‘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

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.

We recommend that you close this webpage.

Click here to close this webpage.

Continue to this website (not recommended).

More information
e-Filing Home Page

National Green Tribunal

e-Filing Login

USER NAME:

PASSWORD:

Login
Forget your password?

New User? Sign Up

*Best View Using browsers IE 7.0, Google Chrome 54.0, Mozilla Firefox 40.0 onwards

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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, 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.
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.

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 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
After clicking on the fresh Filing link, the first page is instructions to simply check the box and click on the button that leads to the 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.

- **Registration Form**: Fill up this form.
- **Add More Party**: Click on this button to move next process.
- **Documents Details**: Enter appropriate data.
- **Final Preview**: This tab is clickable.
- **Payment Details**: 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 rows.
Third tab is document details. To upload a document select appropriate volume and document type. After selecting appropriate volume, document and file, click on this button to upload.

To edit previous data, click on the corresponding link. To move next process, click on the corresponding button.
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.
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

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Ref. No.</th>
<th>Petitioner Name</th>
<th>Party Type</th>
<th>Advocate Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0003/2016</td>
<td>Delhi Police</td>
<td>Petitioner</td>
<td>SHILPA GUPTA</td>
</tr>
<tr>
<td>2</td>
<td>0004/2016</td>
<td>TESTUSER.AAC</td>
<td>Petitioner</td>
<td>SHILPA GUPTA</td>
</tr>
<tr>
<td>3</td>
<td>0002/2016</td>
<td>Govt of National Capital Territory of Delhi</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>SHILPA GUPTA</td>
</tr>
</tbody>
</table>
1.10.1 Draft Petition

Click on Add More Advocate
1.10.2 Draft Petition

Click this button to complete petitions.
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

Filing
My Account
- Draft Petition
- Transactions
- Total Filing

Total Filing Report
- Total Filing in this Month: 4
- Total Filing By User: 4
### 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>00100001232016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(2)</td>
<td>001/2016</td>
<td>00100001232016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(3)</td>
<td>001/2016</td>
<td>00100001722016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(4)</td>
<td>002/2016</td>
<td>00100001922016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>002/2016</td>
<td>00100001232016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $
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>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, DMO, DC&amp;R</td>
<td>2016-12-04</td>
<td>12016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>002/2016</td>
<td>SAMAJ SEWA SABDAV</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>25016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>3</td>
<td>003/2016</td>
<td>TEST SABDAV</td>
<td>UPPCL</td>
<td>2016-12-04</td>
<td>14016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>004/2016</td>
<td>SAMAJ SEWA SABDAV</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td></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