

Standard Operating Procedures

Chief Minister Advocate Welfare Scheme (CMAWS)

www.cmaws.delhi.gov.in

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सत्यमेव जयते

Government of
National Capital Territory of India

Department of Law, Justice & Legislative Affairs
C-Wing, Delhi Secretariat, New Delhi-110002

E-portal developed by:



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ACRONYMS AND ABBREVIATIONS

Abbreviation	Description
CMAWSP	Chief Minister Advocate Welfare Scheme Portal
BCD	Bar Council of Delhi
CEO, Delhi	Chief Electoral Officer, Delhi
NIC	National Informatics Centre

Chief Minister Advocate Welfare Scheme Overview

The Government of NCT of Delhi, in recognition of the role being played by Advocates in the society and the legal profession in particular, announced the **“Chief Minister’s Advocates Welfare Scheme”**. The said scheme was approved vide Cabinet Decision No. 2794 dated 18.12.2019. An outlay of Rs. 50 Crore, as annual fund has been made under the said scheme for utilization towards welfare of the legal community in the budget of the year 2019-2020. After due deliberations and considering the matter in depth, the following benefits were decided to be incorporated into the said scheme for the welfare of advocates:

- (i) Group (Term) insurance for practicing advocates providing life cover of Rs. 10,00,000/- (Rs. Ten Lakh) per advocate.
- (ii) Group Medi-claim coverage for the advocates, their spouse and two dependent children up to the age of 25, years, for a family floater sum insurance of Rs. 5,00,000/- (Rs. 5 Lakh).
- (iii) E-library with 10 computers loaded with e-journals, along with printers in all the 6 District Courts.
- (iv) Crèche facility for advocates and staff employees in each of the 6 District Courts.

1.1: Eligibility criteria, to be a beneficiary under this scheme:

- a) A practicing advocate enrolled with the Bar Council of Delhi.
- b) An elector of GNCT of Delhi.

Consequent upon announcement of the said scheme and after deciding the modalities of the scheme, in the year 2020 the registration process for practicing advocates under the said scheme was opened. A large number of advocates registered themselves, to be a beneficiary under the said scheme. For ease of advocates and smooth handling of huge data a web portal i.e. www.cmaws.delhi.nic.in was developed by this department with the help of NIC. Accordingly, in the year 2022 fresh registration was opened for the advocates who were not earlier registered under the scheme.

1. Chief Minister Advocate Welfare Scheme Portal (CMAWS Portal) Overview

CMAWS portal was developed with a view to invite fresh applications every year in the month of January & July for 15 days and also for carrying out changes/correction/updation/modification in particulars viz. addition of family members, change of nomination, updation of personal details (in case the same have been wrongly entered during the course of registration) etc.

2.1. Purpose of the Document (SOPs).

This document defines Roles and Responsibility of all users and requirement of appropriate documents while operating the said web portal (CMAWS portal).

2.2. Overall workflow of CMAWS portal

The requisite steps involved in CMAWS Portal are as follows:

- ❖ Step-1: Advocate/Applicant has to register himself to create User ID for registration and submission of application.
- ❖ Step-2: The necessary verification of Full Name, Enrolment Number and EPIC No. from the concerned authority (offline/online), as provided by the applicant during the course of registration.
- ❖ Step-3: After receipt of verification report from the concerned authorities as above, the advocates whose mandatory credentials are found verified, will only be treated as beneficiary under the said scheme.
- ❖ Step-4: The data of such eligible advocates will be provided to the Insurance Companies for extending the benefits of Group Term Insurance and Group Medi-Claim Insurance.

2. Users of CMAWSP and their Roles and Responsibilities

This section enlists the essential users of CMAWSP, and enumerates their brief roles and responsibilities.

3.1. Users of CMAWSP

The primary users of CMAWSP are as under:

- a)** Law Department
- b)** Advocate/Applicant
- c)** Bar Council of Delhi.
- d)** Insurance Company

3.2. Roles and Responsibilities

The user-wise Roles and Responsibilities are defined as below:

3.2.1. Scheme Owner Department i.e. Law Department (Admin.)

Law Department, GNCT of Delhi shall be called as Admin. The primary role of the Scheme Owner Department is to onboard the scheme at CMAWSP, and monitor the overall progress of the scheme. The Admin. would be liable to upkeep the web portal hassle-free and ensure its smooth functioning for all its users with the help of NIC. The Admin. would have following roles and responsibilities:

- a.** The admin will publish the notice regarding opening of fresh registration for the newly enrolled advocates with BCD and advocates whose name does not exist in the beneficiary list of the said scheme.
- b.** The Admin may create various user IDs eg. BCD, Insurance Companies (in future), sub user under Admin login. etc.
- c.** Post registration change requests received from registered advocates will be permitted only if the same are approved by the admin.

- d. The Scheme Owner Department may coordinate with NIC for any required changes in the CMAWS portal, as may be required from time to time.

3.2.2. Advocate/Applicant

The primary role of the advocate/applicant is to register and submit the application at CMAWSP. The Advocate/applicant who is applying for the first time on CMAWS Portal, would be referred as **'New User'** and who are amending his/her particulars on the portal would be treated as **'Existing User'** of the portal. The advocate/applicant has to follow the following process while using CMAWSP:

1. Registration process for fresh registration:

- a. Fresh registration process through the CMAWS portal will be opened every year twice in the month of January & July for 15 days.
- b. Advocates applying for first time need to **"Register"** on the portal as fresh applicant, using the icon **"New User"** at CMAWS Portal URL- <https://cmaws.delhi.gov.in> by providing accurate and correct information as per his/her documents.
- c. Fields marked as **"*"** are mandatory.
- d. The applicants are required to upload the scan copy of (in pdf/jpg format upto 100 KB) as and when required by the web application.
- e. During filling up of application, the applicant/advocate must ensure mentioning of Enrolment number of Bar Council of Delhi of his/her spouse (wherever applicable), as the case may be. This is most important to save Government revenue, especially for availing benefit of Group Medi-Claim Insurance.
- f. Upon submission of all the details on portal and uploading of requisite documents, the applicants will get an application No., which will be also communicated through registered email ID/mobile no. Please keep this secured as this will be used for all future references.

- g.** The applicant may edit the application details on CMAWS Portal any time before the last date of submission of application. However, they may view their application any time after login into the portal.

2. Change of particulars after closing of last date of submission of application:

- a.** Any registered user (advocate) may request for change of his/her particulars after the last date of submission of application, by written request to the Law Department and providing of supporting documents in support of his/her request. During the policy period the following modifications would be allowed (for registered Advocates only) :

Sl. No	Type of modification	Required documents to be attached/ uploaded	To be done/ Accepted or rejected by
1.	<p>a. Correction in names of self or family members.</p> <p>b. Updation of PAN/ Aadhar/email/mobile no.</p> <p>c. Addition of family members</p> <p>d. Updation of EPIC No.</p> <p>e. Updation of BCD Enrolment No.</p>	<p>a & b. In support of his/her claim the concerned advocate will have to upload supporting documents in appropriate format.</p> <p>c. In case of addition of spouse marriage certificate has to be attached and in case of child, birth certificate will be required to be uploaded alongwith any other supporting documents in appropriate format.</p> <p>d. The applicant has to attach copy of required EPIC No. New EPIC No. would be verified from concerned authority or through online portal (NVSP) and then, the same may be allowed.</p> <p>e. The applicant has to attach copy of Enrollment certificate, issued by BCD. Updated BCD Enrolment No. would be verified from BCD and then, the same may be allowed.</p>	Admin, through web portal. Admin may accept or reject the request, as the case may be.
2.	Change of nominee	Once in a policy year (Group Term Insurance)	Applicant/Advocate, through login into web portal.

3.2.3. Bar Council of Delhi

The Admin. (Law Department) may create User ID for Bar Council of Delhi into the said web portal to verify the BCD enrolment number, provided by the applicant/advocate in his/her online application. Since, it is a mandatory condition to be enrolled with BCD to avail the benefits extended under the said scheme, therefore, verification of BCD enrolment number by BCD is of utmost importance, and this shall be done very carefully by BCD, as the same will have financial implications under the scheme.

3.2.4. Insurance Company

The Admin. may create user IDs for the Insurance Companies so as to access the data of CMAWS Portal (Insurance Companies shall mean, the Insurance Companies to whom the tender in respect of Group Term Insurance and Group Medi-Claim Insurance under the scheme would be awarded in any given year). Any changes in data made by applicant/advocate and Admin. would be reflected in their access data on the CMAWS Portal.

4. National Informatics Centre (NIC)

National Information Center (NIC) is the technical agency for developing and maintaining the CMAWSP, as per the guidance provided by Scheme Owner Departments. NIC shall perform the following activities:

- A.** Develop and Maintain the CMAWSP infrastructure, including software and hardware components.
- B.** Receive the requests for onboard of schemes at CMAWSP.
- C.** Configure the Scheme as per details provided by the Scheme Owner Department.
- D.** Make changes in CMAWSP application as per the recommendations of Scheme Owner Department.
- E.** Undertake security audit of CMAWSP from time to time.

5. General Terms and Conditions in respect of Stakeholders

1. The source code/ technical artifacts/ utilities of the application software developed by NIC will be the property of NIC.
2. All parties undertake to act in good faith in respect of/with respect to each other's rights under this understanding and to adopt all reasonable measures to ensure the realization of the objectives of this project as per the roles and responsibilities. Chief Minister Advocate Welfare Scheme Portal (CMAWSP).
3. Government may take action against any illegal or unauthorized activity on the CMAWS Portal.
4. NIC shall be entitled for full disclaimer and immunity from all aspects of data and its safety along with its handling by any functionary of the respective Scheme Owner Department i.e. Law Department.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF LAW, JUSTICE & LEGISLATIVE AFFAIRS
8TH LEVEL, C-WING, DELHI SECRETARIAT, NEW DELHI**

**GENERAL INSTRUCTIONS FOR THE APPLICANT ADVOCATES TO
FILL THE ONLINE APPLICATION UNDER CHIEF MINISTER ADVOCATE
WELFARE SCHEME ON THE WEB PORTAL www.cmaws.delhi.gov.in.**

Please read the instructions and procedure carefully before you start filling the Application Form Online.

Steps involved in the filling of the application form of “**APPLICATION UNDER CHIEF MINISTER ADVOCATE WELFARE SCHEME**” includes the following steps:

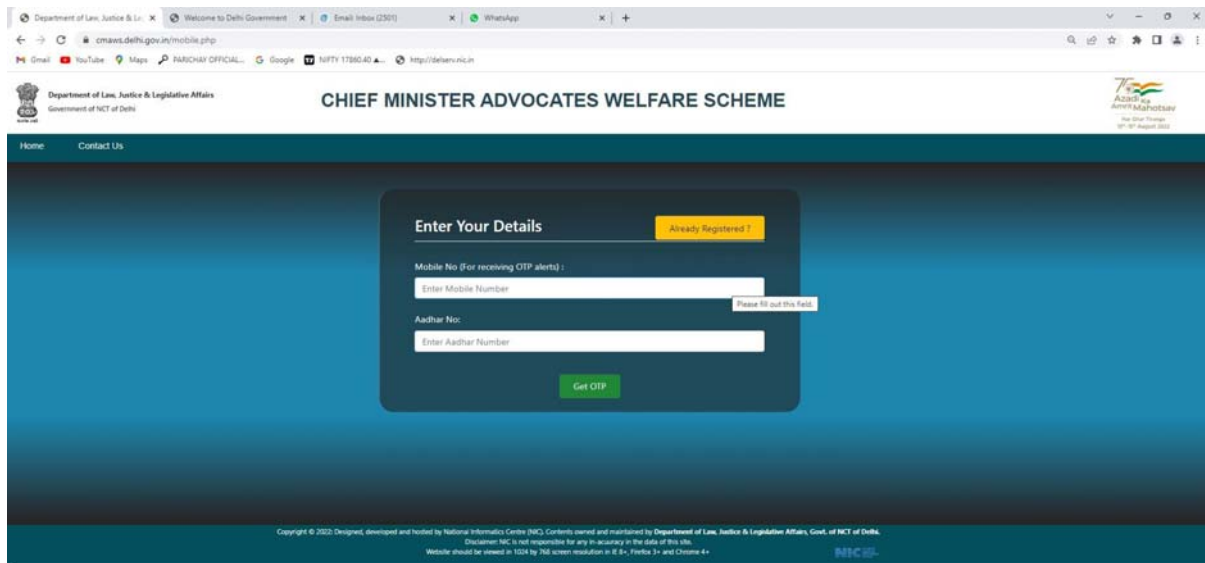
1. Registration
2. Candidate Login
3. Filling up of online application.
4. Editing/Viewing/Printing of submitted online application form (editing will be allowed only till last date to file the application).

Step 1: NEW REGISTRATION FORM

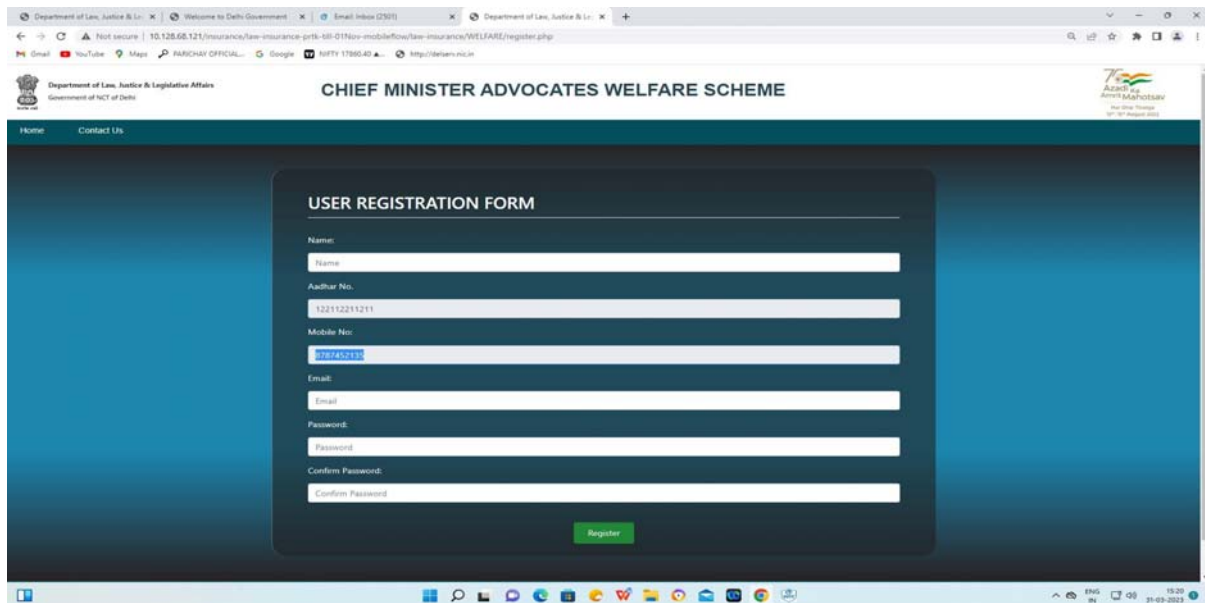
The screenshot displays the web portal for the Chief Minister Advocates Welfare Scheme. The page features a navigation bar with 'Home' and 'Contact Us' links. The main content area is divided into two sections: 'LATEST UPDATES' and 'LOGIN FORM'. The 'LATEST UPDATES' section contains two notices: one regarding an extension for applying under CMAWS for the year 2023-24, and another for fresh and mandatory registration for all advocates for the year 2023-24. The 'LOGIN FORM' section includes input fields for 'Enter Registered Email', 'Password', and 'Captcha', a 'NEW USER' button, and a 'LOGIN' button with a 'Forgot Password' link. The footer contains copyright information and a disclaimer.

The application process begins with the basic registration of candidates. For this the candidates are required to follow the steps below:

Candidates are required to apply online through website www.cmaws.delhi.gov.in only. No other means/mode of application will be accepted and there shall be no need to submit any hard copies of the uploaded documents.



- Visit the website www.cmaws.delhi.gov.in.
- Then click on the **“NEW USER”** and you will be directed to registration form page.
- Enter Mobile No. & Adhar No. and click “GET OTP”. An OTP will be sent on the given mobile number. Enter that OTP and click “verify OTP”. Your mobile number verification would have been done and you will be directed to new window for registration.
- Provide the following details for new registration:



Name of the Candidate: This should be the same as on valid government ID proof.

Email ID: should be valid and unique. It will be your user ID.

Password: The applicant can choose password of his choice for future login and filling up of online application, by following below password policy:

1. Password must be minimum 8 characters long.
2. Password must have at least one Lower case alphabet.
3. Password must have at least one numeric value.
4. Password must have at least one special character.

Important instruction about PASSWORD

1. While filling online form, candidate will be required to choose PASSWORD. Candidates are advised to record/remember their password for all future logins.
2. For subsequent logins, candidates will be able to login directly with their respective email ID and the chosen Password.
3. Candidates are advised not to disclose or share their password with anybody. Neither Law Department nor NIC will be responsible for violation or misuse of the password of a candidate.
4. Candidates should remember to log out at the end of their session so that the particulars of the candidates cannot be tampered or modified by unauthorized persons.

STEP 2: FILLING UP OF APPLICATION FOR “APPLICATION UNDER CHIEF MINISTER ADVOCATE WELFARE SCHEME”

For filling up of online application, the applicants have to login by entering the following details:

Enter Registered Email: Email ID by which registration process was completed.

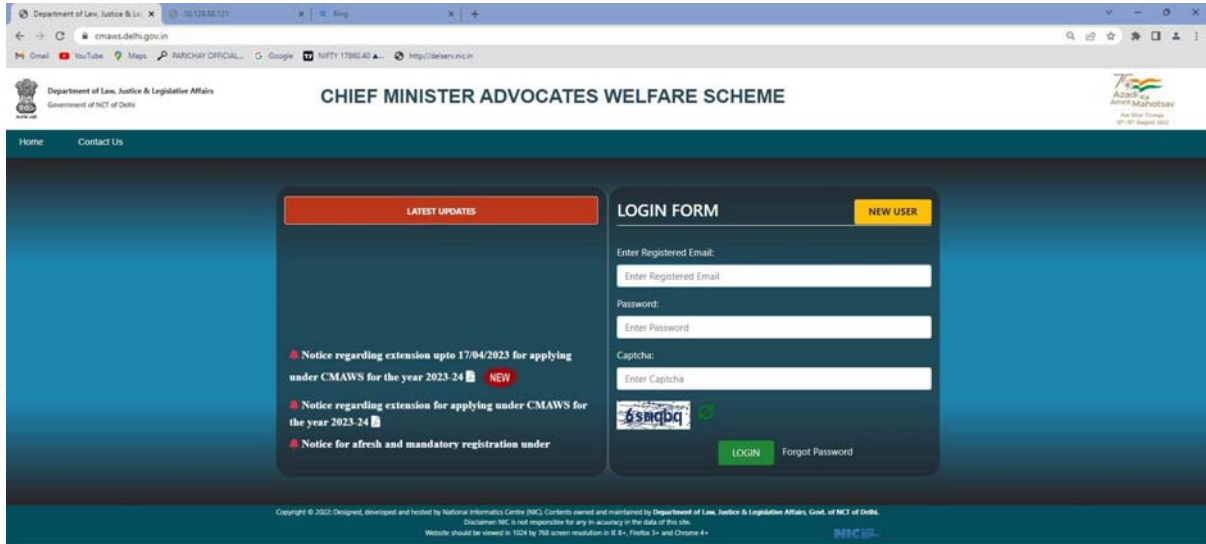
Password: Chosen by the applicant during registration process.

Captcha: The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on ‘**Get a new image**’ to refresh the letters.

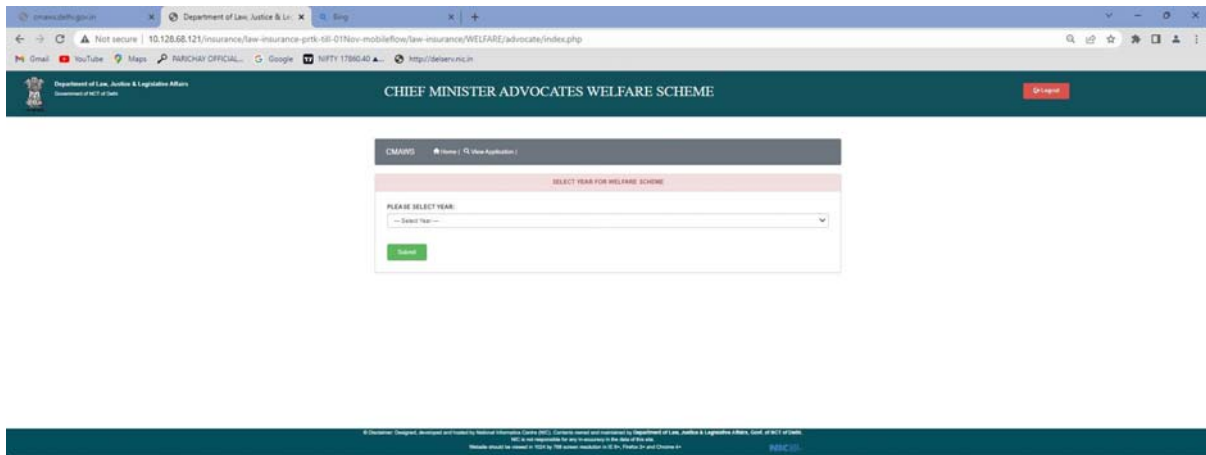
Then click “**LOG IN**” and new window will appear where the applicant can fill-up the application form by following below step 3.

STEP 3: FILL APPLICATION FORM

The opening of the portal the following screen will be appeared:



After successful login into the portal the window will be appeared as under:



Here the applicant advocates have to choose year eg. 2023-24. On choosing of year the new window would be appeared as:

The Application Form is categorized into the following two sections:

1. Personal Details
2. Nominee/Family Details

Applicant needs to fill section-wise application form. Once the mandatory details in a section are filled and required documents/images are uploaded, then only the applicant can move to the next section by clicking on **Next** Tab. However, you will not be allowed to navigate to next section, if mandatory information is not filled or the required documents are not uploaded. To navigate back to the previous section, you can click on the name of the **previous** tab.

Ater filling up and uploading of all required information/documents, the applicant needs to submit the final application. On successful submission of application an application ID will generated in the format of 2023XXXXXXX and the same would sent to the registered email ID/User ID of the applicant.

STEP 4: EDIT APPLICATION/PRINT/VIEW/DOWNLOAD OF APPLICATION FORM.

After successful submission of online application a unique application ID will be given to the applicants, which will also be sent to the registered email ID of the applicant. The applicant will be able to edit the application till the last date of the application and in this stage the applicant will be able to view/download/print the application. After Closing of last date to apply the application, the applicant will only be able to view/download the submitted application by clicking View/Download.

Good luck!