‘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
Home Page

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

Your connection is not private

You attackers might be trying to steal your information from nptonline.nic.in (for example, passwords, messages or credit cards). NETBEUI_CERT_AUTHORITY_INVALID

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 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 this webpage.

Continue to this website (not recommended)

More information
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.
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.

### e-filing User Registration (In Advocate)

#### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar Council Reg. No.</td>
<td></td>
</tr>
<tr>
<td>Title*</td>
<td></td>
</tr>
<tr>
<td>First Name*</td>
<td></td>
</tr>
<tr>
<td>Mobile Name</td>
<td></td>
</tr>
<tr>
<td>Last Name*</td>
<td></td>
</tr>
<tr>
<td>Gender*</td>
<td>Male, Female</td>
</tr>
</tbody>
</table>

#### CONTACT DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address*</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>District*</td>
<td></td>
</tr>
<tr>
<td>Pin Code*</td>
<td></td>
</tr>
<tr>
<td>Mobile Number*</td>
<td></td>
</tr>
<tr>
<td>E-mail id*</td>
<td></td>
</tr>
<tr>
<td>STD</td>
<td></td>
</tr>
<tr>
<td>Contact Number</td>
<td></td>
</tr>
</tbody>
</table>

**Security Question**

- Select Security Question

**Security Answer**

- Select Document Type

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.

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.
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

Total Filing Report

Total Filing in this Month
(4)

Total Filing By User
(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.
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.
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.
1.8.5 Document Details

Third tab is document details. To upload a document select appropriate volume and document type.

- Select Compilation/Volume
- Document Type
- Select Document to upload
- Page No. From
- Page No. To

Click for Upload

- 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 move next process.

To edit previous data.
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.

Add Advocate Details

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

Successfully added

Add M

REF.NO ::

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Ref. No.</th>
<th>Petitioner Name</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0095/2016</td>
<td>Delhi Police</td>
<td></td>
<td></td>
<td>Add More Advocate</td>
</tr>
<tr>
<td>2</td>
<td>0404/2016</td>
<td>TESTUSER.AAC</td>
<td></td>
<td></td>
<td>Add More Advocate</td>
</tr>
<tr>
<td>3</td>
<td>0027/2016</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td></td>
<td></td>
<td>Add More Advocate</td>
</tr>
</tbody>
</table>

<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>0095/2016</td>
<td>Delhi Police</td>
<td>Petitioner</td>
<td>SHEILA 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>0001/2018</td>
<td>Ministry of Coal</td>
<td>n/a</td>
<td>2016-12-04</td>
<td>Existing Case</td>
</tr>
<tr>
<td>2</td>
<td>0002/2018</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>0003/2018</td>
<td>Delhi Police</td>
<td>n/a</td>
<td>2016-12-04</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2018</td>
<td>TESTUSER AAG</td>
<td>n/a</td>
<td>2016-12-04</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>5</td>
<td>0005/2018</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>Ministry of Chemicals and Fertilizers</td>
<td>2016-12-04</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2018</td>
<td>TestName</td>
<td>TestCopy</td>
<td>2016-12-25</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>7</td>
<td>0007/2018</td>
<td>TestName 1</td>
<td>TestName 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:

1. Case Filing Location *
   - Bhagpat Beach(Var.Delhi)

2. Case Type *
   - Appeal

3. Case Title *
   - Petitioner Type *
   - In/Person

4. Petitioner Advocate *
   - Name: [Name]
   - State: [State]
   - District: [District]
   - Pin Code: [Pin Code]

5. Respondent Type *
   - Name: [Name]
   - State: [State]
   - District: [District]
   - Pin Code: [Pin Code]

6. Respondent Advocate *
   - Name: [Name]
   - State: [State]
   - District: [District]
   - Pin Code: [Pin Code]

Subject Matter
1.11.1 Transaction History/Payment status

Click on Transactions
### 1.11.1 Transaction History/Payment Status

To view Receipt click here

<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>0100000032016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(2)</td>
<td>001/2016</td>
<td>0100000032016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(3)</td>
<td>001/2016</td>
<td>0100000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(4)</td>
<td>002/2016</td>
<td>0100000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>002/2016</td>
<td>0100000012016</td>
<td>100.00</td>
<td>SUCCESS</td>
</tr>
</tbody>
</table>

Total Transaction: $5

---

### National Green Tribunal Cyber Receipt

- **e-filing No.**: YV11000042016
- **Receipt No.**: 0101000012016
- **Date & Time**: 14/12/2016 15:55:05
- **Transaction Status**: SUCCESS
- **Fee Amount(Rs.)**: 100.00
- **Payment Mode**: Offline
- **Demand Draft/PO No.**: 21/2027
- **Issue Date**: 15-12-2016
- **Branch/Post Office Name**: RBI
- **Branch Name/Pay at the Post Office**: RBI
- **State**: DELHI
- **District**: NEW DELHI
- **Pin Code**: 110001
- **User Id**: tester

*THE HARD COPY OF DD/DDPO ALONG WITH A HARD COPY OF OA/APPEAL/IMC/ASK PLEADING BE FILED AT THE NGT COUNTER WITHIN 5 WORKING DAYS*
1.12.1 Filing Report

Click on Total Filing
1.12.2 Filing Report

To view history click here

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Ref. No.</th>
<th>Petitioner Name</th>
<th>Respondent Name</th>
<th>Filling Date</th>
<th>Diary No.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>001/2016</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>Ministry of Agriculture, DMS, L.C.A.R.</td>
<td>2016-12-04</td>
<td>15016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>002/2016</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>003/2016</td>
<td>TEST SAMITI</td>
<td>UPPCL</td>
<td>2016-12-04</td>
<td>143016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>004/2016</td>
<td>SAMAJ SEWA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>Not Submitted</td>
<td></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