‘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://greentransribunal.gov.in// on any browser (Google Chrome, Mozilla Firefox, Internet Explorer) and following screen will appear
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). NETERROR_CERTAUTHORITY_INVALID

Hide advanced

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

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.

Continue to ngtonline.nic.in

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.

Hidden value will appear click this link to continue

Click on confirm security exception in firefox
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.
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.
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.

Instructions for e-filing registration

I have read the contents of the site and the instructions given thereof in regard to registration and e-filing of petition 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 hereby acknowledge and certify that the attachments/reports/appendices/enclosures/photocopies of 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/advocate/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 for perjury.

☑ Click here To Agree

Agree
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. Select Compilation/Volume
2. Document Type
3. Select Document to upload
4. Page No. From
5. Page No. To

Click on this button to move to the next process or to edit previous data.
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.
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

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>ReENO</th>
<th>Party Type</th>
<th>Petitioner</th>
<th>Advocate Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0000/2016</td>
<td>Petitioner</td>
<td>Delhi Police</td>
<td>Shilpa Gupta</td>
</tr>
<tr>
<td>2</td>
<td>0001/2016</td>
<td>Petitioner</td>
<td>Test USER A &amp; C</td>
<td>Shilpa Gupta</td>
</tr>
<tr>
<td>3</td>
<td>0002/2016</td>
<td>Petitioner</td>
<td>Govt of National Capital Territory of Delhi</td>
<td>Shilpa Gupta</td>
</tr>
</tbody>
</table>

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>0000/2016</td>
<td>Delhi Police</td>
<td>Petitioner</td>
<td>Shilpa Gupta</td>
</tr>
</tbody>
</table>
1.10.1 Draft Petition

Click on Add More Advocate

Total Filing in this Month
(4)

Total Filing By User
(4)
### 1.10.2 Draft Petition

To edit previous data
To move next process
Click this button to complete petitions

**National Green Tribunal**

<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>0001/2015</td>
<td>Ministry of Coal</td>
<td>ree</td>
<td>2016-12-06</td>
<td>Existing Case</td>
</tr>
<tr>
<td>2</td>
<td>0002/2015</td>
<td>Ministry of Communications and Information Technology</td>
<td>Ministry of Commerce and Industry, U.P.O.</td>
<td>2016-12-06</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>3</td>
<td>0003/2015</td>
<td>Delhi Police</td>
<td>ree</td>
<td>2016-12-06</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2015</td>
<td>TESTUSER.AAC</td>
<td>ree</td>
<td>2016-12-06</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>5</td>
<td>0005/2015</td>
<td>Govt. of National Capital Territory of Delhi</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>2016-12-06</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>6</td>
<td>0006/2015</td>
<td>TestName</td>
<td>TestName</td>
<td>2016-12-06</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>7</td>
<td>0007/2015</td>
<td>TestName 1</td>
<td>TestName 2</td>
<td>2016-12-06</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.
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>001/2016</td>
<td>010000002016</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 | UV11000012016
Receipt No  | 0010000152016
Date & Time | 14:57:27/9/2016 15:50
Transaction Status | SUCCESS
Fee Amount(Rs.) | 1000.00
Payment Mode | Offline
Demand Draft/PO No. | 290207
Issue Date  | 13-12-2016
Bank/Post Office Name | RBI
Branch Name/Pay at the Post Office | RBI
State | DELHI
District | NEW DELHI
Pin Code | 110001
User Id | techuser

* THE HARD COPY OF DD/PO ALONG WITH A HARD COPY OF O/A/APP/LA/MA/EA PLEADING BE FILED AT THE NGT COUNTER WITHIN 5 WORKING DAYS

Print
1.12.2 Filing Report

- To view history, click here.

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### 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>0012016</td>
<td>Ministry of Chemical and Fertilizers</td>
<td>Ministry of Agriculture, DGMS, LOCAR</td>
<td>2016-12-04</td>
<td>1532016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>0022016</td>
<td>SAMAJ SEVA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>252016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>3</td>
<td>0032016</td>
<td>TEST SAMITI</td>
<td>UPPCL</td>
<td>2016-12-04</td>
<td>143016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>0042016</td>
<td>SAMAJ SEVA SAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>Not Submitted</td>
<td></td>
</tr>
</tbody>
</table>

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Total Filing Report:
- Total Filing in this Month: 4
- Total Filing By User: 4
1.13.1 Change Password

Click on change password

Total Filing in this Month
4

Total Filing By User
4
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 8 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.
1.14.1 Logout

Click on logout button