

Help Documentation

For

Revision Petition (RP) Filing



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

(A-Block, CGO Complex, Lodhi Road,
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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 Jagriti dashboard. On the left, the 'File New Case' option is highlighted in the navigation menu. The main dashboard area is titled 'Cases in Commission' and displays three categories: 'Filed' (0), 'Disposed' (0), and 'Pending' (0). The 'Disposed' category is highlighted with a red box and the number '1'. Below this, there are sections for 'Your Registered Cases' and 'Cases Against me', each with sub-categories like 'Draft', 'Pending for Scrutiny', 'Pending for Date of Hearing allocation', 'Payment Pending', and 'Reverted', all showing a count of 0.

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

The screenshot shows the 'File New Case' screen. A dropdown menu for 'Case Type' is open, listing various case types. 'Revision Petition' is highlighted with a red box and the number '2'. Other case types listed include Consumer Complaint (CC), Transfer Application (TA), Execution Application (EA), Review Application (RA), Caveat Application (CA), First Appeal (FA), Miscellaneous Application (MA), Interlocutory Application (IA), Appeal Execution (AE), Second Appeal (SA), and CCPA Appeal (CCPA).

Step 3: Upon selecting "**Revision Petition**" 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 portal 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 with 'Revision Petition' selected. Below the dropdown, there is a list of required documents for filing a Revision Petition, enclosed in a red box. A red arrow labeled '3.1' points to this list. At the bottom right of the main content area, there is a blue 'NEXT' button with a right-pointing arrow, and a red arrow labeled '3.2' points to it. The footer contains the NIC logo, copyright information, and the version number 1.0.

Dashboard > File New Case

Case Type

Case Type
Revision Petition

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

The following documents are required to file in "Revision Petition"

- > Index
- > Proforma for Filing Revision Petition
- > Notarised Affidavit in support of pleadings filed before District Commission
- > Synopsis with List of Dates and Events
- > Memo of Parties
- > Revision Petition with Notarised affidavit
- > Certified copy of order of State Commission
- > Copy of order of District Commission
- > Add Annexures / Documents
- > Add Application (IA)
- > Vakalatnama

3.1

3.2

NEXT →

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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.

The screenshot displays the 'File New Case' page on the Jagriti portal. The page features a blue sidebar with navigation options: 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: 1. Case Details, 2. Impugned Order Details, 3. Petitioner / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. The current step is 'Case Details', which is divided into two sections: 'Enter Case Number Of Commission Below' and 'Enter New Case Format Details'. The first section contains three dropdown menus: 'Commission Name*', 'State Commission (SCDRC)*', and 'District Commission (DCDRC)*', followed by a 'Case Number' input field. The second section contains a 'Case Number' input field. A 'SUBMIT' button is located at the bottom right of the form area. Red annotations 4.1, 4.2, and 4.3 point to the 'Enter Case Number Of Commission Below' section, the 'Enter New Case Format Details' section, and the 'SUBMIT' button, respectively. The footer includes the NIC logo and 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. Version: 1.0'.

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 web application interface. On the left is a blue sidebar with navigation options: Dashboard, File New Case, Payment History, Reply, Reponder, Subsequent Filing, and Know Your Case Number. The main content area has a breadcrumb trail: Dashboard > File New Case. A progress bar at the top indicates five steps: 1. Case Details, 2. Impugned Order Details, 3. Petitioner / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. Step 1 is highlighted with a red box labeled '5.1'. Below the progress bar is a table titled 'Case Details Before NCDRC' with the following data:

Case Number	Complainant	Respondent
NC/FA/43/2025	RIYA	DEEPAK VIJAY
Case Type	Commission	Commission Type
FIRST APPEAL	NCDRC	NCDRC
State	Case Stage	Date Of Order
N/A	DISPOSED OFF	N/A
Case Category	Case Sub Category	
AGRICULTURE	AGRICULTURE - OTHERS	

At the bottom right of the table area, there is a blue button labeled 'NEXT' with a right-pointing arrow, highlighted with a red box labeled '5.2'. The footer contains the NIC logo, copyright information, and the version number 1.0.

Step 6:

6.1: Enter the date of the impugned order or interim order, along with the date of receipt of the order.

6.2: Click "Next" to proceed.

The screenshot displays the 'File New Case' interface on the Jagriti portal. A progress bar at the top indicates the current step is 'Case Details' (Step 1). Below the progress bar, the 'Case Details' section contains three date input fields: 'Date of Impugned Order', 'Date of Interim Order', and 'Date of Receipt of Order'. A red box labeled '6.1' highlights the first two fields. Below the input fields, there are two buttons: 'PREVIOUS' and 'NEXT'. A red box labeled '6.2' highlights the 'NEXT' button. The left sidebar contains navigation options: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The top right corner shows the user profile 'RIYA Consumer / Authorised Representative' and a language dropdown set to 'EN'. The footer includes the NIC logo and 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'. The version is noted as 'Version: 1.0'.

Step 7:

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

7.2 :Click on “next” to view the details.

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

Dashboard > File New Case

Case Details Impugned Order Details **Petitioner / Respondent** Document Upload Final Submission & Checkout

Petitioner & Respondent Details 7.1

<input type="checkbox"/>	S.No.	Name	Role Type	Mobile Number	Email
<input type="checkbox"/>	1	RIYA	Main Appellant	8802331516	
<input type="checkbox"/>	2	DEEPAK VIJAY	Main Opposite Party		

NEXT 7.2

To proceed ahead, kindly add Petitioner

Advocate Details ADD ANOTHER ADVOCATE

No Advocate Available, please add advocate to proceed further

← PREVIOUS 7.3 NEXT →

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7.4 :View and edit the Petitioner & Respondent details.

7.5 :Click "Next" to proceed.

Dashboard > File New Case

Case Details Impugned Order Details **Petitioner / Respondent** Document Upload Final Submission & Checkout

Petitioner & Respondent Details

<input checked="" type="checkbox"/>	S.No.	Name	Role Type	Mobile Number	Email
<input checked="" type="checkbox"/>	1	RIYA	Main Appellant	8802331516	
<input checked="" type="checkbox"/>	2	DEEPAK VIJAY	Main Opposite Party		

NEXT ADD PARTIES

Party Name	Role Type	Mobile No	Email	Action
RIYA	Main Appellant/Petitioner	8802331516	N/A	VIEW/EDIT ⌵
DEEPAK VIJAY	Main Respondent	N/A	N/A	VIEW/EDIT ⌵

Mobile No is not available to proceed ahead, Kindly fill them

Advocate Details ADD ANOTHER ADVOCATE

No Advocate Available, please add advocate to proceed further

← PREVIOUS 7.5 NEXT →

Version: 1.0

Step 8:

8.1: Upload the required documents: Index, Proforma, Notarized Affidavit, Synopsis, Memo of Parties, Revision Petition with notarised affidavit, Certified copy of order of state commission, copy of order of district commission, Vakalatnama & Annexures (titled), or IA Application.

8.2: Click "Next" to proceed.

jagriti™ EN RIVA Consumer / Authorised Representative

Dashboard > File New Case

Case Details Impugned Order Details Petitioner / Respondent **Document Upload** Final Submission & Checkout

Upload Case Documents ← **8.1**

Index*

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

Proforma for Filing Revision Petition*

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

Notarised Affidavit in support of pleadings filed before District Commission*

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

Synopsis with List of Dates and Events*

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

Memo of Parties*

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

Revision Petition with Notarised affidavit*

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

Certified copy of order of State Commission*

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

Copy of order of District Commission*

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

Additional Documents

+ ADD ANNEXURES / DOCUMENTS

IA Documents

+ ADD APPLICATION(S)

Vakalatnama

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

← PREVIOUS **8.2** **NEXT** →

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Step 9:

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

9.2: Click the "Preview" button.

The screenshot displays the 'File New Case' interface on the Jagriti portal. At the top right, the user is logged in as 'RIYA Consumer / Authorised Representative'. The progress bar shows five steps: Case Details, Impugned Order Details, Petitioner / Respondent, Document Upload, and Final Submission & Checkout. The 'Final Submission & Checkout' step is currently active. Below the progress bar, a message states 'Your case will be filed in NCDRC'. A dropdown menu for 'Commission' is set to 'NCDRC'. A caution message reads: 'CAUTION: Once you finalize your case, you cannot edit it'. Below this, there is a checkbox for 'I hereby declare that the information provided is true and correct'. At the bottom left, there is a 'PREVIOUS' button, and at the bottom right, there is a 'PREVIEW' button. Red callouts '9.1' and '9.2' point to the 'Commission' dropdown and the 'PREVIEW' button respectively.

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.

Case Details

Original Case Number NCDRC/16/2025	Filing Reference Number 202502170004	Case Type REVISION PETITION
Previous Case Number NCF/143/2025	Previous Case Type FIRST APPEAL	Previous Commission NCDRC
Case Category AGRICULTURE	Sub Category AGRICULTURE - OTHERS	Date Of Order Receipt 17-02-2025
Impunged Order Date 17-02-2025		

Petitioner Details [EDIT](#)

Name RIYA	Mobile Number 8802331016	Email N/A
Is Senior Citizen NO	Is Widow NO	Is Differently Aabled 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 GHAZIPUR B.O	Police Station N/A
Country INDIA	Nr NO	
Advocate Name PANKAJ KUMAR	Advocate Id 6163203	Mobile 9911389309
Email PANKAJ.KUMARNIC@GMAIL.COM	Bar Council Id 8	
Address Type PRESENT	Pincode 110003	District CENTRAL

Respondent Details [EDIT](#)

Name DEEPAK VIJAY	Mobile Number 8802331016	Email N/A
Is Senior Citizen NO	Is Widow NO	Is Differently Aabled NO
Serious Ailments NO	Handicapped N/A	
Address Type BUSINESS	House Number N/A	Street N/A
Landmark N/A	Pin Code 121012	State HARYANA
District NUH	Post Office SECTOR-21D S.O	Police Station N/A
Country INDIA	Nr NO	

Document Details [REVIEW ALL](#) [EDIT](#)

1 Index file (10)_20250217_14652031.pdf (17/02/2025 11:46)	2 Proforma for Filing Revision Petition file (9)_20250217_14652042.pdf (17/02/2025 11:46)	3 Notarised Affidavit in support of pleadings filed before District Commission file (8)_20250217_14652050.pdf (17/02/2025 11:46)
4 Synopsis with List of Dates and Events file (7)_20250217_14652057.pdf (17/02/2025 11:46)	5 Memo of Parties file (6)_20250217_14652066.pdf (17/02/2025 11:46)	6 Revision Petition with Notarised affidavit file (5)_20250217_14652077.pdf (17/02/2025 11:46)
7 Certified copy of order of State Commission file (1)_20250217_14652083.pdf (17/02/2025 11:46)	8 Copy of order of District Commission file (3)_20250217_14652090.pdf (17/02/2025 11:46)	

Additional Documents

1 AddDoc1
file (4)_20250217_14652105.pdf (17/02/2025 11:46)

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

1 Add Affidavit (IA)
file (9).pdf

Document Details of Interlocutory Application (IA) -> (Amendment of cause title)

2 Add Affidavit (IA)
file (10).pdf

Document Details of Interlocutory Application (IA) -> (Amendment of reply)

3 Add Affidavit (IA)
file (13).pdf

Vakalatnama

1 Vakalatnama
file (8)_20250217_14652096.pdf (17/02/2025 11:46)

Final Submission & Checkout [EDIT](#)

Commission
NCDRC

10.2 [FINAL SUBMIT](#)

Step 11: 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, Rajkinder, Subsequent Filing, and Know Your Case Number. The main content area shows a document submission process for an Interlocutory Application (IA). It includes sections for adding affidavits (1, 2, and 3) and vakalatnamas (1), each with a file upload icon and a PDF file name. At the bottom, there is a 'Final Submission & Checkout' section with a commission amount of 'NCRC'. A 'FINAL SUBMIT' button is located in the bottom right corner. A white pop-up dialog box titled 'Final Submission Details' is centered on the screen, containing 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'.

Final Submission Details

Are you sure you want to submit? You will not be able to edit the form after submission.

NO YES

FINAL SUBMIT

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

The screenshot shows the Jagriti web portal 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 titled "Document Details of Interlocutory Application (IA) → (Amended memo of parties)" and lists three affidavit steps, each with a PDF icon and filename: "file (8).pdf", "file (8).pdf", and "file (8).pdf". Below this is a "Vakalatnama" section with one document: "file (8)_20250217_14652096.pdf (17/02/2025 11:48)". The "Final Submission & Checkout" section shows the commission as "NCDRC" and includes an "EDIT" icon. A "FINAL SUBMIT" button is located at the bottom right. A modal window titled "Final Submission Details" is open, containing the following text: "Your case has been submitted to NCDRC National Commission, with ref number. Keep the reference number as 202502170004 along with this Interlocutory Application(A) filing reference number(s) 202502170005, 202502170006, 202502170007 for all your future reference until the case is admitted." and a "CONTINUE" button. The footer includes the NIC logo, copyright information for Jagriti, and the version number "Version: 1.0".