

Help Documentation

For

Second Appeal (SA) Filing

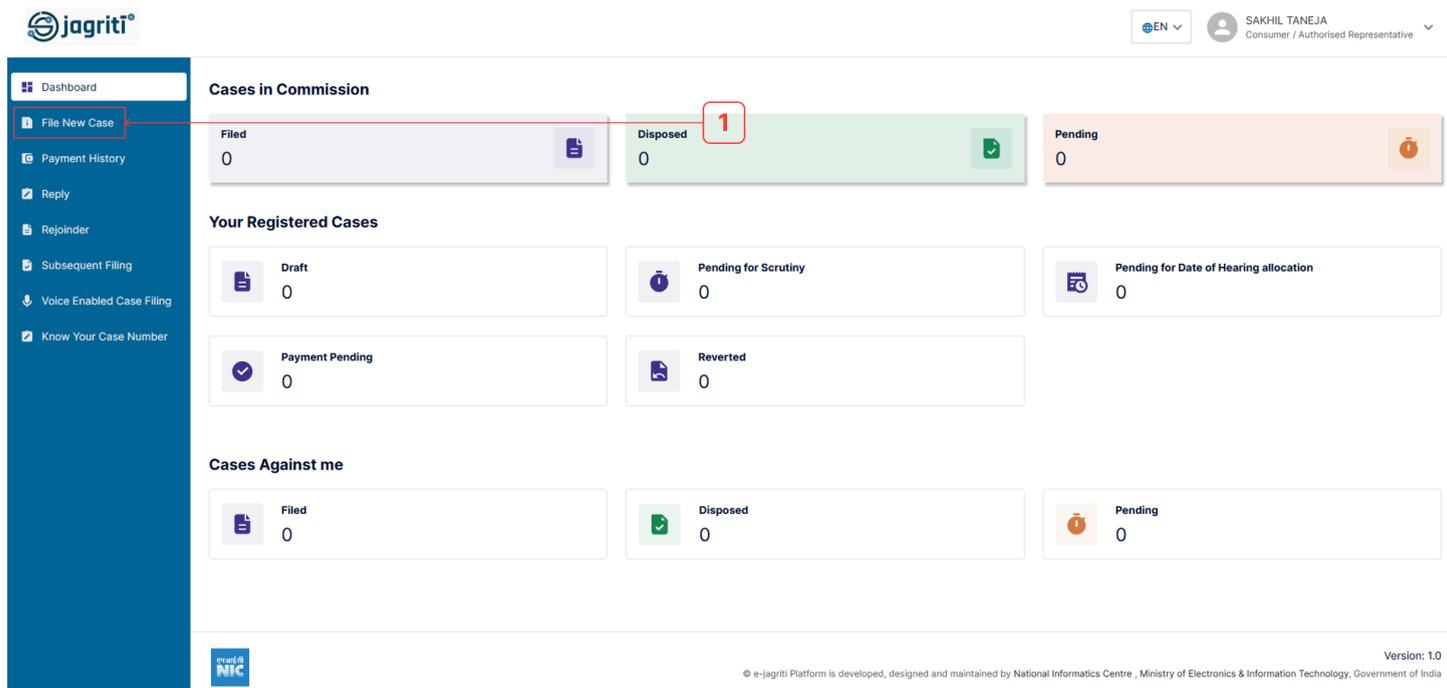


**National Informatics Centre ,
Ministry of Electronics & Information Technology,
Government of India**

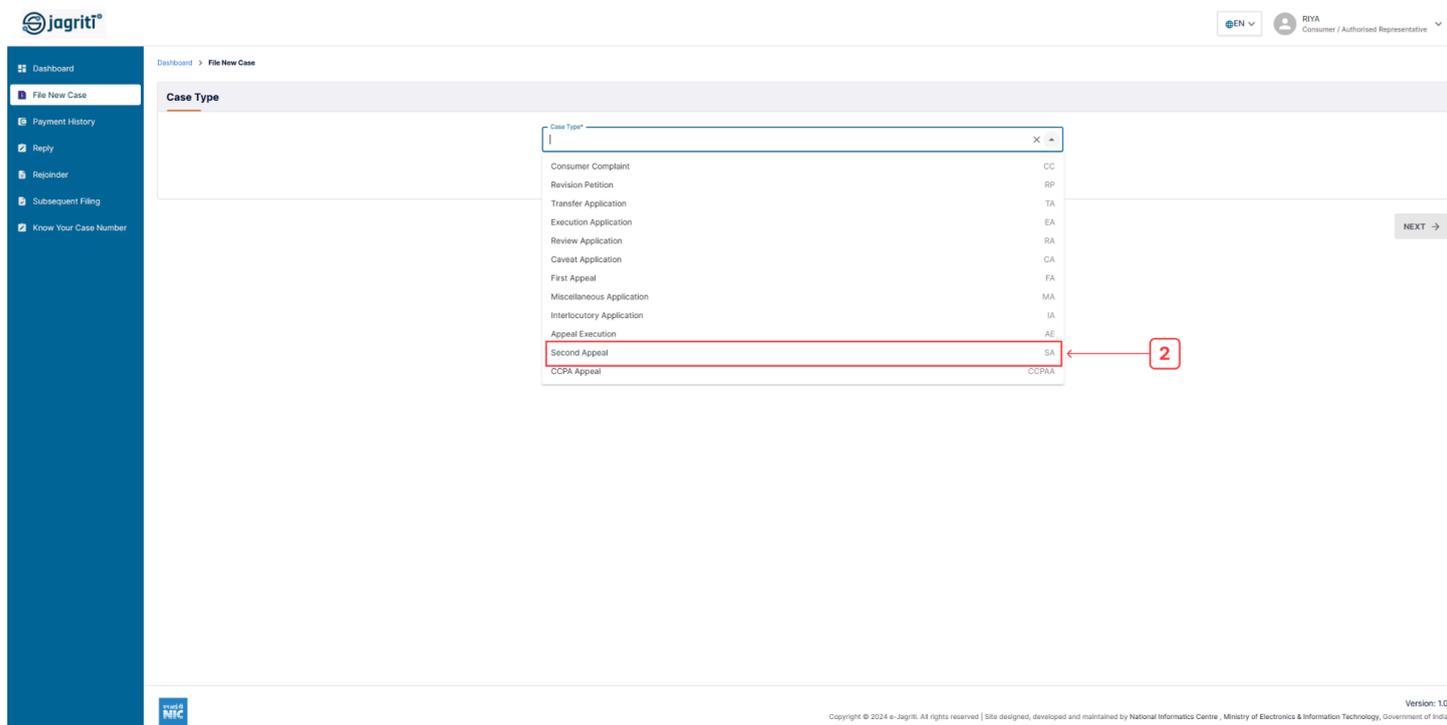
(A-Block, CGO Complex, Lodhi Road,
New Delhi – 110003)

March 2025

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



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



Step 3: Upon selecting **"Second Appeal"** 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 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 shows a dropdown menu with 'Second Appeal' selected. Below this, a list of required documents is displayed, enclosed in a red box labeled '3.1'. The list includes: Index, Proforma for Filing Second Appeal, Notarised Affidavit in support of pleadings filed before District Commission, Synopsis with List of Dates and Events, Memo of Parties, Second Appeal with Notarised affidavit, Certified copy of order of State Commission, Copy of order of District Commission, Add Annexures / Documents, Add Application (IA), and Vakalatnama. At the bottom right of the main content area, a blue button labeled 'NEXT ->' is highlighted with a red box and labeled '3.2'. The footer contains the NIC logo, copyright information for 2024, and the version number 1.0.

Dashboard > File New Case

Case Type

Case Type
Second Appeal

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

The following documents are required to file in "Second Appeal"

- > Index
- > Proforma for Filing Second Appeal
- > Notarised Affidavit in support of pleadings filed before District Commission
- > Synopsis with List of Dates and Events
- > Memo of Parties
- > Second Appeal 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.

Dashboard > File New Case

1 Case Details 2 Impugned Order Details 3 Petitioner / Respondent 4 Document Upload 5 Final Submission & Checkout

Enter Case Number Of Commission Below

Enter old Case Format Details ← 4.1

Commission Name* State Commission (SCDRCI)* District Commission (DCDRCI)* Case Number

OR 4.2

Enter New Case Format Details

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.

The screenshot shows the 'File New Case' page in the Jagriti application. 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 currently active.

The 'Case Details Before NCDRC' section contains the following information:

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	

A red box labeled '5.1' points to the 'Case Details Before NCDRC' header. Another red box labeled '5.2' points to the 'NEXT' button at the bottom right of the details section.

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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 shows five steps: 1. Case Details (completed), 2. Impugned Order Details (current step), 3. Petitioner / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. The 'Case Details' section contains three input fields: 'Date of Impugned Order', 'OR', 'Date of Interim Order', and 'Date of Receipt of Order'. A red box labeled '6.1' highlights the 'Case Details' section. A red arrow labeled '6.2' points from the 'NEXT' button to the right. The 'PREVIOUS' button is visible on the left. 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 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

<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

To proceed ahead, kindly add Petitioner

Advocate Details

No Advocate Available, please add advocate to proceed further

ADD ANOTHER ADVOCATE

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

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	9812416910	N/A	VIEW/EDIT

Advocate Details

No Advocate Available, please add advocate to proceed further

ADD ANOTHER ADVOCATE

PREVIOUS **NEXT**

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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.

Dashboard > File New Case

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

8.1

Upload Case Documents

Index*

Proforma for Filing Second Appeal*

Notarised Affidavit in support of pleadings filed before District Commission*

Synopsis with List of Dates and Events*

Memo of Parties*

Second Appeal with Notarised affidavit*

Certified copy of order of State Commission*

Copy of order of District Commission*

Additional Documents

+ ADD ANNEXURES / DOCUMENTS

IA Documents

+ ADD APPLICATION/IA

Vakalatnama

← PREVIOUS 8.2 NEXT →

Version: 1.0

Step 9:

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

9.2: Click the "Preview" button.

Dashboard > File New Case

Case Details Impugned Order 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.

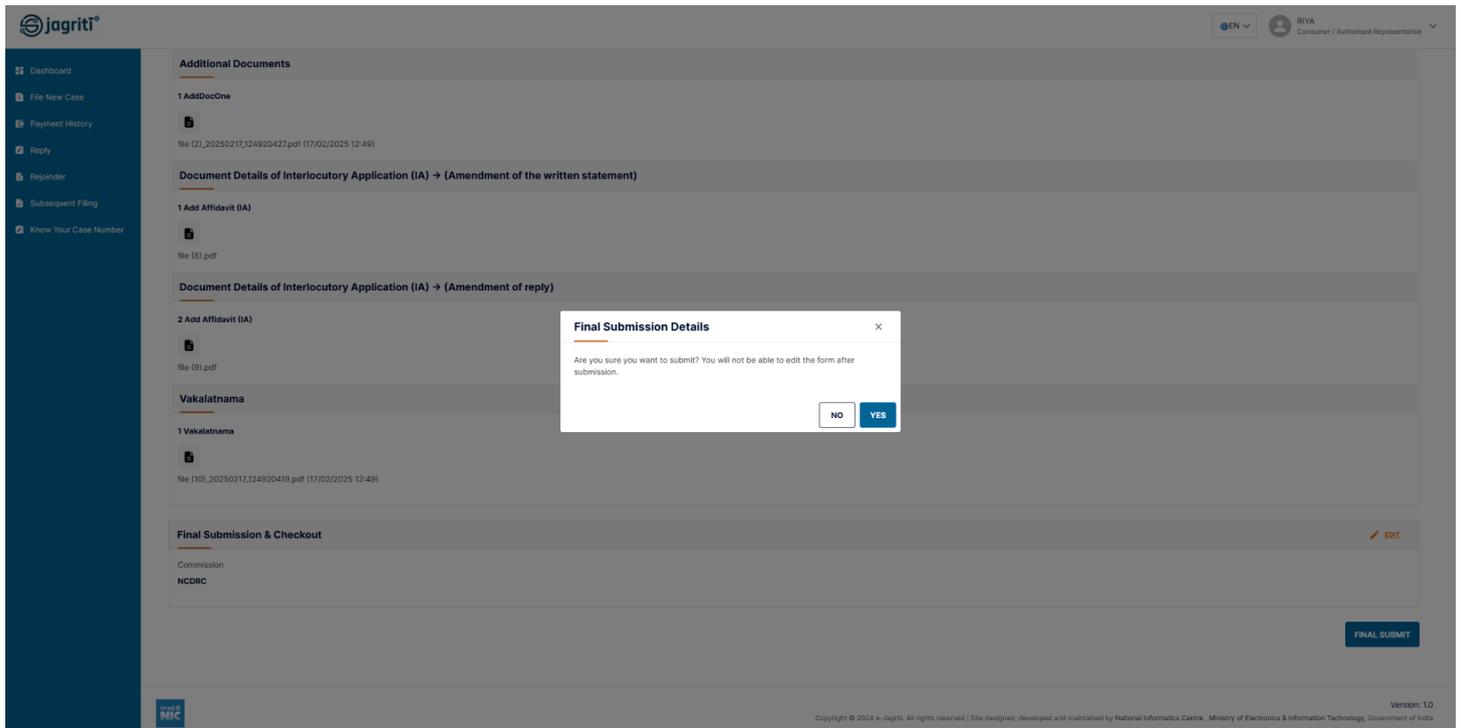
10.1 : Click the "Edit" button to correct the respective section's information.

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

The screenshot displays the 'File New Case' interface on the Jagriti portal. The left sidebar contains navigation options like Dashboard, File New Case, Payment History, Reply, Replacer, Subsequent Filing, and Know Your Case Number. The main content area is divided into several sections:

- Case Details:** Shows filing reference number (20250270011), case type (SECOND APPEAL), previous case number (NCRA432025), previous commission (NCRC), case category (AGRICULTURE), and impugned order date (17-02-2025).
- Petitioner Details:** Contains personal and address information for two individuals. The first is VINODH K K (Advocate Name), and the second is DHANESH SINGH (Advocate Name). A red box labeled '10.1' highlights the 'Edit' button in the top right corner of this section.
- Respondent Details:** Contains personal and address information for DEEPAK VIJAY.
- Document Details:** Lists various uploaded documents such as 'Index', '2 Petitions for Filing Second Appeal', '3 Notarised Affidavit in support of pleadings filed before District Commission', '4 Synopsis with List of Dates and Events', '5 Memo of Parties', '6 Second Appeal with Notarised Affidavit', '7 Certified copy of order of State Commission', and '8 Copy of order of District Commission'. It also includes 'Additional Documents' and 'Document Details of Interlocutory Application (IA) -> (Amendment of the written statement)'. A 'Final Submit' button is visible at the bottom right of this section.
- Final Submission & Checkout:** Shows the commission (NCRC) and a 'Final Submit' button. A red box labeled '10.2' highlights this button.

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



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

The screenshot shows 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 titled 'Additional Documents' and contains several sections: '1 AddDocOne' with a file upload icon and filename 'file (2)_20250217_324920427.pdf (17/02/2025 12:49)'; 'Document Details of Interlocutory Application (IA) -> (Amendment of the written statement)'; '1 Add Affidavit (IA)' with a file upload icon and filename 'file (8).pdf'; 'Document Details of Interlocutory Application (IA) -> (Amendment of reply)'; '2 Add Affidavit (IA)' with a file upload icon and filename 'file (9).pdf'; 'Vakalatnama' section with '1 Vakalatnama' and a file upload icon and filename 'file (10)_20250217_324920419.pdf (17/02/2025 12:49)'. Below these is the 'Final Submission & Checkout' section, which includes a dropdown menu for 'Commission' set to 'NCDRC' and an 'EDIT' button. At the bottom right of this section is a prominent blue 'FINAL SUBMIT' button. A modal window titled 'Final Submission Details' is overlaid on the screen, containing the text: 'Your case has been submitted to NCDRC National Commission, with ref number. Keep the reference number as 202502170011 along with this Interlocutory Application(IA) filing reference number(s):202502170016,202502170017 for all your future reference until the case is admitted.' and a blue 'CONTINUE' button. The footer of the page includes the NIC logo, copyright information for 2024, and the version number 'Version: 1.0'.