

# Help Documentation

For

## Review Application (RA) Filing

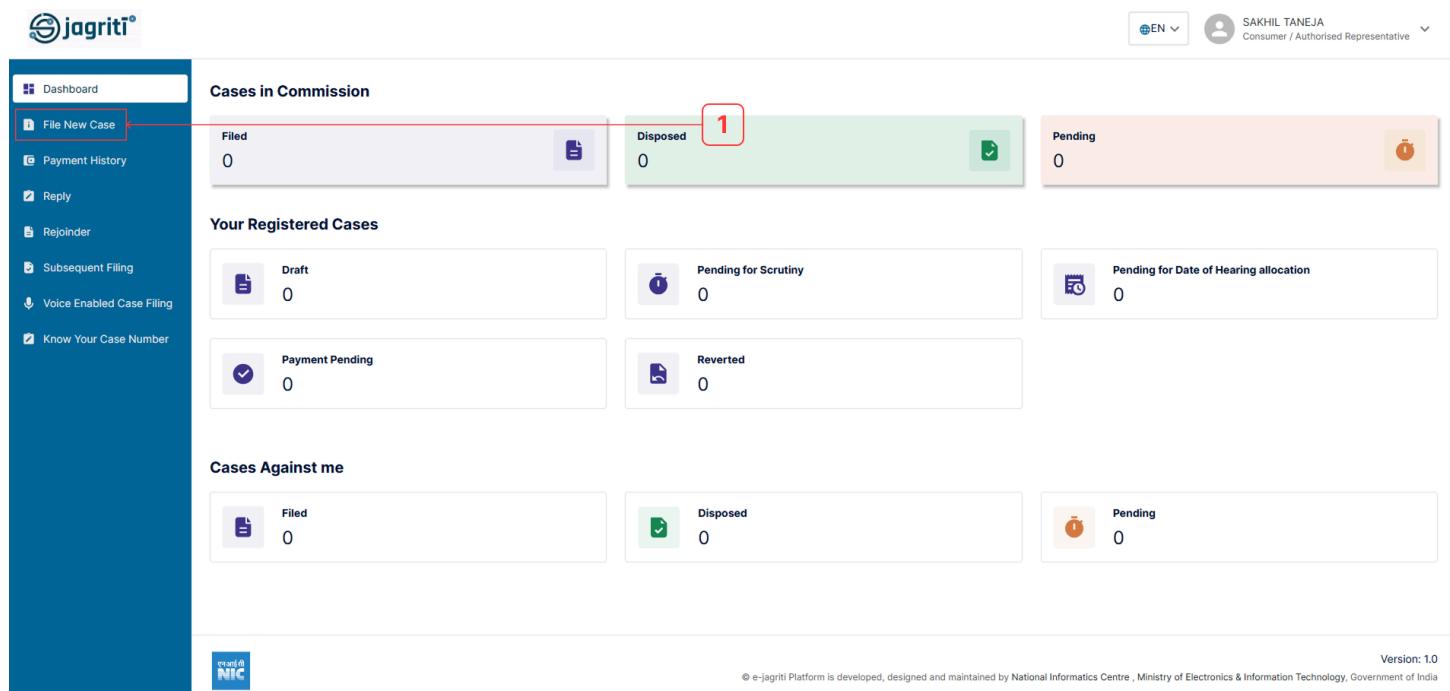


**National Informatics Centre ,  
Ministry of Electronics & Information Technology,  
Government of India**

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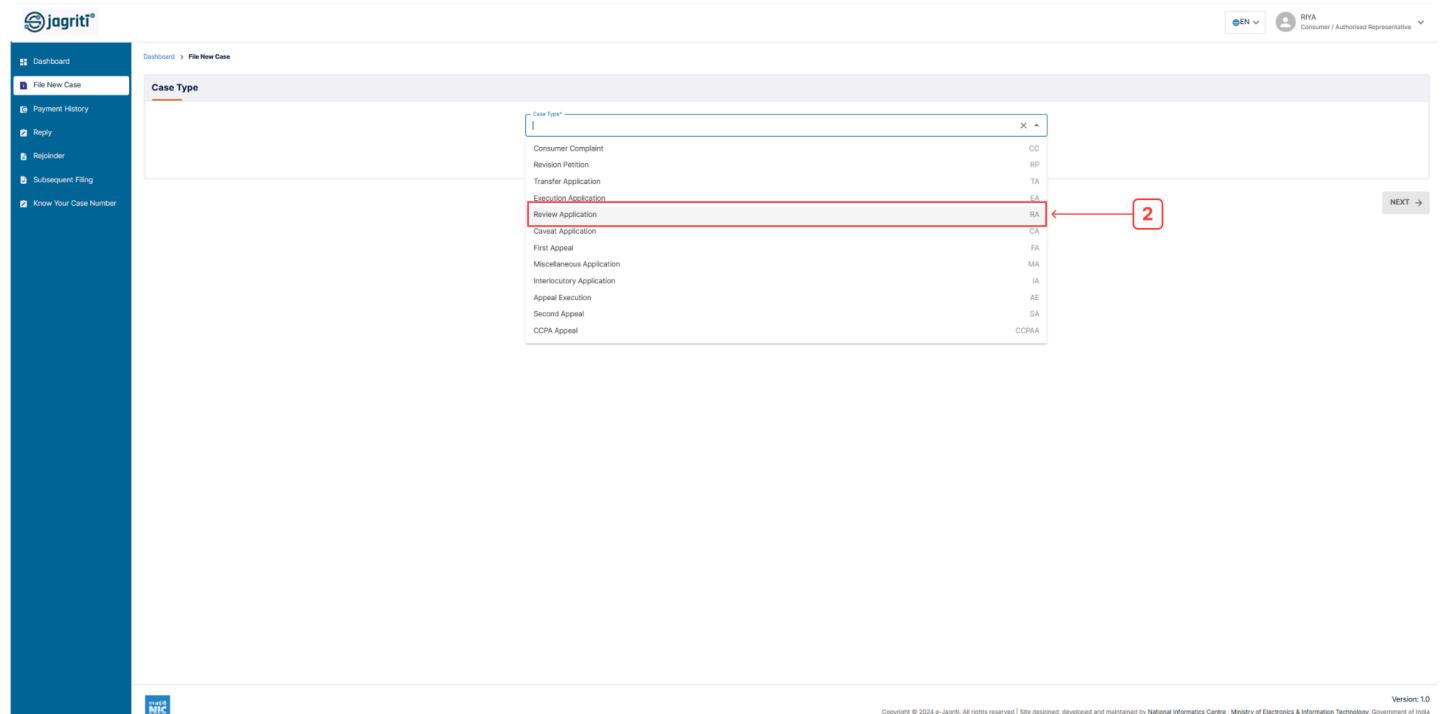
**March 2025**

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



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

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



The screenshot shows the 'File New Case' page. The left sidebar is identical to the dashboard. The main area has a 'Case Type' section with a dropdown menu. The menu lists various case types: Consumer Complaint, Revision Petition, Transfer Application, Execution Application, Review Application (which is highlighted with a red box), Caveat Application, First Appeal, Miscellaneous Application, Interlocutory Application, Appeal Execution, Second Appeal, and CCPA Appeal. To the right of the dropdown are abbreviations: CC, RP, TA, EA, RA, CA, FA, MA, IA, AE, SA, CCPAA. A red box labeled '2' points to the 'Review Application' option in the dropdown menu. The footer includes the NIC logo and a copyright notice: '© 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 "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.

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

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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.

Dashboard > File New Case

Main Case Details      Complainant / Opposite Party      Document Upload      Final Submission & Checkout

**Enter Main Case Number**

**Enter old Case Format Details** 4.1

Commission Name\*      State Commission (SCDRIC)\*      District Commission (DCDRIC)\*      Enter the disposed case number

**Enter New Case Number Format / Filing Reference Number** 4.2

Enter the disposed 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.

Case Details Before NCDRC

Case Number NCAE/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	

**5.1**

**5.2**

**NEXT →**

**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.

Appellant/Respondent Details

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"/>	<b>VIEW</b>
2	RAVIKANT SHARMA S/O SH. TIRATH RAM	Main Opposite Party			<input type="checkbox"/>	<b>VIEW</b>
3	EMERGING VALLEY PVT. LTD. THROUGH ITS MANAGING DIRECTOR,	Additional Opposite Party			<input type="checkbox"/>	<b>VIEW</b>
4	GURPREET SINGH SIDHU, MANAGING DIRECTOR, EMERGING VALLEY PVT. LTD.	Additional Opposite Party			<input type="checkbox"/>	<b>VIEW</b>

Advocate Details

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

**6.1**

**6.2**

**NEXT**

6.3: Click "next" to proceed.

Appellant/Respondent Details

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"/>	<b>VIEW/EDIT</b>
2	RAVIKANT SHARMA S/O SH. TIRATH RAM	Main Opposite Party			<input type="checkbox"/>	<b>VIEW</b>
3	EMERGING VALLEY PVT. LTD. THROUGH ITS MANAGING DIRECTOR,	Additional Opposite Party			<input type="checkbox"/>	<b>VIEW</b>
4	GURPREET SINGH SIDHU, MANAGING DIRECTOR, EMERGING VALLEY PVT. LTD.	Additional Opposite Party			<input type="checkbox"/>	<b>VIEW</b>

Advocate Details

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"/>

**6.3**

**NEXT**

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**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.

Dashboard > File New Case

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

**Upload Case Documents** 7.1

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

S.No.	Document Name	Upload Document	Action
5	Please Enter Document Name	Drag and Drop File Here or Click to upload (pdf only). File size should not exceed 10 MB.	!

**IA Documents:**

S.No.	Document Name	Upload Document	Action
1	IA Type	Drag and Drop File Here or Click to upload (pdf only). File size should not exceed 10 MB.	!

**NEXT →**

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**Step 8:**

- 8.1: Select the commission name and tick the declaration checkbox.
- 8.2: Click the "Next" button.

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**

Filing Reference Number: 202503260027  
Case Type: REVIEW APPLICATION  
Previous Case Type: APPEAL EXECUTION  
Previous Commission: NCDRC  
Case Category: HOUSING

**Filed by Details**

Name: GAGAN CHOPRA S/O SH. KRISHAN LAL CHOPRA  
Is Senior Citizen: NO  
Serious Ailments: NO  
Mobile Number: 9818664351  
Is Widow: NO  
Handicapped: N/A  
Email: SURESHCHAND@GMAIL.COM  
Is Differently Abled: NO

Address Type: PRESENT  
Landmark: N/A  
District: CENTRAL  
Country: INDIA  
House Number: R/O. H.NO. 317, SECTOR -21 A, CHANDIGARH  
Pin Code: 110096  
Post Office: GHAZIPUR B.O  
Nri: NO  
Street: N/A  
State: DELHI  
Police Station: N/A

Advocate Name: MR. MADHURENDRA KUMAR  
Email: N/A  
Advocate Id: 57115  
Bar Council Id: N/A  
Mobile: N/A

Address Type: PRESENT  
State: N/A  
Pincode: N/A  
District: N/A

**Document Details**

1 Index: file (10)\_20250326\_342106585.pdf (26/03/2025 14:21)  
2 Review Application with Notarised affidavit: file (9)\_20250326\_342118037.pdf (26/03/2025 14:21)  
3 Certified copy of order of National Commission: file (4)\_20250326\_342141438.pdf (26/03/2025 14:21)

**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**

Commission: NCDRC

**9.1**

**9.2**

**FINAL SUBMIT**

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

The screenshot shows the e-Jagriti application interface. On the left is a dark sidebar with navigation links: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main area is titled 'Document Details' and lists several documents: 'Index' (file 10), 'Review Application with Notarised affidavit' (file 9), 'Certified copy of order of National Commission' (file 4), 'Doc one' (file 8), and 'Vakalatnama' (file 7). Below these is a section for 'Final Submission & Checkout' with 'Commission' and 'NCDRC' listed. A 'FINAL SUBMIT' button is at the bottom right. A central modal window titled 'Final Submission Details' contains the message 'Are you sure you want to submit? You will not be able to edit the form after submission.' with 'NO' and 'YES' buttons.

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

The screenshot shows the e-Jagriti application interface after submission. The 'Final Submission Details' pop-up now displays a success message: 'Your case has been submitted to NCDRC National Commission, with ref number. Keep the reference number as 202503260027 along with this Interlocutory Application(IA) filing reference number(s)202503260030 for all your future reference until the case is admitted.' A 'CONTINUE' button is at the bottom right. The background shows the same document details and 'FINAL SUBMIT' button as the previous screenshot.