

# Help Documentation

*For*

## Execution Application (EA) Filing

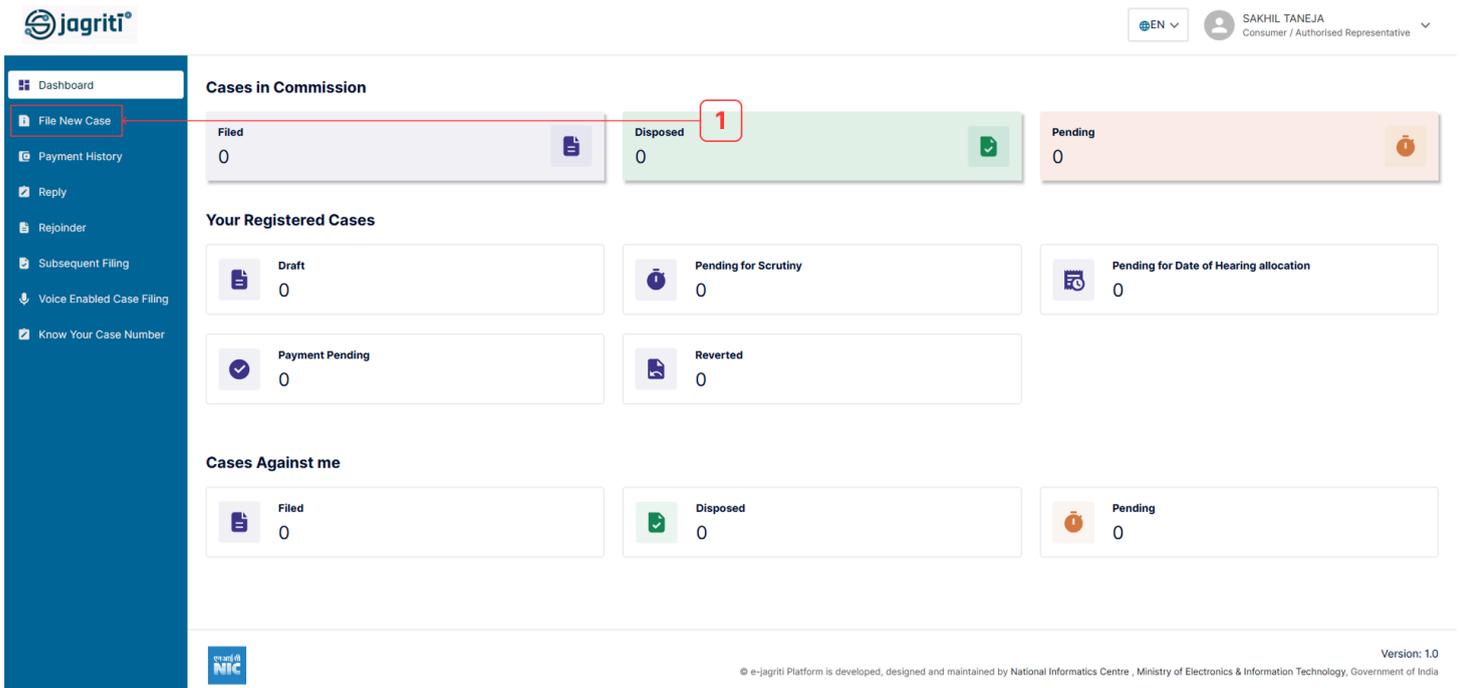


**National Informatics Centre ,  
Ministry of Electronics & Information Technology,  
Government of India**

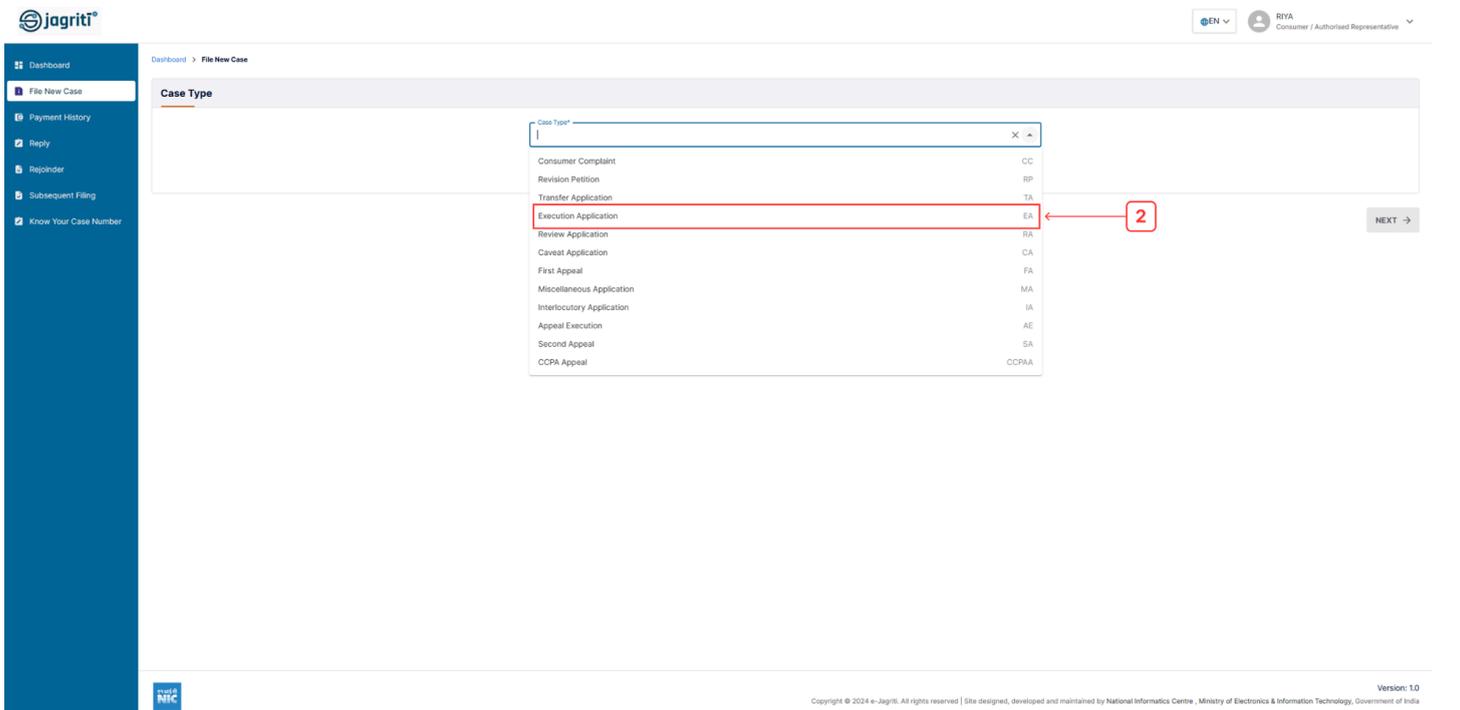
(A-Block, CGO Complex, Lodhi Road,  
New Delhi – 110003)

**March 2025**

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



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



**Step 3:** Upon selecting **"Execution 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 shows the Jagriti web application interface. On the left is a blue sidebar with navigation options: Dashboard, File New Case (selected), Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area is titled 'Case Type' and features a dropdown menu set to 'Execution Application'. Below the dropdown, a message states: 'We may use a link for practice direction/filing proforma and other filing details.' This is followed by a red-bordered box containing the text: 'The following documents are required to file in "Execution Application"'. A list of documents follows, each with a right-pointing arrow: Index, Memo of Parties, Execution Application with Notarised affidavit, Copy of order of National Commission, Add Annexures / Documents, Add Application (IA), and Vakalatnama. A red arrow labeled '3.1' points to this list. At the bottom right of the main content area, there is a blue button labeled 'NEXT' with a right-pointing arrow. A red arrow labeled '3.2' points to this button. The footer includes the National Informatics Centre (NIC) logo and the text 'Version: 1.0'.

**Step 4:**

4.1 : Enter the old case format details and select the respective commission (NCDRC, SCDRC, or DCDRC) based on the case.

4.2 : Or the new case format details.

4.3 : Click the "Submit button" to proceed.

Dashboard > File New Case

1 Main Case Details 2 Complainant / Opposite Party 3 Document Upload 4 Final Submission & Checkout

Enter Main Case Number

Enter old Case Format Details

Commission Name\* State Commission (SCDRC)\* District Commission (DCDRC)\* Enter the disposed case number

OR

Enter New Case Format Details

Enter the disposed case number

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 displays the 'File New Case' workflow in the Jagriti application. The process is divided into four steps: 1. Main Case Details, 2. Complainant / Opposite Party, 3. Document Upload, and 4. Final Submission & Checkout. Step 1 is currently active.

**Case Details Before NCDRC**

Case Number <b>NC/CC/16/2025</b>	Complainant <b>RIYA</b>	Respondent <b>DEEPAK VJAY</b>
Case Type <b>CONSUMER COMPLAINT</b>	Commission <b>NCDRC</b>	Commission Type <b>NCDRC</b>
State <b>N/A</b>	Case Stage <b>DISPOSED OFF</b>	Date Of Order <b>N/A</b>
Case Category <b>AGRICULTURE</b>	Case Sub-Category <b>AGRICULTURE - OTHERS</b>	

A red box labeled '5.1' points to the 'Case Details Before NCDRC' section. Another red box labeled '5.2' points to the 'NEXT' button located at the bottom right of the main content area.

**NEXT** →

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**Step 6:**

6.1: Select/tick the complainant/opposite party detail to view/edit the selected case number.

6.2: Tick the advocate from the list and add another advocate from the given tab.

6.3: Click "Next" to proceed.

Dashboard > File New Case

EN | RIYA Consumer / Authorized Representative

1 Main Case Details 2 Complainant / Opposite Party 3 Document Upload 4 Final Submission & Checkout

**Complainant/Opposite Party Details** 6.1

S.No.	Complainant Name	Role Type	Complainant Mobile Number	Complainant Email	Filed by	Action
1	RIYA	Main Complainant	8802331516		<input type="checkbox"/>	<a href="#">VIEW</a>
2	DEEPAK VUJAY	Main Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>

Rows per page 10 1 - 2 of 2 < >

**Advocate Details** 6.2 [ADD ANOTHER ADVOCATE](#)

S.No.	Advocate Name	Mobile Number	Bar ID	EmailId	Select Advocate
1	ROHIT KARKI	9412314807	19	karkirohit1980@gmail.com	<input type="checkbox"/>

[PREVIOUS](#) 6.3 [NEXT](#)

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### Step 7:

7.1 :Upload the following documents: Index, Memo of Parties, Execution Application with a notarized affidavit, Copy of the National Commission's Order, Vakalatnama, and Annexures/Documents. Add IA (Interlocutory Application) if required.

7.2 : Click “Next” to proceed.

The screenshot displays the Jagriti web portal interface for filing a new case. A progress bar at the top indicates four steps: 1. Main Case Details (completed), 2. Complainant / Opposite Party (completed), 3. Document Upload (current step), and 4. Final Submission & Checkout. A red box labeled '7.1' points to the 'Upload Case Documents' section. This section contains five document upload areas: 'Index\*', 'Memo of Parties\*', 'Execution Application with Notarised affidavit\*', 'Copy of order of National Commission\*', and 'Vakalatnama'. Each area includes a dashed border and the instruction: 'Drag and Drop Files Here or Click to upload (pdf only). File size should not exceeds 10 MB.' Below these are sections for 'Additional Documents' (with a '+ ADD ANNEXURES / DOCUMENTS' button) and 'IA Documents' (with a '+ ADD APPLICATION(IA)' button). At the bottom, a 'PREVIOUS' button is on the left and a 'NEXT' button is on the right, with a red box labeled '7.2' pointing to the 'NEXT' button. The footer includes the NIC logo, copyright information for 2024, and the version number '1.0'.

### Step 8:

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

8.2: Click the "Next" to proceed.

The screenshot displays the 'File New Case' interface on the Jagriti portal. At the top, the Jagriti logo and user profile (RIYA, Consumer / Authorised Representative) are visible. A progress bar shows four stages: 'Main Case Details', 'Complainant / Opposite Party', 'Document Upload', and 'Final Submission & Checkout'. The 'Final Submission & Checkout' stage is currently active. Below the progress bar, a message states 'Your case will be filed in NCDRC'. A dropdown menu for 'Commission' is highlighted with a red box and labeled '8.1'. Below this, a declaration checkbox is checked. A 'NEXT' button is highlighted with a red box and labeled '8.2'. A 'PREVIOUS' button is also visible. The footer includes the NIC logo and copyright information.

**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.

**Case Details**

Filing Reference Number 202502180005	Case Type EXECUTION APPLICATION	Previous Case Number NC/CG/16/2025	<a href="#">EDIT</a>
Previous Case Type CONSUMER COMPLAINT	Previous Commission NCERC	Case Category AGRICULTURE	
Sub-Category AGRICULTURE - OTHERS			

**Filed by Details**

Name RIVA	Mobile Number 8802331010	Email N/A	<a href="#">EDIT</a>
Is Senior Citizen NO	Is Widower NO	Is Differently Abled NO	
Serious Ailments NO	Handicapped N/A		
Address Type PRESENT	House Number A-19	Street B BLOCK	
Landmark CITY SHINE PUBLIC SCHOOL	Pin Code 110096	State DELHI	
District EAST	Post Office GHAZPUR B.O	Police Station N/A	
Country INDIA	N/A		

**Complainant Details**

Name RIVA	Mobile Number 8802331016	Email N/A	
Is Senior Citizen NO	Is Widower NO	Is Differently Abled NO	
Serious Ailments NO	Handicapped N/A		
Address Type PRESENT	House Number A-19	Street B BLOCK	
Landmark CITY SHINE PUBLIC SCHOOL	Pin Code 110096	State DELHI	
District EAST	Post Office GHAZPUR B.O	Police Station N/A	
Country INDIA	N/A		

**Opposite Party Details**

Name RIVA	Mobile Number 8802331010	Email N/A	
Is Senior Citizen NO	Is Widower NO	Is Differently Abled NO	
Serious Ailments NO	Handicapped N/A		
Address Type PRESENT	House Number A-19	Street B BLOCK	
Landmark CITY SHINE PUBLIC SCHOOL	Pin Code 110096	State DELHI	
District EAST	Post Office GHAZPUR B.O	Police Station N/A	
Country INDIA	N/A		

**Document Details**

1 Index file (0)_20250218_114839622.pdf (18/02/2025 11:48)	2 Memo of Parties file (3)_20250218_114839616.pdf (18/02/2025 11:48)	3 Execution Application with Notarised affidavit file (8)_20250218_114839665.pdf (18/02/2025 11:48)	<a href="#">PREVIEW</a> <a href="#">EDIT</a>
4 Copy of order of National Commission file (7)_20250218_114839666.pdf (18/02/2025 11:48)			

**Additional Documents**

1 Decline  
file (6)\_20250218\_114839693.pdf (18/02/2025 11:48)

**Document Details of Interlocutory Application (IA) -> (Amended memo of parties)**

1 Add Affidavit (IA)  
file (5).pdf

**Document Details of Interlocutory Application (IA) -> (Amendment of the name)**

2 Add Affidavit (IA)  
file (1).pdf

**Vakalatnama**

1 Vakalatnama  
file (3)\_20250218\_114839614.pdf (18/02/2025 11:48)

**Final Submission & Checkout**

Commission  
NCERC

[FINAL SUBMIT](#)

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

The screenshot displays the Jagriti web application interface. On the left is a dark blue sidebar with navigation options: Dashboard, File New Case, Payment History, Reply, Reponder, Subsequent Filing, and Know Your Case Number. The main content area is divided into several sections:

- Additional Documents**: Shows 1 document (DocOne) with a file icon and filename: file (6)\_20250218\_314839683.pdf (18/02/2025 11:48).
- Document Details of Interlocutory Application (IA) -> (Amended memo of parties)**: Shows 1 document (Add Affidavit (IA)) with a file icon and filename: file (5).pdf.
- Document Details of Interlocutory Application (IA) -> (Amendment of the name)**: Shows 2 documents (Add Affidavit (IA)) with a file icon and filename: file (1).pdf.
- Vakalatnama**: Shows 1 document (Vakalatnama) with a file icon and filename: file (3)\_20250218\_314839674.pdf (18/02/2025 11:48).
- Final Submission & Checkout**: Shows Commission NCDRC. There is an 'EDIT' button next to it.

A white pop-up dialog box titled "Final Submission Details" is centered on the screen. It contains the text: "Are you sure you want to submit? You will not be able to edit the form after submission." Below the text are two buttons: "NO" and "YES".

At the bottom right of the main content area, there is a blue button labeled "FINAL SUBMIT".

At the bottom of the page, there is a footer with the NIC logo, copyright information: "Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India", and the version number: "Version: 1.0".

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

The screenshot displays the Jagriti web application interface. A modal dialog box titled "Final Submission Details" is centered on the screen, providing confirmation of the case submission. The dialog text states: "Your case has been submitted to NCDRC National Commission, with ref number. Keep the reference number as 202502180005 along with this Interlocutory Application(A) filing reference number(s):202502180006, 202502180007 for all your future reference until the case is admitted." A "CONTINUE" button is located at the bottom right of the dialog. The background interface shows a sidebar with navigation options: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area includes sections for "Additional Documents", "Document Details of Interlocutory Application (IA) -> (Amended memo of parties)", "Document Details of Interlocutory Application (IA) -> (Amendment of the name)", "Vakalatnama", and "Final Submission & Checkout". A "FINAL SUBMIT" button is visible at the bottom right of the main content area.