

# Help Documentation

*For*

## Transfer Application (TA) 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 'File New Case' highlighted. The main dashboard area is titled 'Cases in Commission' and features three colored boxes: 'Filed' (0), 'Disposed' (0, highlighted in green with a red circle '1'), and 'Pending' (0). Below this, the 'Your Registered Cases' section shows six categories: 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 categories: Filed (0), Disposed (0), and Pending (0). The bottom right corner indicates '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 **"Transfer Application"** from the list of case types in the selection menu.

The screenshot shows the 'File New Case' selection menu. The 'Case Type' dropdown is open, displaying a list of case types. 'Transfer Application' is highlighted in red and marked with a red circle '2'. The list includes: Consumer Complaint (CC), Revision Petition (RP), Transfer Application (TA), Execution Application (EA), Review Application (RA), Caveat Application (CA), First Appeal (FA), Miscellaneous Application (MA), Intercountry Application (IA), Appeal Execution (AE), Second Appeal (SA), and CCRPA Appeal (CCRAA). The bottom right corner indicates '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 **"Transfer 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 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 features a dropdown menu set to 'Transfer Application'. Below the dropdown, a message states: 'We may use a link for practice direction/filing proforma and other filing details.' A list of required documents is shown, enclosed in a red box labeled '3.1':

- > Index
- > Proforma for Filing Transfer Application
- > Synopsis with List of Dates and Events
- > Memo of Parties
- > Transfer Application with Notarised affidavit
- > Certified copy of order of State Commission
- > Copy of order of District Commission
- > Add Annexures / Documents
- > Add Application (AI)
- > 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 'Version: 1.0'.

**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. Impugned Order Details, 2. Case 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 Main Case Number' and 'Enter New Case Number Format / Filing Reference Number'. The 'Enter Main Case Number' section has a red callout 4.1 pointing to the 'Enter old Case Format Details' section, which contains four input fields: a dropdown for 'DCDRC', a dropdown for 'HARYANA', a dropdown for 'Meerat', and a text field for 'DC/604/CC/1/2024'. The 'Enter New Case Number Format / Filing Reference Number' section has a red callout 4.2 pointing to the 'Enter the live case number' text field, which contains 'DC/604/CC/1/2024'. A red callout 4.3 points to the 'SUBMIT' button in the bottom right corner of the form. 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, commission type etc.

5.2: Click "Next" to proceed.

The screenshot shows the 'File New Case' workflow in the Jagriti application. The process consists of five steps: 1. Impugned Order Details, 2. Case Details, 3. Petitioner / Respondent, 4. Document Upload, and 5. Final Submission & Checkout. The user is currently at step 2, 'Case Details', which is titled 'Case Details Before DCDRC'. A table displays the following information:

Case Number <b>DC/604/CC/1/2024</b>	Complainant <b>M/S SAJID KHAN BUILDING MATERIAL SUPPLIER</b>	Respondent <b>THE NEW INDIA ASSURANCE LTD.</b>
Case Type <b>CONSUMER COMPLAINT</b>	Commission <b>MEWAT</b>	Commission Type <b>DCDRC</b>
State <b>HARYANA</b>	Case Stage <b>DISPOSED OFF</b>	Date Of Order <b>09-05-2024</b>
Case Category <b>OTHERS</b>	Case Sub Category <b>INSURANCE</b>	

A red box labeled '5.1' points to the table header. A red box labeled '5.2' points to the 'NEXT' button at the bottom right of the page.

**Step 6:**

6.1: Choose the district to which the application should be transferred under **“To District Commission”**.

6.2: Click **"Next"** to proceed.

Dashboard > File New Case

EN RIVA Consumer / Authorized Representative

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

**Case Details**

From District Commission: Mewat

To State Commission: HARYANA

To District Commission: FARIDABAD

← PREVIOUS

6.1

6.2

NEXT →

NIC

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**Step 7:**

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

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.

The screenshot displays the 'File New Case' workflow in the Jagriti application. The progress bar at the top shows five steps: 1. Impugned Order Details (completed), 2. Case Details (completed), 3. Petitioner / Respondent (current step), 4. Document Upload, and 5. Final Submission & Checkout.

**Petitioner/Respondent Details**

S.No.	Petitioner Name	Role Type	Petitioner Mobile Number	Petitioner Email	Filed by	Action
1	M/S Sajid Khan Building Material Supplier	Main Complainant			<input checked="" type="checkbox"/>	VIEW/EDIT
2	The New India Assurance Ltd.	Main Opposite Party			<input type="checkbox"/>	VIEW

**Advocate Details**

S.No.	Advocate Name	Mobile Number	Bar ID	EmailId	Select Advocate
1	Nasir Hussain	N/A	N/A	N/A	<input checked="" type="checkbox"/>
2	N.K. Saini	N/A	N/A	N/A	<input type="checkbox"/>

Navigation buttons: PREVIOUS, NEXT

Annotations: 7.1 points to the checkbox in the first row of the Petitioner/Respondent table. 7.2 points to the checkbox in the first row of the Advocate table. 7.3 points to the NEXT button.

## Step 8:

8.1: Upload the required documents: Index, Proforma for Filing Transfer Application, Synopsis with List of Dates and Events, Memo of Parties, Transfer Application with Notarised affidavit, Certified copy of order of State Commission, Copy of order of District Commission , Vakalatnama and Annexures (titled), or IA Application.

8.2: Click "Next" to proceed.

The screenshot displays the 'Document Upload' step (8.1) of a 'File New Case' process. The process flow includes: Impugned Order Details, Case Details, Petitioner / Respondent, Document Upload (8.1), and Final Submission & Checkout (8.2). The 'Document Upload' section contains a table with 8 rows for document uploads. Below the table are buttons for '+ ADD ANNEXURES / DOCUMENTS' and '+ ADD APPLICATION(IA)'. At the bottom, there are 'PREVIOUS' and 'NEXT' navigation buttons, with '8.2' highlighted in a red box.

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	Proforma for Filing Transfer Application*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
3	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.	
4	Memo of Parties*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
5	Transfer Application with Notarised affidavit*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
6	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.	
7	Copy of order of District Commission	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
8	Vakalatnama	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	

[← PREVIOUS](#)
**8.2**
[NEXT →](#)

**Step 9:**

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

9.2: Click the "Preview" button.

Dashboard > File New Case

EN RYA Consumer / Authorised Representative

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

**Your case will be filed in Mewat Commission**

Commission  
HARIYANA

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.

**Case Details**

Filing Reference Number 2025040200	Case Type TRANSFER APPLICATION	Previous Case Number DC284/CC/2024
Previous Case Type CONSUMER COMPLAINT	Previous Commission MEWET	Case Category N/A
To State HARYANA	To District FARIDABAD	

**Filed by Details** EDIT

Name M/S SAJID KHAN BUILDING MATERIAL SUPPLIER	Mobile Number N/A	Email N/A
Is Senior Citizen NO	Is Widower NO	Is Differently Abled NO
Serious Ailments NO	Handicapped N/A	
Address Type PRESENT	House Number REWASAN TEH. MNH	Street N/A
Landmark N/A	Pin Code 110086	State DELHI
District EAST	Post Office GHAZPUR B.O	Police Station N/A
Country INDIA	Yes NO	
Advocate Name NASIR HUSSAN	Advocate Id 5334658	Mobile N/A
Email N/A	Bar Council Id N/A	
Address Type PRESENT	Pincode N/A	District N/A
State N/A		

**Petitioner Details**

Name M/S SAJID KHAN BUILDING MATERIAL SUPPLIER	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	House Number REWASAN TEH. MNH	Street N/A
Landmark N/A	Pin Code N/A	State N/A
District MNH	Post Office N/A	Police Station N/A
Country INDIA	Yes NO	
Advocate Name NASIR HUSSAN	Advocate Id 5334658	Mobile N/A
Email N/A	Bar Council Id N/A	
Address Type PRESENT	Pincode N/A	District N/A
State N/A		

**Respondent Details**

Name THE NEW INDIA ASSURANCE LTD.	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	House Number 500-39, 2ND FLOOR, OLD JUDICIAL COMPLEX, SEC-15	Street N/A
Landmark N/A	Pin Code N/A	State N/A
District MNH	Post Office N/A	Police Station N/A
Country INDIA	Yes NO	

**Document Details** PREVIEW ALL EDIT

1 Index File 170_20250402_314627768.pdf (02/04/2025 17:48)	2 Petitioner for Filing Transfer Application File 181_20250402_314633276.pdf (02/04/2025 17:48)	3 Synopsis with List of Dates and Events File 181_20250402_314641547.pdf (02/04/2025 17:48)
4 Memo of Parties File 171_20250402_314627768.pdf (02/04/2025 17:48)	5 Transfer Application with Notarised Affidavit File 141_20250402_314670549.pdf (02/04/2025 17:48)	6 Certified copy of order of State Commission File 151_20250402_314613302.pdf (02/04/2025 17:48)
7 Copy of order of District Commission File 131_20250402_314633372.pdf (02/04/2025 17:48)		

**Vakalatnama**

1 Vakalatnama  
File 121\_20250402\_314639147.pdf (02/04/2025 17:48)

**Final Submission & Checkout**

Commission  
HARYANA STATE COMMISSION

**FINAL SUBMIT**

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

The screenshot displays the Jagriti web portal interface. On the left is a dark blue sidebar with navigation options: Dashboard, File New Case, Payment History, Reply, Repplier, Subsequent Filing, and Know Your Case Number. The main content area is divided into sections for document uploads:

- 7 Copy of order of District Commission:** Includes a file upload icon and a file entry: file (6)\_20250402\_153426300.pdf (02/04/2025 15:34).
- Additional Documents:** Includes a file upload icon and a file entry: file (7)\_20250402\_153506039.pdf (02/04/2025 15:35).
- 1 Doc one:** Includes a file upload icon and a file entry: file (11)\_20250402\_153528969.pdf (02/04/2025 15:35).
- Document Details of Intericutory Application (IA) -> (Amended memo of parties):** Includes a file upload icon and a file entry: file (8).pdf.
- 1 Vakalatnama:** Includes a file upload icon and a file entry: file (5)\_20250402\_153516468.pdf (02/04/2025 15:35).

A modal dialog box titled "Final Submission Details" is overlaid on the screen. It contains 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".

At the bottom right of the main content area, there is a blue button labeled "FINAL SUBMIT".

The footer of the page includes the NIC logo on the left, the text "Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India" in the center, and "Version: 1.0" on the right.

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

The screenshot shows the Jagriti web application interface. The top navigation bar includes the Jagriti logo, a language dropdown set to 'EN', and a user profile for 'RIYA Consumer / Authorized Representative'. The left sidebar contains navigation options: Dashboard, File New Case, Payment History, Reply, Reponder, Subsequent Filing, and Know Your Case Number. The main content area displays a list of files and document sections:

- Files: file (8)\_20250402\_153428300.pdf (02/04/2025 15:34), file (7)\_20250402\_153441580.pdf (02/04/2025 15:34), file (5)\_20250402\_153449347.pdf (02/04/2025 15:34)
- 7 Copy of order of District Commission
- File (7)\_20250402\_153506039.pdf (02/04/2025 15:35)
- Additional Documents
- 1 Doc one
- File (11)\_20250402\_153528969.pdf (02/04/2025 15:35)
- Document Details of Interlocutory Application (IA) → (Amended memo of parties)
- 1 Amended memo of parties
- File (8).pdf
- Vakalatnama
- 1 Vakalatnama
- File (5)\_20250402\_153516468.pdf (02/04/2025 15:35)
- Final Submission & Checkout
- Commission: HARYANA STATE COMMISSION

A modal window titled "Final Submission Details" is open, displaying the following text:

Your case has been submitted to HARYANA STATE COMMISSION, with ref number. Keep the reference number as 202504020006 along with this Interlocutory Application(IA) filing reference number(s)202504020007 for all your future reference until the case is admitted.

A "CONTINUE" button is visible at the bottom right of the modal. A "FINAL SUBMIT" button is located at the bottom right of the main content area.

At the bottom of the page, there is a footer with the NIC logo, copyright information for 2024 e-Jagriti, and the text: "Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India". The version is noted as 1.0.