‘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

Attackers might be trying to steal your information from ngtonline.nic.in (for example, passwords, messages or credit cards). CERTIFICATE INVALID

- Automatically report details of possible security incidents to Google. Privacy Policy

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.

Learn more...

Go Back
Advanced

- Report errors that help Mozilla identify and block malicious sites

ngtonline.nic.in uses an invalid 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.

Error code: SEC_ERROR_UNRESOLVED_CRT_NAME

Add Exception...

Hidden value will appear
click this link to continue

Feeling problem to open page in internet explorer

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.

Click here to close this webpage.

Continue to this website (not recommended).

More information

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.

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.

![Registration Form](image)

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. 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.

2. Click on Forget password link and user will get page as
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 the Menus.

User will get menu in the left area of the 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.
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

Second tab is add more party tab
Third tab is document details. To upload a document select appropriate volume and document type. After selecting appropriate volume, document and file, click on this button to edit previous data. To move next process, click on the appropriate button.
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.
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
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.
1.10.1 Draft Petition

Click on Add More Advocate
# 1.10.2 Draft Petition

### Draft Petition

**REF. NO.:**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0001/2015</td>
<td>Ministry of Coal</td>
<td>ree</td>
<td>2016-12-01</td>
<td>Existing Case</td>
</tr>
<tr>
<td>2</td>
<td>0002/2016</td>
<td>Ministry of Communications and Information Technology</td>
<td>Ministry of Commerce and Industry, U.P.O.</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>3</td>
<td>0003/2016</td>
<td>Delhi Police</td>
<td>dast</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>4</td>
<td>0004/2016</td>
<td>TEST USER AG</td>
<td>ahmed</td>
<td>2016-12-01</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>5</td>
<td>0005/2016</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>0006/2016</td>
<td>Test Name</td>
<td>Test User</td>
<td>2016-12-15</td>
<td>Fresh Filing</td>
</tr>
<tr>
<td>7</td>
<td>0007/2016</td>
<td>Test Name 1</td>
<td>Test Name 1</td>
<td>2016-12-15</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...
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>012000002016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>2</td>
<td>001/2016</td>
<td>012000002016</td>
<td>FAILED</td>
<td>—</td>
</tr>
<tr>
<td>3</td>
<td>001/2016</td>
<td>012000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>4</td>
<td>001/2016</td>
<td>012000015016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
<tr>
<td>5</td>
<td>001/2016</td>
<td>012000012016</td>
<td>SUCCESS</td>
<td>View Receipt</td>
</tr>
</tbody>
</table>

Total Transaction $5

### National Green Tribunal

#### Cyber Receipt

- **e-filing No**: UV110000142016
- **Receipt No**: 012000015016
- **Date & Time**: 14:57:59:9504+05:30
- **Transaction Status**: SUCCESS
- **Fee Amount(Rs)**: 1000.00
- **Payment Mode**: Offline
- **Demand Draft/PO No**: 219207
- **Due Date**: 15-12-2016
- **Bank/Post Office Name**: BOB
- **Branch Name/Pay at the Post Office**: BOB
- **State**: DELHI
- **District**: NEW DELHI
- **Pin Code**: 110001
- **User Id**: taxpayer

*THE HARD COPY OF DD/DDPO ALONG WITH A HARD COPY OF D/C/AD/LA/RA/MA/EA PLEASE BE FILED AT THE NGT COUNTER WITHIN 5 WORKING DAYS.*

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**Print**
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>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, DMIS, LCAR</td>
<td>2016-12-04</td>
<td>122016</td>
<td>Payment Completed</td>
</tr>
<tr>
<td>2</td>
<td>0022016</td>
<td>SAMAJ SEVAMITI</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 SAMAJITI</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>SAMAJ SEVAMITI</td>
<td>UTTAR PRADESH POLLUTION CONTROL BOARD</td>
<td>2016-12-04</td>
<td>Not Submitted</td>
<td></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 3 Password.
1.14.1 Logout

Click on logout button