‘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

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.

Click on confirm security exception in firefox

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

More information
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 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.

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"
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 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.

### Document Details

- **Registration Form**
- **Add More Party**
- **Documents Details**
- **Final Preview**
- **Payment Details**

#### Note:
- Only .pdf file allowed. MAX File Size 10MB.

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

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<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Document Type</th>
<th>Page No. From</th>
<th>Page No. To</th>
<th>Volume No.</th>
<th>Delete</th>
<th>View</th>
</tr>
</thead>
</table>

**File:**
- **Name:** [Filename].pdf
- **Readable:** [Readability Score]

**To edit previous data**

**To move next process**

**Click for Upload**
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.

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.

Successfully added.
1.10.1 Draft Petition

Click on Add More Advocate
### Draft Petition

**REF. NO.:** [Enter REF. NO.]

<table>
<thead>
<tr>
<th>S.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>0001/2018</td>
<td>Ministry of Coal</td>
<td>eee</td>
<td>2016-12-01</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>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>3</td>
<td>0003/2018</td>
<td>Delhi Police</td>
<td>dast</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2018</td>
<td>TEST USER AAG</td>
<td>ashad</td>
<td>2016-12-01</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 Chemical and Fertilizers</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2018</td>
<td>Test Name</td>
<td>Test Copy</td>
<td>2016-12-13</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>7</td>
<td>0007/2018</td>
<td>Test Name 1</td>
<td>Test Name 2</td>
<td>2016-12-24</td>
<td>Existing Case</td>
</tr>
</tbody>
</table>

Click this button to complete petitions
After clicking the link user can continue his petitions as follows

1. Case Filing Location *
   - Bhagpur Bazar (Vid Della)

2. Case Type *
   - Appeal

3. Case Title *
   - [Unfilled]

4. Petitioner Type *
   - In Person

5. Petitioner Advocate *
   - [Unfilled]

6. Respondent Type *
   - In Person

7. Respondent Advocate *
   - [Select Advocate]

8. Subject Matter
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>01/2016</td>
<td>010000002016</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>0100000152016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>002/2016</td>
<td>010000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $1000.00

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## National Green Tribunal Cyber Receipt

- **e-filing No:** UV1100001E2016
- **Receipt No.:** 010000001E2016
- **Date & Time:** 24/7/2016 01:53:50
- **Transaction Status:** SUCCESS
- **Fee Amount(Rs.):** 1000.00
- **Payment Mode:** Offline
- **Demand Draft/P.O. No.:** 210207
- **Issue Date:** 23-12-2016
- **Branch/Post Office Name:** BRB
- **Branch Name/Pay at the Post Office:** BRB
- **State:** DELHI
- **District:** NEW DELHI
- **Pin Code:** 110001
- **User Id:** taxpayer

*The Hard Copy of DD/DPO along with a Hard copy of OA/Appeal/RA/MF/A/PLEAD/BE/TID/AT/B/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

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>0012016</td>
<td>Ministry of Chemical</td>
<td>Ministry of Agriculture, DMOICAR</td>
<td>2016-12-04</td>
<td>123016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>0022016</td>
<td>SAAMAJ SEWA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>2502016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>3</td>
<td>0032016</td>
<td>TEST SAAMITI</td>
<td>UPPCL</td>
<td>2016-12-04</td>
<td>142016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>0042016</td>
<td>SAAMAJ 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>
1.13.2 Change Password

Enter Old Password

Enter New Password

Enter new password to confirm

Click on submit
1.14.1 Logout

Click on logout button

Total Filing in this Month
(4)

Total Filing By User
(4)