To visit National Green Tribunal (NGT) website, please enter the URL: http://greentr ibunal.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
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.

<table>
<thead>
<tr>
<th>PERSONAL DETAILS</th>
<th>CONTACT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bar Council Reg. No.*</td>
<td>Address*</td>
</tr>
<tr>
<td>Title*</td>
<td>State*</td>
</tr>
<tr>
<td>First Name*</td>
<td>District*</td>
</tr>
<tr>
<td>Middle Name</td>
<td>Pin Code*</td>
</tr>
<tr>
<td>Last Name*</td>
<td>Mobile Number*</td>
</tr>
<tr>
<td>Gender*</td>
<td>Contact Number</td>
</tr>
<tr>
<td>Login ID*</td>
<td>E-mail id*</td>
</tr>
<tr>
<td>Password</td>
<td>STD</td>
</tr>
<tr>
<td>Security Question*</td>
<td>Security Answer*</td>
</tr>
<tr>
<td>Security Question*</td>
<td>Security Answer*</td>
</tr>
<tr>
<td>Upload Document</td>
<td>Enter Captcha Value*</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.
1.4 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.

- 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.

   ![Diagram](image-url)
1.5 Login

Input login id

Input password

Click 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
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 rows.

To edit previous data

To move next process

After filing party data click on this button

Second tab is add more party tab
1.8.5 Document Details

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.

User can print this preview through this button.

To move next process

To edit previous data

Previous page  Final Submit
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.

Successfully added.
1.10.1 Draft Petition

[Image of a computer screen showing a website with a section titled "Total Filing Report" and a button labeled "Click on Add More Advocate"]]
1.10.2 Draft Petition

Click this button to complete petitions

<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 Date</th>
<th>Filing Type</th>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001/2016</td>
<td>Ministry of Coal</td>
<td>eee</td>
<td>2016-12-01</td>
<td>Existing</td>
<td></td>
<td>– Payment Completed –</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.P.O.</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
<td></td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>3</td>
<td>0003/2016</td>
<td>Delhi Police</td>
<td>dad</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
<td></td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>4</td>
<td>0004/2016</td>
<td>TESTUSER.AAC</td>
<td>ahad</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
<td></td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>5</td>
<td>0005/2016</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>Ministry of Chemicals and Fertilizers</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
<td></td>
<td>Fill Draft Petition</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>
<td></td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>7</td>
<td>0007/2016</td>
<td>Test Name 1</td>
<td>Test Name 2</td>
<td>2016-12-21</td>
<td>Existing</td>
<td></td>
<td>– Payment Completed –</td>
</tr>
</tbody>
</table>
1.10.3 Draft Petition

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>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>0100000072016</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>0100000162016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $5

National Green Tribunal

Cyber Receipt

- e-filing No: 0010000142016
- Receipt No: 0100000162016
- Date & Time: 14:57:37/09/05-05:50
- Transaction Status: SUCCESS
- Fee Amount(Rs.): 1000.00
- Payment Mode: Offline
- Demand Draft/PO No.: 208297
- Issue Date: 13-12-2016
- Branch/Post Office Name: BGB
- Branch Name/Pay at the Post Office: BGB
- State: DELHI
- District: NEW DELHI
- Pin Code: 110001
- User Id: trentaur

*THE HARD COPY OF DD/DD/PO ALONG WITH A HARD COPY OF DAV/APPENDIX/MA/EA/PLEADING BE FILED AT THE NGT COUNTER WITHIN 5 WORKING DAYS*
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>001/2016</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>Ministry of Agriculture, DMSG, LCA R</td>
<td>2016-12-04</td>
<td>121216</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>142016</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>142016</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 characters 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 last 5 Password.
1.14.1 Logout

Click on logout button