbitration Act, 1940 - Section 2, Arbitration Act, 1940 - Section 20, Arbitration Act, 1940 - Section 31, Arbitration Act, 1940 - Section 31(3), Arbitration Act, 1940 - Section 41; Contract Act - Section 28; Code of Civil Procedure, 1908 (CPC) - Section 20

Manupatra database gives ready links to referred cases.

Cases Referred:
A.B.C. Laminart (P) Ltd. v. A.P. Agencies MANU/SC/0001/1989; Hakam Singh v. Gammon (India) Ltd. MANU/SC/0001/1971; Angile Insulations v. Davy Ashmore India Ltd. and Hanil Era Textiles Ltd. v. Puromatic Filters (P) Ltd. MANU/SC/0348/2004

Overruled/Reversed by status with link to the respective case.

Cases Overruled / Reversed:
Universal Petrochemicals Ltd. vs. Rajas

Prior History of the case showing which court has the appeal come from.

Prior History / High Court Status:
From the final Judgment and Order dated 17/4/2001 of the High Court of Calcutta at Calcutta in A.P.O. Nos. 462 and 463 of 1992 in Special Suit No. 70 of 1990 (MANU/WB/0117/2001)

Disposition:
Appeal Allowed

Citing reference which analyses whether the refferred cases have been Mentioned, Relied on: Discussed: Affirmed: Distinguished: Dissented

Citing Reference:

Affirmed — 4

Case note gives a succinct summary of the case.

Case Note:
Arbitration Act, 1940 (since repealed) - Sections 20 and 31 (3)/(4)--Arbitral proceedings--Jurisdiction of Court--Whether when parties clearly stipulated and agreed that no other Court but only Court at Jaipur--Will have jurisdiction to try and decide proceedings arising out of agreements, Calcutta High Court would have jurisdiction?--Held, "no"--Even by virtue of Section 31 (4), Calcutta High Court would have n ned orders of Calcutta High Court set aside.

Reason for deciding Proposition of law laid by the court.

Ratio Decidendi:
"Where there may be two or more competent Courts which can entertain a suit consequent upon a part of the cause of action having arisen therein, if the parties to the contract agree to vest jurisdiction in one such Court to try the dispute which might arise as between themselves, such agreement would be valid and binding."

Subject Category :
ARBITRATION MATTERS

Industry: Chemicals

Industry: Power and Energy

Authored By : D.G. Palekar, V.R. Krishna Iyer

JUDGMENT — Full Text of the judgment

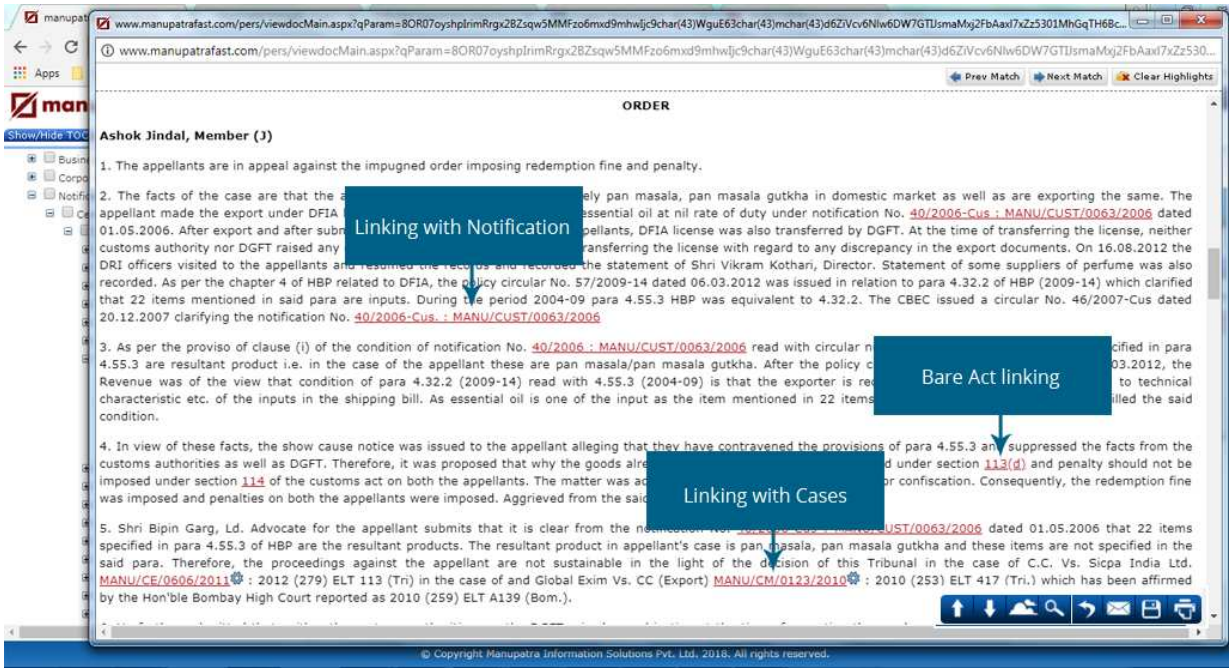
Mukundakam Sharma, J.

1. Being aggrieved by the common judgment and order dated 17.04.2001 passed by the Division Bench of the High ppeal Number 462 and 463 of 1992, allowing the appeals filed by the respondent against the judgment of a learned Single Jud have been preferred where special leave was granted. Since both these appeals involve similar questions of law and facts same impugned order, we propose to dispose of both these appeals by this common judgment and order.

Floating Navigation

2. The appellant Board which is having its base and operation at Jaipur placed an order for supply of 50 kilo

Text Part



Dictionary words linked to Judgments

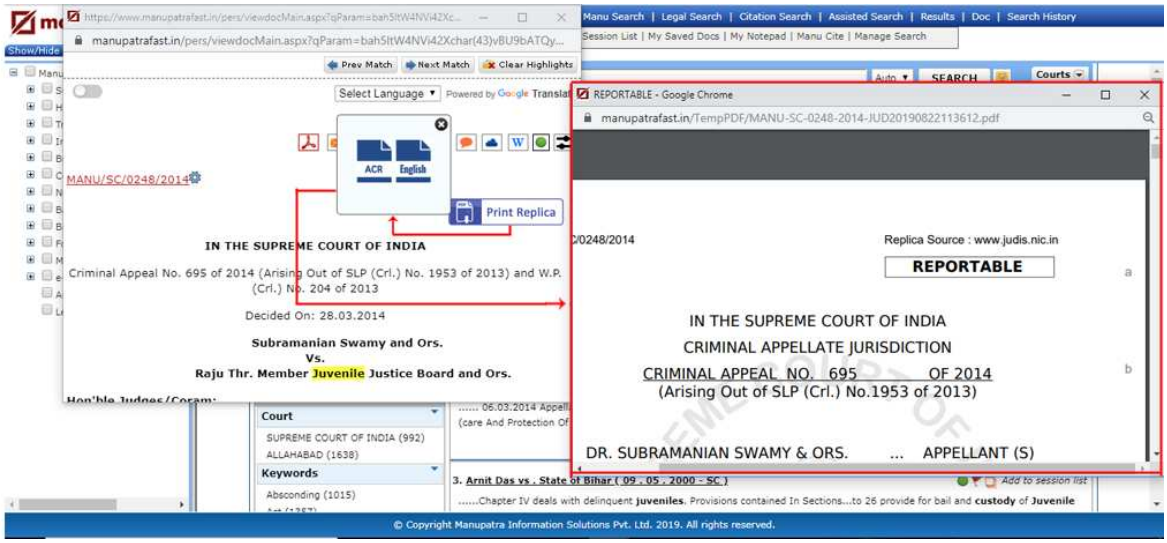
While browsing the judgments you may see a lot of words/phrases in blue colour as shown below. If you take the mouse over the word it will popup with legal meaning of that word/phrase. It has some other features like **'Search this word'** and **'More'**.

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

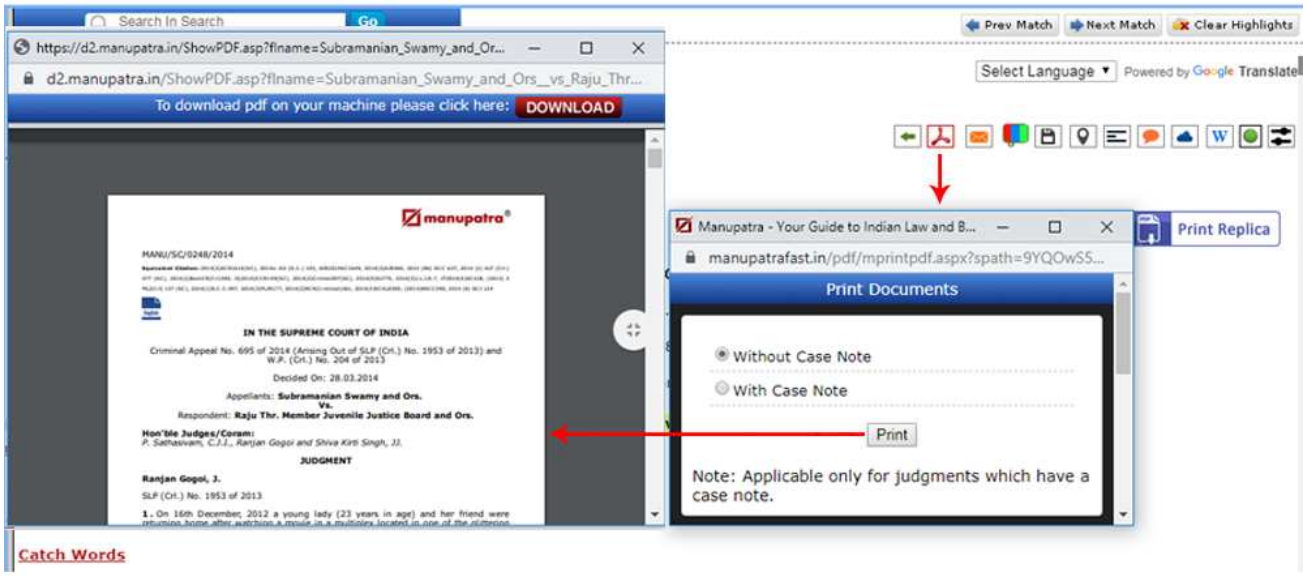
This Icon is displayed at the top right corner of the Judgment.

Print Replica is 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).

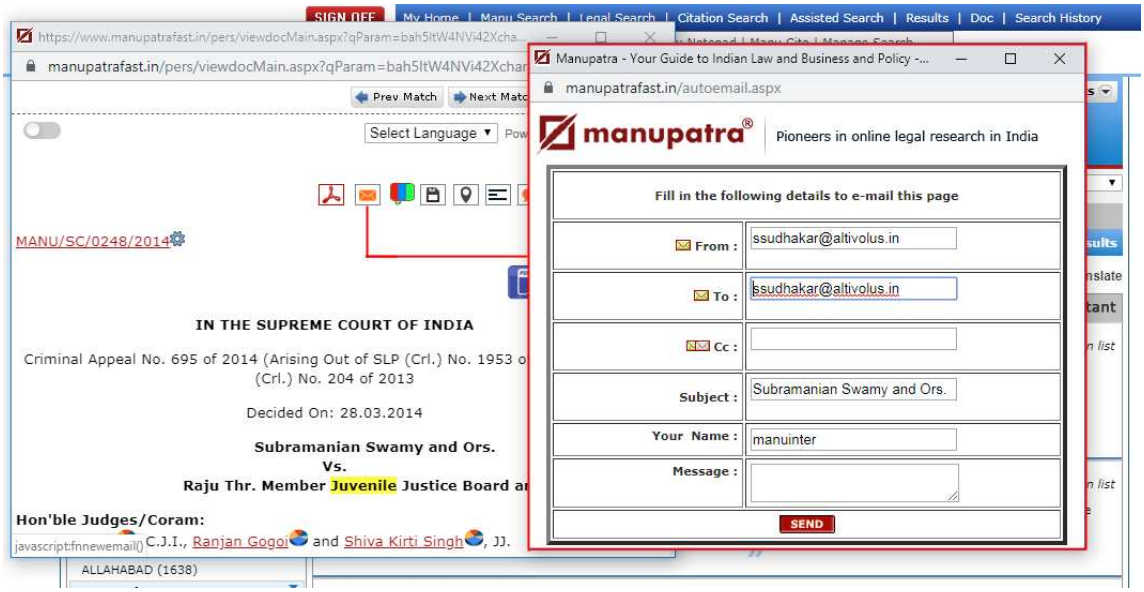


Printing, Emailing & Saving Judgments

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.



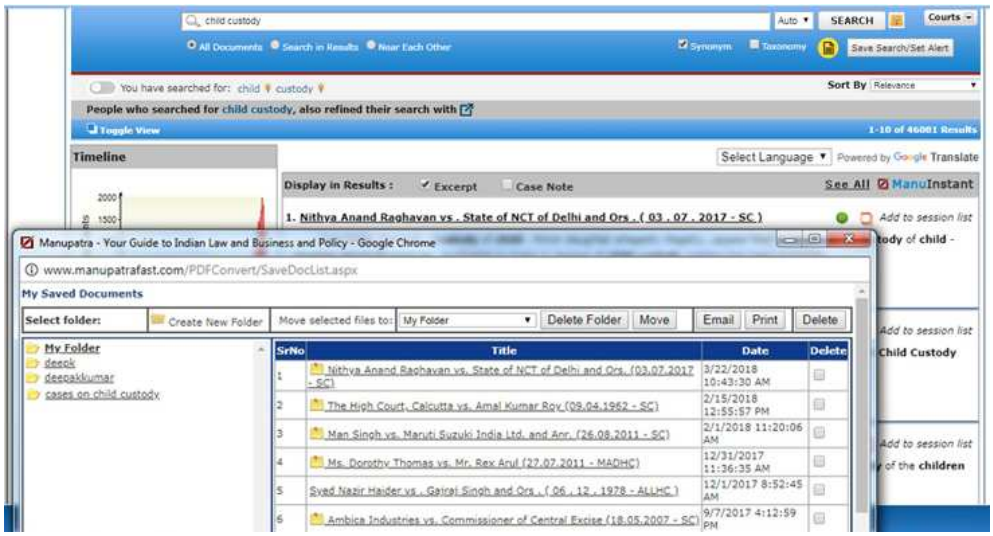
Emailing – You can email the displayed document. If you select the "Email this page-option, the following screen will be displayed:

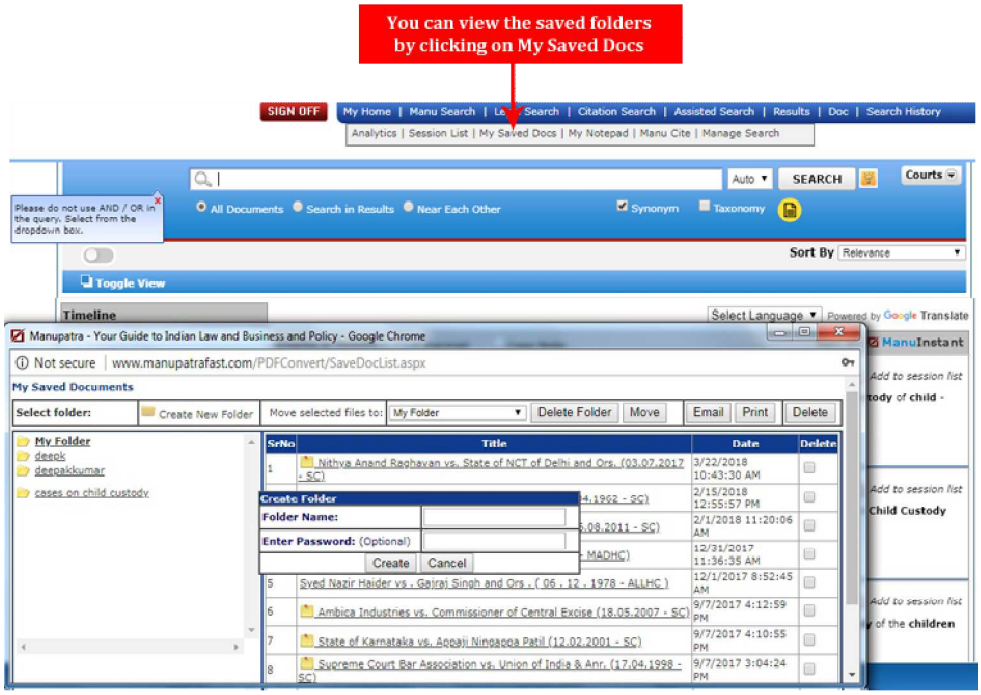


Change the recipient email id if required and click Send.
Alternately you may Email from the session list also.

Saving

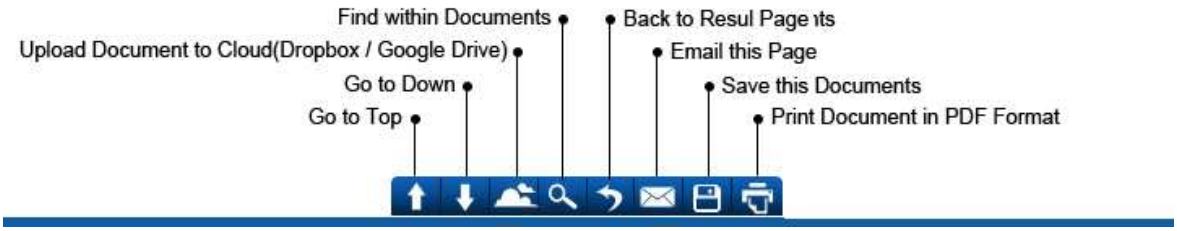
- User can save the Document by clicking "Save" Icon appearing on the top right corner of the document.
- You can save the documents in folders.
- Once you click on Save, a window will appear, showing you My Folder by default.
- You can create a new folder by clicking on Create New Folder icon.
- A box 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.



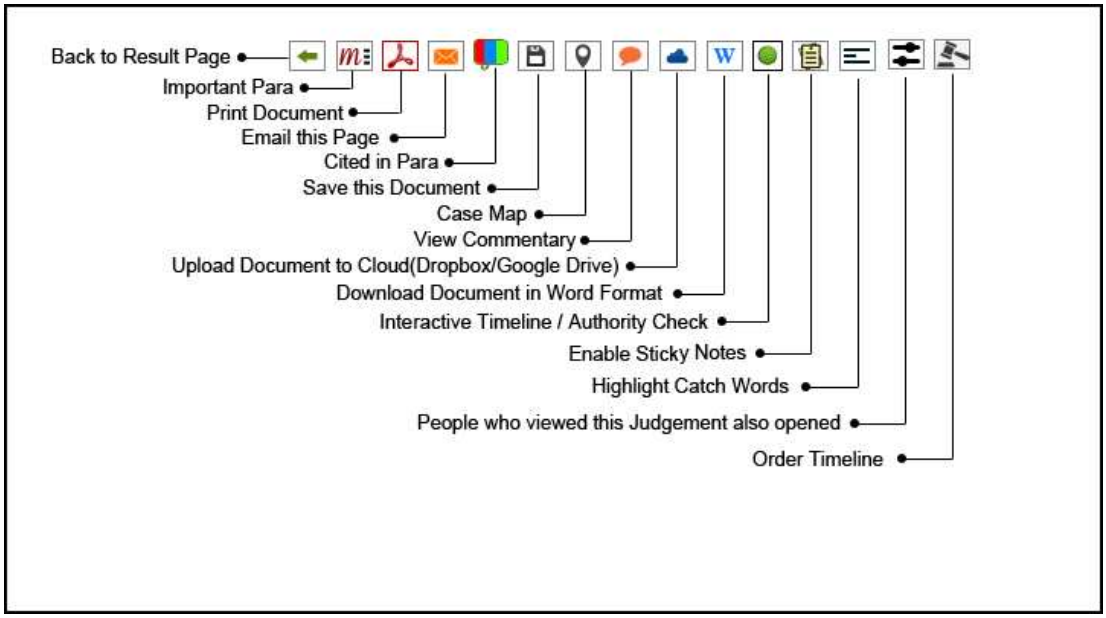


Floating Navigation

Floating Navigation appears at the bottom of the Judgment on mouse rollover. Print, Save, E-mail, Go back to results, Find within Document, Go to top, Go to bottom icons now also appear on right bottom of the page on mouse roll over. Take your cursor to the right bottom of the page for these to appear. No need to scroll to top of the page anymore.

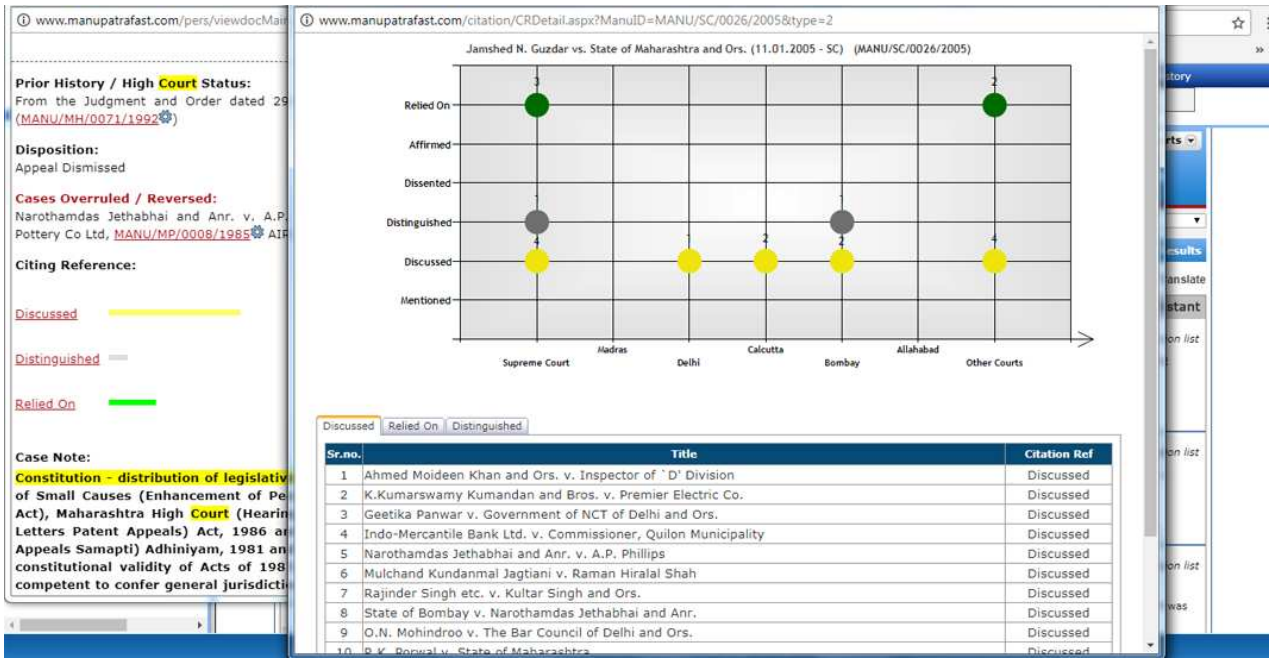


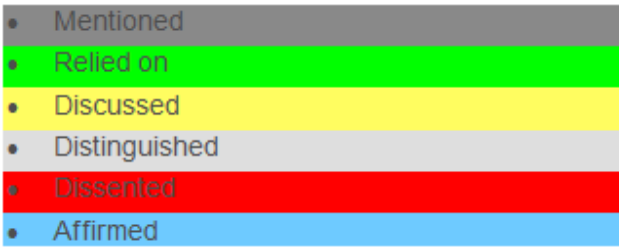
Icons



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





Cited in Para

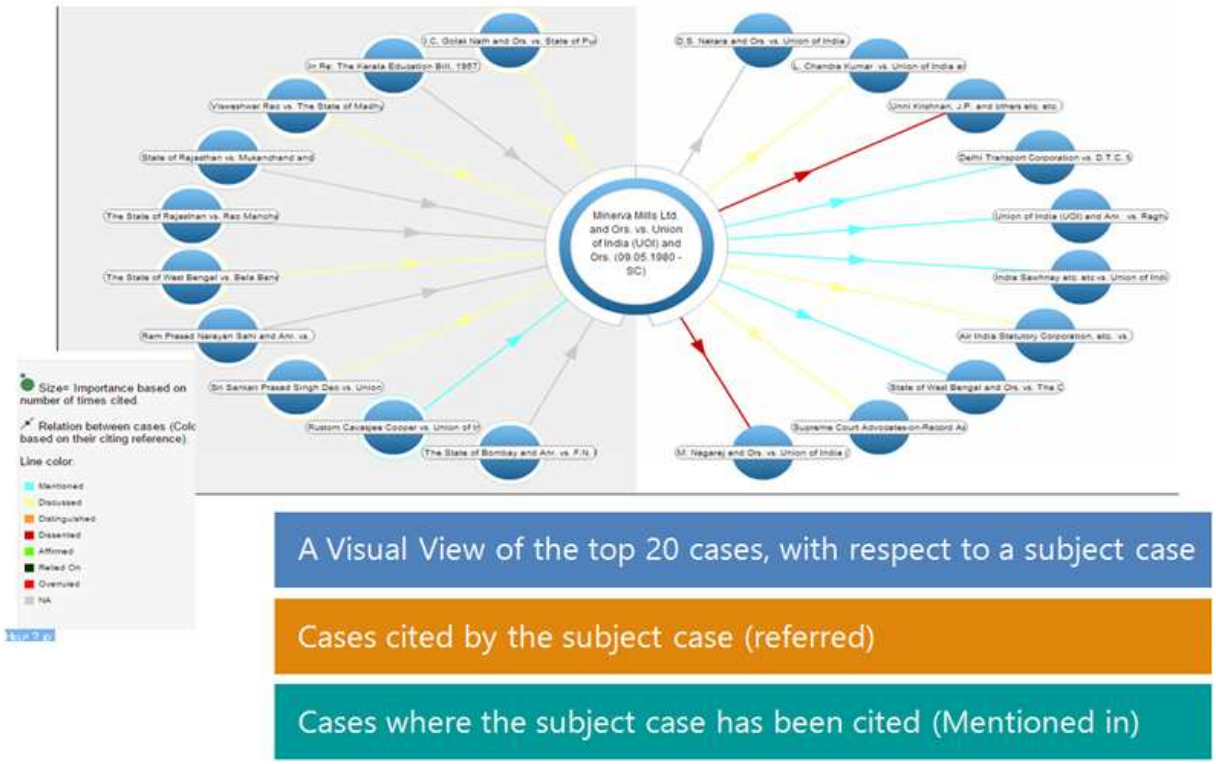
This feature enables the user to see the relevant paragraphs in various judgments, where the current case has been referred. Cited in Para link appears on the top of the Judgment.

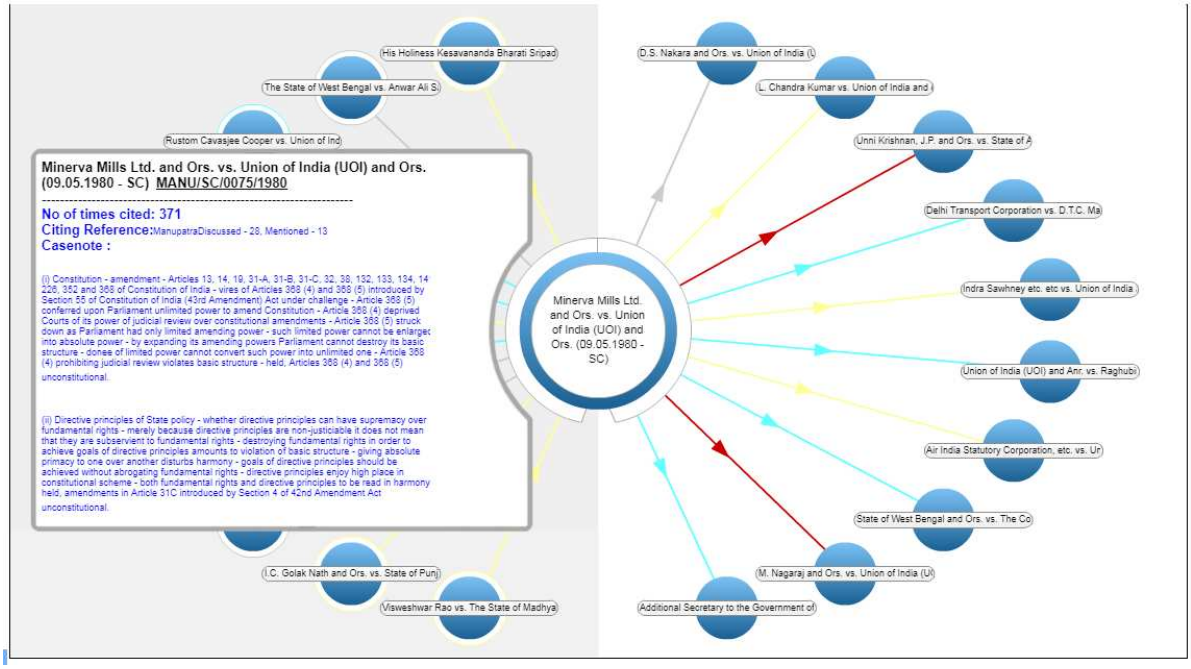
Click on Cited in Para link appearing on top of the judgment (Vishaka and Ors. v. State of Rajasthan and Ors.). This link will only appear in judgments which have been referred in other judgments.

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).

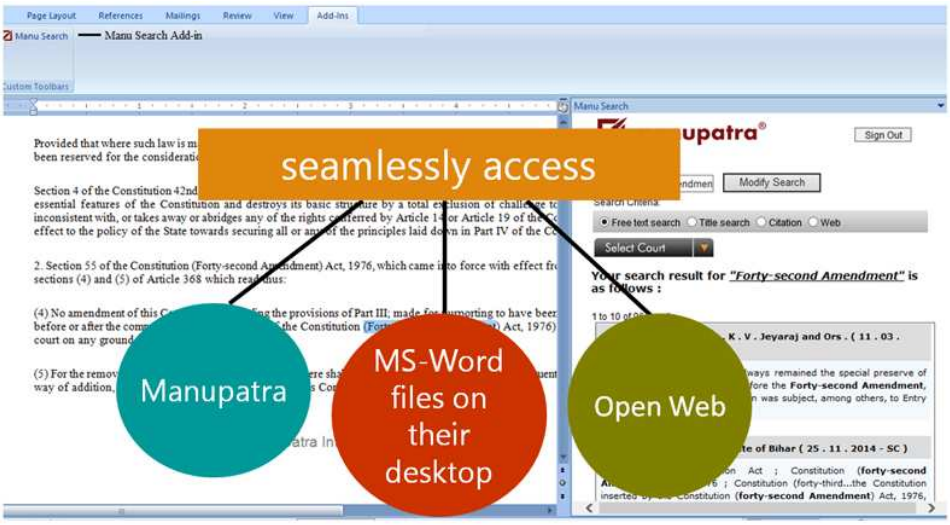


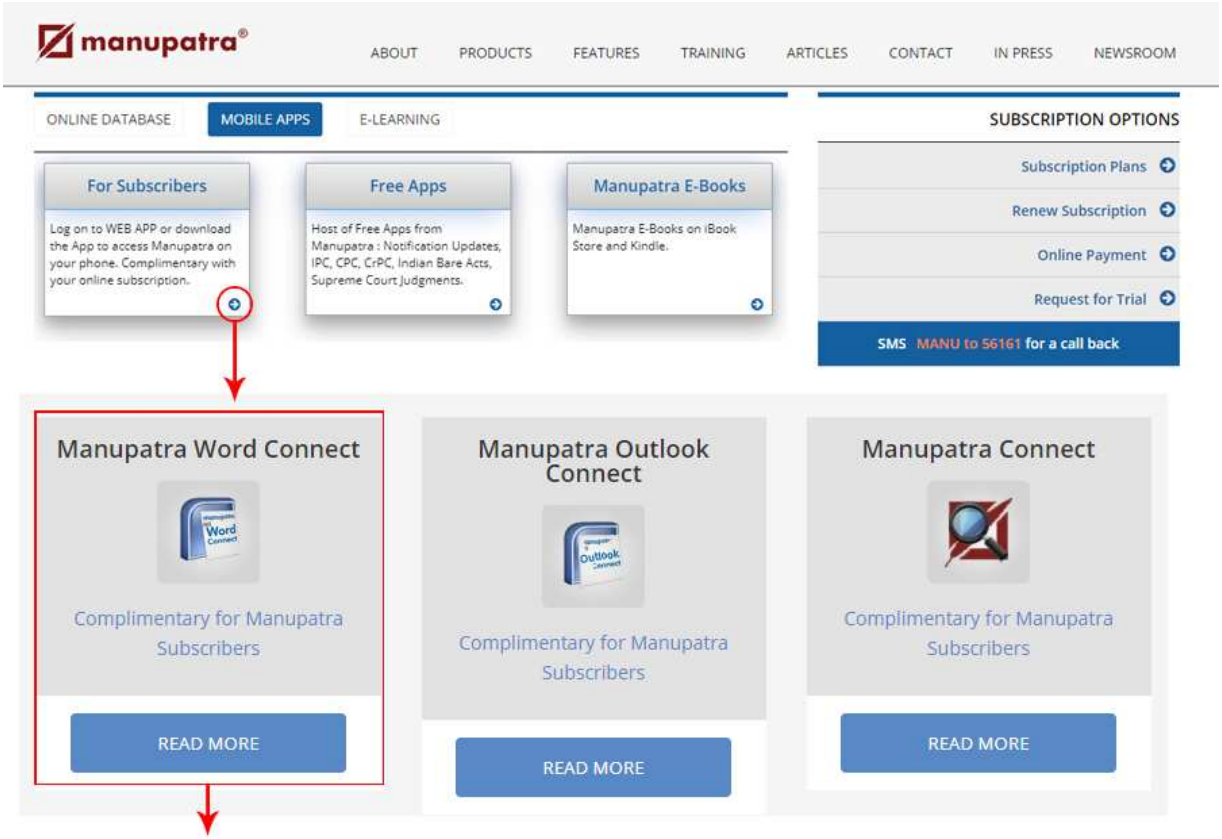


Manupatra MS Word Connect

MS Word users seamlessly access content & resources from Manupatra, the open Web & Word files on their desktop

You can Download Manupatra Word Connect app from home page as below, it is complementary for all Subscribers.





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Manupatra Word Connect

Users can new seamlessly access content and resources from Manupatra, the open Web and Word files on their desktop.

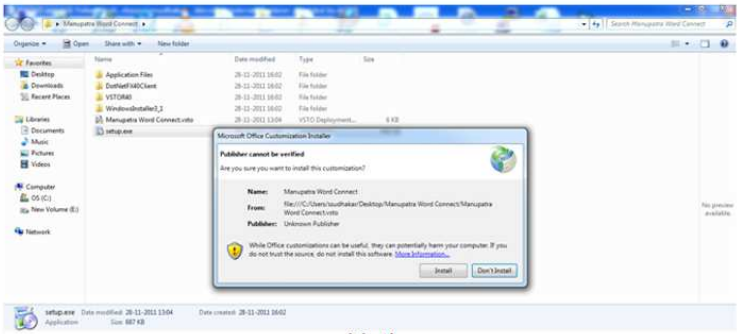
System Requirement
Windows XP/Vista/Windows 7/ Win 2K3 / Win2K8

Click here to DOWNLOAD

MS Office
Ms Office 2007/2010 (Ms Word)

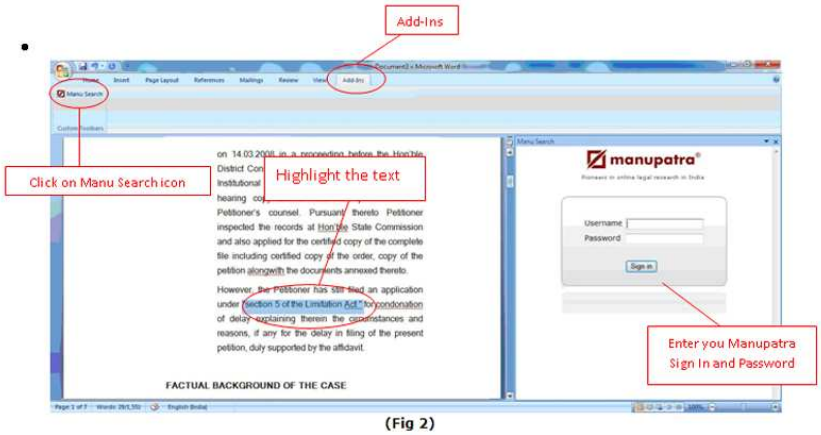
Installation

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



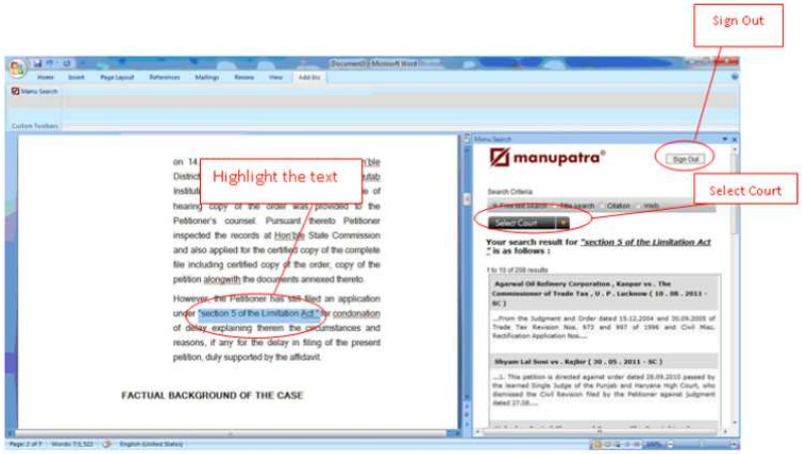
(Fig 1)

- 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)

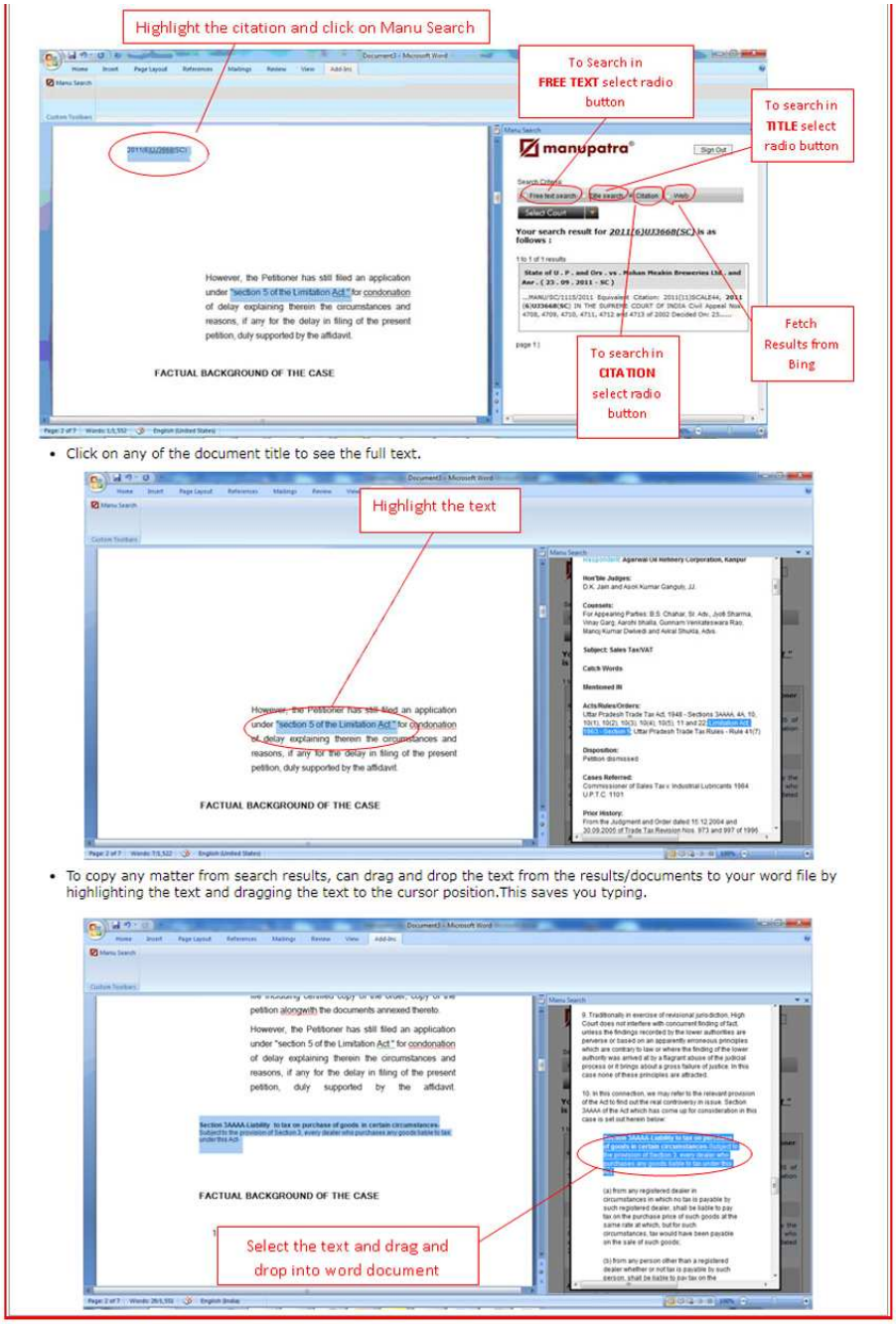


(Fig 2)

- Once you Login successfully you will be able to see the search results for your highlighted query. This will be a free text search and by default it will show results from Supreme Court. If you wish to see the results from other courts please select the court from Select Court dropdown. The list of courts you can see as per your subscription plan.



- You can also choose to search within the Appellant/Respondent (Field Search) ,Citation and on the Web as well.
- Also before closing the word document please do not forget to **Sign out** from Manupatra in the right frame.

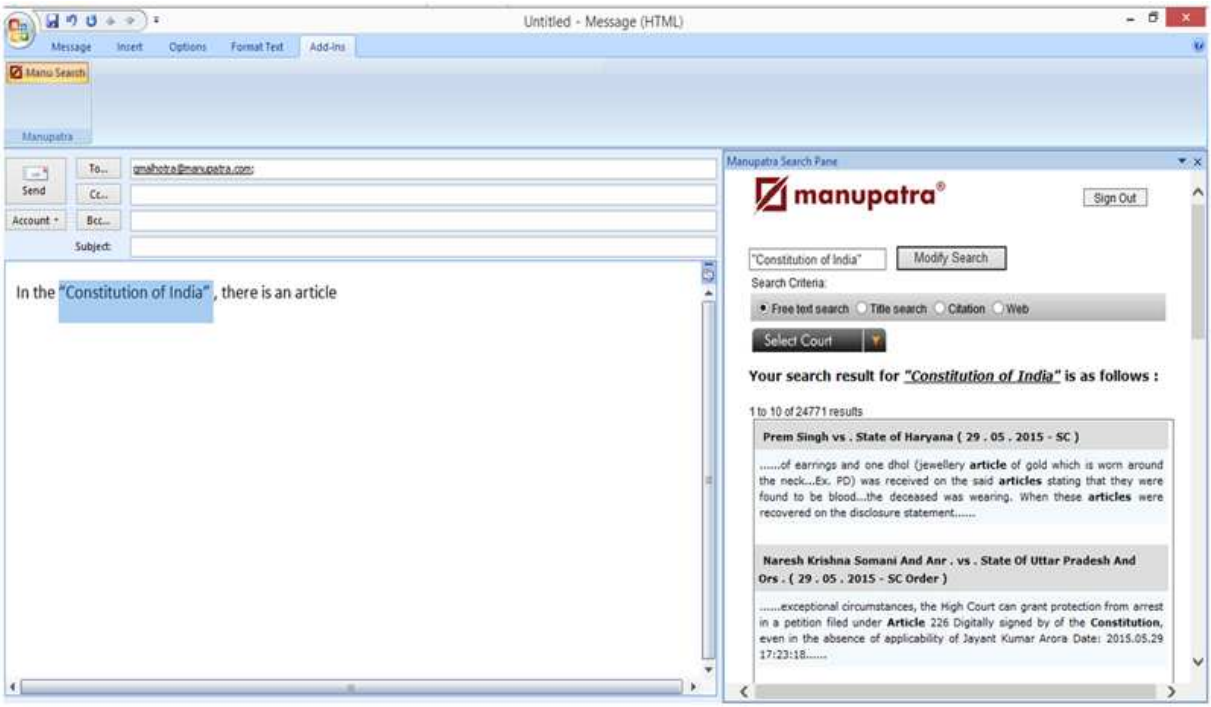


- Click on any of the document title to see the full text.
- To copy any matter from search results, can drag and drop the text from the results/documents to your word file by highlighting the text and dragging the text to the cursor position.This saves you typing.

Manupatra & Outlook Integration

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

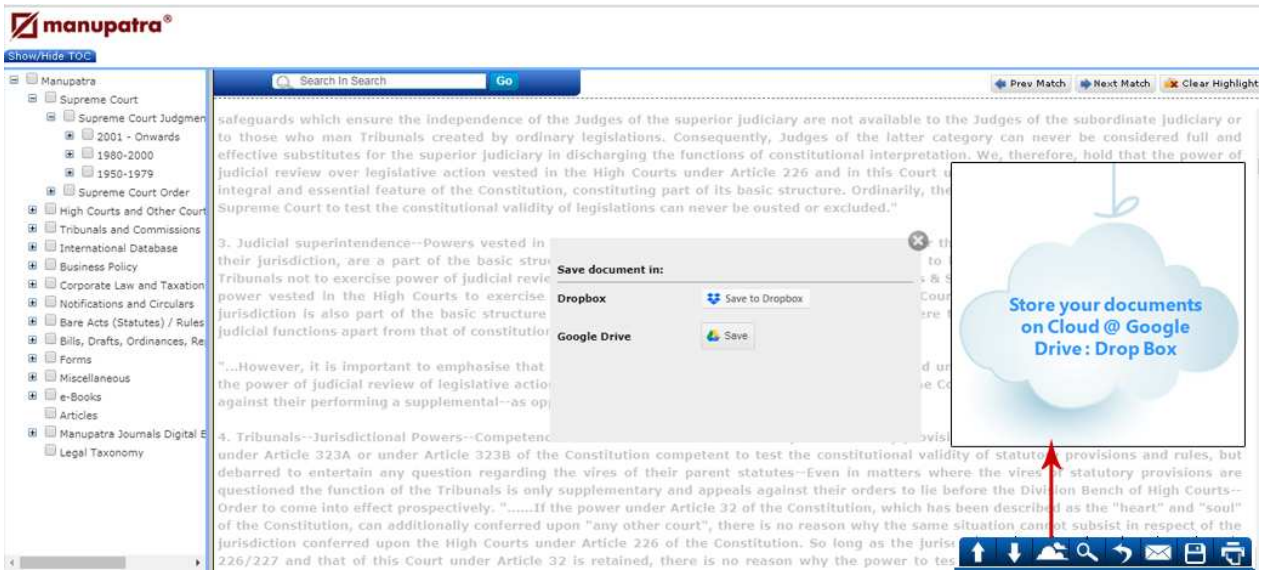
Allows users to search across **www.manupatra.com** using Microsoft outlook while reading and composing emails.



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.
- Alternatively, you can click on the Icon which is on the right top of any opened Judgments
- 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+



Cross Referencing & Linking

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

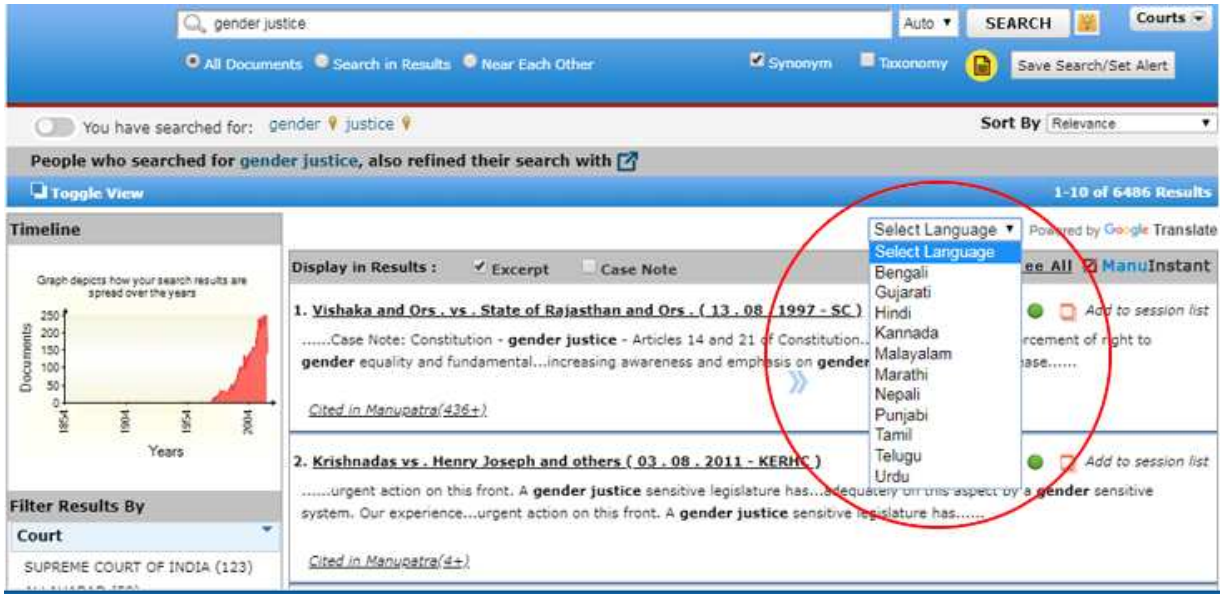
Ready links in Judgments:

- 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

Google Translate



Sticky Notes

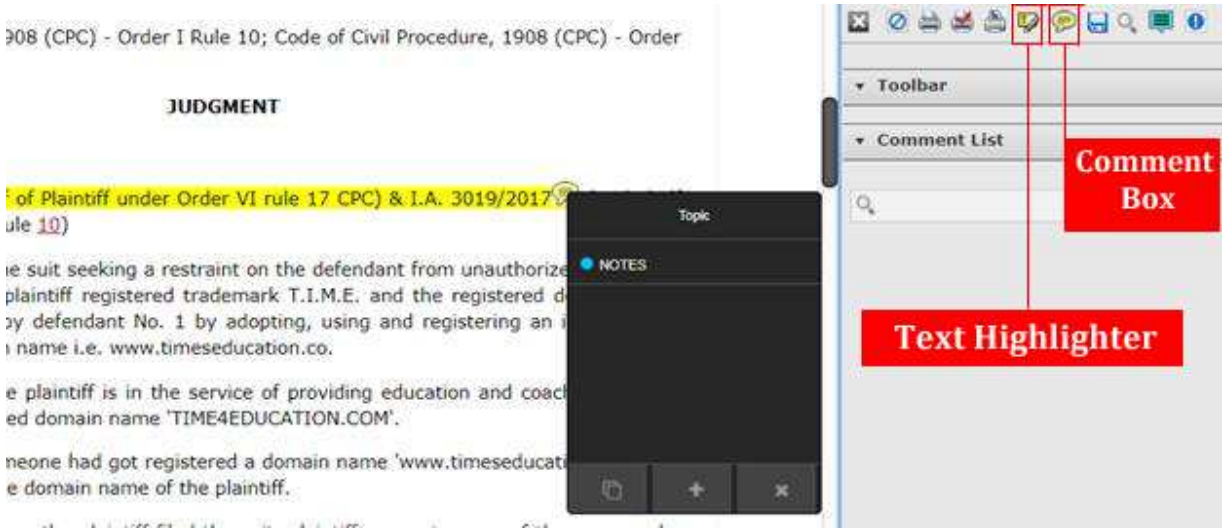
Sticky notes are the additional options to add notes and comments on Judgments. Since it is customized by individual sticky notes feature is available only in single user option (Username enabled) not for IP based subscriber.

- You can identify a sticky note document in your saved docs section by the sticky note icon across the document (refer to image Below)
- You can access the same documents from 'My Saved Docs'.
- All your old sticky note documents are added and is available in the "My folder" section
- You can also print/email a sticky note document (one at a time) from the folder.
- Sticky note documents can now be accessed from Manupatra App as well.

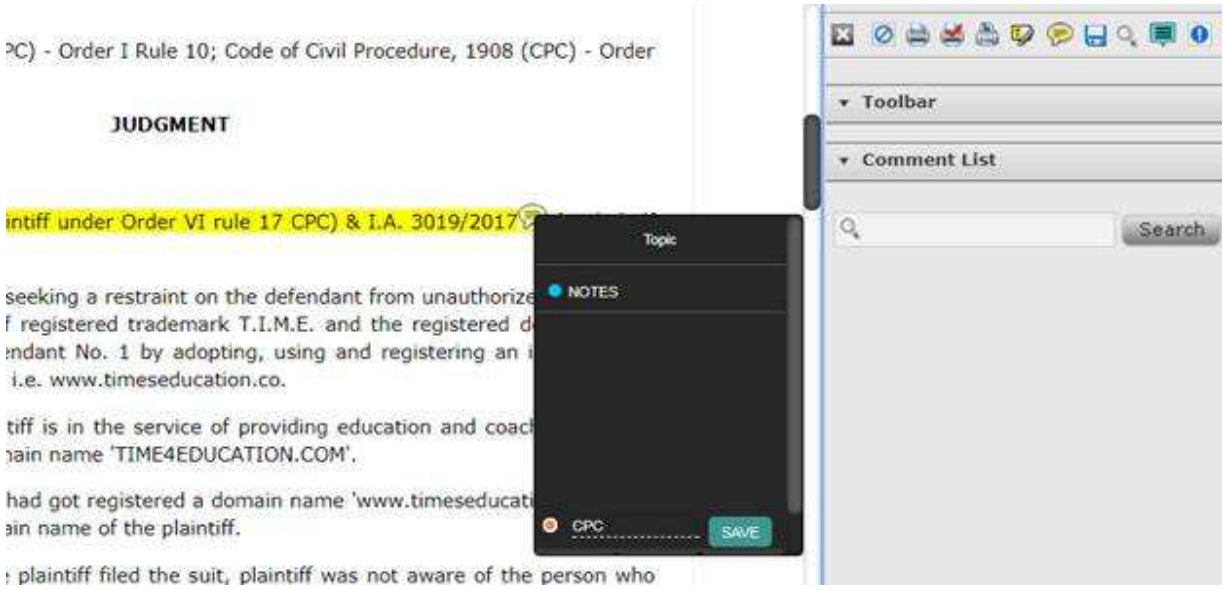
How to add Sticky notes in Judgments:

Users can select this from icons present on right side of the Judgment

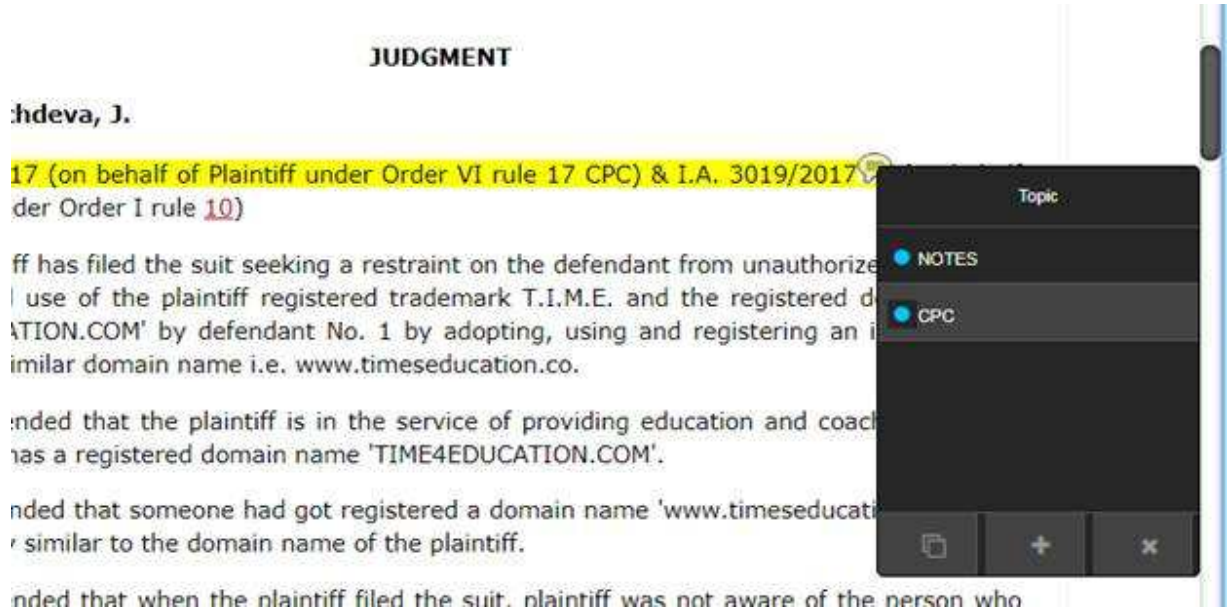
1. To add a note use highlighter icon from right panel same as earlier and click on add comment box, then click on document where the comment has to placed & right click on the comment box. By Default "Notes" in topic will be created for all users, a user may create a topic of his choice.



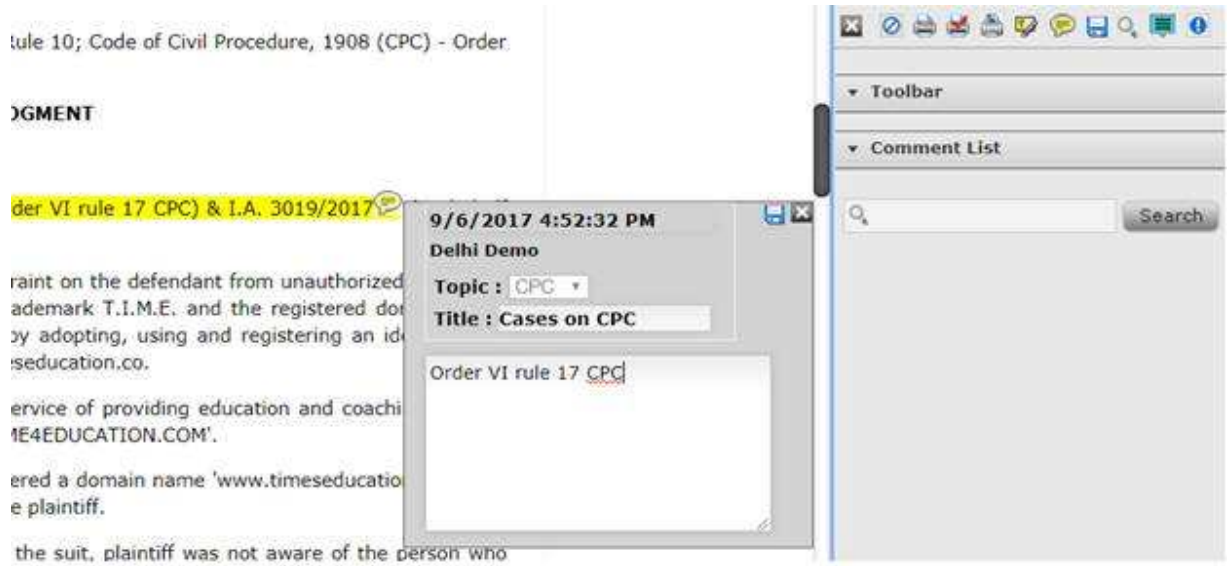
2. To create a new Topic click on plus button (+) on the bottom of this black popup as shown in the above pic and type the topic name and click on save button. Each topic will be saved as separate folder & can be viewed from My saved Docs on Top Bar.



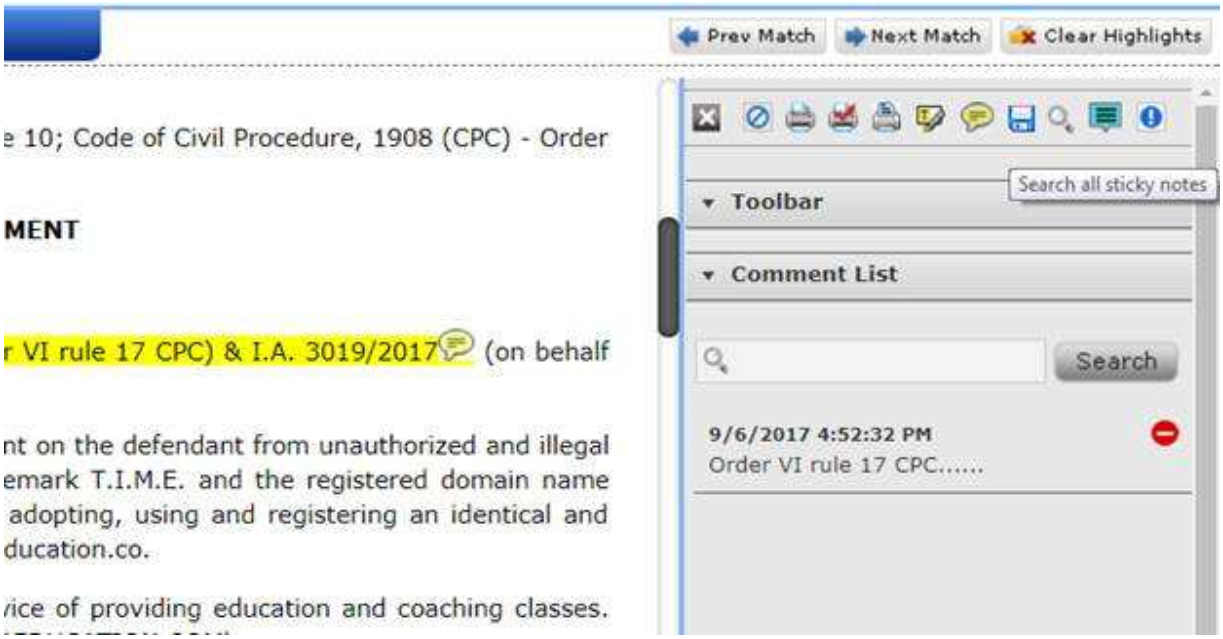
3. Click on topic list which you have created earlier. (if you do not select topics from list it will by default save in Notes Topics



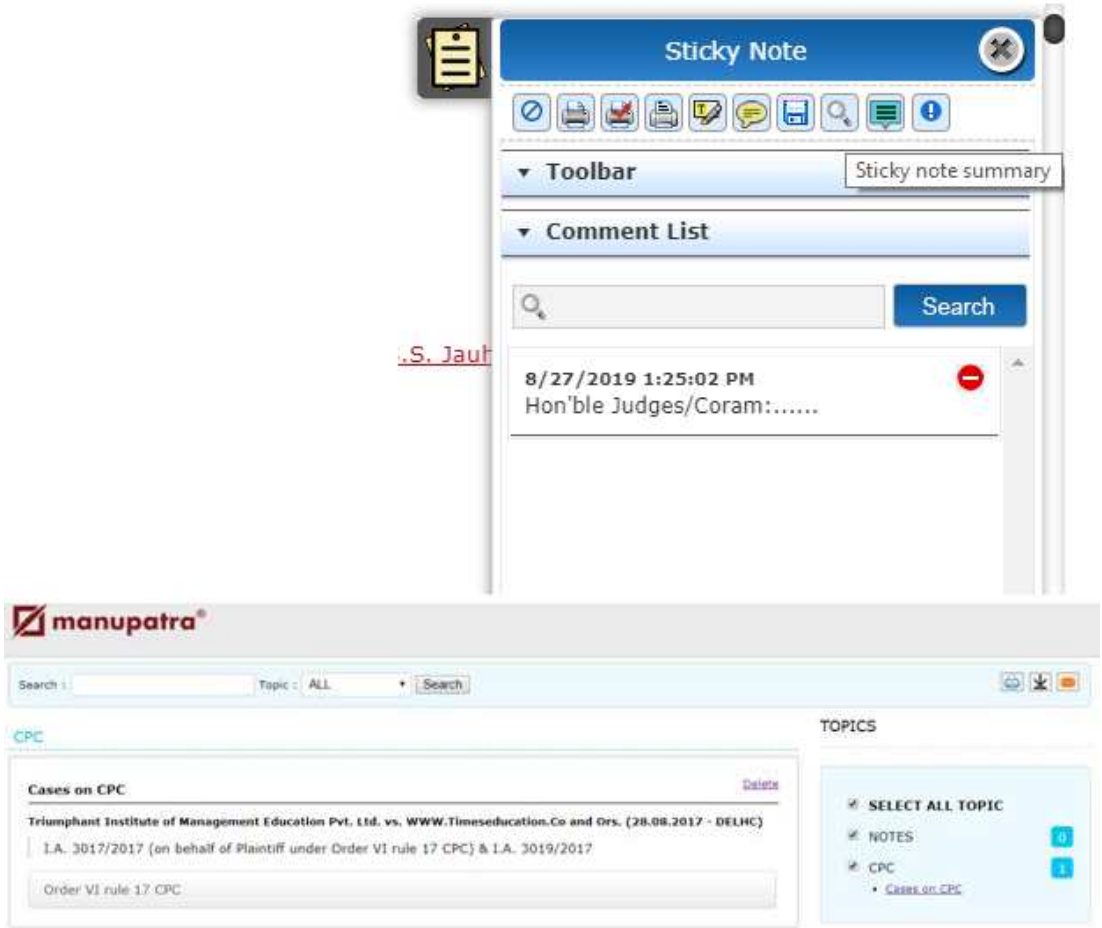
4. Add title and comment in sticky note and save using save icon, to cancel it use cross icon.



5. To view Summary of sticky note created in single window click on "search all sticky notes" button:



6. All sticky notes will be displayed Topic wise in sticky note summary as shown below where user can filter / email / print and download the sticky note comments with text. This Sticky notes summary can be accessed from My home – Sticky Notes



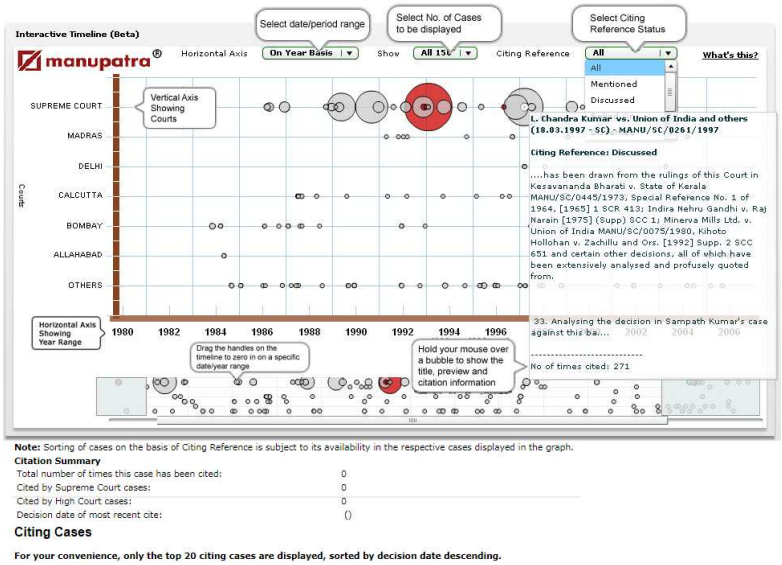
Notification

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.

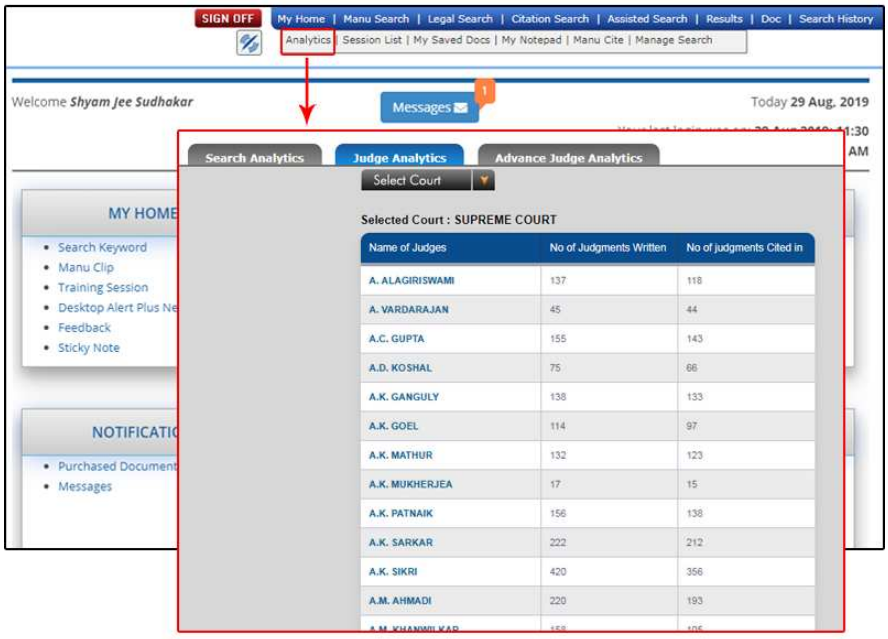
About the feature:

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



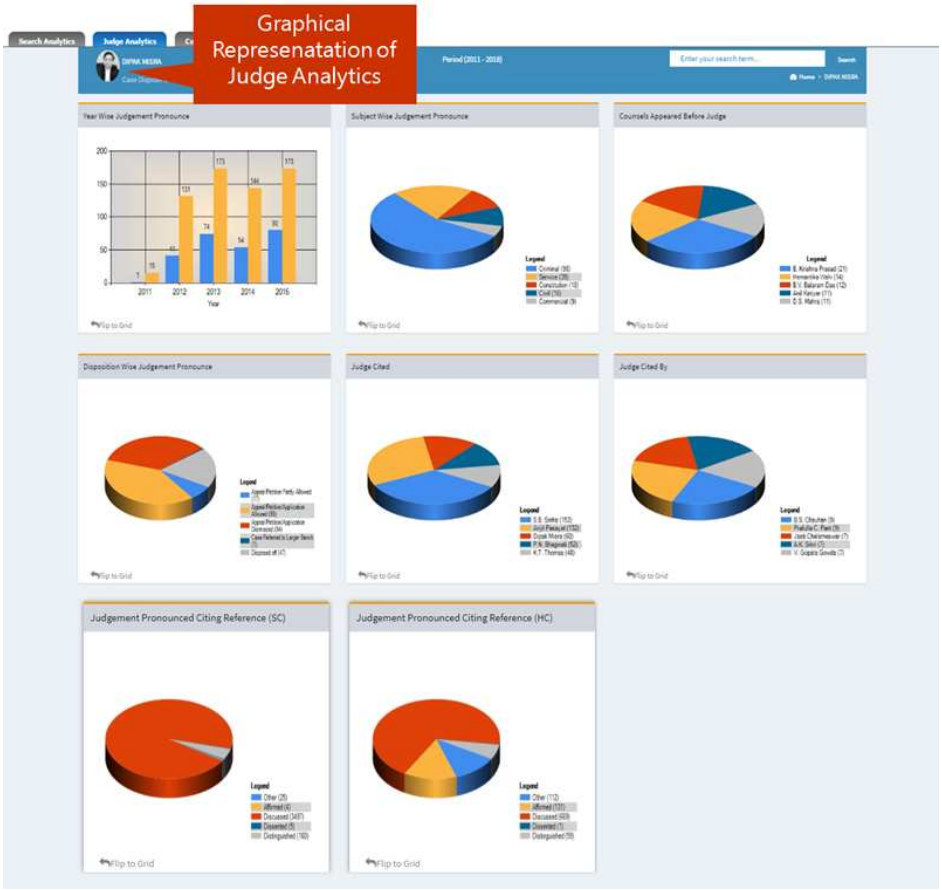
Judge Analytics

Select Judge Analytics from Analytics tab on top bar, as below:



Judge Analytics is graphical analysis of judgments through search Analytics/Judge Analytics.

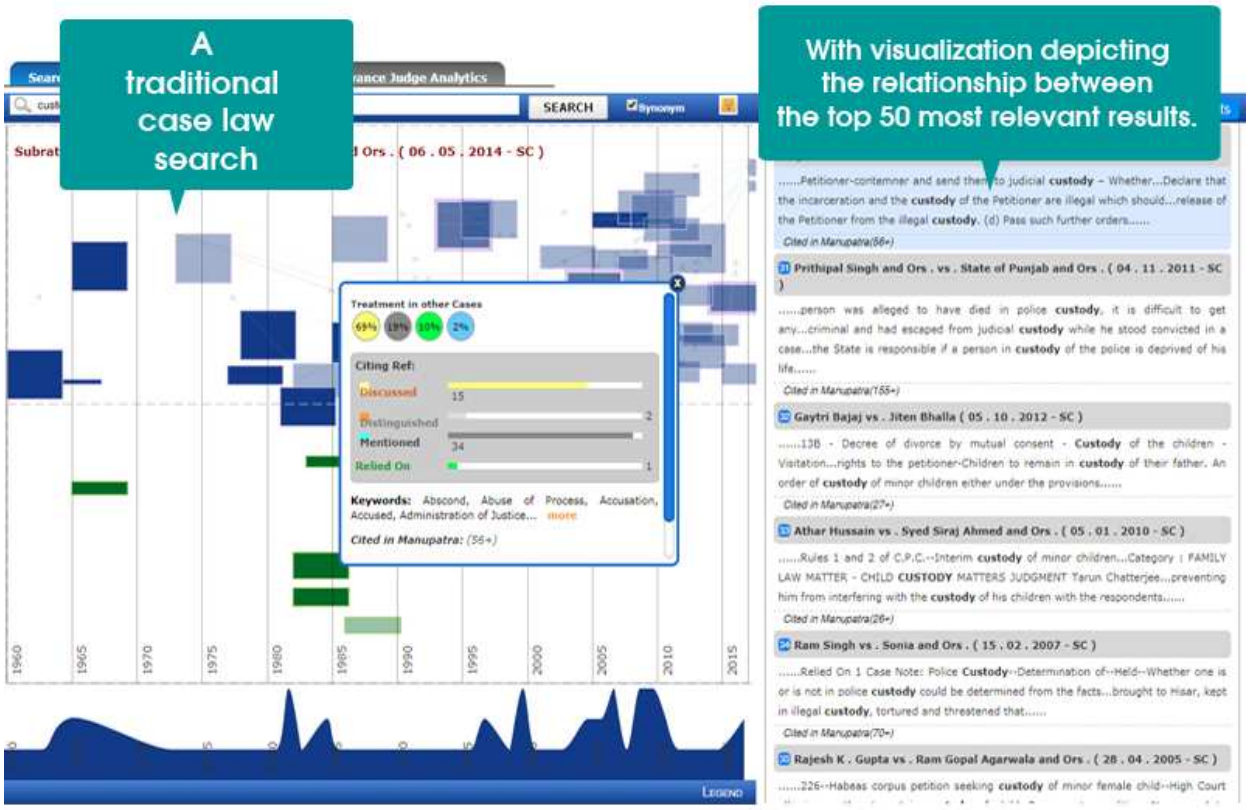
Judge Analytics gives the analytics of judgments written by the Hon'ble judges of Supreme Court & High Courts.



Search Analytics

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

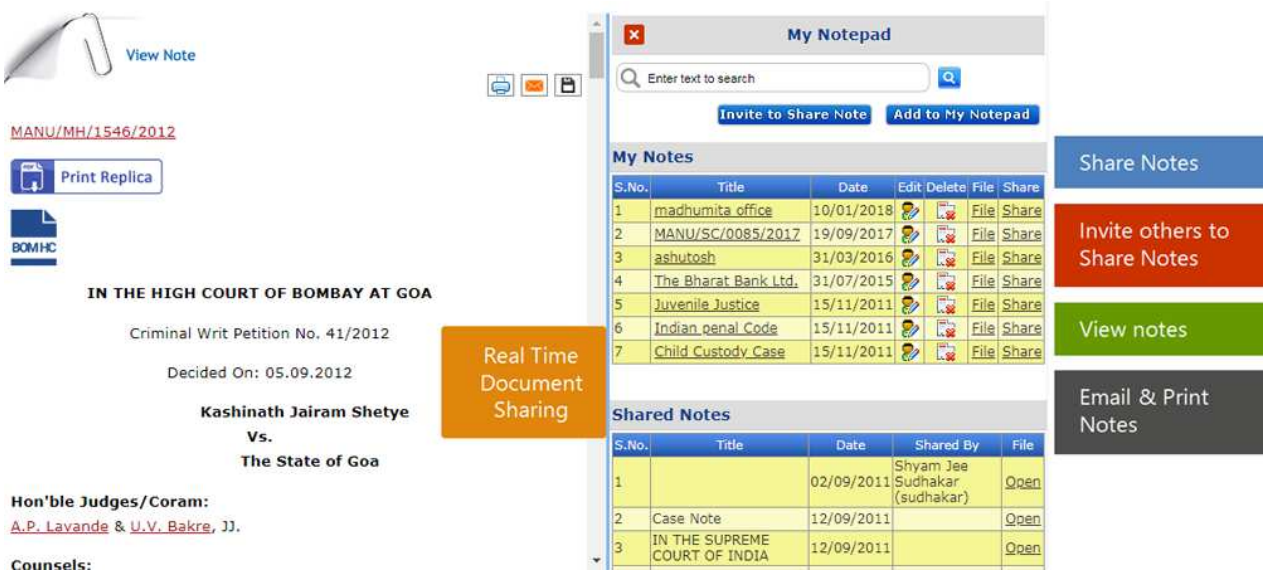
- Click on Analytics
- Click on Search Analytics
- Run a search query through search analytics interface.
- You may choose to check the synonym box to expand your search results
- The search analytics shows the top 50 most relevant cases which appear in list form on the right of the screen.
- The result list on the right provides brief 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.
- Hovering over a case in this list highlights the case in the graphical display on the left.
- A visual display of all 70 results appear on the left of the screen, wherein the cases 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.
- You can play around with the graphical display to see how cases in your result list are related to each other. The lines joining the circles, show you how the cases are interrelated.
- The top half of the graph displays the results from Supreme Court and bottom half displays the results from all high courts clubbed together.
- The bottom graphic features a timeline of your search results, showing which years had the most cases that fall under your search.



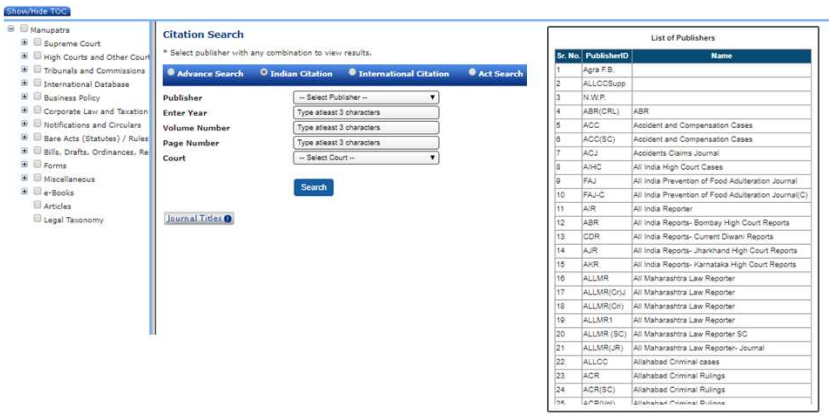
My Notepad - Real Time Document Sharing

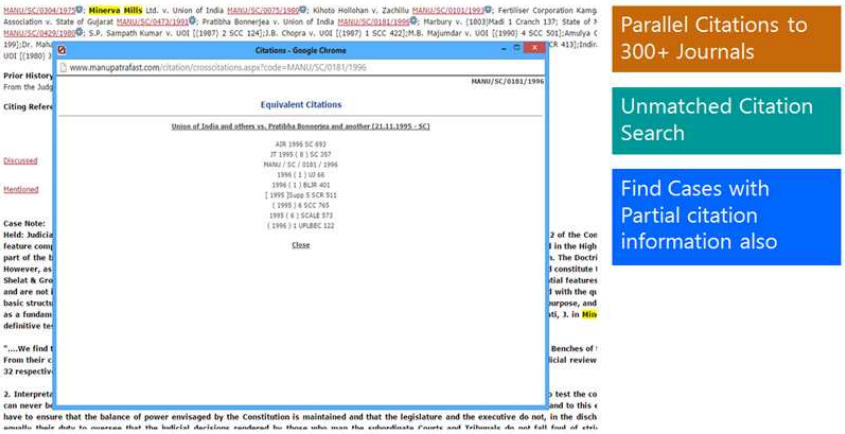
Users can create/invite/share the note against a document. The invitation can only be sent to Manupatra's active clients.

Click on My Notepad from Top Bar to access the same.



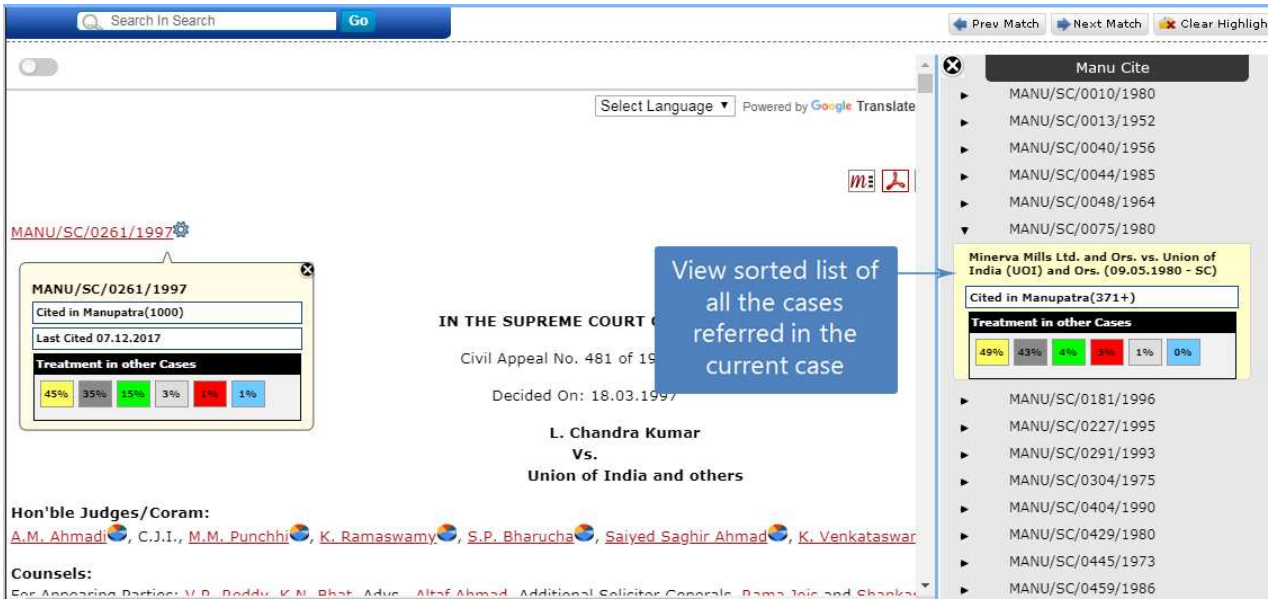
Cross Citations of 300+ Journals



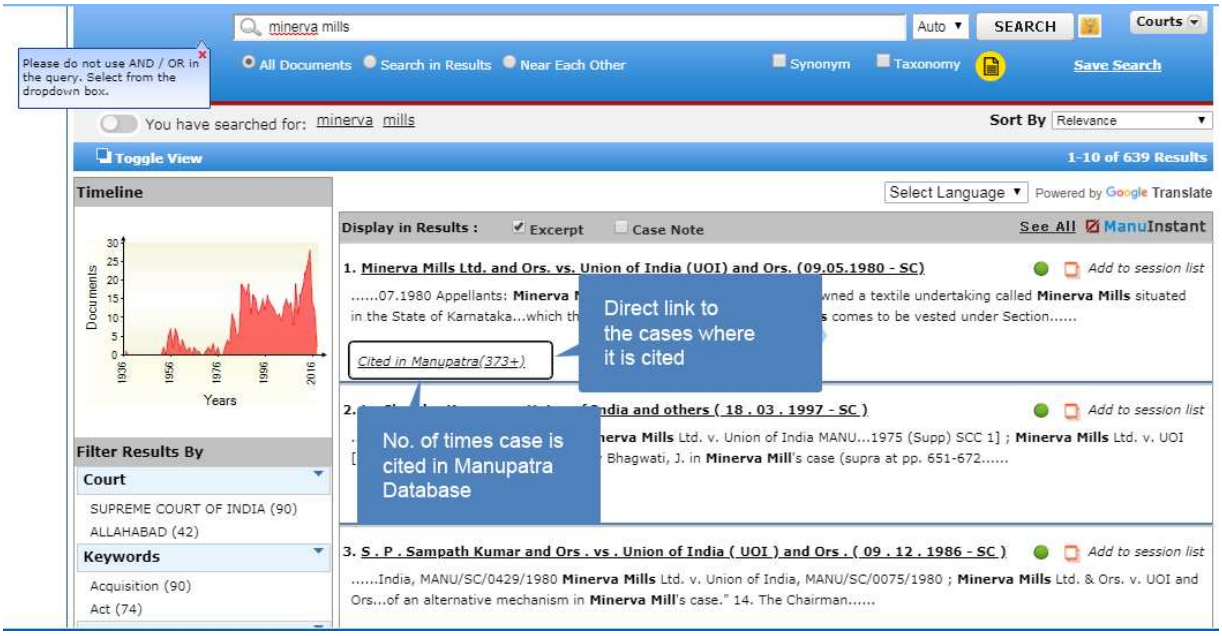


Manu Cite

A gear like icon is shown beside every manu id 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 manu ids mentioned in the selected judgment along with their cited count and treatment in other cases.



Cited in Manupatra

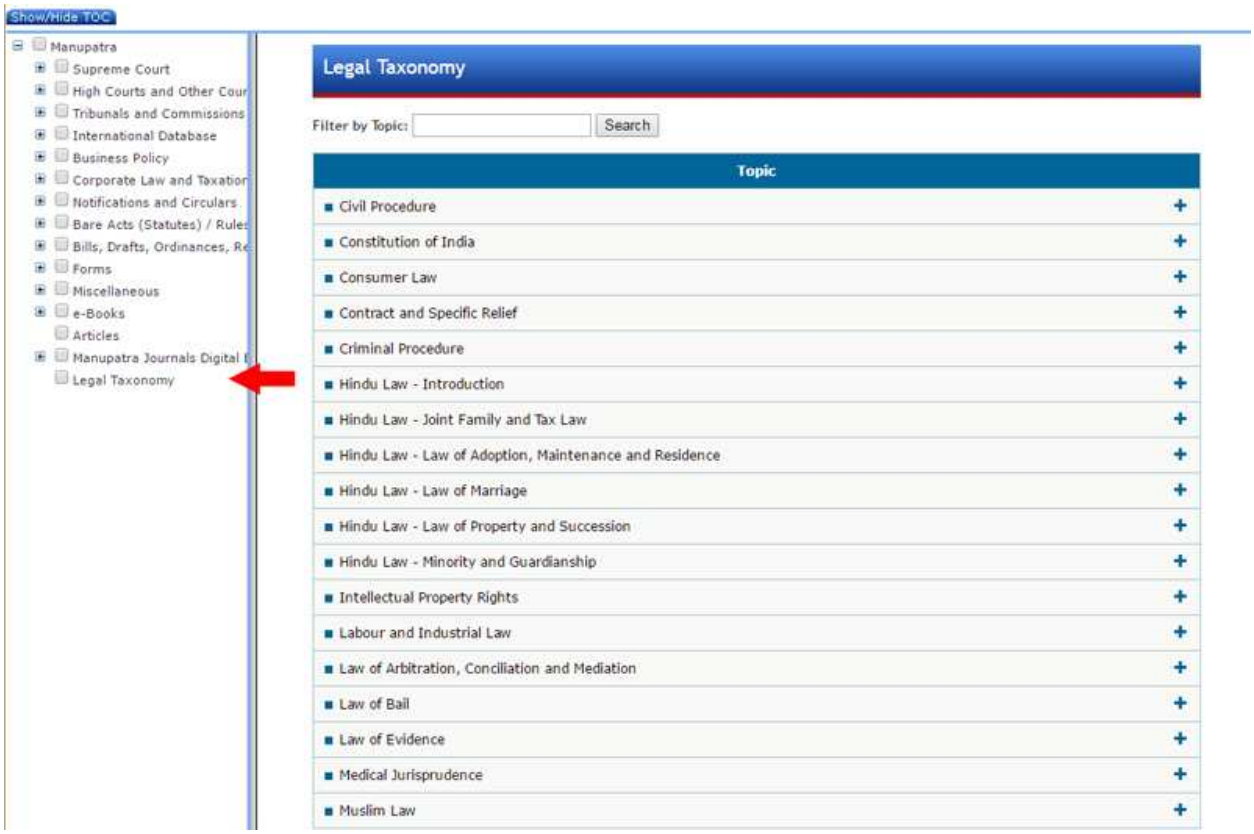


Taxonomy

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.

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.).	"agreement in writing"
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...

		*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

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**
   Complete Code of Civil Procedure is available section wise, through Manupatra CPC APP, which is quickly brow sable. Just scroll through sections on your smart phone.

5. **Manupatra IPC APP**
   Complete Indian Penal Code is available section wise, through Manupatra IPC APP, which is quickly brows able. Just scroll through sections on your smart phone.

Push Notification on App

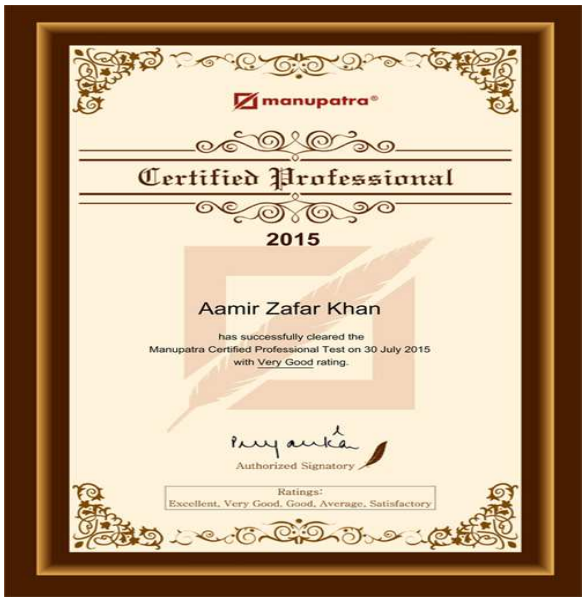
Download Manupatra APP & get alerts notification on your mobile.

Manupatra Certified Professional (MCP)

Manupatra Certified Professional (MCP) is an online test by manupatra for law researchers and subscribers to test their proficiency in using manupatra.com and its related services. Whether you're a practicing lawyer, law student or a law researcher who wants to assess their skills in using India's largest online legal research service, MCP is a test tailored for your assessment.

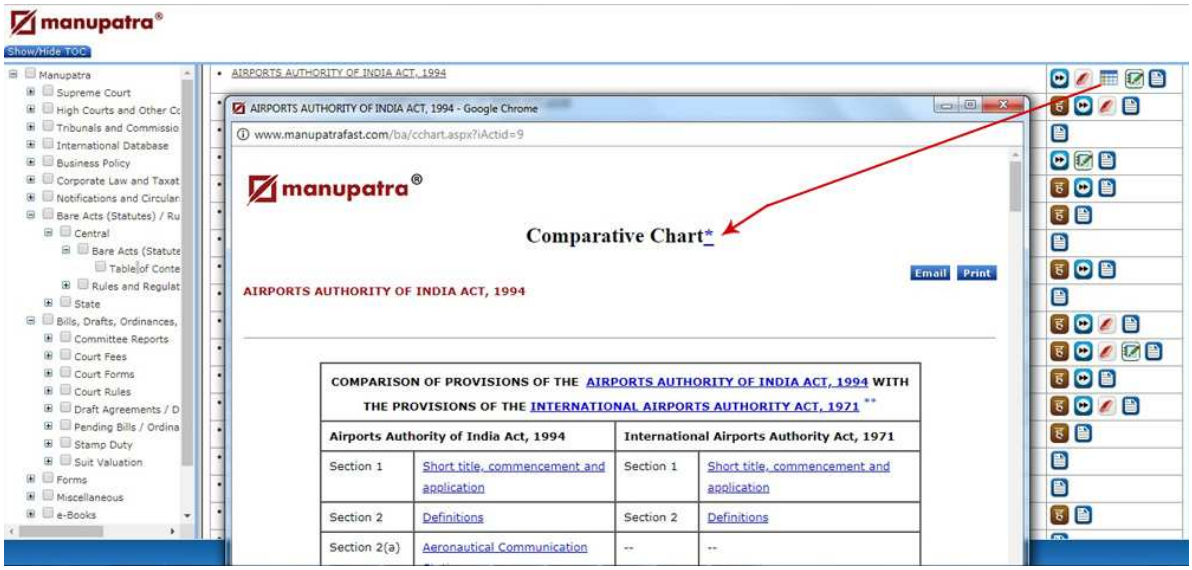
In the process, you stand to enhance your knowledge about Manupatra content and its features, which in turn help you reduce your research time and increase your efficiency. You also get introduced to features, you might not be aware of, and which are an intrinsic part of the Manupatra database.

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

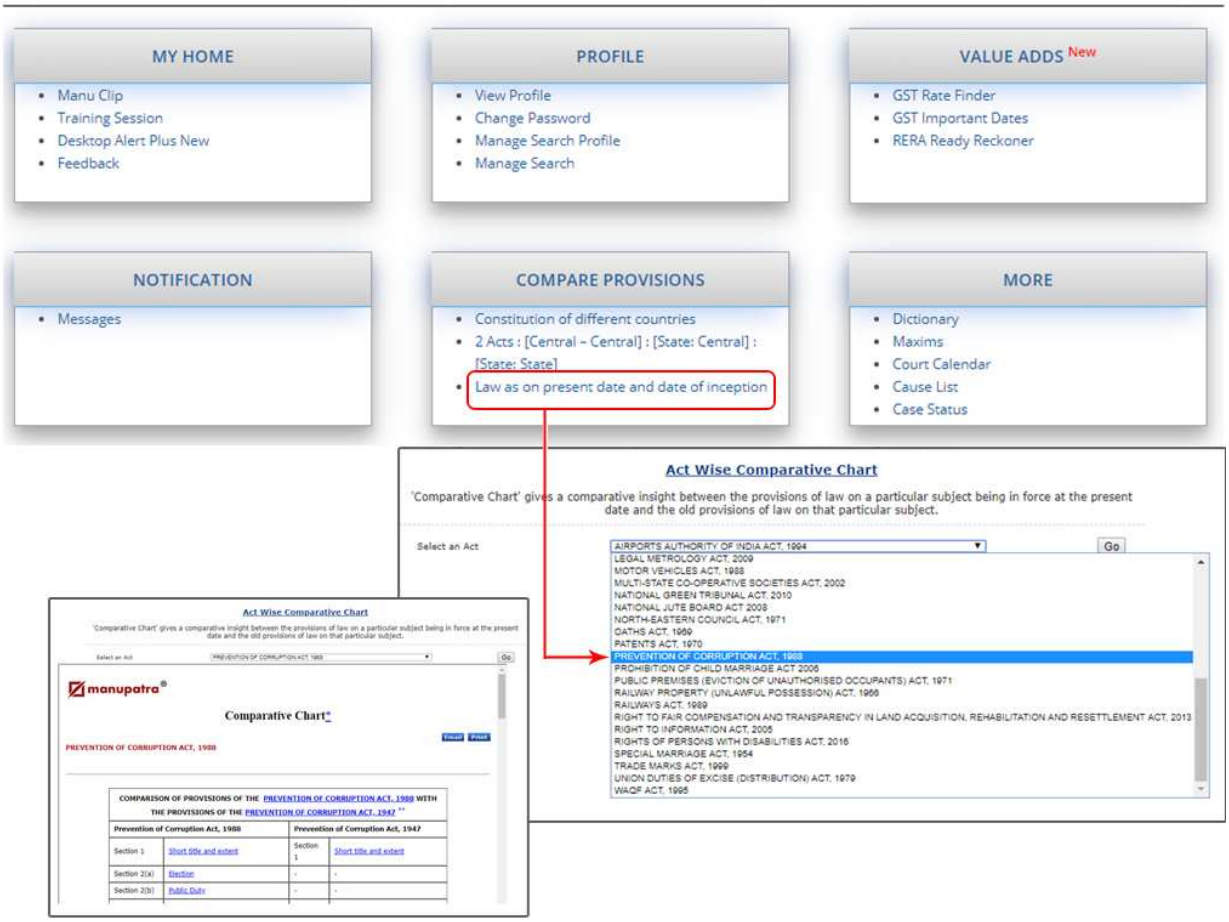


Comparative Chart in Bare Acts

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.



Alternatively there is link on home page to Compare the Provisions of Bare Acts as shown in Below screenshot:

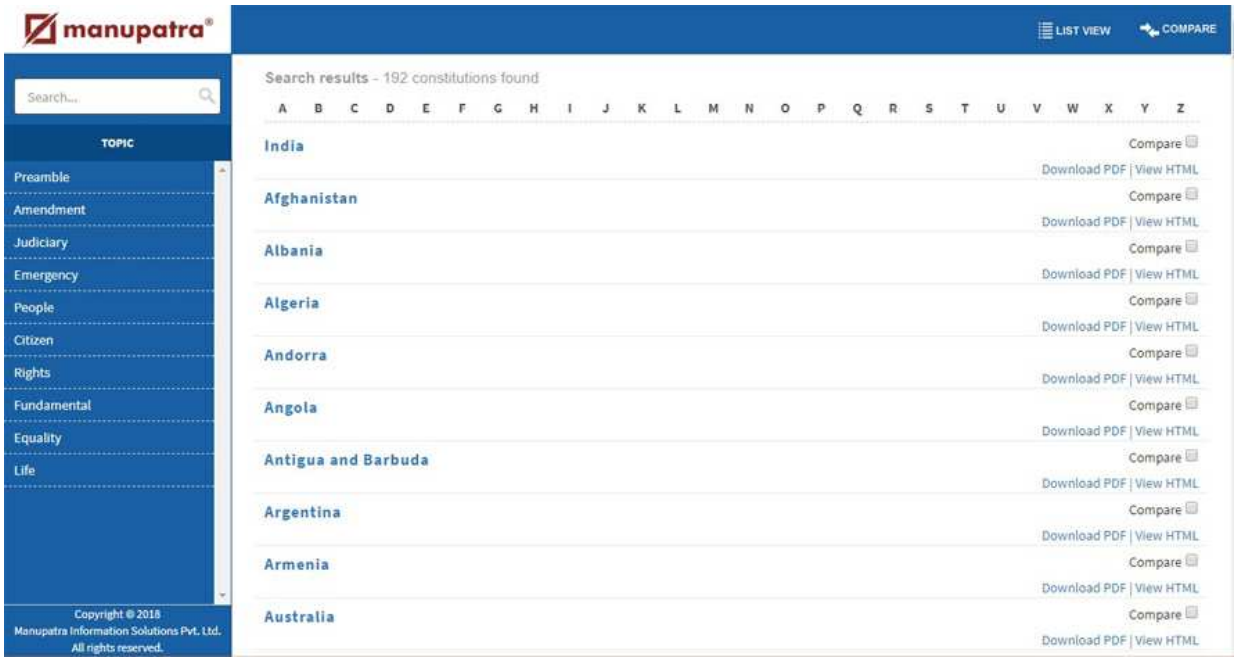


Constitution of different countries

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.

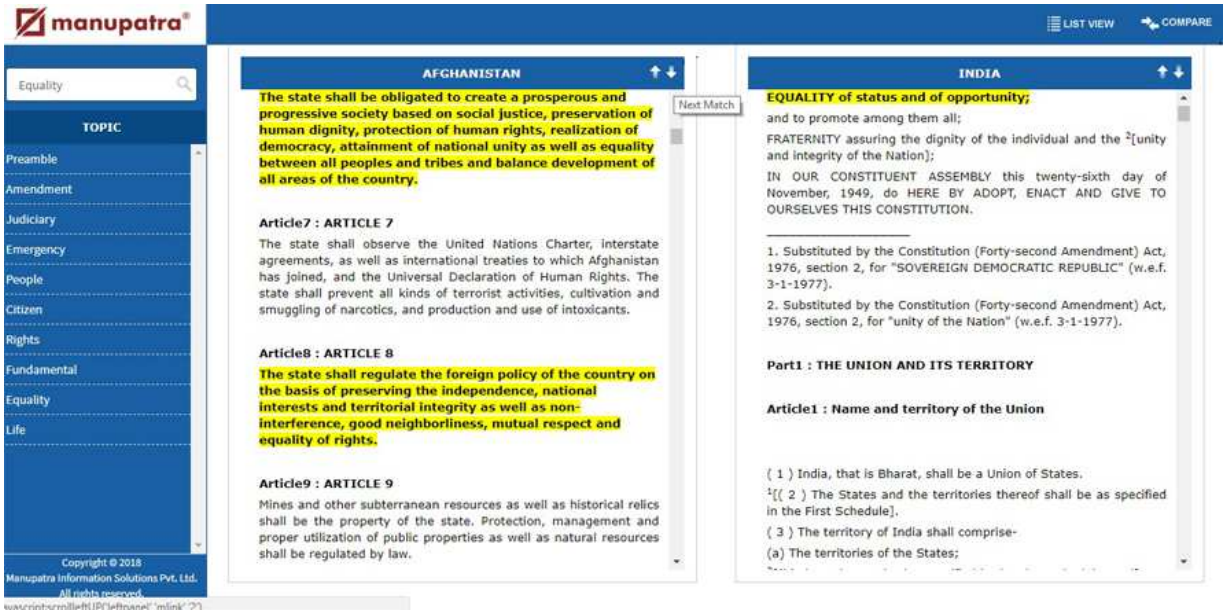
- On My Home, under **Compare Provisions**, click on **Constitution of different countries**

- 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.

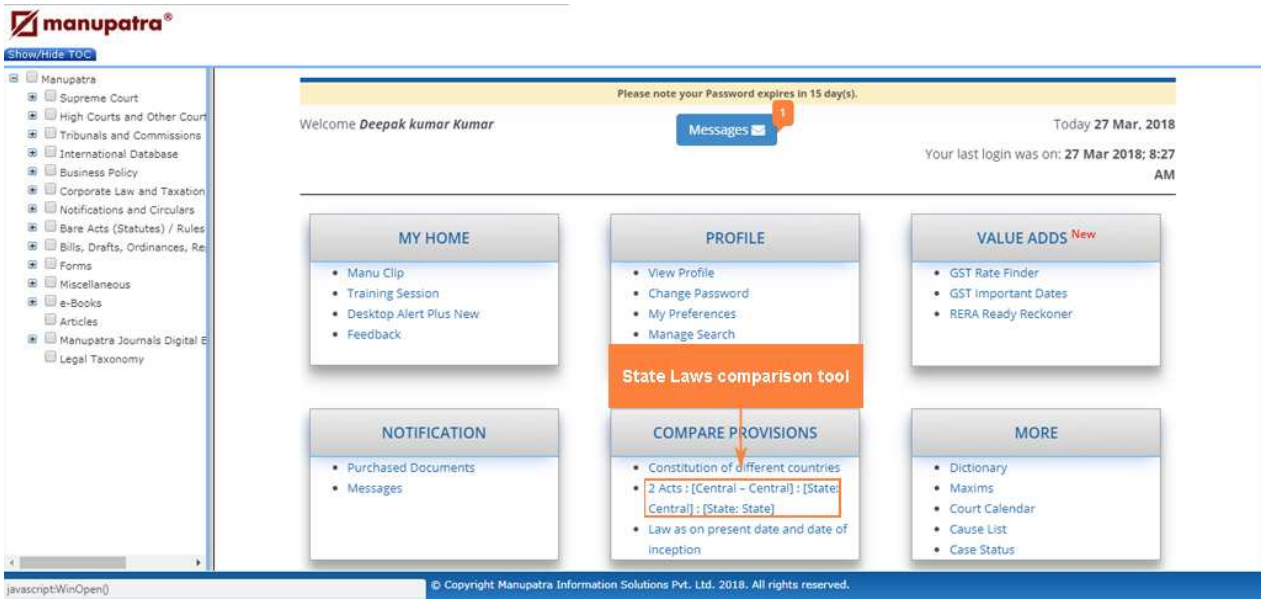


State Laws comparison tool

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.


manupatra
Show/Hide TOC
Please note your Password expires in 15 day(s).
Welcome Deepak kumar Kumar
Messages
Today 27 Mar, 2018
Your last login was on: 27 Mar 2018; 8:27 AM
MY HOME
Manu Clip
Training Session
Desktop Alert Plus New
Feedback
PROFILE
View Profile
Change Password
My Preferences
Manage Search
VALUE ADDS New
GST Rate Finder
GST Important Dates
RERA Ready Reckoner
State Laws comparison tool
NOTIFICATION
Purchased Documents
Messages
COMPARE PROVISIONS
Constitution of different countries
2 Acts : [Central – Central] : [State: Central] : [State: State]
Law as on present date and date of inception
MORE
Dictionary
Maxims
Court Calendar
Cause List
Case Status
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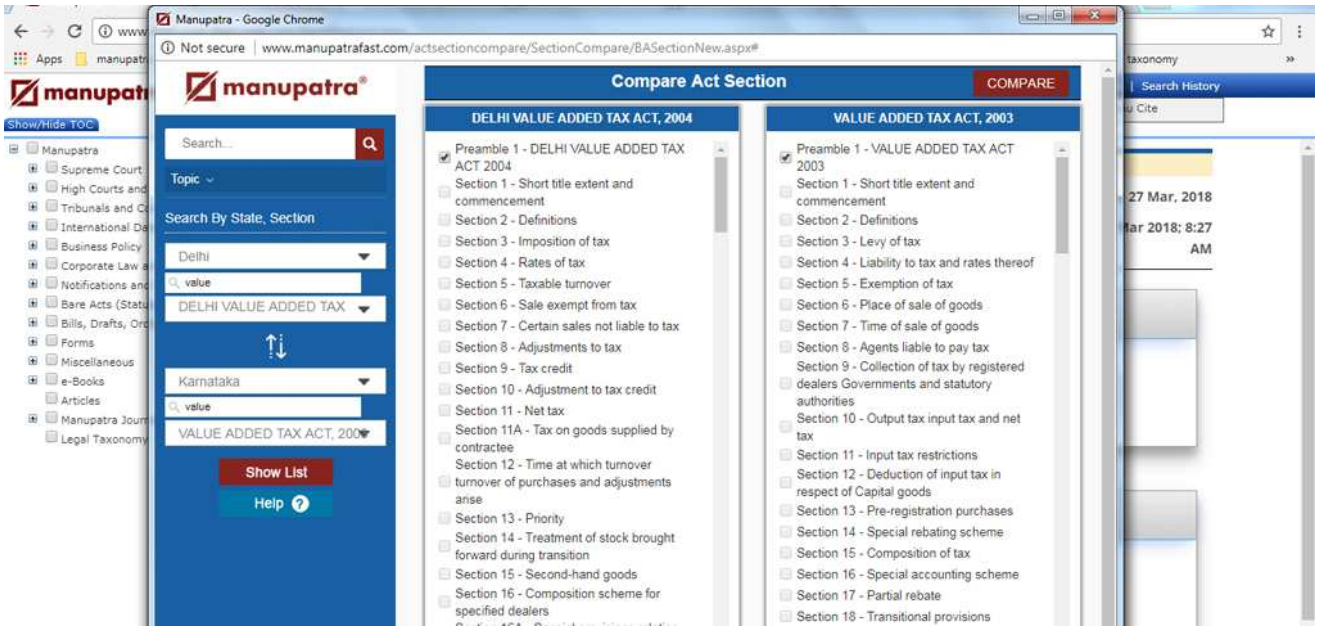
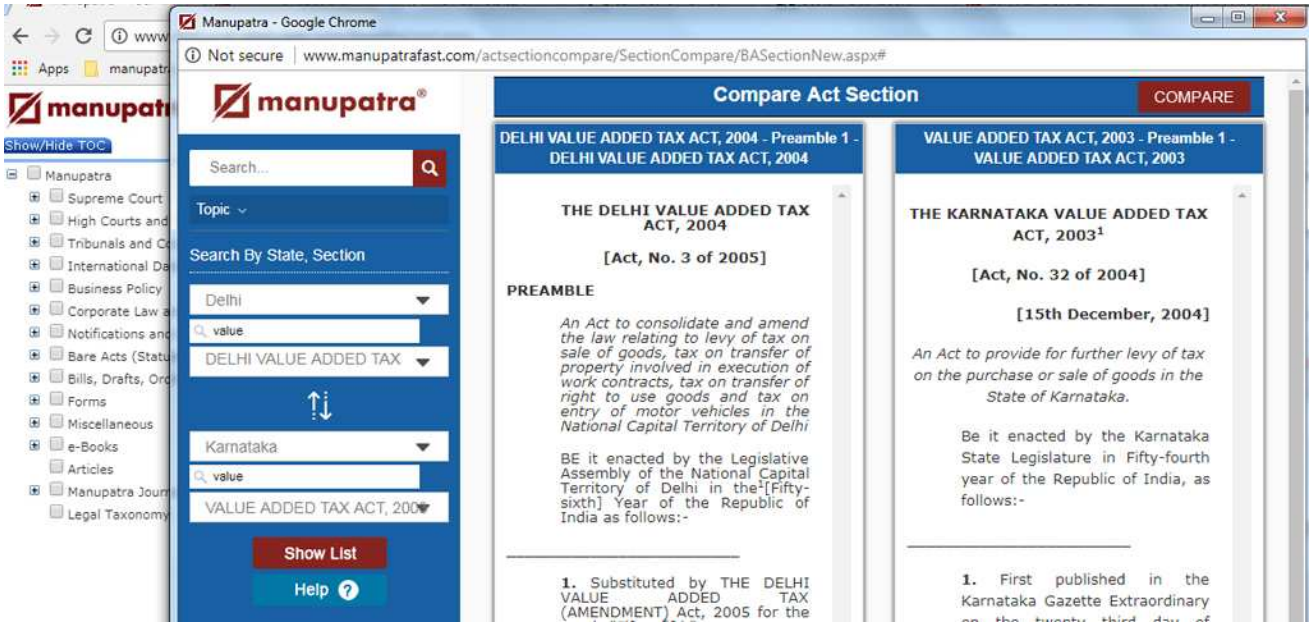

Manupatra - Google Chrome
Not secure | www.manupatrafast.com/actsectioncompare/SectionCompare/BASectionNew.aspx#
Compare Act Section
COMPARE
DELHI VALUE ADDED TAX ACT, 2004
VALUE ADDED TAX ACT, 2003
Search...
Topic
Search By State, Section
Delhi
DELHI VALUE ADDED TAX
Karnataka
VALUE ADDED TAX ACT, 2003
Show List
Help


Manupatra - Google Chrome
Not secure | www.manupatrafast.com/actsectioncompare/SectionCompare/BASectionNew.aspx#
Compare Act Section
COMPARE
DELHI VALUE ADDED TAX ACT, 2004 - Preamble 1 - DELHI VALUE ADDED TAX ACT, 2004
VALUE ADDED TAX ACT, 2003 - Preamble 1 - VALUE ADDED TAX ACT, 2003
THE DELHI VALUE ADDED TAX ACT, 2004
[Act, No. 3 of 2005]
PREAMBLE
An Act to consolidate and amend the law relating to levy of tax on sale of goods, tax on transfer of property involved in execution of work contracts, tax on transfer of right to use goods and tax on entry of motor vehicles in the National Capital Territory of Delhi
THE KARNATAKA VALUE ADDED TAX ACT, 2003[1]
[Act, No. 32 of 2004]
[15th December, 2004]
An Act to provide for further levy of tax on the purchase or sale of goods in the State of Karnataka.

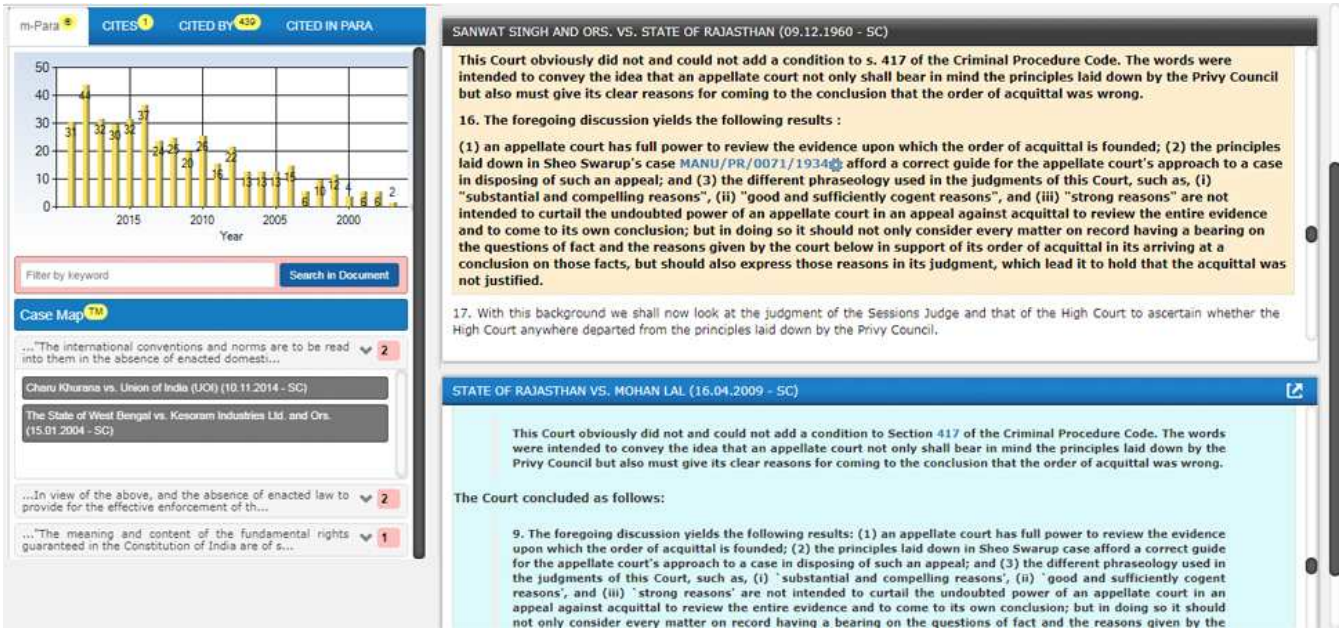
m-Para® : Important Para in Judgments

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,
    - **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.
    - **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

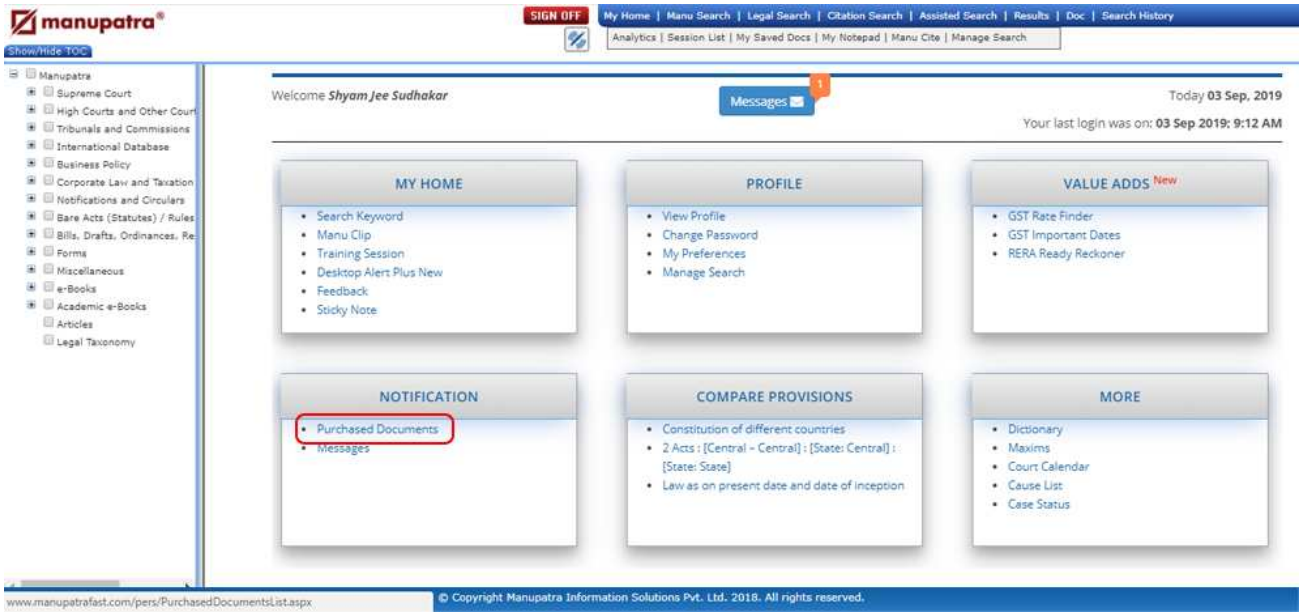


Purchased Documents

Users can purchase Documents outside their Subscription plan by paying Rs.25/ document. The Purchased Document will be saved in their account and it can be accessed from their Home page as shown in the below Screenshot.

Note:

- When users try to open the Judgment which they have not subscribed for, they will get a pop up option of purchasing the Document, going forward they can purchase it.
- This option is made available and required for users whose subscription plan is other than Full site and IP based Subscription.



Alerts & Updates

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

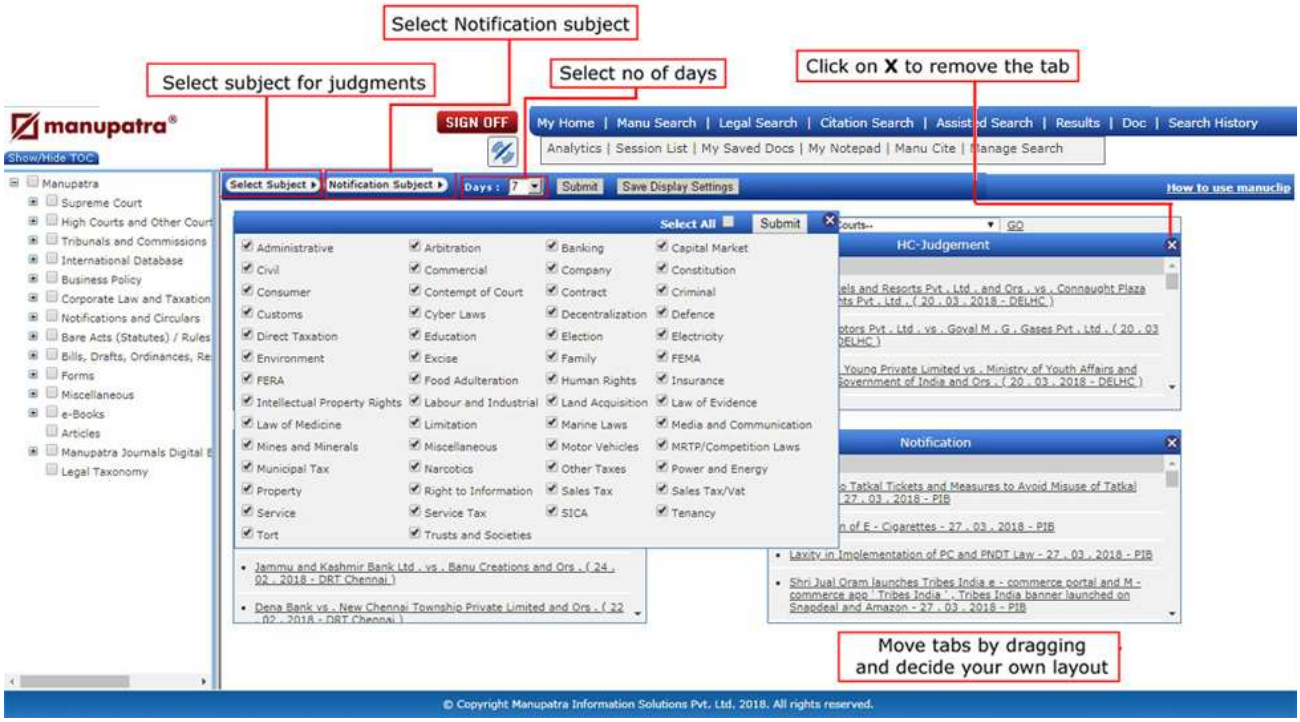
Manu Clip

Manu Clip icon is available on your personalized home page. Manu Clip allows you to monitor updates on Notifications and Judgments without actually searching for them. Your results are conveniently delivered to your personalized 'manu clip' page which is unique to your sign in.

- You can see all the judgments/notifications updates on one single page.
- Get the judgments/notifications instant on selected Subject/Ministry, no need to subscribe it separately.
- Manage the placement of Judgment/ Notifications as per your wish. You can also move/remove the tabs if you do not wish to see it.

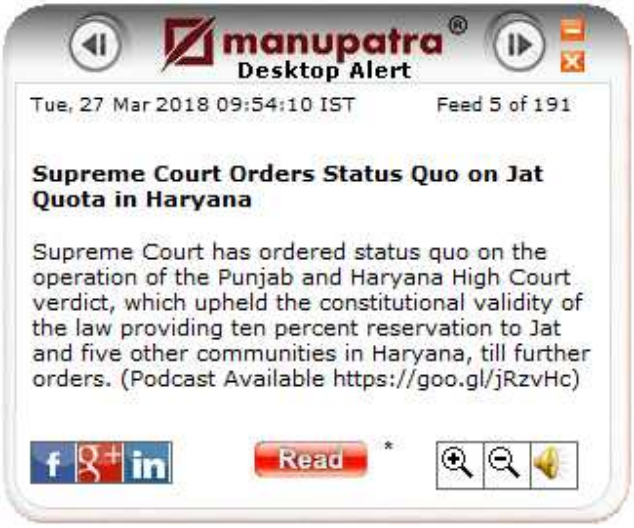
To set your preferences

- Select Subject on which you wish to view the judgments
- Select Notification subject (ministry for which you wish to view the notifications)
- Select days (past number of days for which you wish to view the selected information)
- Click on Save Display Settings
- You can change your preferences any number of times
- Once you save your display settings the updates will be delivered to your Manuclip page as per your preferences.



Manupatra Desktop Alert

Manupatra Desktop Alert service is a complimentary service from Manupatra designed to help you stay connected with snapshots of legal events on all working days.



Features:

- Manupatra will alert you on important caselaws, notifications, Statutes, news, etc., through crisp summaries.
- When you click on Read, you would be able to read the full article/update, etc.
- New Information flows on to your desktop so you don't have to access different sites to keep yourself updated.
- Does not interfere with your work. Desktop Alert remains in your Windows system tray. As soon as an alert is received, it "pops up".
- Zoom In and Zoom Out feature is available.

System Requirements:

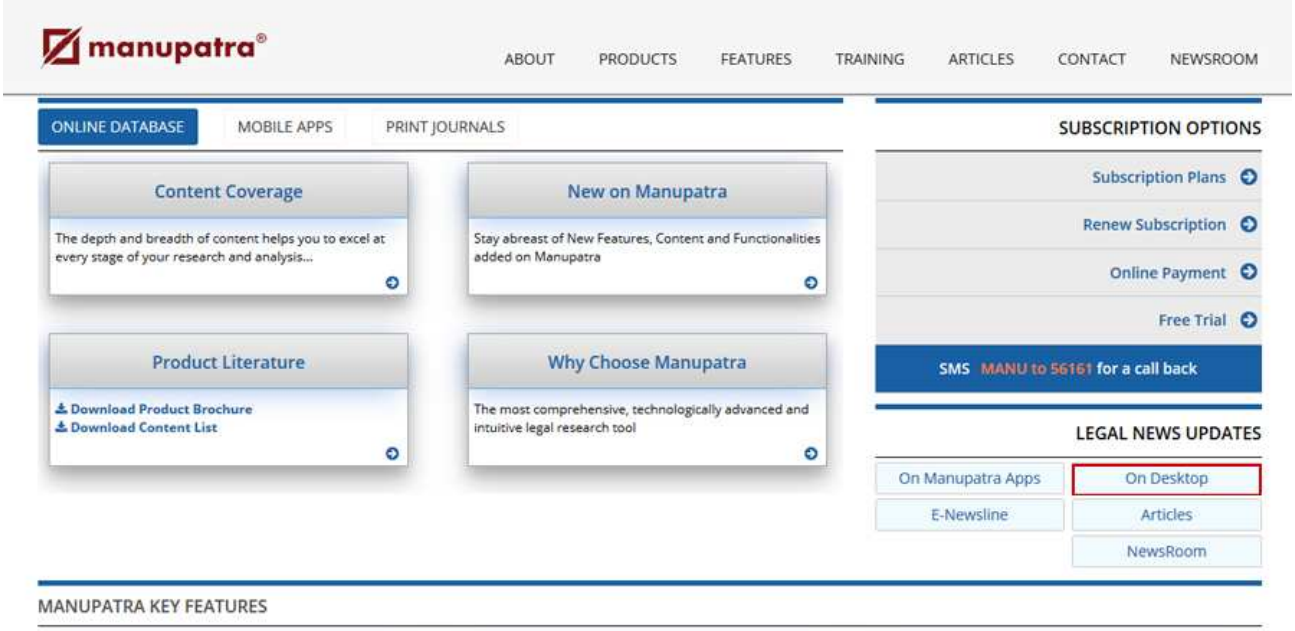
Windows

- Intel® Pentium® III 1GHz or faster processor, 512MB of RAM
- Recommended: Pentium 4 2GHZ or faster, 1GB RAM
- Windows Vista® Home Premium, Business, Ultimate, or Enterprise including 64 bit editions, Windows Vista SP1, Windows XP Tablet PC Edition SP2 and SP3, Windows XP SP2 and SP3, Windows 2000 SP4, Windows 2003 Server

Mac OS X/ Linux

- Intel Core™ Duo 1.83GHz or faster processor; PowerPC® G4 1GHz or faster processor
- Mac OS X 10.4.11 or Mac OS X 10.5.4 and 10.5.5 or Linux
- 512MB of RAM

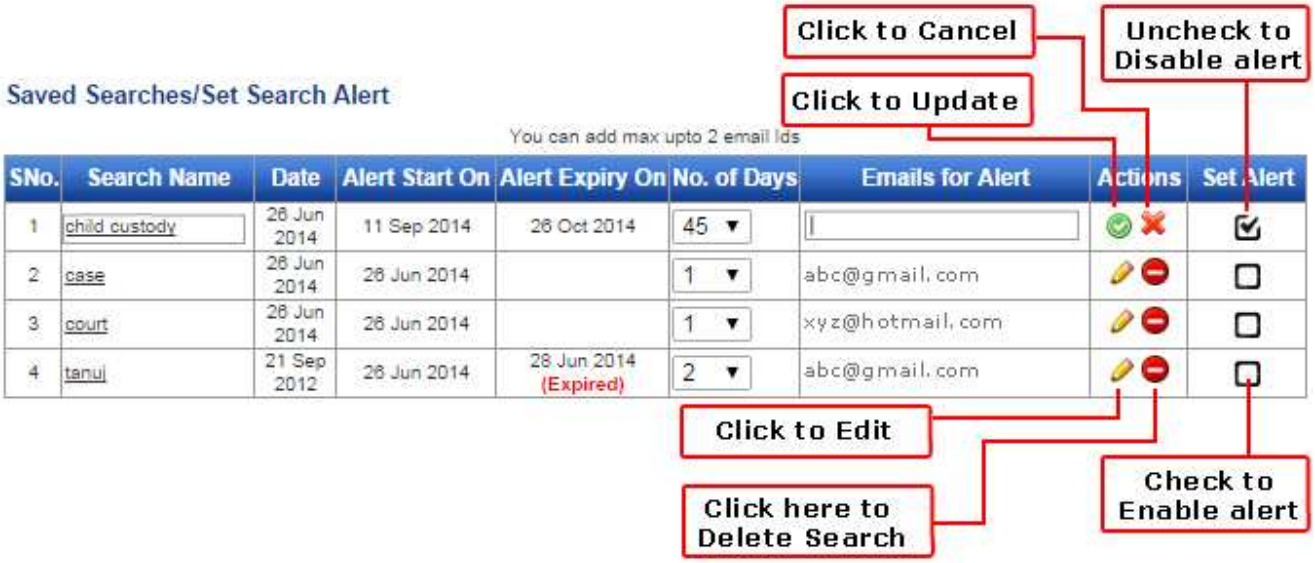
Free download available on our website



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 [under Edit option]. Then click on to initiate the Alert.
- You can Disable the Alert at any point of time by clicking on box against the Search Name.
- You can set upto 10 alerts from your saved searches.



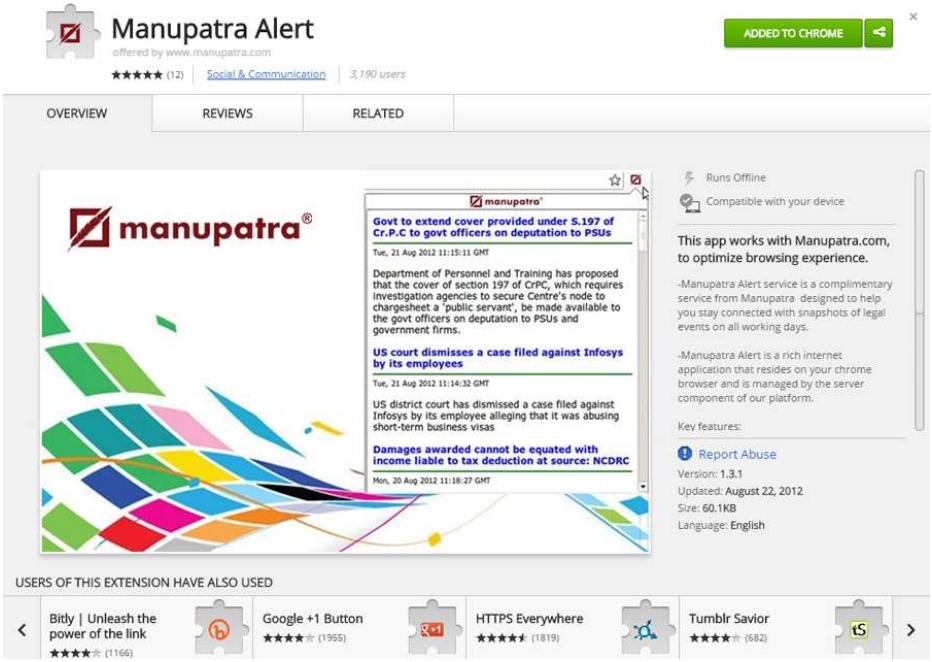
- In each alert you can add upto maximum of 2 emails separated by comma e.g. (abc@gmail.com,xyz@hotmail.com)
- Once the Alert is successfully Enabled, you will start receiving the Alerts on your registered email id as and when any judgment is uploaded on www.manupatra.com which contains your search query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

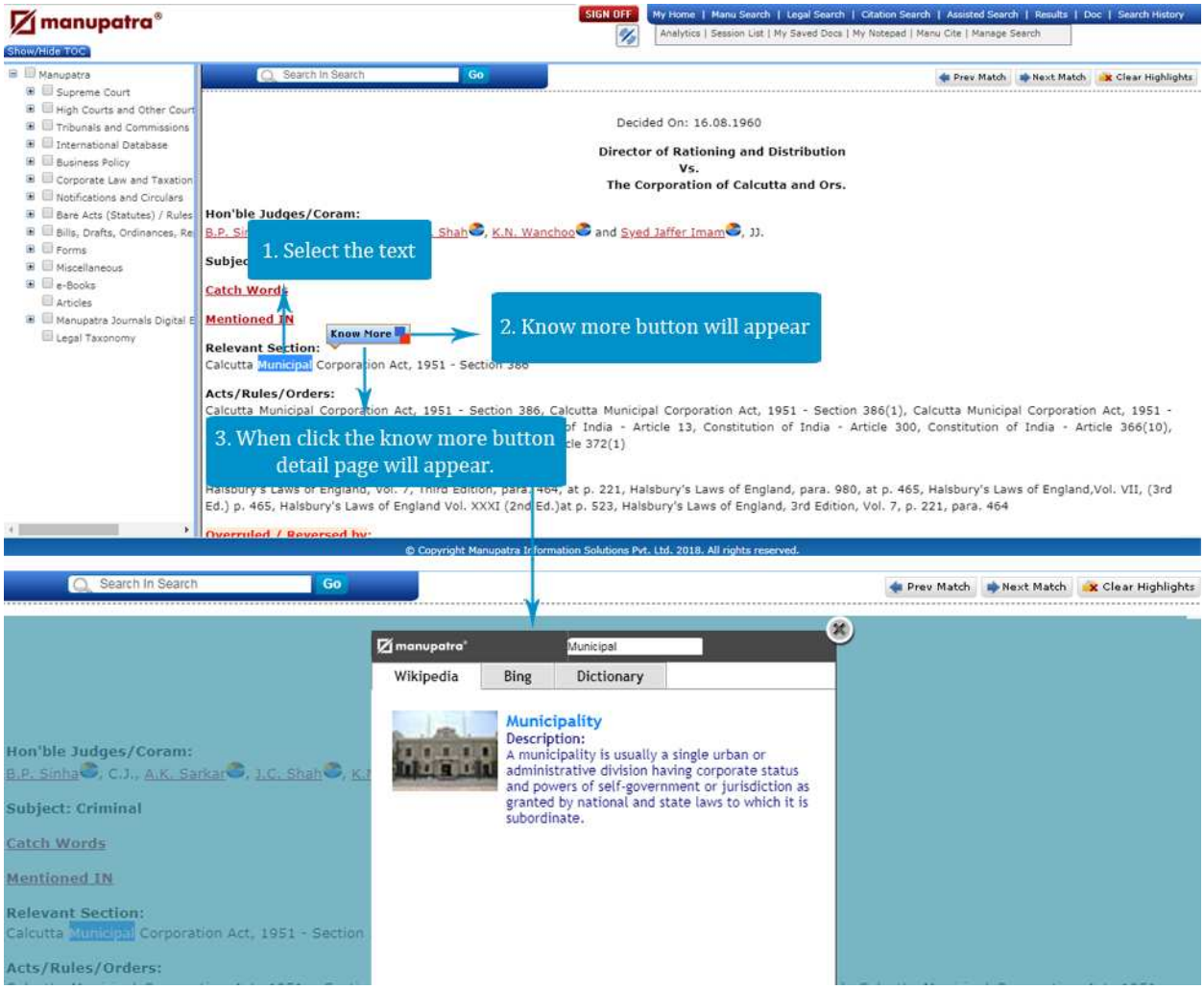


Kapture

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

tab to see the results from WikiPedia and Bing.

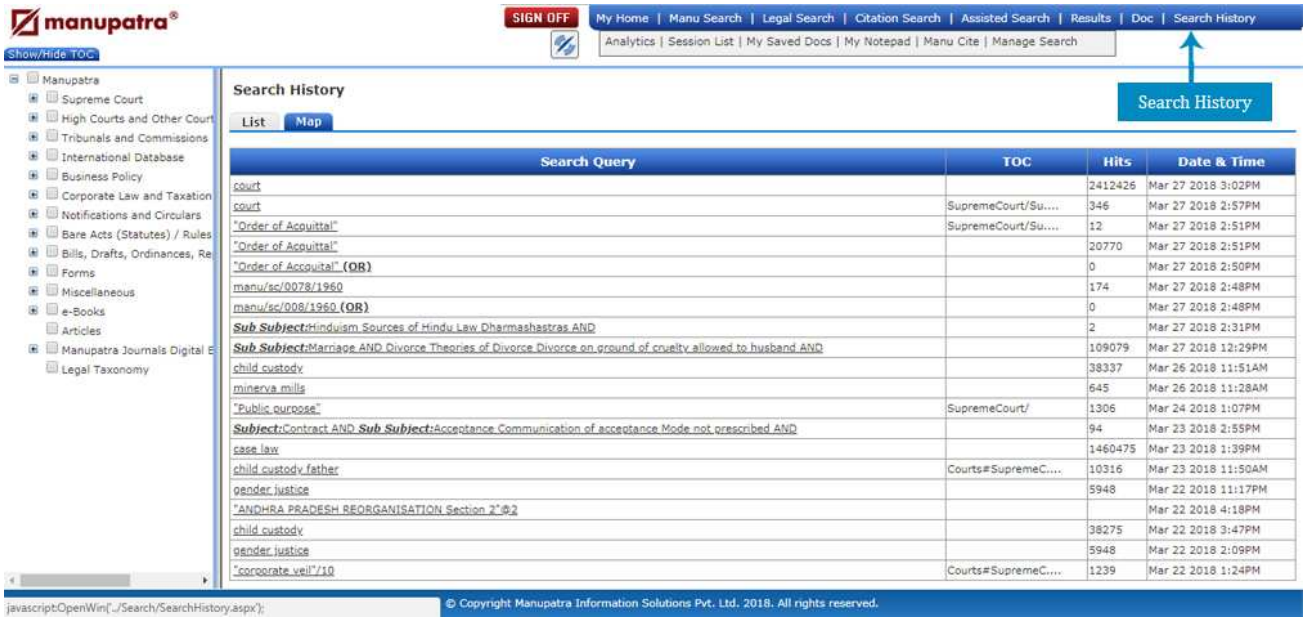


Search History

These features 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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Search Query
TOC
Hits
Date & Time
court 2412426 Mar 27 2018 3:02PM
court SupremeCourt/Su.... 346 Mar 27 2018 2:57PM
"Order of Acquittal" SupremeCourt/Su.... 12 Mar 27 2018 2:51PM
"Order of Acquittal" 20770 Mar 27 2018 2:51PM
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Sub Subject:Marriage AND Divorce Theories of Divorce Divorce on ground of cruelty allowed to husband AND 109079 Mar 27 2018 12:29PM
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minerva mills 645 Mar 26 2018 11:28AM
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child custody father Courts#SupremeC.... 10316 Mar 23 2018 11:50AM
gender justice 5948 Mar 22 2018 11:17PM
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"corporate veil"/10 Courts#SupremeC.... 1239 Mar 22 2018 1:24PM
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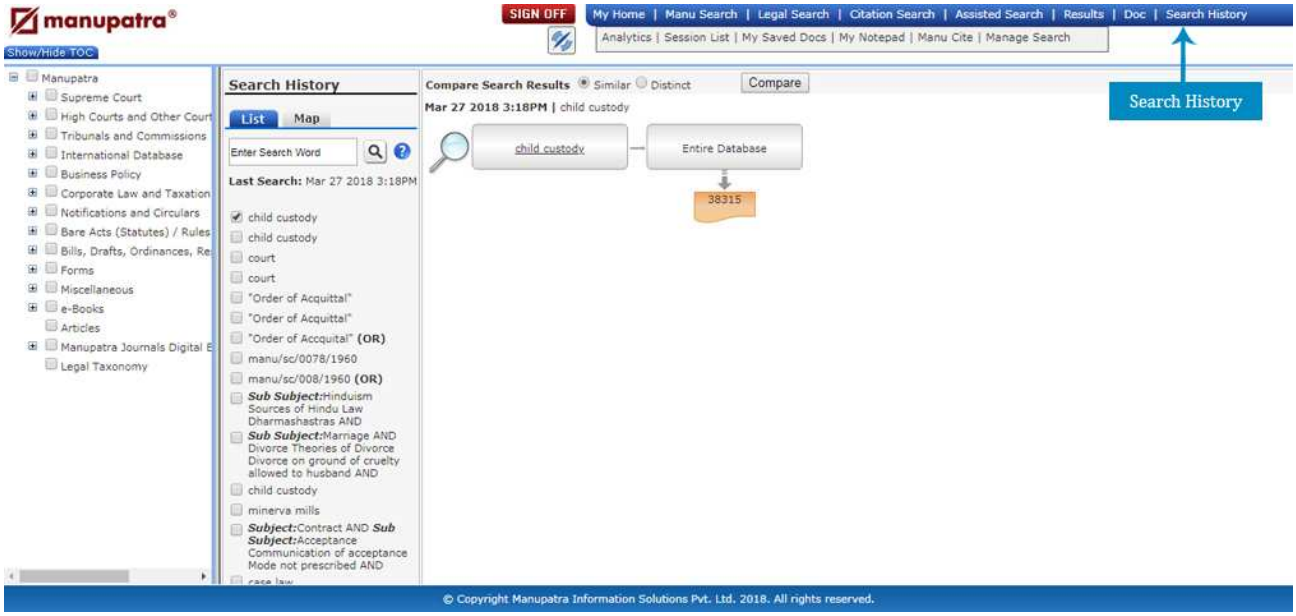
Map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"Order of Accquital" (OR)
manu/sc/0078/1960
manu/sc/008/1960 (OR)
Sub Subject:Hinduism Sources of Hindu Law Dharmashastras AND
Sub Subject:Marriage AND Divorce Theories of Divorce Divorce on ground of cruelty allowed to husband AND
child custody
minerva mills
Subject:Contract AND Sub Subject:Acceptance Communication of acceptance Mode not prescribed AND
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Contact Details

Name	Ram Kumar
Billing Address	Noida
Billing City	New Delhi
Billing State	Delhi
Billing Zip	201301
Billing Country	India
Email	aaa@bbb.com
Mobile	9999999999

Please update your GSTIN if applicable

GST Reg. No.	
PAN No.	

Payment Currency

- **Payment in Indian Currency INR**
- **Payment in American Currency (Dollar $)**

Amount 0 **INR**

Confirm & Pay Back

Credit and Debit Card Accepted

Credit Card : Master , VISA

Debit Card :
State Bank of India
ICICI Bank (Only on ICICI PG)
HDFC bank debit cards & Netsafe Cards
Axis Bank
Deutsche Bank
Karur Vysya Bank
Corp Bank
Indian Overseas Bank
Kotak (Net Card)