‘e-Filing’ Web Application for National Green Tribunal (Ver# 1.0)

Operational Manual

National Informatics Centre Ministry of Electronics & Information Technology (MEITY) Government of India
To visit National Green Tribunal (NGT) website, please enter the URL: http://greentrubunal.gov.in/ on any browser (Google Chrome, Mozilla Firefox, Internet Explorer) and following screen will appear.
Click on E-filing link to open e-filing portal
1.1 User Registration

For e-filing user has to register himself on this portal. This process can be done either of two ways below.

1. In-Person User
2. Advocate User

After Successful Registration User will get User/Login Id and Password on its mail and mobile no that can be used for e-filing. This process can be done by following way.

After choosing either of the options user will get a registration page
1.2 Registration for In-Person User

When clicked on In-person user a registration page will appear that needs some mandatory information such as name, address, city, state, pin code, gender, date of birth, mobile no, email id, security question and its answer. In this page user has to provide his login id to create an account on e-filing portal. After successful registration ID and Password will be sent to mobile no and email id. Fields with * are mandatory.

After filling all data enter captcha value on click on submit button this leads to creation of successful In-person user.
1.3 Registration for Advocate User

When clicked Advocate user a registration page will appear that needs some mandatory information such as Bar council no, name, address, city, state, pin code, gender, date of birth, mobile no, email id security question and its answer. In this page user has to provide his login id to create an account on e-filing portal. After successful registration ID and Password will be sent to mobile no and email id. Fields with * are mandatory.

After filling all data enter captcha value on click on submit button this leads to creation of successful In-person user.
1.4 Forget Password

Some times it happens that user forgets his password. To recover this we have a link with forget password to recover user’s password. This can be done in following ways.

Enter user Id/ Login Id, email id which user has provided at the login time. After entering captcha User will get new password on his registered mobile and email id.
1.5 Login

Press Login after giving correct login id and Password
1.6 Home Page of e-Filing Portal
1.7 Navigation in Menus

To perform filing and other tasks user can navigate through links available in Menus.

User will get menu in left area of page like this suppose user wants new filing click on filing

Now options will appear. For filing, click on New Filing.
1.8.1 Fresh Filing

Click on New Filing

Click on New Filing

Total Filing in this Month

Total Filing By User

(4)

(4)
1.8.2 e-filing in Fresh Case

After Clicking on fresh Filing link, first page is instruction simply check the box and click on button that leads to filing process.
Fresh Filing has 5 different steps which can be seen on top of form. Each incomplete step is marked with orange color and steps that are complete or running are marked with green color. First tab is Registration Form fill up this form and click on save and continue button.
1.8.4 Add More Party

Second tab is add more party. If a case has more than one petitioner or respondent that can be filed here. After successful addition of parties user can view them in a rows.
Third tab is document details. To upload a document select appropriate volume and document type.

To edit previous data
To move next process
Fourth tab is preview page. After filing all data user can view snapshot of entered data on a single page. If he is satisfied with input he can move on payment process or he can edit wrong inputs. After clicking on final submit user can not edit data, he can only do payment process.
1.8.7 Payment and receipt

Fifth and final tab is payment. Payment can be made in two modes first is online mode second is offline mode is DD and IPO. If payment mode is offline then enter details of DD or IPO and submit its hard copy on filing counters. After payment a cyber receipt will be generated for future reference.
1.9.1 Add More Advocate

Click on Add More Advocate
1.9.2 Add More Advocate

Click The matter for which user wants to add advocate.

First Choose party type then choose its name and then select advocate name from the list. Click submit button.
1.10.1 Draft Petition

Click on Add More Advocate
### 1.10.2 Draft Petition

#### Draft Petition

**REF.NO.:**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Ref. No.</th>
<th>Petitioner Name</th>
<th>Respondent Name</th>
<th>Filing Date</th>
<th>Filing Type</th>
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<tbody>
<tr>
<td>1</td>
<td>0001/2015</td>
<td>Ministry of Coal</td>
<td>Ministry of Commerce and Industry</td>
<td>2016-12-01</td>
<td>Existing Case</td>
</tr>
<tr>
<td>2</td>
<td>0002/2015</td>
<td>Ministry of Communications and Information Technology</td>
<td>Ministry of Commerce and Industry</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>3</td>
<td>0003/2015</td>
<td>DGP</td>
<td>Ministry of Commerce and Industry</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
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<tr>
<td>4</td>
<td>0004/2015</td>
<td>TEST USER AAG</td>
<td>Ministry of Commerce and Industry</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>5</td>
<td>0005/2015</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>Ministry of Commerce and Industry</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2015</td>
<td>Test Name</td>
<td>Test Org</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>7</td>
<td>0007/2015</td>
<td>Test Name 1</td>
<td>Test Name 2</td>
<td>2016-12-01</td>
<td>Existing Case</td>
</tr>
</tbody>
</table>

Click this button to complete petitions.
After clicking the link user can continue his petitions as follows...
1.11.1 Transaction History/Payment status

Click on Transactions
1.11.1 Transaction History/Payment status

Transactions History

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Ref. No.</th>
<th>Transaction Id</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>001/2016</td>
<td>010000012016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(2)</td>
<td>001/2016</td>
<td>010000022016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(3)</td>
<td>001/2016</td>
<td>0100000172016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(4)</td>
<td>002/2016</td>
<td>0100000152016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>002/2016</td>
<td>0100000122016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Transaction $1000.00

National Green Tribunal

Cyber Receipt

e-Filing No: 0011000012016
Receipt No: 0100000112016
Date & Time: 14/12/2016 05:50
Transaction Status: SUCCESS
Fee Amount(Rs.): 1000.00
Payment Mode: Offline
Demand Draft/P.O. No: 2012207
Issuance Date: 15-12-2016
Bank/Branch Name/Pay at the Post Office: RRB
State: DELHI
District: NEW DELHI
Pin Code: 110001
User Id: tanvar

* THE AHD COPY OF DD/P.O. ALONG WITH A HARD COPY OF OA/APPEAL/RA/MA/EA/PLEADING BE FILED AT THE NGT COUNTER WITH 5 WORKING DAYS

Print
1.12.1 Filing Report

Click on Total Filing
1.12.2 Filing Report

Petitions/Applications/Appeals/Pleadings Filed in This Month

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Ref. No.</th>
<th>Petitioner Name</th>
<th>Respondent Name</th>
<th>Filing Date</th>
<th>Diary No</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0012016</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>Ministry of Agriculture, DMIS, NCAR</td>
<td>2016-12-04</td>
<td>120016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>0022016</td>
<td>SAMAJ SEWA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>250016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>3</td>
<td>0032016</td>
<td>TEST SAMITI</td>
<td>UPPCL</td>
<td>2016-12-04</td>
<td>140016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>0042016</td>
<td>SAMAJ SEWA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>140016</td>
<td>Not Submitted</td>
</tr>
</tbody>
</table>
1.13.1 Change Password

Click on change password
1.13.2 Change Password

Enter Old Password

Enter New Password

Enter new password to confirm

Click on submit

Your password must satisfy the following:

1. Should be minimum 8 character long.
2. At least one alphabet (a-z, A-Z).
3. At least one numeric value (0-9).
4. At least one special character (!@#$).
5. Can't use old Password.
1.14.1 Logout

Click on logout button