

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.

The screenshot shows the Jagriti dashboard. On the left, a blue sidebar contains a menu with the following items: Dashboard, File New Case (highlighted with a red box and a red arrow), Payment History, Reply, Rejoinder, Subsequent Filing, Voice Enabled Case Filing, and Know Your Case Number. The main content area is titled 'Cases in Commission' and displays three cards: 'Filed' (0), 'Disposed' (0, with a red box and a red '1' next to it), and 'Pending' (0). 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, it says '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 **"Second Appeal"** from the list of case types in the selection menu.

The screenshot shows the 'File New Case' screen. The 'Case Type' dropdown menu is open, displaying a list of case types. The 'Second Appeal' option is highlighted with a red box and a red '2' next to it. The list of case types includes: Consumer Complaint, Revision Petition, Transfer Application, Execution Application, Review Application, Cancellation Application, First Appeal, Miscellaneous Application, Interlocutory Application, Appeal Execution, Second Appeal, and COPA Appeal. At the bottom right, it says '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 **"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 shows the Jagriti web portal interface. On the left is a blue sidebar with navigation links: Dashboard, File New Case (selected), Payment History, Reply, Register, Subsequent Filing, and Know Your Case Number. The main content area is titled 'Case Type' and features a dropdown menu with 'Second Appeal' selected. Below the dropdown, a text box states: 'The following documents are required to file a "Second Appeal"'. This list of documents is enclosed in a red rectangular box, and a red arrow labeled '3.1' points to it. The documents listed are: 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 (AO), and Vakalatnama. At the bottom right of the main content area, there is a blue 'NEXT' button with a right-pointing arrow. A red arrow labeled '3.2' points to this button. The footer of the page includes the NIC logo, copyright information for 2024, and the version number 1.0.

Case Type

Case Type
Second Appeal

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

The following documents are required to file a "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 (AO)
- > 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.

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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

Commission Number* State Commission (SC/DC)* Select Commission (DCC/DC)* Case Number

OR

Enter New Case Format Details

Case Number

SUBMIT

Version: 1.0

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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	Complainant	Respondent
NC/PA/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	

5.2 [NEXT ->](#)

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.

Jagriti

Dashboard > File New Case

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

Case Details

Date of Impugned Order OR Date of Interim Order Date of Receipt of Order

← 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 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.

7.4 :View and edit the Petitioner & Respondent details.

7.5 :Click "Next" to proceed.

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

Dashboard > File New Case

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

Upload Case Documents 8.1

Index*

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

Proforma for Filing Second Appeal*

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

Notarized Affidavit in support of pleadings filed before District Commission*

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

Synopsis with List of Dates and Events*

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

Memo of Parties*

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

Second Appeal with Notarized affidavit*

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

Certified copy of order of State Commission*

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

Copy of order of District Commission*

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

Additional Documents

+ ADD ANNEXURES / DOCUMENTS

IA Documents

+ ADD APPLICATION

Vakalatnama

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

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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 →

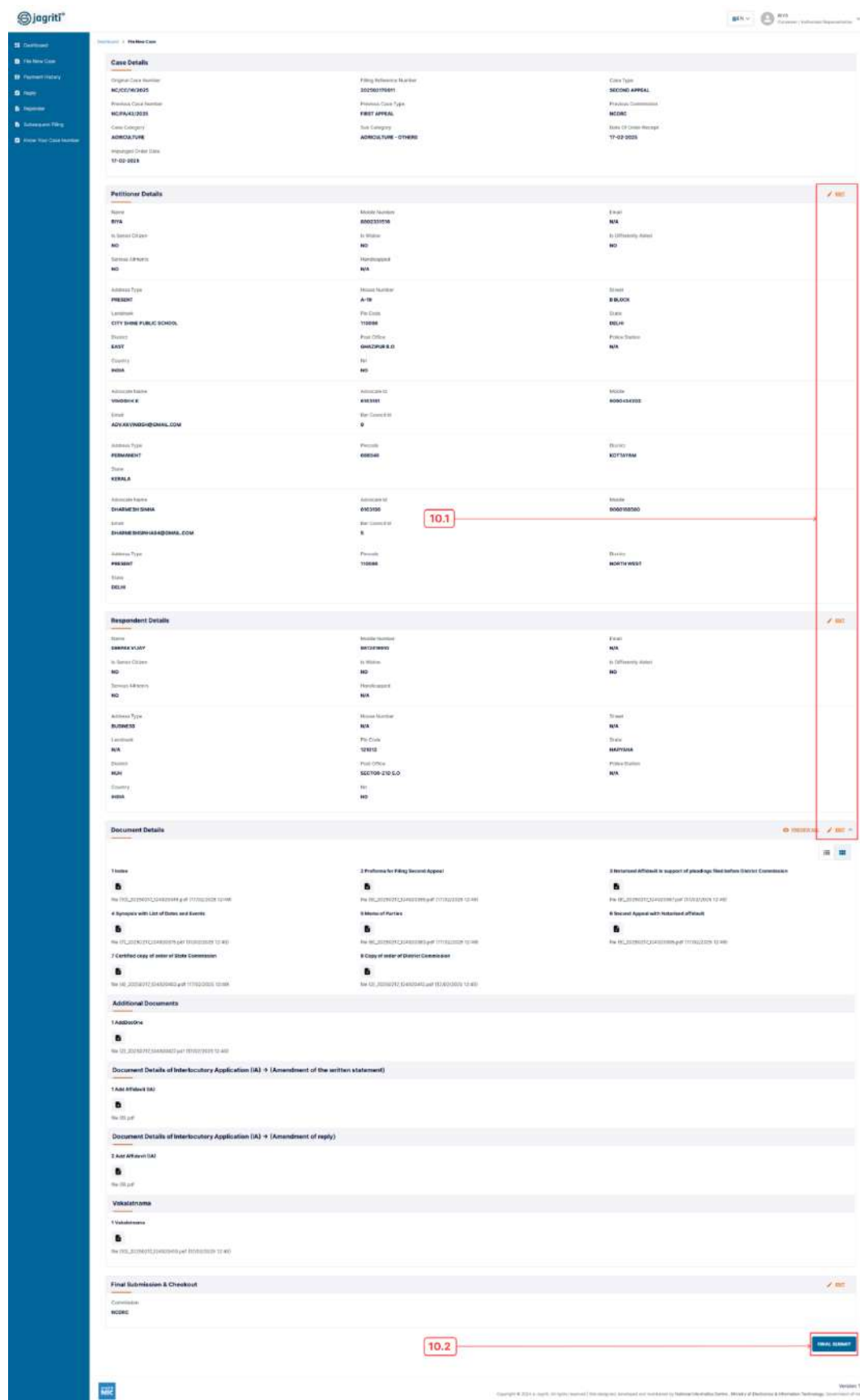
NIC National Informatics Centre

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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.



jagriti SA 2024 Second Appeal 10.1

Case Details

Original Case Number	MC/2024/03405	Filing Reference Number	20250109001	Case Type	SECOND APPEAL
Previous Case Number	MC/PA/2023	Previous Case Type	FIRST APPEAL	Previous Commission	MCDC
Case Category	AGRICULTURE	Sub Category	AGRICULTURE - OTHERS	Date of Case Receipt	17-02-2023
Impugned Order Date	17-02-2023				

Petitioner Details

Name	MTA	Mobile Number	8000330008	Email	N/A
Is Same as Case	NO	Is Woman	NO	Is Differently Abled	NO
Gender	NO	Handicapped	N/A		
Address Type	RESIDENT	Mobile Number	A-19	State	BHARAT
Landmark	CITY SHINE PUBLIC SCHOOL,	Pin Code	110008	State	DELHI
District	EAST	Post Office	GHULZPUR B.O.	Police Station	N/A
Country	INDIA	Pin	NO		
Advertiser Name	VINOD K.	Advertiser ID	6163101	Mobile	8000340002
Email	ADV.VINODK@GMAIL.COM	Bar Code ID	0		
Address Type	RESIDENT	Pin Code	600008	State	KOTTAI
Landmark	KERALA				
Advertiser Name	SHANMUGA SHANKAR	Advertiser ID	6163101	Mobile	8000340002
Email	SHANMUGA@SHANKAR.COM	Bar Code ID	0		
Address Type	RESIDENT	Pin Code	110008	State	NORTH WEST
Landmark	DELHI				

Respondent Details

Name	SHANMUGA SHANKAR	Mobile Number	8000340002	Email	N/A
Is Same as Case	NO	Is Woman	NO	Is Differently Abled	NO
Gender	NO	Handicapped	N/A		
Address Type	RESIDENT	Mobile Number	N/A	State	N/A
Landmark	N/A	Pin Code	121013	State	HARYANA
District	ROH	Post Office	SECTION 210 G.O.	Police Station	N/A
Country	INDIA	Pin	NO		

Document Details

1. Petitioner's Affidavit	2. Petitioner's Affidavit in support of grounds for seeking relief before District Commission	3. Petitioner's Affidavit in support of grounds for seeking relief before District Commission
File [17_02_2023_03405_000001.pdf] (17/02/2023 12:48)	File [17_02_2023_03405_000002.pdf] (17/02/2023 12:48)	File [17_02_2023_03405_000003.pdf] (17/02/2023 12:48)
4. Synopsis with List of Dates and Events	5. Memo of Parties	6. Second Appeal with Notarized Affidavit
File [17_02_2023_03405_000004.pdf] (17/02/2023 12:48)	File [17_02_2023_03405_000005.pdf] (17/02/2023 12:48)	File [17_02_2023_03405_000006.pdf] (17/02/2023 12:48)
7. Certified copy of order of District Commission	8. Copy of order of District Commission	
File [17_02_2023_03405_000007.pdf] (17/02/2023 12:48)	File [17_02_2023_03405_000008.pdf] (17/02/2023 12:48)	

Additional Documents

1. Addendum
File [17_02_2023_03405_000009.pdf] (17/02/2023 12:48)

Document Details of Interlocutory Application (IA) - (Amendment of the written statement)

1. Add Affidavit (IA)
File [17_02_2023_03405_000010.pdf] (17/02/2023 12:48)

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

2. Add Affidavit (IA)
File [17_02_2023_03405_000011.pdf] (17/02/2023 12:48)

Vikatanama

1. Vikatanama
File [17_02_2023_03405_000012.pdf] (17/02/2023 12:48)

Final Submission & Checkout

Commitment

MCDC

10.1 **10.2** **Final Submit**

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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 links: Dashboard, File New Case, Payment History, Reply, Reconsider, Subsequent Filing, and Know Your Case Number. The main content area is divided into sections for document uploads. The 'Additional Documents' section includes '1 Add Doc Desc' with a file upload icon and a file name 'file (2)_20550212138020432.pdf (10/01/2055 13:42)'. Below this is the 'Document Details of Interlocutory Application (IA) → (Amendment of the written statement)' section, followed by '1 Add Affidavit (A)' with a file upload icon and a file name 'file (3).pdf'. The next section is 'Document Details of Interlocutory Application (IA) → (Amendment of reply)', followed by '2 Add Affidavit (A)' with a file upload icon and a file name 'file (3).pdf'. The 'Vakalatnama' section includes '1 Vakalatnama' with a file upload icon and a file name 'file (1)_20250212138020432.pdf (10/01/2025 13:42)'. A 'Final Submission & Checkout' section is at the bottom, showing 'Commission' and 'NCDRC'. A 'FINAL SUBMIT' button is located at the bottom right. A white pop-up dialog 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.' with 'NO' and 'YES' buttons.

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

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Additional Documents

1 Add Affidavit

File (1).pdf

Document Details of Interlocutory Application (IA) - (Amendment of the written statement)

1 Add Affidavit (IA)

File (1).pdf

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

2 Add Affidavit (IA)

File (1).pdf

Vakalatnama

1 Vakalatnama

File (1).pdf

Final Submission Details

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.

CONTINUE

Final Submission & Checkout

Commission: NCDRC

FINAL SUBMIT

Version: 1.0

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