

Help Documentation

For

Interlocutory Application(IA) Filing



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

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

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Step 1: Navigate to the dashboard and select **"Interlocutory Application"** from the left menu.

The screenshot shows the Jagriti dashboard interface. On the left, a blue sidebar contains a menu with options: Dashboard, File New Case (highlighted with a red box), Payment History, Reply, Rejoinder, Subsequent Filing, Voice Enabled Case Filing, and Know Your Case Number. The main content area is titled 'Cases in Commission' and displays three cards: 'Filed' (0), 'Disposed' (0, highlighted with a red circle and the number '1'), and 'Pending' (0). Below this is a section titled 'Your Registered Cases' with five cards: 'Draft' (0), 'Pending for Scrutiny' (0), 'Pending for Date of Hearing allocation' (0), 'Payment Pending' (0), and 'Reverted' (0). At the bottom is a section titled 'Cases Against me' with three cards: 'Filed' (0), 'Disposed' (0), and 'Pending' (0). The footer includes the National Informatics Centre (NIC) logo and the text 'Version: 1.0' and '© e-jagriti Platform is developed, designed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India'.

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

The screenshot shows the 'File New Case' screen in the Jagriti application. The left sidebar is the same as in Step 1. The main content area is titled 'Case Type' and features a dropdown menu. The dropdown list is open, showing a list of case types: Consumer Complaint, Revision Petition, Transfer Application, Execution Application, Review Application, Caveat Application, First Appeal, Miscellaneous Application, Interlocutory Application (highlighted with a red box and a red circle with the number '2'), Appeal Execution, Second Appeal, and CCPA Appeal. The 'NEXT' button is visible on the right side of the dropdown menu. The footer includes the National Informatics Centre (NIC) logo and the text 'Version: 1.0' and 'Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India'.

Step 3: Upon selecting **"Interlocutory 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 'File New Case' page on the e-Jagriti portal. The 'Case Type' dropdown is set to 'Interlocutory Application'. Below this, a list of required documents is shown, enclosed in a red box labeled '3.1'. The documents are: Index, Interlocutory Application with Notarised affidavit, Add Annexures / Documents, and Vakalatnama. A red arrow labeled '3.2' points from the 'NEXT →' button at the bottom right of the document list to the 'NEXT' button.

Dashboard > File New Case

Case Type

Case Type*
Interlocutory Application

We may use a link for practice direction/filing proforma and other filing details.

The following documents are required to file in "Interlocutory Application"

- > Index
- > Interlocutory Application with Notarised affidavit
- > Add Annexures / Documents
- > Vakalatnama

NEXT →

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Step 4:

4.1 : Either enter the old case format details

4.2 : Or the New Case Number Format/Filing reference Number details.

4.3 : Click the "Submit button" to proceed.

Enter Main Case Number

Enter old Case Format Details

NCDRC State Commission (SCDRCI)* District Commission (DCDRCI)* NC/RP/149/2025

OR

Enter New Case Number Format / Filing Reference Number

Enter the new case number
NC/RP/149/2025

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 'e-Jagriti' portal interface for filing a new case. The top navigation bar shows the user is logged in as 'RIYA Consumer / Authorised Representative'. The sidebar on the left lists various options: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area features a progress bar with five steps: 1. Main Case Details, 2. Case Details, 3. Petitioner / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. The current step is 'Case Details Before NCDRC', which is highlighted with a red box and labeled '5.1'. This section contains a table with case details:

Case Number	Complainant	Respondent
NC/RP/149/2025	PREETI SHARMA	PREMCHAND SHARMA
Case Type	Commission	Commission Type
REVISION PETITION	NCDRC	NCDRC
State	Case Stage	Date Of Order
N/A	REGISTERED	N/A
Case Category	Case Sub Category	
OTHERS	EDUCATION	

At the bottom right of the main content area, there is a 'NEXT' button with a right arrow, highlighted with a red box and labeled '5.2'. The footer of the page includes the NIC logo, copyright information for 2024 e-Jagriti, and the version number 1.0.

Step 6:

6.1: Select the "IA Type" from the list.

6.2: Click "Next" to proceed.

The screenshot displays the e-Jagriti web application interface for filing a new case. The top navigation bar includes the Jagriti logo, a language dropdown set to 'EN', and a user profile for 'RIYA Consumer / Authorised Representative'. The main header shows the progress of the 'File New Case' process, with five steps: 1. Main Case Details (completed), 2. Case Details (current step), 3. Petitioner / Respondent, 4. Document Upload, and 5. Final Submission & Checkout.

In the 'Case Details' section, the 'IA Type' dropdown menu is open, showing a list of options: Amended memo of parties, Amendment of cause title, Amendment of complaint, Amendment of prayer, Amendment of reply, Amendment of the name, Amendment of the petition, Amendment of the written statement, Appointment of amicus curiae, Appointment of local commissioner, Arbitration, Change of Authority Representative, Change of Bench, Change of date, Change of name, and Clarification. A red box labeled '6.1' points to this dropdown menu.

To the right of the dropdown menu, a red box labeled '6.2' points to the 'NEXT →' button, which is located at the bottom right of the form area.

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Step 7:

7.1 :To add Petitioner & Respondent details in the list ,tick the checkboxes.

7.2 : Click “view” to see the details.

7.3 :Click the “Next” button to proceed.

Dashboard > File New Case

EN RYA Consumer / Authorised Representative

Progress: 1. Main Case Details (✓), 2. Case Details (✓), 3. Petitioner / Respondent (3), 4. Document Upload, 5. Final Submission & Checkout

Petitioner/Respondent Details

S.No.	Petitioner Name	Role Type	Petitioner Mobile Number	Petitioner Email	Filed by	Action
1	PREETI SHARMA	Main Complainant			<input type="checkbox"/>	VIEW
2	PREMCHAND SHARMA	Main Opposite Party			<input type="checkbox"/>	VIEW

Rows per page: 10 1 - 2 of 2

Advocate Details

S.No.	Advocate Name	Mobile Number	Bar ID	EmailId	Select Advocate
1	MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, UDIT GROVER & SOURABH TYAGI	N/A	N/A	N/A	

← PREVIOUS **NEXT** →

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7.4 :View and edit the Petitioner & Respondent details.

7.5 :Click "Next" to proceed.

Dashboard > File New Case

EN RYA Consumer / Authorised Representative

Progress: 1. Main Case Details (✓), 2. Case Details (✓), 3. Petitioner / Respondent (3), 4. Document Upload, 5. Final Submission & Checkout

Petitioner/Respondent Details

S.No.	Petitioner Name
1	PREETI SHARMA
2	PREMCHAND SHARMA

Advocate Details

S.No.	Advocate Name
1	MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, UDIT GROVER & SOURABH TYAGI

← PREVIOUS **NEXT** →

Details

Name* PREETI SHARMA Relation Relative Name Mobile Number

Email

☐ Senior Citizen ☐ Widow ☐ Differently Abled ☐ Serious Allments

Address 1 ☐ NRI

Address Type* PRESENT House No./Door No./Building/Flat Block/Street/Mohalla/Sector

Landmark/Locality Country* INDIA Pin Code*

State* District* Post Office* Police Station

+ ALSO AT ADD ADDRESS **ADD**

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Step 8:

8.1: Upload the required documents: Index, Interlocutory Application with Notarized Affidavit, Vakalatnama & Annexures (titled) Documents.

8.2: Click "Next" to proceed.

The screenshot displays the Jagriti e-Jagriti portal interface. On the left is a blue sidebar with navigation links: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area shows a progress bar with five steps: Main Case Details (completed), Case Details (completed), Petitioner / Respondent (completed), Document Upload (current step, marked with a blue circle and '4'), and Final Submission & Checkout (marked with a grey circle and '5'). Below the progress bar, the 'Upload Case Documents' section is highlighted with a red box labeled '8.1'. This section contains a table with three rows for document uploads:

S.No.	Document Name	Upload Document	Action
1	Index*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
2	Interlocutory Application with Notarised affidavit*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
3	Vakalatnama	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	

Below the table is a button labeled '+ ADD ANNEXURES / DOCUMENTS'. At the bottom of the section, there are two buttons: 'PREVIOUS' and 'NEXT'. The 'NEXT' button is highlighted with a red box labeled '8.2'.

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Step 9:

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

9.2: Click the "Preview" button.

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Dashboard > File New Case

EN RYA Consumer / Authorised Representative

Main Case Details Case Details Petitioner / Respondent Document Upload Final Submission & Checkout

Your case will be filed in NCDRC

Commission NCDRC

CAUTION: Once you finalize your case, you cannot edit it

☐ I hereby declare that the information provided is true and correct

PREVIOUS


PREVIEW

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Step 10: Review the details on the Preview page.

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

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



- Dashboard
- File New Case
- Payment History
- Reply
- Reminder
- Subsequent Filing
- Know Your Case Number

Dashboard > File New Case

Case Details

Filing Reference Number	Case Type	Previous Case Number
202503200003	INTERLOCUTORY APPLICATION	NC/RP/149/2025
Previous Case Type	Previous Commission	Case Category
REVISION PETITION	NCRC	N/A
Is Type		
AMENDMENT OF THE NAME		

Filed by Details

10.1

EDIT

Name	Mobile Number	Email
PREETI SHARMA	8802331516	N/A
Is Senior Citizen	Is Widower	Is Differently Abled
NO	NO	NO
Serious Ailments	Handicapped	
NO	N/A	
Address Type	House Number	Street
PRESENT	123	N/A
Landmark	Pin Code	State
N/A	110096	DELHI
District	Post Office	Police Station
EAST	CHAZPUR B.O	N/A
Country	Net	
INDIA	NO	
Advocate Name	Advocate Id	Mobile
MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, UDIT GROVER & SOURABH TYAGI	60658	N/A
Email	Bar Council Id	
N/A	N/A	
Address Type	Pincode	District
PRESENT	N/A	N/A
State		
N/A		

Petitioner Details

Name	Mobile Number	Email
PREETI SHARMA	0	N/A
Is Senior Citizen	Is Widower	Is Differently Abled
N/A	N/A	NO
Serious Ailments	Handicapped	
N/A	N/A	
Address Type	House Number	Street
PRESENT	N/A	N/A
Landmark	Pin Code	State
N/A	N/A	N/A
District	Post Office	Police Station
N/A	N/A	N/A
Country	Net	
INDIA	NO	
Advocate Name	Advocate Id	Mobile
MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, UDIT GROVER & SOURABH TYAGI	60658	N/A
Email	Bar Council Id	
N/A	N/A	
Address Type	Pincode	District
PRESENT	N/A	N/A
State		
N/A		

Respondent Details

Name	Mobile Number	Email
PREMCHAND SHARMA	0	N/A
Is Senior Citizen	Is Widower	Is Differently Abled
N/A	N/A	NO
Serious Ailments	Handicapped	
N/A	N/A	
Address Type	House Number	Street
PRESENT	N/A	N/A
Landmark	Pin Code	State
N/A	N/A	N/A
District	Post Office	Police Station
N/A	N/A	N/A
Country	Net	
INDIA	NO	


Final Submission & Checkout

Commission


NCRC

10.2

FINAL SUBMIT



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 National Informatics Centre

e-Jagriti Help Document

10/12

Step 11: Clicking "Final Submit" will trigger a pop-up to confirm submission.

The screenshot displays the Jagriti portal interface. A dark blue sidebar on the left contains navigation links: Dashboard, File New Case, Payment History, Reply, Reorder, Subsequent Filing, and Know Your Case Number. The main content area is divided into sections: Address Type (PRESENT), Respondent Details (Name: PREMCHAND SHARMA, Mobile Number: 0, Is Senior Citizen: N/A, Is Widower: N/A, Handicapped: N/A, Address Type: PRESENT, Landmark: N/A, District: N/A, Country: INDIA), and Final Submission & Checkout (Commission: NCDRC). A 'FINAL SUBMIT' button is located at the bottom right. A white pop-up dialog titled 'Final Submission Details' is centered on the screen, asking 'Are you sure you want to submit? You will not be able to edit the form after submission.' with 'NO' and 'YES' buttons.

Jagriti

EN Consumer / Authorized Representative

Address Type
PRESENT

Pincode
N/A

District
N/A

State
N/A

Respondent Details

Name
PREMCHAND SHARMA

Mobile Number
0

Email
N/A

Is Senior Citizen
N/A

Is Widower
N/A

Is Differently Abled
NO

Serious Ailments
N/A

Handicapped
N/A

Address Type
PRESENT

Landmark
N/A

District
N/A

Country
INDIA

Street
N/A

State
N/A

Police Station
N/A

Final Submission & Checkout


Commission
NCDRC

FINAL SUBMIT

NIC National Informatics Centre

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Step 12: "Final Submit" generates a reference number and forwards the case to the respective commission.



Dashboard

File New Case

Payment History

Reply

Reorder

Subsequent Filing

Know Your Case Number

Address Type
PRESENT

Pincode
N/A

District
N/A

State
N/A

Respondent Details

Name
PREMCHAND SHARMA

Is Senior Citizen
N/A

Serious Ailments
N/A

Mobile Number
0

Is Widow
N/A

Handicapped

Email
N/A

Is Differently Abled
NO

Address Type
PRESENT

Landmark
N/A

District
N/A

Country
INDIA

Street
N/A

State
N/A

Police Station
N/A

Final Submission & Checkout


Commission
NCDCRC

Final Submission Details

Your case has been submitted to **NCDCRC National Commission**, with ref number. Keep the reference number as **202503200003** for all your future reference until the case is admitted.

CONTINUE

FINAL SUBMIT



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