‘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

This server could not prove that it is ngtonline.nic.in. Its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection. Find out more.

Hidden value will appear click this link to continue

Feeling problem to open page in firefox click on Advance

Your connection is not secure

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 intermediate certificate. An additional trust certificate may need to be installed.

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

Add security exception

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.

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

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>Mobile No.</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>Will be sent on registered email id &amp; Mobile Number</td>
</tr>
<tr>
<td>Security Question*</td>
<td>Select Document Type*</td>
</tr>
<tr>
<td>Security Answer*</td>
<td>Enter Document No*</td>
</tr>
<tr>
<td>U/PIN 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.

- 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 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.

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.

1.8.5 Document Details

Registration Form  Add More Party  Documents Details  Final Preview  Payment Details

Documents Details

Note: Only pdf file Allowed. MAX File Size 8MB.
(1) Select Compilation/Volume
(2) Document Type
(3) Select Document to upload
(4) Page No. From
(5) Page No. To

Click for Upload

To edit previous data

To move next process

List of Attached Documents:

Sr.No.  Document Type  Page No From  Page No To  Volume No  Delete  View

RegNo: 9006206  Date: 15-Dec-2016 16:46:17

Volume: 1  Compilation: 1
Index
Memo of Parties
Fact
Ground
Limitation
Prayer
Verification
Affidavit
Valuation
Volume 2 Compilation: 1
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.

Successfully added:

<table>
<thead>
<tr>
<th>Sr. No</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>Delta Police</td>
<td>Petitioner</td>
<td>SHILPA GUPTA</td>
</tr>
<tr>
<td>2</td>
<td>0004/2016</td>
<td>TESTUSER ABC</td>
<td></td>
<td></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></td>
</tr>
</tbody>
</table>
### 1.10.2 Draft Petition

To edit previous data, to move next process, click this button to complete petitions.

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#### Draft Petition

<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>
<th>Payment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001/2018</td>
<td>Ministry of Coal</td>
<td>Mr. John</td>
<td>2016-12-01</td>
<td>Existing</td>
<td>– Payment Completed –</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.P.O.</td>
<td>2016-12-03</td>
<td>Fresh Filing</td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>3</td>
<td>0003/2018</td>
<td>Delhi Police</td>
<td>Dairy</td>
<td>2016-12-07</td>
<td>Fresh Filing</td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>4</td>
<td>0004/2018</td>
<td>TESTUSER.AAC</td>
<td>Dairy</td>
<td>2016-12-09</td>
<td>Fresh Filing</td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>5</td>
<td>0005/2018</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>2016-12-09</td>
<td>Fresh Filing</td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>6</td>
<td>0006/2018</td>
<td>Test Name</td>
<td>Test Name</td>
<td>2016-12-10</td>
<td>Fresh Filing</td>
<td>Fill Draft Petition</td>
</tr>
<tr>
<td>7</td>
<td>0007/2018</td>
<td>Test Name 1</td>
<td>Test Name 2</td>
<td>2016-12-15</td>
<td>Existing</td>
<td>– Payment Completed –</td>
</tr>
</tbody>
</table>
After clicking the link user can continue his petitions as follows:

### 1.10.3 Draft Petition

To edit previous data

To move next process

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

#### Case Filing Location
- Panchpat Bazar (Vr. Delhi)

#### Case Type
- Appeal

#### Case Title
- [Max 50 Char]

#### Petitioner Type
- In Person

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Enter Name]</td>
<td>[Enter Address]</td>
<td>[Enter Pin Code]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>District</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Enter State]</td>
<td>[Enter District]</td>
<td>[Enter Mobile]</td>
<td>[Enter Email]</td>
</tr>
</tbody>
</table>

#### Petitioner Advocate
- [Enter Advocate Name]

#### Respondent Type
- In Person

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Enter Name]</td>
<td>[Enter Address]</td>
<td>[Enter Pin Code]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>District</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Enter State]</td>
<td>[Enter District]</td>
<td>[Enter Mobile]</td>
<td>[Enter Email]</td>
</tr>
</tbody>
</table>

#### Respondent Advocate
- [Select Advocate]

### Subject Matter

[Enter Subject Matter]
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>002/2016</td>
<td>010000002016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>(3)</td>
<td>003/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(4)</td>
<td>004/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>005/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $5

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**National Green Tribunal Cyber Receipt**

- **e-filing No:** UV110000142016
- **Receipt No.:** 010000012016
- **Date & Time:** 14/02/2016 05:50
- **Transaction Status:** SUCCESS
- **Fee Amount(Rs.):** 500.00
- **Payment Mode:** Offline
- **Demand Draft/PO No.:** 2016-07
- **Issue Date:** 03-12-2016
- **Branch/Post Office Name:** BGB
- **Branch Name/Pay at the Post Office:** BGB
- **State:** DELHI
- **District:** NEW DELHI
- **Pin Code:** 110001
- **User Id:** teesra

*THE HARD COPY OF DD/PO ALONG WITH A HARD COPY OF OAA/PEL/RA/MFA/PEA PLEADING BE FILED AT THE NGT COUNTER WITHIN 5 WORKING DAYS*
1.12.1 Filing Report

Click on Total Filing
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 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.
Click on logout button