‘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). CERTIFICATE_INVALID

Hidden value will appear

click this link to continue

Feeling problem to open page in firefox click on Advance

Your connection is not secure

The server of ngtonline.nic.in has configured their website improperly. To protect your information from being stolen, Firefox has not connected to this website.

Learn more...

Advanced

Back

Report error that this to help Firefox identify and block malicious sites

ngtonline.nic.in uses an invalid security certificate.

The certificate is not trusted because the issuer certificate is unknown.

The server might not be sending the appropriate inspection certificate.

An additional certificate may need to be imported.

Error code: SEC_ERROR_UNTRUSTED_CRT

Add Certificate...

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

Click on confirm security exception in firefox

Add Security Exception

You are about to add an exception for this site.

Logistics, banks, stores, and other public sites will ask you to do this.

Server:

Location: https://ngtonline.nic.in

Get Certificate:


Certificate Status:

This site attempts to identify itself with invalid information.

Unknown Identity:

The certificate is invalid because it hasn’t been verified by a trusted authority using a secure signature.
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.

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.
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. Users will get a menu in the left area of the page like this. Suppose a user wants to create a new filing, they can click on filing. Now, the 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

Instructions for e-filing registration

I have read the contents of the site and the instructions given thereof as regards registration and e-filing of relevant documents before the National Green Tribunal and agree with the same. I hereby declare that the information given in the petition documents are true and correct to the best of my knowledge. I clearly acknowledge and certify that the attachments/handwritten appendices along with the petition/application are true and correct and are valid as per the original documents. I further certify that I have personally or through my counsel/companion completed the petition/application and have e-filed the same. I understand that any misrepresentation, falsification, or omission of information in the petition/application or any document used for registration shall be a valid ground for rejection of the petition/application apart from any other penalty by law.

☑ Click here to agree

[Agree]

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.

After filing party data click on this button.

To edit previous data

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

To edit previous data
To move next process
User can print this preview through this button
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.

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Re No</th>
<th>Petitioner Name</th>
<th>Date</th>
<th>Ref No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0009/2016</td>
<td>Delhi Police</td>
<td>2016-12-08</td>
<td>0009/2016</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

- Party Type: Petitioner
- Petitioner: Select
- Advocate: SHILPA GUPTA

Submit

Successfully added:

<table>
<thead>
<tr>
<th>Ser No</th>
<th>Re Enno</th>
<th>Party Name</th>
<th>Party Type</th>
<th>Advocate Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0009/2016</td>
<td>Delhi Police</td>
<td>Petitioner</td>
<td>SHILPA GUPTA</td>
</tr>
</tbody>
</table>
Click on Add More Advocate
# 1.10.2 Draft Petition

To edit previous data

To move next process

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>Filing Date</th>
<th>Filing Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001/2016</td>
<td>Ministry of Coal</td>
<td>nee</td>
<td>2016-12-01</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.P.O.</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>3</td>
<td>0003/2016</td>
<td>Delhi Police</td>
<td>dast</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2016</td>
<td>TESTUSER AAG</td>
<td>ahmd</td>
<td>2016-12-01</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>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2016</td>
<td>TestName</td>
<td>TestName1</td>
<td>2016-12-25</td>
<td>Existing Case</td>
</tr>
<tr>
<td>7</td>
<td>0007/2016</td>
<td>TestName1</td>
<td>TestName2</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:
1.11.1 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>0100000022016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(2)</td>
<td>001/2016</td>
<td>0100000023016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(3)</td>
<td>001/2016</td>
<td>0100000172016</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>0100000122016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $5

National Green Tribunal
Cyber Receipt

e-filing No: 0V110000042016
Receipt No: 0100000012016
Date & Time: 24-07-2019 06:51:30
Transaction Status: SUCCESS
Fee Amount(Rs.): 1000.00
Payment Mode: Offline
Demand Draft/DD No.: 290297
Issue Date: 13-12-2016
Bank/Branch/P.O. Name: SBI
Branch Name/Pay at the Post Office: SBI
State: DELHI
District: NEW DELHI
Pin Code: 110001
User Id: testuser

* THE HARD COPY OF DD/DDO ALONG WITH A HARD COPY OF OBJ/APPEAL/REA/MAA/EA 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.

### Total Filing Report

- **Total Filing in this Month**: 4
- **Total Filing By User**: 4

### 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>M012016</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>Ministry of Agriculture, DMSS, LOCAR</td>
<td>2016-12-14</td>
<td>23516</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>M022016</td>
<td>SAMAJ SEWA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-14</td>
<td>250216</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>3</td>
<td>M022016</td>
<td>TEST SAMITI</td>
<td>UPPCL</td>
<td>2016-12-14</td>
<td>142016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>M022016</td>
<td>SAMAJ SEWA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-14</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 min 6 character long.
2. At least one alphabetic (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