

**National Green Tribunal  
Principal Bench  
Faridkot House, Copernicus Marg  
New Delhi - 110001**

**OFFICE ORDER**

NGT/PB/ Filing/01/2020/264

Dated: 09<sup>th</sup> July, 2021

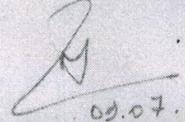
**Subject: Procedure to be adopted for registration of matters under Second Proviso to Rule 12 of NGT (Practice and Procedure) Rules 2011.**

Under Second Proviso to Rule 12 of the NGT (Practice & Procedure) Rules 2011, it is provided that there shall be no fee for filing of Application or Appeal by any person who is below the poverty line or indigent. Since NGT has adopted e-filing, all concerned are informed that till further orders, the following procedure shall be adopted in regard to registration of such matters.

- (I) Applications/ Appeals etc shall be received on designated email address i.e., [filing.bpl-ngt@gov.in](mailto:filing.bpl-ngt@gov.in).
- (II) Application/ Appeal must be accompanied with all necessary documents supporting the claim of the applicant/appellant being BPL/ indigent person including an affidavit disclosing details and valuation of all properties held by him/her.
- (III) Filing Number/ Diary number shall be given to the application/appeal by the Registry and it be communicated to the applicant/ appellant in order to enable him/her to track the status of such application / appeal.
- (IV) Application/ Appeal shall be sent to the concerned Registrar for decision on the issue through an office note.
- (V) If decided in favour of applicant/appellant, the case will be registered through filing counter using institutional - Id. A remark shall be entered regarding case being BPL category case for easy identification and same shall also be noted on cover of the file. Once OA/Appeal number is generated, case shall be proceeded with like any other case.
- (VI) If decided against the applicant / appellant, the decision shall be conveyed to him / her through email by Filing Section with direction to pay the requisite fee, as prescribed under the relevant rule applicable thereto.

All the Zonal Benches are directed to abide by the orders/ directions contained herein above.

This issues with the approval of Competent Authority.

  
09.07.2021  
(Manisha Tripathy)  
Deputy Registrar

Copy to:

1. PPS to Hon'ble Chairperson
2. PA to all Hon'ble Judicial / Expert Members
3. PA to Ld. Registrar General, NGT, PB, New Delhi
4. All Ld. Registrars, Zonal Benches, NGT
5. PA to Ld. Deputy Registrar
6. Consultant (Judicial, Filing, Admin.) – for information
7. Computer Cell (For uploading the same in the NGT Website)