User Manual – e-Filing Module of National Green Tribunal
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User Manual – e-Filing Module of National Green Tribunal

New Users Registration Module
Logon to NGT e-Filing website

URL http://164.100.59.89/ngtonline/mainPage.drt
New User Signup

If you are a new user click on this link.
New User Registration

Please select your user type:

- Individual
- Advocate
- Institution
- GOI
User Registration Form

Fill the required details and click on “Send OTP” to receive OTP on your mobile and email.

In case user is not representing a firm, select “No”.
**User Registration – Verification**

**Complete verification of Mobile Number and Email**

**After verification completion click on “Submit & Next”**

---

<table>
<thead>
<tr>
<th>User representing Law/Professional Firm</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any prior registration process is incomplete click here</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Registration Number/Enrollment</th>
<th>Address 1*</th>
<th>Address 2*</th>
<th>City/District*</th>
<th>Pin-code*</th>
<th>State*</th>
<th>Login Id*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amit Jain</td>
<td>DL1234</td>
<td>Shastri Nagar</td>
<td>Amir Ganj</td>
<td>Denmark</td>
<td>110012</td>
<td>Delhi</td>
<td>amit jain</td>
</tr>
</tbody>
</table>

**Verification**

- Complete verification of Mobile Number and Email
- After verification completion click on “Submit & Next”
User Registration – Document Upload

Select verification document type: Pan Card, Voter ID, or Registration Certificate

Upload copy of the verification document

After uploading document click on “Submit & Next”
Upon completion of registration, you will receive a system generated password on your registered mobile number and email id.
User Manual – e-Filing Module of National Green Tribunal

E-Filing – Log in
Logon to NGT e-Filing website

URL http://164.100.59.89/ngtonline/mainPage.drt
New User Login

User to enter the user id and password received after registration along with one time OTP received on users registered mobile and email.
Change of your Password
Click on NGT button to enter in the application
Disclaimer

I have read the contents of the site and the instructions given thereof as regards registration and e-filing of petitions/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/enclosures/appendix made along with the petitions/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 petitions/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 to Agree

Close

Continue

Click on the radio button and then press continue.
User Account Home Page

Welcome: amit.jain

Petitioner Store

Respondent Store

My Account

Logout

Draft Cases: 0
Mode of Payment (Online): 0
Mode of Payment (Offline): 0
E-Filed Cases: 0
IA-Filed: 0

Cases in NCT:

Draft - 0
Online Payment - 0
Offline Payment - 0
E-Filed - 0
User Manual – e-Filing Module National Green Tribunal

Petition Filing
Click on petitioner store and the petition Filing to initiate e-filing.
## e-Filing -> Basic Details

Insert the required basic details about the petition in below shown fields.

Click on "Save and Next" after entering all details.

### Basic Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference No</td>
<td></td>
</tr>
<tr>
<td>Case Type/Nature*</td>
<td>-- Select Case Type --</td>
</tr>
<tr>
<td>Location of Respondent*</td>
<td>-- Select Location of Respondent--</td>
</tr>
<tr>
<td>Select Act</td>
<td>-- Select Act --</td>
</tr>
<tr>
<td>Select Subject Category</td>
<td>-- Select Subject List--</td>
</tr>
<tr>
<td>Select Fees *</td>
<td>1000</td>
</tr>
<tr>
<td>Whether person would like to be present before NGT</td>
<td>SelectOption--</td>
</tr>
<tr>
<td>Process Fee Type*</td>
<td>IA</td>
</tr>
<tr>
<td>No. of IA *@ 500</td>
<td>0</td>
</tr>
</tbody>
</table>

Click on "Save and Next" after entering all details.

* NGT Location*  
* Case Title  
* ** will be auto filled later  
* Remarks  
* Location will be (If Yes)  
* Total Maximum Payable Amount:
Choose the petitioner type from organization, individual and In-person

A reference number is generated post saving Basic Details

Insert the required details about the petitioner in below shown fields

Click button to submit the details of petitioner or add more

A reference number is generated post saving Basic Details

Click button to submit the details of petitioner or add more
The petitioners added through the form can be viewed and edited in the shown list.

Click on "Back" to navigate to the previous tab.

Click on "Next" to navigate to the next tab.
Choose the respondent type from Organization or Individual

Insert the required details about the respondent in below shown fields

Click button to submit the details of respondent and add more
The respondents added through the form can be viewed, edited and deleted in the shown list.

Click on "Back" to navigate to the previous tab.

Click on "Next" to navigate to the next tab.
Select “Petitioner” or “Respondent” for adding representative.

Click button to submit the representative name.

Select representative name registered with national green tribunal application.
Select “online” to create and submit application
Select “offline” to generate offline application and convert it to pdf.
e-Filing -> Upload Document

- **Upload all relevant documents for the case**
- **Browse and select the document for upload**
- **Select the document filed by role in the case**
- **Select document type**
- **Click to submit document for the case**

Added documents can be seen in this section and can be viewed and deleted from the list if required.
Main Check List

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Checklist</th>
<th>Action</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the Application/Appeal in the proper form?</td>
<td>--Select-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Whether name, description and address of all the parties have been furnished in the cause title?</td>
<td>--Select-</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Has the application/appeal been duly signed and verified?</td>
<td>--Select-</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Is the application/appeal made in Time or maintainable?</td>
<td>--Select-</td>
<td></td>
</tr>
</tbody>
</table>

Enter Values "Yes", "No" Or "N/A" as applicable in the checklist. Provide remarks wherever required.

Click to submit checklist once completely filled.
Click on "Print" to print a copy of Final Preview of Application.

Click on "Next" to navigate to the next tab.
Select a mode of Payment:
- Offline (through demand draft)
- Online (through net banking, credit and debit cards)

Click on "Save and Continue" after selecting a mode of payment.
Click to generate receipt for the payment
e-Filing -> Offline Payment (Receipt Generation)

Click on button to take a print of the receipt or download

Click on "Home" button to return to user homepage
User Manual – e-Filing Module of National Green Tribunal

e-Filing – Associate Case Module
User can search a case by adding all the details.

Click to Associate the case and add mobile number and email id.

User to click on Associate case either through petitioner or respondent store.

Click on Edit to add details.
Associate Case

Click on Submit to update the added details in the system.

An email and SMS will be sent to the user along with security code to upload documents for the given case.
Associate Case

Click on upload via security code to upload and add advocate for any associated case.

Click on upload to upload any document.

Click on add advocate to add any new representative.

Enter security code and filing number sent on the user's mobile and email ID.
User will be able to upload any document only after the court passes an order for the same.
Associate Case – Upload

- Select document type from the drop down
- Choose the file from the folder and click on upload
- After uploading multiple documents user to click on submit
A document upload receipt is generated which can be printed and kept for reference.
User can select advocates from already registered representative list.
User Manual – e-Filing Module of National Green Tribunal

IA Filing
User to click on IA Filing in order to file an application under any case

Enter the details to search the main case under which IA needs to be filed

Click to file the IA
User to fill in the basic details and click on save and Next to go to the next page.
User to add party details as organization or others. Then click on submit and press next.
User to upload documents along with selecting document filed by and document type then click on submit and next.
User to click on Next after final preview of all the information entered.
IA Filing – Payment

User Can make payment offline mode by adding DD details or online mode using Bharatkosh

After entering all the details user to click on proceed to receipt to generate the receipt and print or download the copy.
IA Receipt

Your Payment is Successful

<table>
<thead>
<tr>
<th>Filing No of Original Case</th>
<th>6701102006142019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Type</td>
<td>IA</td>
</tr>
<tr>
<td>Transaction Id</td>
<td>100005000962919</td>
</tr>
<tr>
<td>Transaction Date</td>
<td>23-07-2019</td>
</tr>
<tr>
<td>Filing No</td>
<td>6701102006142019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Demand Draft No.</th>
<th>Amount Rs.</th>
<th>Bank Name</th>
<th>Branch Name</th>
<th>State</th>
<th>District</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>967456</td>
<td>500</td>
<td>BOB</td>
<td>BOB</td>
<td>Delhi</td>
<td>NEW DELHI</td>
<td></td>
</tr>
</tbody>
</table>

*Payment will be accepted as complete only when actual demand draft is submitted at NGT Office.*

User print and download the receipt
User Manual – e-Filing Module of National Green Tribunal

Document Upload
Click on “Upload Document” to upload documents under submitted petitions

Click button to upload documents under a submitted petition
User will be able to upload any document only after the court passes an order for the same.
Select Case for Document Upload

Select document type

Choose file to upload from local system

Click on the button to upload documents against petition
Submit Documents

Uploaded documents are visible in the documents list.

User can upload multiple documents and then submit them together.

Click on “Submit” to submit the documents.
User will view the success message after successful submission of documents.
User Manual – e-Filing Module of National Green Tribunal

My Account Details
My Account

Click to view details of online and offline transactions

Click to view documents uploaded under filed cases

Click to file new caveat or view draft caveat

Click to view list of draft and filed cases

Click to view details of online and offline transactions
# My Account – My Cases

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Reference No</th>
<th>Case Type</th>
<th>Petitioner Name</th>
<th>Respondent Name</th>
<th>Payment Status</th>
<th>Filing Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2704105000702019</td>
<td>Original Application</td>
<td>akdyjm</td>
<td>mall ms</td>
<td>PENDING</td>
<td>Draft</td>
<td><img src="#" alt="Navigate to edit draft" /></td>
</tr>
<tr>
<td>2</td>
<td>2704105000592019</td>
<td>Original Application</td>
<td>Add</td>
<td>Amina Pvt Ltd</td>
<td>COMPLETED</td>
<td>Filing Completed</td>
<td><img src="#" alt="Navigate to view e-filed case" /></td>
</tr>
</tbody>
</table>

- Click to edit cases in draft
- Click to view details of e-filed case
Enter your filing no. of the main case which you have filed from this login to upload document.

User can also select the case directly by using the radio button.

Click to view the uploaded document.
Click to view the uploaded document
Click to view the receipt of transaction
Case Status - Dashboard

User can view details for any case e-Filed/IA Filed/in Draft
Status of e-Filed Cases

Click on “view details” to see the details and status of any case in the list.

User can also search for any case.

Click on “Close” to close the window.

Click on “view documents” to see all/any documents uploaded.
E-Files Cases - Case Status

Scrutiny status of the case

Status of the case registered/procesed at NGT

Date of case listing before the bench

Order corresponding to the hearing date can be viewed on clicking the link

Current status of the case

User can also view petitioner and respondent details

Filing number of the case

Petitioner 1
- Pet. Name
- Pet. Address
- Filing No.
- Pet. State
- Pet. District
- Pet. PinCode
- Pet. Mobile

Respondent 1
- Res. Name
- Res. Address
- Res. State
- Res. District
- Res. PinCode
User can click on New Caveat on the navigation panel fill the form below.

User to click on submit to go payment page.
New Caveat – Upload Document

Choose copy of order and caveat application document. Click to agree on both the disclaimers and then click on upload document.
Payment for Caveat

User can make payment for the submitted caveat by online or offline mode.
Receipt for Caveat

National Green Tribunal

Your Payment is Successful

Filing No: 079400000012019
Case Type: CAVEAT
Payee Name: Anjali Mathur
Transaction Id: 0700940000902019
Transaction Date: 30-07-2019

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Demand Draft No.</th>
<th>Amount Rs.</th>
<th>Bank Name</th>
<th>Branch Name</th>
<th>State</th>
<th>District</th>
<th>Pin Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12345</td>
<td>10000</td>
<td>HDFC</td>
<td>jks</td>
<td>Delhi</td>
<td>NEW DELHI</td>
<td>110001</td>
</tr>
</tbody>
</table>

*Payment will be accepted as complete only when actual demand draft is submitted at NGT Office.*
Draft Caveat

User can see the list of all completed and draft caveats. User can edit the draft caveat.
THANK YOU