‘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:
https://greentribunal.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

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

Feeling problem to open page in internet explorer

Click here to close the webpage.

Continue to the website (not recommended).

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 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.

![User Registration Form](image)

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. Click on the forget password link and user will get page as

   **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
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.
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.

To edit previous data

To move next process

After filing party data click on this button
1.8.5 Document Details

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

To edit previous data

To move next process
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.
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>Ref. No.</th>
<th>Petitioner Name</th>
<th>Party Type</th>
<th>Advocate Name</th>
<th>Ref No.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0005/2016</td>
<td>Delhi Police</td>
<td></td>
<td></td>
<td>2016-12-08</td>
<td>0005/2016</td>
</tr>
<tr>
<td>2</td>
<td>0004/2016</td>
<td>TEST USER A&amp;C</td>
<td></td>
<td></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>Ministry of Chemical and Fertilizers</td>
<td>2016-12-08</td>
<td>0002/2016</td>
<td></td>
</tr>
</tbody>
</table>

**First Choose party type then choose its name and then select advocate name from the list. Click submit button**

---

**Add Advocate Details**

<table>
<thead>
<tr>
<th>Party Type</th>
<th>Petitioner</th>
<th>Advocate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Select</td>
<td>SHILPA GUPTA</td>
</tr>
</tbody>
</table>

**Successfully added**

<table>
<thead>
<tr>
<th>Sr.</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>Delhi Police</td>
<td>Petitioner</td>
<td>SHILPA GUPTA</td>
</tr>
</tbody>
</table>
1.10.1 Draft Petition

Click on Add More Advocate
After clicking the link user can continue his petitions as follows:

1. **Case Filing Location**: Branch: Delhi/Varanasi
2. **Case Type**: Appeal
3. **Case Title**: [Field Name]
4. **Petitioner Type**: In Person

### Petitioner Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[Address]</td>
<td>[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>[State]</td>
<td>[District]</td>
<td>[Mobile]</td>
<td>[Email]</td>
</tr>
</tbody>
</table>

### Respondent Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name]</td>
<td>[Address]</td>
<td>[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>[State]</td>
<td>[District]</td>
<td>[Mobile]</td>
<td>[Email]</td>
</tr>
</tbody>
</table>
1.11.1 Transaction History/Payment status

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>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>001/2016</td>
<td>0100000152016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>(5)</td>
<td>001/2016</td>
<td>0100000122016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $
1.12.1 Filing Report

Click on Total Filing

Click on Total Filing in this Month

Click on Total Filing By User

(4)
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>Filing Date</th>
<th>Diary No</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M01/2016</td>
<td>Ministry of Chemical and Fertilizer</td>
<td>Ministry of Agriculture, DMS, DCAR</td>
<td>2016-12-04</td>
<td>102016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>M02/2016</td>
<td>SAMAJ SEVAM JAMITI</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>M03/2016</td>
<td>TEST SAMITI</td>
<td>UPPCL</td>
<td>2016-12-04</td>
<td>142016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>4</td>
<td>M04/2016</td>
<td>SAMAJ SEVAM JAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>102016</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 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