‘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
Removal of exception

Feeling problem to open page in chrome click on Advance

Hidden value will appear click this link to continue

Feeling problem to open page in firefox click on Advance

Hidden value will appear click on add exception button click this a pop up will appear below

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 to close this webpage.

Continue to this website (not recommended)

More information

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

Click on confirm security exception in firefox
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.
1.2 Registration for In-Person User

When clicked 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.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title*</td>
<td>Address*</td>
</tr>
<tr>
<td>First Name*</td>
<td>State*</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Distric*</td>
</tr>
<tr>
<td>DOB*</td>
<td>Pin Code*</td>
</tr>
<tr>
<td>Gender*</td>
<td>Mobile Number*</td>
</tr>
<tr>
<td>(Enter 5-20 Characters)</td>
<td>Contact Number</td>
</tr>
<tr>
<td>Security Question*</td>
<td>Email id*</td>
</tr>
<tr>
<td>Security Answer*</td>
<td></td>
</tr>
</tbody>
</table>

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, the 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.

1. 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.

- Best View Using browsers. IE 11.0, Google Chrome 54.0, Mozilla Firefox 48.0 onwards
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, users can navigate through links available in Menus.

User will get a menu in the left area of the page. Suppose the user wants to create a new filing, they 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.
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

Selecting appropriate volume, document and file click on this

To upload, only .pdf file allowed. MAX File Size upto 10MB.
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.
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**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Ref No</th>
<th>Petitioner Name</th>
<th>Filing Date</th>
<th>First No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0005/2016</td>
<td>Delta Police</td>
<td>2016-12-08</td>
<td>0005/2016</td>
</tr>
<tr>
<td>2</td>
<td>0004/2016</td>
<td>TESTUSER.AAC</td>
<td>2016-12-08</td>
<td>0004/2016</td>
</tr>
<tr>
<td>3</td>
<td>0002/2016</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>2016-12-08</td>
<td>0002/2016</td>
</tr>
</tbody>
</table>

#### Add Advocate Details

- **First Choose party type then choose its name and then select advocate name from the list. Click submit button**

<table>
<thead>
<tr>
<th>Sr#</th>
<th>REENO</th>
<th>PARTY NAME</th>
<th>PARTY TYPE</th>
<th>ADVOCATE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>0005/2016</td>
<td>Delhi Police</td>
<td>Petitioner</td>
<td>SHILPA GUPTA</td>
</tr>
</tbody>
</table>
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>Filling Date</th>
<th>Filing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001/2016</td>
<td>Ministry of Coal</td>
<td></td>
<td>2016-12-04</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, U.T.P.O.</td>
<td>2016-12-04</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>3</td>
<td>0003/2016</td>
<td>Delhi Police</td>
<td></td>
<td>2016-12-04</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2016</td>
<td>TEST USER AAG</td>
<td></td>
<td>2016-12-04</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>2016-12-04</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2016</td>
<td>Test Name</td>
<td>Test Org</td>
<td>2016-12-23</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>2016-12-25</td>
<td>Existing Case</td>
</tr>
</tbody>
</table>

**Click this button to complete petitions**
1.10.3 Draft Petition

After clicking the link user can continue his petitions as follows.

Registration Form

Add More Party

Documents Details

Final Preview

Payment Details

Case Filing Location

Case Type

Case Title

Petitioner Type

Petitioner Advocate

Respondent Type

Respondent Advocate

Subject Matter
1.11.1 Transaction History/Payment status

Click on Transactions
1.11.1 Transaction History/Payment status

<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>010000002016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(2)</td>
<td>001/2016</td>
<td>010000002016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(3)</td>
<td>001/2016</td>
<td>010000002016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(4)</td>
<td>001/2016</td>
<td>010000002016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>001/2016</td>
<td>010000002016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $ 1000.00

National Green Tribunal
Cyber Receipt

e-filing No: 0U1N00042016
Receipt No.: 010000002016
Date & Time: 14/12/2016 15:30
Transaction Status: SUCCESS
Fee Amount(Rs.): 1000.00
Payment Mode: Offline
Demand Draft/EPO No.: 200230
Issue Date: 15-12-2016
Branch/Post Office Name: GBG
Branch Name/Pay at the Post Office: GBG
State: DELHI
District: NEW DELHI
Pin Code: 110001
User Id: taxpayer

* THE HARD COPY OF DD/EPO ALONG WITH A HARD COPY OF O/A/APP/E/RCM/E/A PLEADING BE FILED AT THE NGT COUNTER WITHIN 5 WORKING DAYS

Print
1.12.1 Filing Report

Click on Total Filing
1.12.2 Filing Report

To view history click here

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, DMS, LOCA</td>
<td>2016-12-04</td>
<td>152016</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>252016</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>142016</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>132016</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
1.14.1 Logout

Click on logout button