

# Help Documentation

*For*

## Caveat Application (CA) Filing

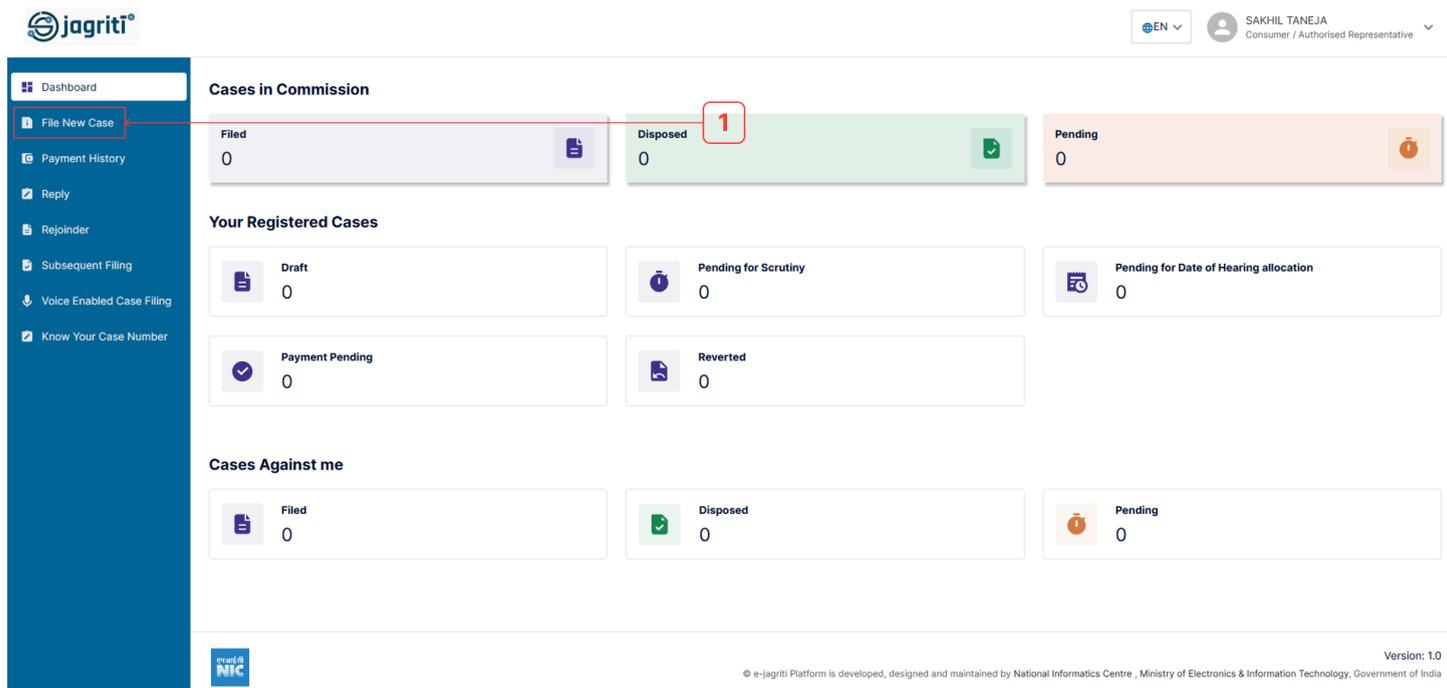


**National Informatics Centre ,  
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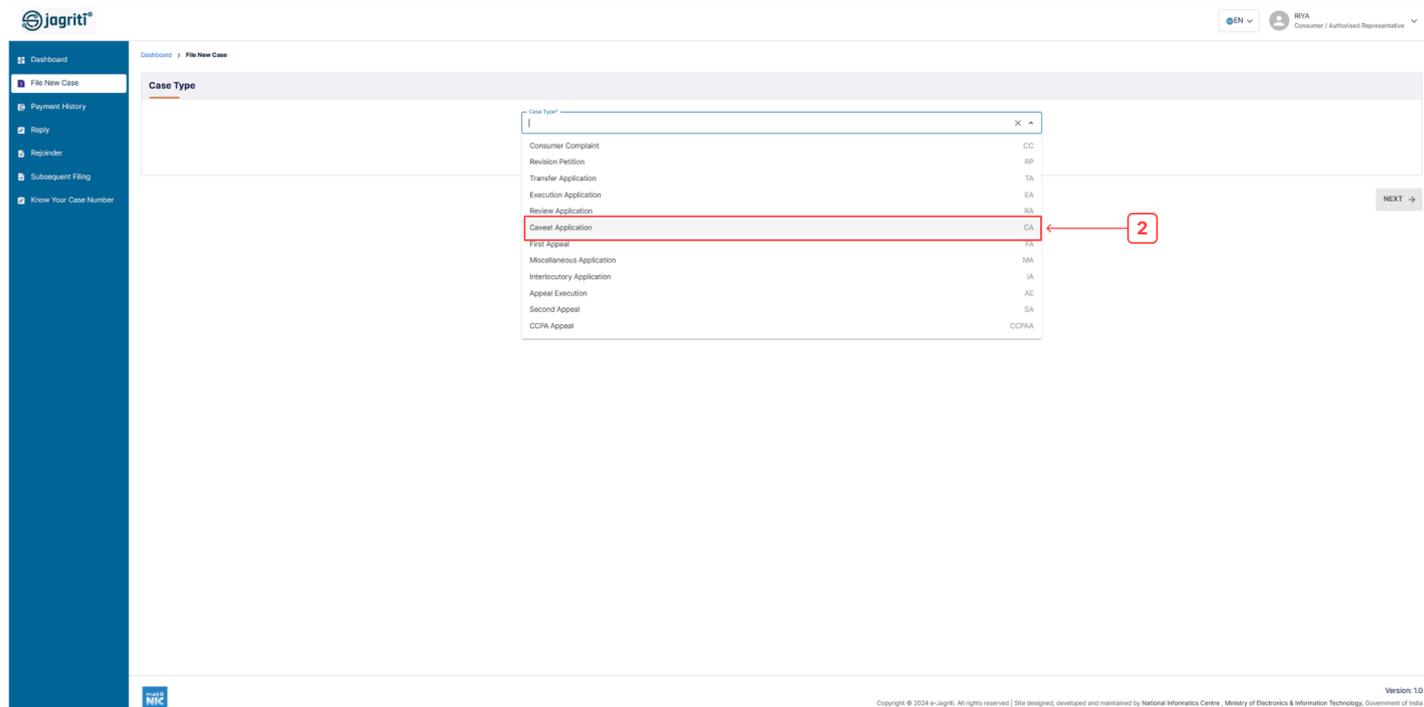
(A-Block, CGO Complex, Lodhi Road,  
New Delhi – 110003)

**March 2025**

**Step 1:** Navigate to the dashboard and select **"File New Case"** from the left menu.



**Step 2:** Choose **"Caveat Application"** from the list of case types in the selection menu.



**Step 3:** Upon selecting **"Caveat Application"** from the given case types,

3.1 : The required documents for case filing will be displayed.

3.2 : Click the "Next" button to proceed.

The screenshot displays the Jagriti application interface. On the left is a blue sidebar with navigation options: Dashboard, File New Case (selected), Payment History, Reply, Replier, Subsequent Filing, and Know Your Case Number. The main content area is titled 'Case Type' and shows a dropdown menu with 'Caveat Application' selected. Below the dropdown, there is a note: 'We may use a link for practice direction/filing proforma and other filing details.' A red box highlights a list of required documents for 'Caveat Application':

- > Index
- > Memo of Parties
- > Caveat Application with Notarised affidavit
- > Copy of order of State Commission
- > Add Annexures / Documents
- > Vakalatnama

A red arrow labeled '3.1' points to this list. Another red arrow labeled '3.2' points to a blue 'NEXT' button with a right-pointing arrow, located at the bottom right of the main content area. The footer contains the NIC logo, copyright information for 2024, and the version number 'Version: 1.0'.

**Step 4:**

4.1 : Either enter the old case format details

4.2 : Or the new case format details.

4.3 : Click the "Submit button" to proceed.

Dashboard > File New Case

1 Case Details 2 Caveator/Respondent 3 Document Upload 4 Final Submission & Checkout

Enter Case Number Of Commission Below

Enter old Case Format Details **4.1**

Commission Name\* State Commission (SCDRCP)\* District Commission (DCORCP)\* Case Number

OR **4.2**

Enter New Case Number Format / Filing Reference Number

Case Number **4.3** SUBMIT

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**Step 5 :**

5.1: View the old case details including case number , case type, commission etc.

5.2: Click "Next" to proceed.

The screenshot shows the Jagriti application interface for filing a caveat application. The top right corner displays the user's name 'SIVA Consumer / Authorized Representative'. The left sidebar contains navigation options: Dashboard, File New Case, Payment History, Reply, Reminder, Subsequent Filing, and Know Your Case Number. The main content area features a progress bar with four steps: 1. Case Details, 2. Caveator/Respondent, 3. Document Upload, and 4. Final Submission & Checkout. The 'Case Details Before NCDRC' section is highlighted with a red box and labeled '5.1'. This section contains the following details:

Case Number NCR/P/2715/2024	Complainant HDFC BANK LTD	Respondent SURESH CHAND
Case Type REVISION PETITION	Commission NCDRC	Commission Type NCDRC
State N/A	Case Stage REGISTERED	Date Of Order N/A
Case Category OTHERS	Case Sub Category BANKING	

The 'NEXT' button is highlighted with a red box and labeled '5.2', indicating the next step in the process.

Step 6:

6.1: Tick the Caveat & Respondent details as given list.

6.2: Click "next" to proceed.

6.3: Tick the checkbox to select an advocate & click "Add Another Advocate" if not listed. Click "Next" button

The screenshot shows the 'File New Case' workflow in the Jagriti application. The progress bar indicates the current step is 'Caveator/Respondent'. The 'Caveator & Respondent Details' table lists two entries: 'HDFC BANK LTD' (Main Petitioner) and 'SURESH CHAND' (Main Opposite Party). Red boxes and arrows highlight the selection of these entries (6.1) and the 'NEXT' button (6.2). Below, the 'Advocate Details' table lists two advocates: 'MR. ANUPAM SINGH, MR. SUSHMIT MISHRA, MR. AJEYO SHARMA & MS. NIKA TIWARI' and 'MR. ATUL KUMAR & MR. MANOJ MITTAL & MANISH KUMAR'. A red box and arrow highlight the selection of the first advocate (6.3). A 'NEXT' button is visible at the bottom right.

6.4 :By clicking on "next" to view or edit the Caveator & Respondent details.

6.5 :Click "Next" to proceed.

The screenshot shows the 'File New Case' workflow in the Jagriti application. The progress bar indicates the current step is 'Caveator/Respondent'. The 'Caveator & Respondent Details' table shows the entries from the previous step, now with checkboxes. Below this is a table for editing party details. Red boxes and arrows highlight the dropdown menu for 'Main Appellant/Petitioner' (6.4) and the 'NEXT' button (6.5). The 'Advocate Details' table shows the selected advocate from the previous step.

Step 7:

7.1 :Upload the required documents: Index,Memo of Parties,Caveat Application with Notarised affidavit,Copy of another of State Commission,Vakalatnama & Annexures (titled), or IA Application.

7.2 :Click "Next" to proceed.

Dashboard > File New Case

EN RYA Consumer / Authorized Representative

Case Details 1 ✓ Caveator/Respondent 2 ✓ Document Upload 3 Final Submission & Checkout 4

Upload Case Documents

S.No.	Document Name	Upload Document	Action
1	Index*	<p>Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.</p>	
2	Memo of Parties*	<p>Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.</p>	
3	Caveat Application with Notarised affidavit*	<p>Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.</p>	
4	Copy of order of State Commission*	<p>Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.</p>	
5	Vakalatnama	<p>Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.</p>	

ADD ANNEXURES / DOCUMENTS

ADD APPLICATION(S)

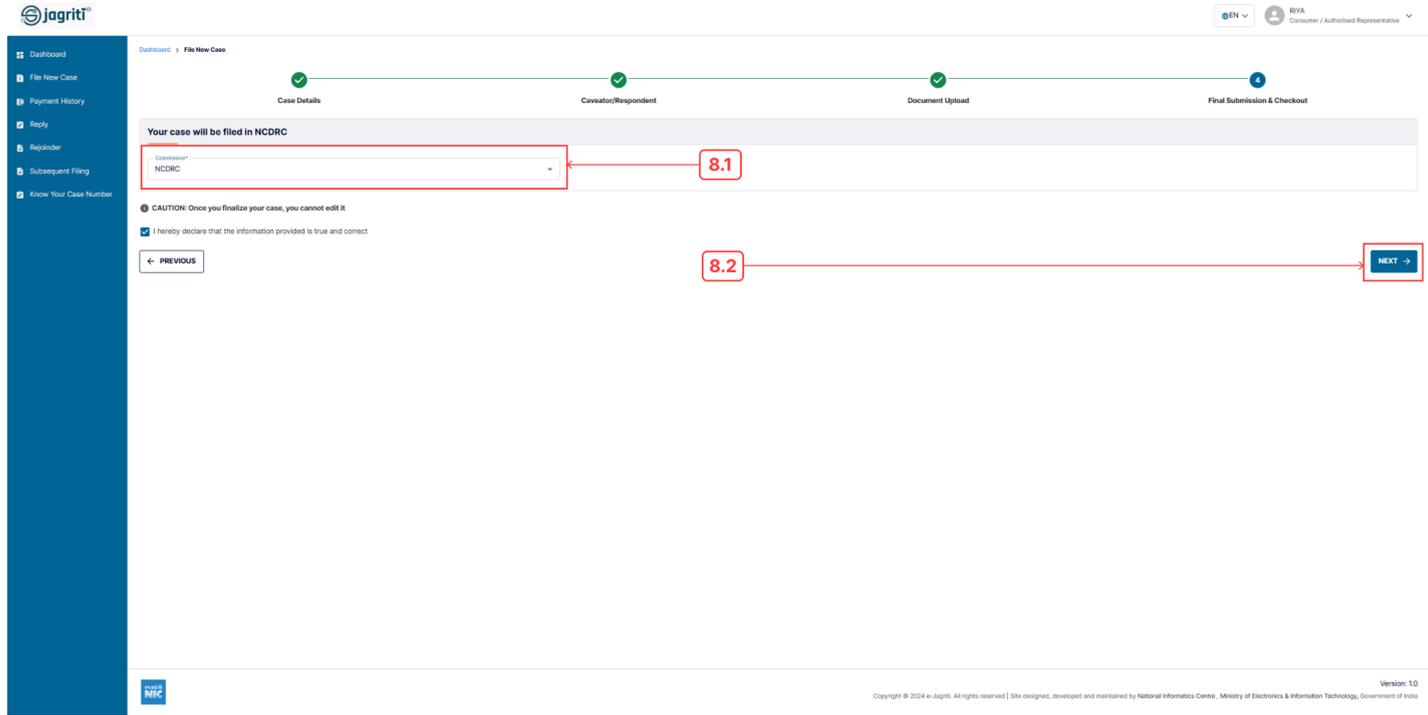
PREVIOUS 7.2 NEXT

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**Step 8:**

8.1: Select the commission name and tick the declaration checkbox.

8.2: Click the "Next" button.



Step 9: Review the details on the Preview page.

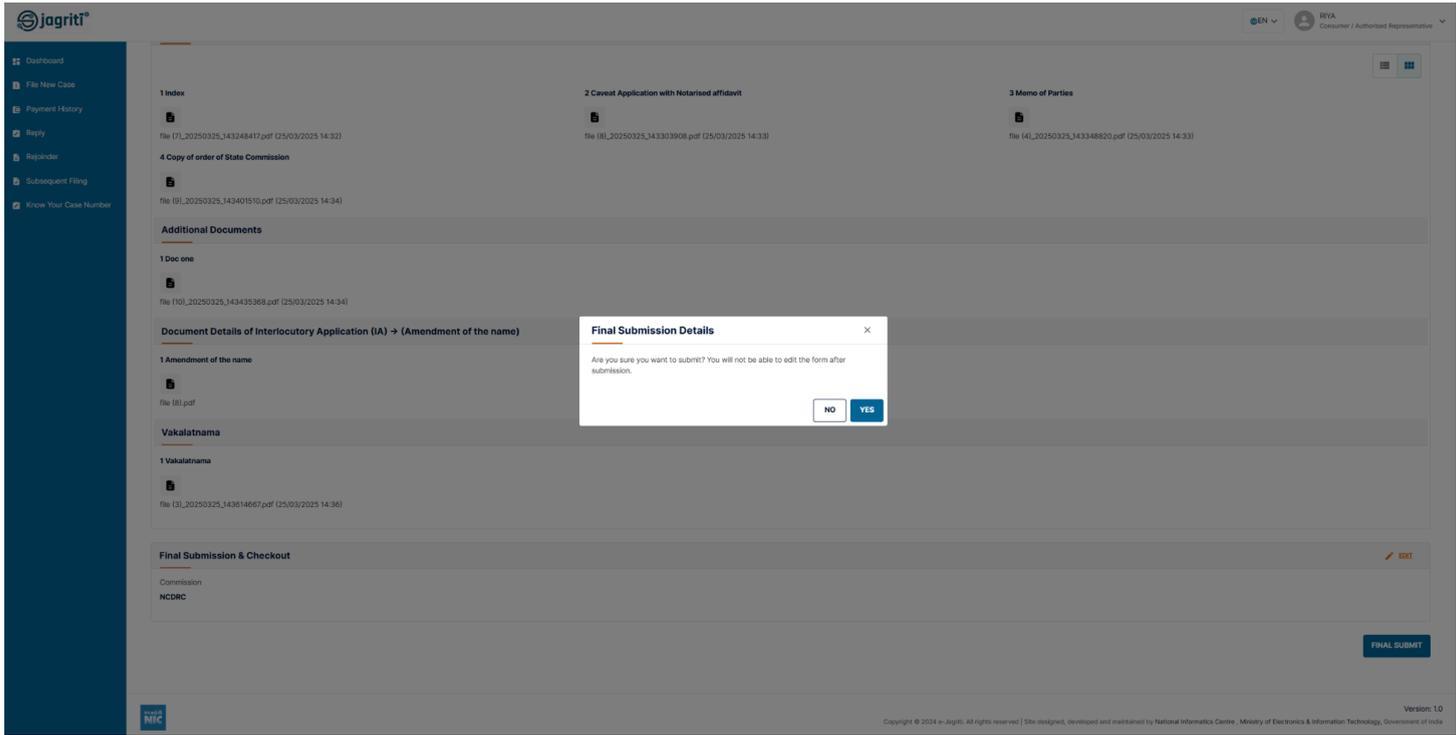
9.1 : Click the "Edit" button to correct the respective section's information.

9.2 : Click "Final Submit" to complete the process.

The screenshot displays the 'File New Case' page in the Jagriti system. The interface is divided into several sections:

- Case Details:** Contains fields for Filing Reference Number (202503250003), Case Type (CAVEAT APPLICATION), Previous Case Number (NCRP/2715/2024), Previous Case Type (REVISION PETITION), Previous Commission (NCDRC), and Case Category (NIA). An 'EDIT' button is visible in the top right corner of this section.
- Caveator Details:** Includes Name (HDFC BANK LTD), Mobile Number (985420809), Email (SURESHCHAND@GMAIL.COM), Is Senior Citizen (NO), Is Widow (NO), Is Differently Abled (NO), Serious Ailments (NO), Handicapped (N/A), Address Type (PRESENT), House Number (T 24 MANDIR WALI GALI GREEN PARK YUSUF SARAI DELHI), Street (N/A), Landmark (N/A), Pin Code (110096), State (DELHI), District (CENTRAL), Post Office (GHAZIPUR B.O), Police Station (N/A), Country (INDIA), Advocate Name (MR. ANUPAM SINGH, MR. SUSHMIT MISHRA, MR. A.EYO SHARMA & MS. NKA TIWARI), Advocate Id (2519), Mobile (N/A), Email (N/A), Bar Council Id (N/A), Address Type (PRESENT), Pincode (N/A), and District (N/A). A red box labeled '9.1' is positioned over the 'EDIT' button in the top right corner of this section.
- Respondent Details:** Includes Name (SURESH CHAND S/O. CHAND), Mobile Number (9876543456), Email (SURESHCHAND@GMAIL.COM), Is Senior Citizen (NO), Is Widow (NO), Is Differently Abled (NO), Serious Ailments (NO), Handicapped (N/A), Address Type (PRESENT), House Number (HND 101 A BLOCK PART B GALI NO 2 SONIA VIHAR DELHI), Street (N/A), Landmark (N/A), Pin Code (110096), State (DELHI), District (NEW DELHI), Post Office (GHAZIPUR B.O), Police Station (N/A), Country (INDIA), and a 'PREVIEW ALL' button.
- Document Details:** Shows three document categories: 1 Index (file 171\_20250325\_143249417.pdf), 2 Caveat Application with Notarised affidavit (file 181\_20250325\_143303908.pdf), and 3 Memo of Parties (file 141\_20250325\_143348820.pdf). It also includes a '4 Copy of order of State Commission' (file 191\_20250325\_143401510.pdf) and 'Additional Documents' (file 1101\_20250325\_143433588.pdf).
- Document Details of Interlocutory Application (IA) -> (Amendment of the name):** Contains 1 Amendment of the name (file 181.pdf) and 1 Vakalatnama (file 131\_20250325\_143914967.pdf).
- Final Submission & Checkout:** Shows Commission (NCDRC) and a 'FINAL SUBMIT' button. A red box labeled '9.2' is positioned over this button.

**Step 10:** Clicking "Final Submit" will trigger a pop-up to confirm submission.



**Step 11:** "Final Submit" generates a reference number and forwards the case to the respective commission.

