

# Help Documentation

*For*

## Review Application (RA) Filing



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

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**Step 1:** Navigate to the dashboard and select **"File New Case"** 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, Payment History, Reply, Rejoinder, Subsequent Filing, Voice Enabled Case Filing, and Know Your Case Number. The 'File New Case' option is highlighted with a red box and an arrow. The main content area is titled 'Cases in Commission' and shows three cards: 'Filed' (0), 'Disposed' (0), and 'Pending' (0). A red box with the number '1' is placed over the 'Disposed' count. Below this, the 'Your Registered Cases' section shows five cards: 'Draft' (0), 'Pending for Scrutiny' (0), 'Pending for Date of Hearing allocation' (0), 'Payment Pending' (0), and 'Reverted' (0). The 'Cases Against me' section shows three cards: 'Filed' (0), 'Disposed' (0), and 'Pending' (0). At the bottom right, the version '1.0' is displayed.

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

The screenshot shows the 'File New Case' screen in the Jagriti application. A dropdown menu for 'Case Type' is open, displaying a list of case types. The 'Review Application' option is highlighted with a red box and an arrow. A red box with the number '2' is placed over the 'Review Application' option. The list of case types includes: Consumer Complaint, Revision Petition, Transfer Application, Execution Application, Review Application, Criminal Application, First Appeal, Miscellaneous Application, Interlocutory Application, Appeal Execution, Second Appeal, and COPIA Appeal. The 'Review Application' option is the second item in the list. At the bottom right, the version '1.0' is displayed.

**Step 3:** Upon selecting **"Review 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.

Dashboard > File New Case

Case Type

Case Type\*

Review Application

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

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

- > Index
- > Review Application with Notarised affidavit
- > Certified copy of order of National Commission
- > Add Annexures / Documents
- > Add Application (IA)
- > Vakalatnama

3.1

3.2

NEXT →

Version: 1.0

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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 detail.

4.3 : Click the "Submit" to proceed.

The screenshot shows the 'File New Case' interface on the Jagriti portal. The top navigation bar includes the Jagriti logo, a language selector (EN), and a user profile dropdown (RA Consumer / Authorized Representative). The left sidebar lists menu items: 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. Main Case Details (active), 2. Complainant / Opposite Party, 3. Document Upload, and 4. Final Submission & Checkout. Below the progress bar, the 'Enter Main Case Number' section is highlighted. It contains two options: 'Enter old Case Format Details' and 'Enter New Case Number Format / Filing Reference Number', separated by an 'OR' label. The 'Enter old Case Format Details' option includes three dropdown menus for 'Commission Name\*', 'State Commission (SCORC)\*', and 'District Commission (DCORC)\*', followed by a text input for 'Enter the disposed case number'. The 'Enter New Case Number Format / Filing Reference Number' option includes a single text input for 'Enter the disposed case number'. A 'SUBMIT' button is located at the bottom right of the form. Red arrows and boxes labeled 4.1, 4.2, and 4.3 point to the respective input fields and the submit button. The footer includes the NIC logo, copyright information for 2024, and the version number 1.0.

EN RA Consumer / Authorized Representative

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

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 (SCORC)\* District Commission (DCORC)\* Enter the disposed case number

OR

Enter New Case Number Format / Filing Reference Number

Enter the disposed case number

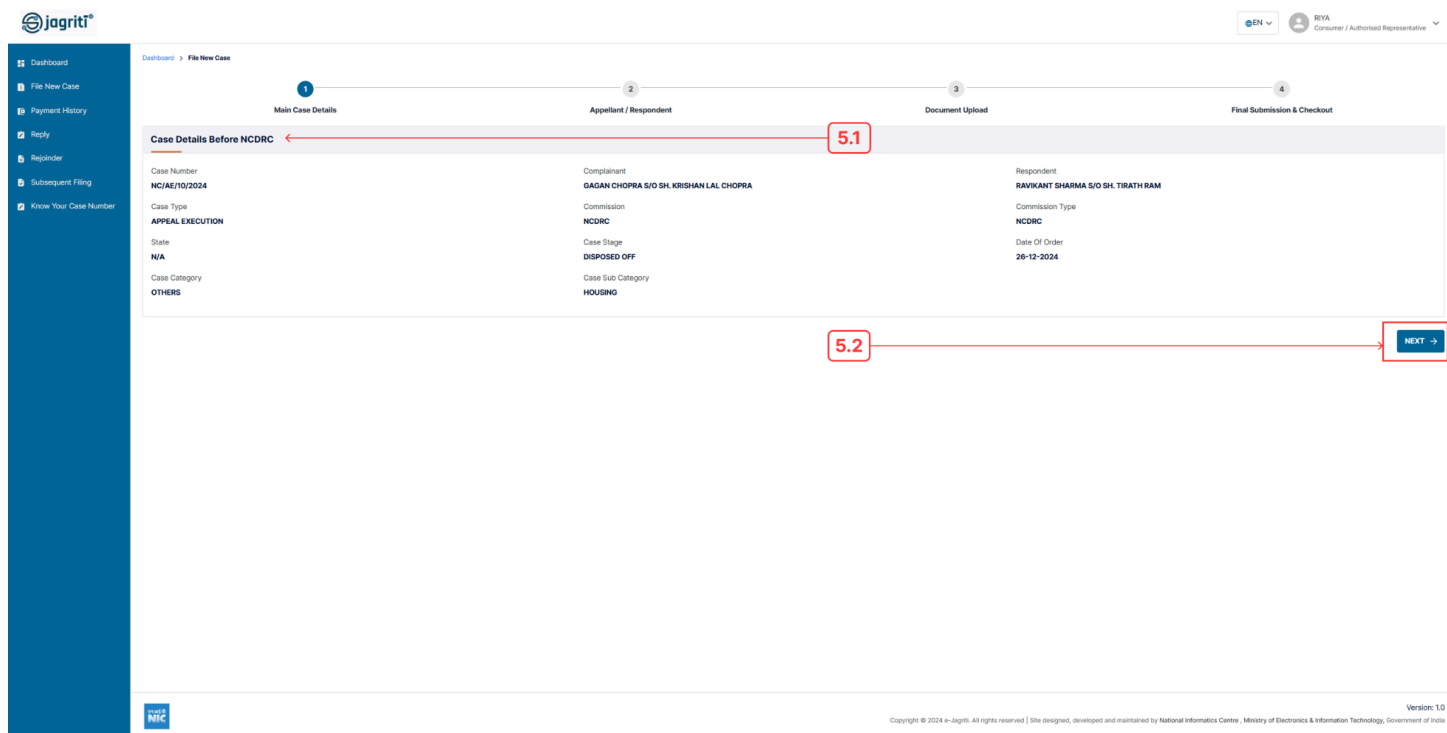
SUBMIT

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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.



**jagriti**

Dashboard > File New Case

EN RIVA Consumer / Authorised Representative

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

**Case Details Before NCDRC**

Case Number NC/AE/10/2024	Complainant GAGAN CHOPRA S/O SH. KRISHAN LAL CHOPRA	Respondent RAVIKANT SHARMA S/O SH. TIRATH RAM
Case Type APPEAL EXECUTION	Commission NCDRC	Commission Type NCDRC
State N/A	Case Stage DISPOSED OFF	Date Of Order 26-12-2024
Case Category OTHERS	Case Sub Category HOUSING	

**NEXT**

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**Step 6:**

6.1: Tick the Appellant/Respondent detail to view and edit.

6.2: Tick the checkbox to select an advocate & click **"Add Another Advocate"** if not listed.

The screenshot shows the 'Appellant/Respondent Details' section of the e-Jagriti RA interface. A progress bar at the top indicates four steps: 1. Main Case Details (completed), 2. Appellant / Respondent (current step), 3. Document Upload, and 4. Final Submission & Checkout. The 'Appellant/Respondent Details' table lists four entries with checkboxes in the 'Filed by' column. A red box labeled '6.1' highlights the first checkbox, which is currently unchecked. The 'Advocate Details' section below shows a table with one entry, 'MR. MADHURENDRA KUMAR', with a checkbox in the 'Select Advocate' column. A red box labeled '6.2' highlights this checkbox, which is also unchecked. A blue button labeled 'ADD ANOTHER ADVOCATE' is visible to the right of the table. Navigation buttons 'PREVIOUS' and 'NEXT' are at the bottom.

S.No.	Appellant Name	Role Type	Appellant Mobile Number	Appellant Email	Filed by	Action
1	GAGAN CHOPRA S/O SH. KRISHAN LAL CHOPRA	Main Complainant	9818664351		<input type="checkbox"/>	<a href="#">VIEW</a>
2	RAVIKANT SHARMA S/O SH. TIRATH RAM	Main Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>
3	EMERGING VALLEY PVT. LTD. THROUGH ITS MANAGING DIRECTOR,	Additional Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>
4	GURPREET SINGH SIDHU, MANAGING DIRECTOR, EMERGING VALLEY PVT. LTD.	Additional Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>

S.No.	Advocate Name	Mobile Number	Bar ID	Emailid	Select Advocate
1	MR. MADHURENDRA KUMAR	N/A	N/A	N/A	<input type="checkbox"/>

6.3: Click **"next"** to proceed.

The screenshot shows the 'Appellant/Respondent Details' section of the e-Jagriti RA interface. The progress bar at the top indicates four steps: 1. Main Case Details (completed), 2. Appellant / Respondent (current step), 3. Document Upload, and 4. Final Submission & Checkout. The 'Appellant/Respondent Details' table lists four entries with checkboxes in the 'Filed by' column. A red box labeled '6.3' highlights the 'NEXT' button at the bottom right, which is currently disabled. The 'Advocate Details' section below shows a table with one entry, 'MR. MADHURENDRA KUMAR', with a checkbox in the 'Select Advocate' column. A red box labeled '6.3' highlights this checkbox, which is currently checked. A blue button labeled 'ADD ANOTHER ADVOCATE' is visible to the right of the table. Navigation buttons 'PREVIOUS' and 'NEXT' are at the bottom.

S.No.	Appellant Name	Role Type	Appellant Mobile Number	Appellant Email	Filed by	Action
1	GAGAN CHOPRA S/O SH. KRISHAN LAL CHOPRA	Main Complainant	9818664351	sureshchand@gmail.com	<input checked="" type="checkbox"/>	<a href="#">VIEW/EDIT</a>
2	RAVIKANT SHARMA S/O SH. TIRATH RAM	Main Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>
3	EMERGING VALLEY PVT. LTD. THROUGH ITS MANAGING DIRECTOR,	Additional Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>
4	GURPREET SINGH SIDHU, MANAGING DIRECTOR, EMERGING VALLEY PVT. LTD.	Additional Opposite Party			<input type="checkbox"/>	<a href="#">VIEW</a>

S.No.	Advocate Name	Mobile Number	Bar ID	Emailid	Select Advocate
1	MR. MADHURENDRA KUMAR	N/A	N/A	N/A	<input checked="" type="checkbox"/>

**Step 7:**

7.1 :Upload the required documents: Index,Review Application with Notarised affidavit,Certified copy of order of National Commission,Vakalatnama & Annexures (titled), or IA Application.

7.2 :Click "Next" to proceed.

EN
RYA  
Consumer / Authorized Representative

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

Dashboard > File New Case

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

7.1

1

Index\*

Drag and Drop Files Here or Click to upload (pdf only).  
File size should not exceed 10 MB.

2

Review Application with Notarised affidavit\*

Drag and Drop Files Here or Click to upload (pdf only).  
File size should not exceed 10 MB.

3

Certified copy of order of National Commission\*

Drag and Drop Files Here or Click to upload (pdf only).  
File size should not exceed 10 MB.

4

Vakalatnama

Drag and Drop Files Here or Click to upload (pdf only).  
File size should not exceed 10 MB.

Additional Documents:  
Note: Please Click Save Document button, if you change document name\*\*

5

Please Enter Document Name

Drag and Drop Files Here or Click to upload (pdf only).  
File size should not exceed 10 MB.

+ ADD ANNEXURES / DOCUMENTS

IA Documents:

1

IA Type

Drag and Drop Files Here or Click to upload (pdf only).  
File size should not exceed 10 MB.

+ ADD APPLICATION(IA)

7.2

PREVIOUS

NEXT

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National Informatics Centre

e-Jagriti Help Document

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**Step 8:**

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

8.2: Click the "Next" button.

**jagriti®** EN RYA Consumer / Authorized Representative

Dashboard > File New Case

Main Case Details Appellant / 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 NEXT

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**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** Edit

Filing Reference Number <b>202503260027</b>	Case Type <b>REVIEW APPLICATION</b>	Previous Case Number <b>NC/AE/10/2024</b>
Previous Case Type <b>APPEAL EXECUTION</b>	Previous Commission <b>NCDC</b>	Case Category <b>HOUSING</b>

**Filed by Details** Edit

Name <b>GAGAN CHOPRA S/O SH. KRISHAN LAL CHOPRA</b>	Mobile Number <b>9818664351</b>	Email <b>SURESHCHAND@GMAIL.COM</b>
Is Senior Citizen <b>NO</b>	Is Widow <b>NO</b>	Is Differently Abled <b>NO</b>
Serious Ailments <b>NO</b>	Handicapped <b>N/A</b>	
Address Type <b>PRESENT</b>	House Number <b>R/O, H.NO. 317, SECTOR -21 A, CHANDIGARH</b>	Street <b>N/A</b>
Landmark <b>N/A</b>	Pin Code <b>110096</b>	State <b>DELHI</b>
District <b>CENTRAL</b>	Post Office <b>GHAZIPUR B.O</b>	Police Station <b>N/A</b>
Country <b>INDIA</b>	Pin <b>NO</b>	
Advocate Name <b>MR. MADHURENDRA KUMAR</b>	Advocate Id <b>57115</b>	Mobile <b>N/A</b>
Email <b>N/A</b>	Bar Council Id <b>N/A</b>	
Address Type <b>PRESENT</b>	Pincode <b>N/A</b>	District <b>N/A</b>
State <b>N/A</b>		

**Document Details** PREVIEW ALL Edit

<b>1 Index</b> file (10)_20250326_142106565.pdf (26/03/2025 14:21)	<b>2 Review Application with Notarised affidavit</b> file (9)_20250326_142118037.pdf (26/03/2025 14:21)	<b>3 Certified copy of order of National Commission</b> file (4)_20250326_142141438.pdf (26/03/2025 14:21)
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**Additional Documents**

**1 Doc one**  
file (8)\_20250326\_142217581.pdf (26/03/2025 14:22)

**Document Details of Interlocutory Application (IA) → (Amendment of complaint)**

**1 Amendment of complaint**  
file (5).pdf

**Vakalatnama**

**1 Vakalatnama**  
file (7)\_20250326\_142155772.pdf (26/03/2025 14:21)

**Final Submission & Checkout** Edit

Commission  
**NCDC**

**9.1** → **9.2** → **FINAL SUBMIT**

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

The screenshot shows the Jagriti portal interface. On the left is a dark blue sidebar with navigation links: Dashboard, File New Case, Payment History, Reply, Repender, Subsequent Filing, and Know Your Case Number. The main area is titled 'Document Details' and contains sections for '1 Index', '2 Review Application with Notarised affidavit', '3 Certified copy of order of National Commission', 'Additional Documents', '1 Doc one', 'Document Details of Interlocutory Application (IA) -> (Amendment of complaint)', '1 Amendment of complaint', 'Vakalatnama', '1 Vakalatnama', and 'Final Submission & Checkout'. 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. The 'FINAL SUBMIT' button is visible at the bottom right of the main form area.

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

This screenshot shows the same Jagriti portal interface as the previous one, but the 'Final Submission Details' pop-up now displays the submission confirmation. The text inside the pop-up reads: 'Your case has been submitted to NCDRC National Commission, with ref number. Keep the reference number as 202503260027 along with this Interlocutory Application(RA) filing reference number(s) 202503260030 for all your future reference until the case is admitted.' A 'CONTINUE' button is at the bottom of the pop-up. The 'FINAL SUBMIT' button remains visible at the bottom right of the main form area.