‘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://greentribunal.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
Removal of exception

Feeling problem to open page in chrome click on Advance

Your connection is not private

Attackers might be trying to steal your information from ngtonline.nic.in (for example, passwords, messages or credit cards). NETWORK_CERT_AUTHORITY_INVALID

Hidden value will appear click this link to continue

Feeling problem to open page in firefox click on Advance

Hidden value will appear click this link to continue

Feeling problem to open page in internet explorer click on continue to website

There is a problem with this website’s security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage.

Click here to close the webpage.

More information

Hidden value will appear click this link to continue

Click on confirm security exception in firefox

Hidden value will appear click this link to continue
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.

Click on New User Button You can get two options

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.
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.

Click on Forget password link and user will get page as -

- 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 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.
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
1.8.3 Registration of Case

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.

First tab is Registration form. Enter appropriate data. This tab is clickable. User can move these tabs directly.

Click on this button to move next process.
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 rows.

To edit previous data
To move next process
After filing party data click on this button
Second tab is add more party tab
Third tab is document details. To upload a document select appropriate volume and document type.

1. Select Compilation/Volume
2. Document Type
3. Select Document to upload
4. Page No. From
5. Page No. To

To edit previous data
To move next process
1.8.6 Preview

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.

User can print this preview through this button.

To edit previous data

To move next process
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
### 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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001/2016</td>
<td>Ministry of Coal</td>
<td>eee</td>
<td>2016-12-08</td>
<td>Existing Case</td>
</tr>
<tr>
<td>2</td>
<td>0002/2016</td>
<td>Ministry of Communications and Information Technology</td>
<td>Ministry of Commerce and Industry, I.T.P.O.</td>
<td>2016-12-08</td>
<td>Fresh Filing</td>
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<tr>
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<td>0003/2016</td>
<td>Delhi Police</td>
<td>dast</td>
<td>2016-12-08</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2016</td>
<td>TEST USER AAC</td>
<td>ashad</td>
<td>2016-12-08</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>5</td>
<td>0005/2016</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>2016-12-08</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2016</td>
<td>Test Name</td>
<td>Test Org</td>
<td>2016-12-15</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>7</td>
<td>0007/2016</td>
<td>Test Name 1</td>
<td>Test Name 2</td>
<td>2016-12-15</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>Sr. #</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>010000012016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>3</td>
<td>001/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>4</td>
<td>001/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>5</td>
<td>001/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $ 5

National Green Tribunal

Cyber Receipt

e-filing No: 0V11000012016
Receipt No: 010000012016
Date & Time: 14-57:27:04.065=55.50
Transaction Status: SUCCESS
Fee Amount(Rs.): 1000.00
Payment Mode: Offline
Demand Draft/PO No.: 218297
Issue Date: 15-12-2016
Bank/Post Office Name: RRB
Branch Name/Pay at the Post Office: RRB
State: DELHI
District: NEW DELHI
Pin Code: 110001
User Id: jhvk345

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

Print
1.12.1 Filing Report

Click on Total Filing
1.13.1 Change Password

Click on change password

Total Filing in this Month

(9)

Total Filing By User

(9)
1.13.2 Change Password

Enter Old Password

Enter New Password

Enter new password to confirm

Click on submit
1.14.1 Logout

Click on logout button