

USER MANUAL E-FILING PROCEDURE

- OA / SA / IA / MA / CAVEAT FILING
- DOCUMENT FILING / DEFICIT FEE PAYMENT
- REGULAR APPEAL (DRAT)

Debts Recovery Tribunals and Appellate Tribunals





TABLE OF CONTENTS

Chapter	Page No.
1. Introduction	4
1.1 Purpose	4
1.2 Procedure for e-Filing	5
2. Getting Started	6
2.1 User Registration	7
3. Original Application Filing	8
- Login to e-DRT	10
- Applicant Details and Jurisdiction Selection	13
- Defendant Details	14
- Property Details	10
- Document Upload	11
- Application Preview and Fee Payment	12
- Online Payment	13
- Receipt Generation	15

TABLE OF CONTENTS

Ch	apter	Page No.
4.	Securitization Application Filing	18
	- Login to e-DRT	19
	- Applicant Details and Jurisdiction Selection	21
	- Defendant/Lender Details	22
	- Property Details	22
	- Document Upload	23
	- Application Preview and Fee Payment	24
	- Online Payment	25
	- Receipt Generation	27
5.	Document s Filing/Deficit Court Fee Payment	28
	- Login to e-DRT	29
	- Dashboard, DRT Selection	31
	-Case Search and Case Details Display	33
	- Selecting type of Document to be filed /Deficit Court Fee Payment	34
	- Selecting Counsel	34
	- Document Upload and Fee Payment	35

TABLE OF CONTENTS

Chapter				
6. Filing Regular Appeals in DRAT	36			
- Login to e-DRT	37			
- Application Filing in DRAT	38			
- DRT Selection and Case Details Search	39			
- Applicant Details and Individual Details	40			
- Document Upload	41			
- Application Preview and Fee Payment	42			
- Receipt Print	46			
7. e-DRT Helpdesk Contact Details	47			

A. Introduction 1. Purpose

Introduction of this e-filing system is aimed at promoting paperless filing, create time & cost saving efficiencies, and provision to file from home locations by adopting technological solution to file cases in DRT/DRAT across the country.

On the directions of Software Sub Committee, Department of Financial Services devised the set guidelines for filing online applications for Original Application (OA), Securitization (SA) and other Misc. Applications for recovery of debts due to Banks/Financial Institutions.

Using the e-filing facility, OA, SA, IA & MA can be filed at Debts Recovery Tribunals and Regular Appeals at Appellate Tribunals.

It is intended to provide all the necessary information regarding how to use online features of e-DRT Software.

This user manual will enable users to understand the step by step process involved in e-filing, facilitate to use of efiling system and offer support to users. The e-filing system can be used by any Agent (Authorised Legal Practitioner) who has enrolled to practice in the Bar Council of any State in India or by any Petitioner in Person to file cases before DRT or DRAT. User is required to read the user manual carefully and abide by its terms and follow its step by step as guidance.

2. Procedure for e-filing in DRTs

e-filing in the DRTs can be done by the Individual or Legal Counsel of the party. Legal Counsel/Individual need to register with the e-DRT portal with the demographic details, mobile number and valid email ID.

Instructions:

Keep the following documents handy before start filing.

- 1. Duly completed physical copy of OA (Part-I, Part-II and Part -III) or SA, IA, MA
 - a) Application shall be typed or printed in English in Times New Roman Font, size 13, or in Hindi with double space between the lines on the legal-size paper (A3), left margin 5 cms and right margin 2.5 cms duly paginated, indexed and stitched together in form of a paper book.
 - b) OA Part -I contains Memo of Parties, List of dates and events, application with all supporting affidavits, Fact Sheet etc.
 - c) OA Part-II contains Vakalatnama.
 - d) OA Part-III contains List of Documents and Reliance with Documents.
 - e) Ensure correct DRT/DRAT and Court Fee before start filing.

- Scanned copy of documents in PDF size not exceeding 5 Mb for each type of document (optional), max four documents can be uploaded.
- 3. System should be with any OS i.e. Windows, Linux capable of running leading browser.
- 4. Web Browsers- Latest version of leading browser Mozilla Firefox, Chrome IE, Safari etc.

Note : At the end of filing, user will get Diary No. for future reference. In case while filing, payment is deducted and diary no. is not generated due to payment transfer error, please connect with DRT/DRAT DDO for Diary No. Contact Details of DRTs/DRATs are provided on are provided on <u>https://drt.gov.in/front/rti.php</u> (List of CPIOs). Please read Bharatkosh disclaimer carefully before making payment.

e-DRT Portal (https://drt.gov.in.)



2. Getting Started

- 1. User Registration
- a) To register on the e-DRT portal user need to Log on to <u>https://drt.gov.in.</u>
- b) Click on Login External.
- c) Click "New User Registration efiling" on the main menu or on Hyperlink New User Registration e-filing.
- d) Enter mobile number, enter captcha and click generate OTP.
- e) OTP will be sent to your mobile no. OTP is valid for 15 minutes.



- c) Enterr OTP and click button "Verify OTP".In case , OTP gets expired, click "Resend" OTP.
- d) On successful verification of OTP, Registration form appears. Registration can be done by the individual or by Advocate. If your are Advocate, please choose Advocate, or if Individual then select Individual.
- e) In case of Advocate, basic details and advocate's Bar Council registration number will be required. In case of individual basic details required.
- f) Enter First Name, Last Name, Full Address, Pin Code, e-mail Address, State, City, Land Line No, Bar Council No. (only for Legal Counsel).
- g) Enter Password and re-enter password.

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Original Application Filing

- 2. Login to e-DRT Portal
- a) Log on to <u>https://drt.gov.in.</u>
- b) Click on Login External.
- c) Enter Mobile No, enter Password, Captcha and click "Log in"
- d) On successful login, User Dashboard will appear.
- e) Select DRT where you wish to file application as per the jurisdiction. On selection of DRT, main menu will appear that shall facilitate links for e-filing.

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3. Application Filing

- a) Select DRT where you wish to file application as per the jurisdiction. On selection of DRT, main menu will appear that shall facilitate links for e-filing.
- b) Choose type of application that you wish to file. In case of OA, select jurisdiction on the resultant page, Select jurisdiction from the given options- Police Station wise, District Wise, Taluka/Wise as applicable. Enter jurisdiction details and suit amount and click next.



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- c) Select Applicant (Bank/ARC/Institution)
- d) Select Bank and enter IFSC code and click "Search".
- e) Enter Bank Details.
- f) Enter Bank Head Office.
- g) Click Save and Next.
- Fill up defendant details. Select appropriate borrower type as applicable and compete the details carefully. Click save and next.

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- i) Fill up defendant details. Select appropriate borrower type (Trust/Propriotaryship Firm/ Partnership Firm/ LLP/Individual/HUF/Cooperative Society/Company/Bank) as applicable and compete the details carefully.
- j) Click "Save & Next".
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 - Immoveable: Dwelling Unit/Plot.
 Enter Details of the Dwelling/Plot as case may.
- I) Click "Save and Next".

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- m) Enter Document upload details and upload documents in prescribed format.
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 - Repeat the process for each file set.
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- n) On click event of "Save & Next" user will be navigated to preview of filled application to ensure completeness. User can toggle between the tabs to modify details if required. Once it is sure the information provide in the application is correct and complete, click button "Confirm and Pay" to make payment online.
- Select fee nature, Court fee will be automatically calculated as per the suit amount.
- p) On selection of fee nature , fee will be automatically calculated and "Pay Online" button appears.

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- p) Click "Pay Online". You will be navigated to Bharat kosh payment gateway. It displays depositor's details and payment purpose details.
- q) User will be navigated to page with detailed information regarding the payment is being made and amount of payment. Click "Confirm" to make payment.

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r) Select Payment Gateway of your choice, select modality i.e. Net banking, Debit Card or Credit Card. Click "I acknowledge and confirm that I have read and agree to the Terms and Conditions" and click button "Pay". As soon as button is clicked, payment transfer process will start. Do not refresh screen or press any key/click mouse until payment process is complete".

Options for Digital Payment are:

- Net Banking
- Credit Card
- Debit Card
- UPI
- r) Enter Card details or details as asked in the resultant screen. At the end click "Pay Now" to make payment.



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t) Enter OTP and click "Submit".

Note: Do not refresh page at this stage.

- t) At the end of filing, application submission details shall be displayed on screen bearing name of DRT where application submitted, transaction reference no. Case Type, Diary No., Applicant Name, Defendant Name, Fee Amount Paid and payment status Please take print of acknowledgment and submit to DRT along with physical file". Note your Diary Number for future reference.
- u) If due to any reason, applicant is not able to complete application submission, may continue to submit application at another instance. Application submission can be halted at any stage between Applicant Details to filled Application View (prior to online payment).





Securitization Application Filing

- 2. Login to e-DRT Portal
- a) Log on to <u>https://drt.gov.in.</u>
- b) Click on Login External.
- c) Enter Mobile No, enter Password, Captcha and click "Log in"
- d) On successful login, User Dashboard will appear.
- e) Click dropdown to select DRT jurisdiction.



M Inbox (1) - rajeev.sinha667@gm= X 📀 https://drt.etribunals.gov.in/edrt= X 🕂		- 🗇 🗙
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Debts Recovery Tribunal	Digital India Power To Empower	
Home Logout		
Welcome <u>RAJEEV</u> to e-DRT		
"Please Select DRT For Filing New Case: Select DRT Name		
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3. Application Filing

- a) Select DRT where you wish to file application as per the jurisdiction. On selection of DRT, main menu will appear that shall facilitate links for e-filing.
- b) Choose type of application that you wish to file. In case of SA, select jurisdiction on the resultant page, Select jurisdiction from the given options- Police Station wise, District Wise, Taluka/Wise as applicable. Enter jurisdiction details and suit amount and click next.



- c) Select State, District, Police Station, and enter Suit Amount.
- d) Click "Next".
- e) Select Party
- f) Select State, District, Police Station, and enter Suit Amount.
- g) Click "Next".
- h) Select Party Details.
- i) Enter Applicant Name, Mobile No, Email, ID.
- j) Select State, select District, enter PIN code.
- k) Select Counsel and click "Save and Next"

Debts R	ecovery Appellat	te Tribunals	(DRATs)					igital India
Debts R	ecovery Tribunal	ls (DRTs)					U Pov	wer To Empower
Original Application (OA	A) Securitization A	Application (SA)	Interim Ap	pplication (IA)	Miscellan	eous Application	(MA) Other Appli	cation Fee Payment
		WELCOME T	O DEBTS RI	ECOVERY TRI	BUNAL D	EI HI(DRT 2)		
		Se	cruitizati Fields marl	on Applicat ked as * are m	ion Fili andatory	ng		
HOME								
Filing of Securitisation Ap *State Name :	plication under Section 17	of the Recovery of District Name :	Debts Due to Bar	oks and Financial Inst *Police S	itutions Act:-		*Suit Amount -	
DELHI	٣	NEW DELHI		 Barakh 	amba Road	٣	25351345	
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Original Application (OA) Securitizatio	on Application (SA) Interi	m Application (I.	A) Misc	ellaneous Applie	cation (MA) Othe	r Application Fee Pay
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IOTIGINAL Application (IOME Filine of Securitiation Please Note Ref. N • Party Detail Applicant Detail *Applicant Detail *Applicant Name RAHUL JAIN *Mobile No.: 9673134024 Address for serving a 11 PARLIAMENT	OA) Securitizatio Application under Section in 7847072923 Particulars of App il il notices: STREET	n Application (WELCOM	SA) Interi E TO DEBT Secruitiz Fields r ry of Debts Due t	m Application (I 'S RECOVERY tation Appl: marked as * an to Banka and Financi Type Poilce Station	A) Mise TRIBUN ication almitteion State DELHI	AL DELHI(DR Filing lory Act: NEW DELHI	ration (MA) Othe T 2) Police Station Barakhamba Road	r Application Fee Pay Suit Amount(in Rs.) 25351345
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- i) Select Defendant/Lender.
- j) Enter details. In the example lender Individual has been selected. Enter:
 - Select Title, enter Surname, Name, Father/Husband Name.
 - Age, Date of Birth, select id : PAN/Voter ID/DL/Passport and enter ID No.
 - Enter Address: Building No., Street No. Name, select State, District, Pincode, Mobile No. Phone No., Email ID. Select Counsel and click "Save and Next".
- k) Select Property Type (Moveable/Immovable), Sub Property Type
 - Movable: Tangible/Intangible, Tangible-Hypothecation, Type of Security (Vehicle/Inventory/ Receivable/Equipment). Enter Details as case may be.
 - Immoveable: Dwelling Unit/Plot. Enter Details of the Dwelling/Plot as case may be.

Please Note Rel	. No 7847072923		
*Select Lender/Defens	lant:		
Individual			
Individual Borrower			
*Title.	*Surname	*Name	*Father/Husbands Name
Mr 🔻	HASAN	RAJA HASAN	SEJAL HASAN
Age	Date of Birth/DD/MM/VVVV)	-	
	Date of Difut(DD Mint 1111)	*1D	
	dd/mm/yyyy	PAN Card	Y
*PAN No. DSFPS1878	dd/mm/yyyy	PAN Card	r
*PAN No. DSFPS1878 Address Details	dd/mm/yyyy	PAN Card	r
*PAN No. DSFPS1878 Address Details *Building Number/Na	international and the second s	"ID PAN Card PAN Card Name "State:	* District:
*PAN No. DSFPS1878 Address Details *Building Number/Na 9, Bhagwan Mahar	isk of interference of the first of the firs	*ID PAN Card Name *State: th, DELHI	*District: North West
*PAN No. DSFPS1878 Address Details *Building Number/Na 9, Bhagwan Mahar Pincode:	ine street Number sk	*ID PAN Card Name *State: ht, DELHI :: Phone Number	
*PAN No. DSFPS1875 Address Details *Building Number/Na 9, Bhagwan Mahar Pincode: 110088	ik street Number Street Number in Marg, AD Blox Mobile Number	Name *State: th, DELHI : Phone Number	*District: North West Email ID:

lease Note Kel. No /84/0/2923			
Property Details			
*Select Property Type:	*Select Sub-Property Type:	7	
Immovable Property	 Dwelling Unit 	Ŧ	
Dwelling Unit			
*Evaluated Price	*Nature Of Property	*PLOT ID No.	*Survey No./Gat No. etc
25351345	RESIDENTIAL	PLOT NO GH-1	SURVEY NO 2340
*Dwelling Unit ID No.	*Floor No.	*Building Name & Society Name	
2316	1ST	RADISON SOCIETY	
*Street Number & Name	Sector/Block Number	Locality	Landmark
2			
*State	*District	Village/Town Name	Taluka/Sub-Division
UTTAR PRADESH	▼ Gautam Buddha Nagar	•	
*PIN Code	*Area of Plot(sq.feet, Acre etc)		
201301			
Bounded By			

- m) In example immovable property has been selected.
- n) Enter Property Details.
- o) Enter Document upload details and upload documents in prescribed format.
 - Enter start no. of page and end no. of page of file set and enter document name like main application, Vakalatnama etc.
 - Click upload button, select file to be uploaded. Upload file should be in pdf format only and less than 5 Mb.
 - Repeat the process for each file set.
 - Click "Save and Next"

HONE	APPLICAN	T DEFENT	TANT	PROPERTY	DOCTRIENT		
HOME	AFLICAN	DEFENI			DOCUMENT		
Filing of Se	curitisation Applic	ation under Section	17 of the Rec	covery of Debts Due	to Banks and Financial In	astitutions Act:-	
lease Note F	Ref. No 7847072	923					
Documen	it Filing						
Page No. (of Documents Atta	ached (As Per Index	0	Maximu	m size 5 MB for each uple	oaded document.	
A).	From	1	То	1	Document Name	INDEX	Upload Document(PDF Only)
B).	From	2	То	5	Document Name	LIST OF DOCUMENT	Upload Document(PDF Only)
C).	From	6	То	40	Document Name	DETAILS	Upload Document(PDF Only)
D).	From		То		Document Name		Upload Document(PDF Only)



- n) On click event of "Save & Next" user will be navigated to preview of filled application to ensure completeness. User can toggle between the tabs to modify details if required. Once it is sure the information provide in the application is correct and complete, click button "Confirm and Pay" to make payment online.
- Select fee nature, Court fee will be automatically calculated as per the suit amount.
- p) On selection of fee nature , fee will be automatically calculated and "Pay Online" button appears.

Debts Reco Debts Reco	overy Appella overy Tribuna	ate Tribunals (DRAT als (DRTs)	s)		Digital India Power To Empower	
Home Original Application (OA)	Securitization.	Application (SA) Interi	m Application (IA) Mi	iscellaneous Application (M	(A) Other Application Fee Pay	sent Logeut
		WELCOME TO DEBT	'S RECOVERY TRIBUI	NAL DELHI(DRT 2)		
		Secruitiz Fields	ation Application marked as * are mand	a Filing latory		
DOME APPLICAN	DEFENDA	утанова / то	DOCLMENT VIEW			
Filing of Investigation Applie	cian under Section (Tel de Resevery of Data Dec	e Basia and Financial Institutio	na Aat-		
Print		RA	HUL JAIN V: RAJA HASA! Suit Amount: 25351345 Date of Filing: 01/02/2020	N		
Selected Juridiction						
Selection Type		State	District	Police Station		
Police station		DELHI	NEW DELHI	Barakhamba 3	load	
Particulars of Applic	uat					
			Institution Details			
Institution Name			RAHUL JA	IN		
Mobile No.			9873154624			
Essail ID			jaisrakul@g	pnal com		
Address for serving	all notices		11 PARLIA	MENT STREET		
Counsel Name			Pressound s	ingh		
Particulars of Defeat	ant					
			Berrower -Individual			
Name	3	LAJA HASAN				
	t	J51909DL2019PTC356141				
PAN	1	DSFPS1878K				
			Particulars of Defendant			
Name			RAJA MASAN			
Date of Birth			0000-00-00			
Building No. Name	0.75	Annual Malancia Mana 470 T	Inch These 7	Street No. Name	The lines Tests	
Store No. 14414	9, 24 MAI	HARASHTRA	1000, F1000 -	District	vanaan Diga,	
Mobile No.:	-14-64			Email ID		
Counsel Name						
Details of Property						
Leons of Property			Property Datally			
	Trans of Lease	Surveying Subsect Trees	Tree Of Security	Des Of The Security	Reg No. Of The Security	
Property Time		and the second s	- and the second			
Property Type Monable	Tangible	Hypothecation	Receivable	STOCKS		

- p) Click "Pay Online". You will be navigated to Bharat kosh payment gateway. It displays depositor's details and payment purpose details.
- q) User will be navigated to page with detailed information regarding the payment is being made and amount of payment. Click "Confirm" to make payment.

HOME APPLICANT DEFE		IENT VIEW PAYME	NT DETAILS
	and the second se		
Filing of Original Application under Section 10 of the R	ecourses of Dahts Day to Banks and Einspeint Institutions 2	Art-	
insert into efiling salt(salt id.case type.schema i	name.ref salt id.userid) values('5660729931''1''delhi'.	.'5660729931'.'40027')Please Note Ref. No	5660729931
Details of Payment			
Suit claim amount			
Rs. 2000000			
*Fee Nature			
Application for recovery of debts due under s	ection 19(1) or section 19(2) of the Act.	•	
Application Fee Amount 22000			
Approximation of a material and the			
Pay Online			
		Contact us Depa	rtment Of Financial Services Link

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Non-Tax Rev	eipt	Portal					Con	pt. of Expense	diture, Ministry of Finance	
in covernment	or man	Home About U		User Guide Contact US FAQs	Terms And Condition	s Charge	back and Refund Policy			
		Payment Purpose		Depositoris Detailiz	Confirm Info		Pay			
	Payn	nent Mode Online								
	De									
	Nam			AMITABH						
	Addr	ess 1		PHAGE 3 DELHI	Address 2					
	City			Vez	District		WEST			
	State	de Parrada		DELM	Cauntry		INDIA			
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	And	er Number			FAN Number			_		
	TAN				TIN					
		Datalla		•	·					
	10	Pose Details	840 M		000 Name	Department and	Promote Desired /	Amount in		
	No.					Payment Type	Frequency	INR)		
	1	Department of Financial Services Min of Finance	R4D (Be New De	arbing), Department of Financial Services (DFS), eth[006077]	000 DRT 1 Hew Deliv(206835)	DRT Court Fee online.	One Time	1		
						INR one only		Teast::1		
									Austinete Minuter	

r) Select Payment Gateway of your choice, select modality i.e. Net banking, Debit Card or Credit Card. Click "I acknowledge and confirm that I have read and agree to the Terms and Conditions" and click button "Pay". As soon as button is clicked, payment transfer process will start. Do not refresh screen or press any key/click mouse until payment process is complete".

Options for Digital Payment are:

- Net Banking
- Credit Card
- Debit Card
- UPI
- r) Enter Card details or details as asked in the resultant screen. At the end click "Pay Now" to make payment.



ntroller Gene	ral of Acnt Dpt of exp	PFMS		Reference No : 0512190002184 Amount : 1.00
	Cerds			
	Pay using waa 😜	Maga		
	For Maestro cards, please enter Card number : *	Expry Date and CVV no. If available or etile ignore and proceed 4143 6710	Ψ	
	Card holder name :			
	Expiry date :*	11 • 2020 •		
	CVV number : *			
		PAY NOW		
		Cancel		
		FIED MasterCard. VISA SecureCode	paynimo	

t) Enter OTP and click "Submit".

Note: Do not refresh page at this stage.

- t) At the end of filing, application submission details shall be displayed on screen bearing name of DRT where application submitted, transaction reference no. Case Type, Diary No., Applicant Name, Defendant Name, Fee Amount Paid and payment status Please take print of acknowledgment and submit to DRT along with physical file". Note your Diary Number for future reference.
- u) If due to any reason, applicant is not able to complete application submission, may continue to submit application at another instance. Application submission can be halted at any stage between Applicant Details to filled Application View (prior to online payment).



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14 YK
1 YA 1

Document Filing/Fee Payment

- 2. Login to e-DRT Portal
- a) Log on to <u>https://drt.gov.in.</u>
- b) Click on Login External.
- c) Enter Mobile No, enter Password, Captcha and click "Log in"
- d) OTP will be sent to you mobile No.
- e) Enter OTP and Click button "Verify"
- f) On successful login, User Dashboard will appear.

Home New User Registration-eFiling	User Man
OTP Details	
Enter One-Time Password(OTP): 969306	
Verify Resend	

	e-Filing User Login
En	ter Mobile No
9	953575873
Pas	ssword
•	
81	IH3JI 81H3JI
	Login
N	ew User Registration-eFiling
Fo	orgot Password ?

3. Document Filing/Fee Payment

- a) Select DRT where you wish to file document or pay Deficit Court Fee as per the jurisdiction.
- b) On selection of DRT, main menu will appear that shall facilitate links for Document Filing /Deficit Court Fee Payment.





- c) Choose Document Filing/Fee Payment Menu near logout menu.
- d) On mouse over, Document Filing/Fee Payment Menu will appear. Click resultant menu as shown in screenshot.



- e) Document Filing/Fee Payment screen will appear.
- f) Choose Diary No wise or case no wise Search option.
- g) In the example, case type OA is chosen.
- h) Enter case no, case year and click search.

Sources and	y mounds (Dirio				
Home Ap	plication in DRT IA/	MA/Appeal/RA in DRT	Other Application	Document Filing/Fee P	ayment Logout
	WELCOME T	O DEBTS RECOVER ¹ ument Fee Paym Fields marked a	Y TRIBUNAL CHA nent (Document as * are mandatory	NDIGARH (DRT 3) t Filing)	
Document Fee Paymen *Diary No. O *Case Type : OA	t (Document Filing) *Case No.:	•Case No. 🖲	*Case Year.	Sear	ch
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Debts Recovery A Debts Recovery Th Debts Recovery Th	ppellate Tribunals () ribunals (DRTs) in DRT IA/MA/A	DRATs)	er Application Docu	ment Filing/Fee Payment	Digital India Yower To Empower
Debts Recovery A Debts Recovery Tr Debts Recovery Tr SA TSA TRA TRA URA MA AIR APPEAL AB	ppellate Tribunals () ribunals (DRTs) in DRT IA/MA/A VELCOME TO DE Docume]	DRATs) ppeal/RA in DRT Other BTS RECOVERY TRIE nt Fee Payment (Fields marked as * are	er Application Docu BUNAL CHANDIGA Document Filir e mandatory	ment Filing/Fee Payment RH (DRT 3) Ig)	Digital India Power To Empower Logout

- e) Document Filing/Fee Payment screen will appear.
- f) Choose Diary No wise or case no wise Search option.
- g) In the example, case type OA is chosen.
- h) Enter case no, case year and click search.
- i) Case details will be displayed with further option to file documents.



- i) Choose appropriate Party: Applicant /Defendant/Other Party.
- j) Select your action like type of document you wish to file or make payment
 - Affidavit for Witness
 - Any other Document
 - Counter Affidavit
 - Counter Claim
 - Court Deficit Fee
 - Loan Documents
 - Mortgage Papers
 - Recall Notice
 - Re-joinder
 - Reply
 - Statement of Accounts
 - Vakalatnama
 - Written Statement
- k) Select Advocate

		Fields marked	as * are mandatory		
Document Fee Payment (Docum	ent Filing)				
Diary No. O		*Case No. 💌			
*Case Type :	Case No.:		Case Year:	Search	
•			2020		
Applicant And Defendant Detai	ls				
AXIS BANK Vs IQBAL SINGH					
Date of case filing : 24-12-2019 Status: Disposed					
Applicant O		Defendant O		Third Party ()	
*Document filing					
Statement of Account					
Select Advocate:					
Select Advocate Name 🗸					
Remarks, if any					
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OA 🗸	11		2020	Search	
Applicant And Defendant Detai	le				
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Date of case filing : 24-12-2019					
Status: Disposed					
Applicant 🔍		Defendant 🔿		Third Party O	
*Document filing					
Affidavit for Witness					
Any other Document Counter Affiadivt					
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Loan Document					
Recall Notice					
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AMARJIT SINGH GILL RAVI KUMAR					
ROHIT SAPRA					
Y. P. SHARMA					
P. K. KHURANA VIKAS SHARMA		Defendant ()		Third Party \bigcirc	
SUMIT BATRA PAWAN KUMAR GUPTA					
KRISHAN KUMAR YADAV					
	Ψ				
G. S. ANAND					
G. S. ANAND Select Advocate Name					

- I) Enter Remarks, if any.
- m) Enter Fee Amount, if applicable.
- n) Upload Documents. User can upload four set of document in pdf format with file not more than 5 Mb each.
- o) Click button "Submit".
- p) Further it will navigate to payment page.
 Make necessary payment and receipt will be generated automatically.

ppricam	Defendant O	Third Party O	
*Document filing			
Vakalatnama 🗸			
Select Advocate:			
Select Advocate Name 🗸			
Remarks, if any			
NIL			
* Fee Amount			
5			
Document Upload			
Document Upload	Maximum size 5 MB for e	ach uploaded document.	
Document Upload	Maximum size 5 MB for e	ach uploaded document.	
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Appeal Filing in DRAT

- 2. Login to e-DRT Portal
- a) Log on to <u>https://drt.gov.in.</u>
- b) Click on Login External.
- c) Enter Mobile No, enter Password, Captcha and click "Log in"
- d) OTP will be sent to you mobile No.
- e) Enter OTP and Click button "Verify"
- f) On successful login, User Dashboard will appear.

Home New User Registration-eFiling	User Man
OTP Details	
Enter One-Time Password(OTP): 969306	
Verify Resend	

	e-F	iling User L	ogin	
Enter N	íobile No			
99535	575873			
Passwo	rd			
•••••	••••			
81H3	3 JI	8:	1H3JI	
	Login			
New	User Reg	gistration-	eFiling	
Forge	ot Passwo	ord?		

3. Application Filing

- a) Select DRAT where you wish to file application as per the jurisdiction.
- b) On selection of DRAT, main menu will appear that shall facilitate links for e-filing.
- c) Click on type of application that you wish to file i.e Regular Appeal, Interim Application or Miscellaneous Application .
 In example Regular Appeal has been selected.

		Но	me Logout		
		Welcome	SANJAY At e-DRT		
*Please Select	et DRAT/DRT Name For New T Name	r Case Filing :	¥		
	0 Isubmitted Draft Cases	Total No Of Pending Cases	Total No Of Dispose	0 ed Case	No Of Today's Cases File
otal No Of	View Details Unsubmitted Draft Cases	View Details	View J	Details	View Details
S.No	Reference No	Applicant Name	Respondent Name	Case Type	DRT Name

		Welco	ome <u>SANJAY</u> At e-DRT		
*Please Sel	ect DRAT/DRT Name For New	Case Filing :			
DEBT R	ECOVERY APPELLATE TRI	BUNAL - DELHI	•		
٢,	0 Insubmitted Draft Cases	Total No Of Pending	0 Cases Total No Of D	0 Disposed Case	otal No Of Today's Cases Fil
Total No O	View Details f Unsubmitted Draft Cases	View De	stails	View Details	View Details
Total No O Record Not	View Details f Unsubmitted Draft Cases Found	View Do	nails	View Details	View Detail

- c) Select DRT with which your case pertains
- d) Choose Case No. Wise or Diary No. Wise
- e) Select Case Type i.e. OA, SA etc.
- f) In example Case No. Wise selected.
- g) Enter Case No.
- h) Enter Case Year.
- i) Click button " Check".
- j) On click event of button "Check" case details will be displayed.

Home	Regular App	eal (RA)	Interim Application (IA)	Miscellaneous Application (MA)	Other Application	Fee Payment	Logout
		W	ELCOME TO DEBT RI Fields 1	ECOVERY APPELLATE TRIBUN Appeal Filing marked as * are mandatory	VAL - DELHI		
DRT DETA	ILS API	PLICANT	DEFENDANT	DOCUMENT VIEW	PAYMENT DETA	ILS	
DRT Detai	ls T Name : RT Name			¥			
Home	Regular Ap	peal (RA)	Interim Application (IA)	Miscellaneous Application (MA)	Other Application	Fee Payment	Logout
Home	Regular Ap	peal (RA)	Interim Application (IA) VELCOME TO DEBT R Fields	Miscellaneous Application (MA) RECOVERY APPELLATE TRIBU Appeal Filing marked as * are mandatory	Other Application	Fee Payment	Logout
Home	Regular Ap	peal (RA) V	Interim Application (IA) VELCOME TO DEBT F Fields DEFENDANT	Miscellaneous Application (MA) RECOVERY APPELLATE TRIBU Appeal Filing marked as * are mandatory DOCUMENT VIEW	Other Application	Fee Payment	Logout

- i) Check the case details and enter Decision Date.
- j) Click "Next".
- k) Enter DRAT Applicant details
- Select Bank wise
 - Select Bank Name, enter IFSC Code, IFSC 7 Digit No.
 - Enter Address, select State, District, enter Mobile No.
 - Select within limitation Yes/No, enter Phone No., Mail ID.
 - Enter fact of the cases, relief sought.
 - Select Name of the Counsel.
- I) Click "Save and Next".

	VELCOME TO DEBT RECOVER Appea Fields marked a	Y APPELLATE TRIBUNAL - DELHI al Filing is * are mandatory
DETAILS APPLICANT	DEFENDANT DOCU	MENT VIEW PAYMENT DETAILS
Details		
lect DRT Name :		
EBTS RECOVERY TRIBUNAL DEL	HI(DRT 1)	
Diary No Wise 🔍		*DRT Case No Wise 🖲
Туре	*Case No	*Case Year
₹	20	2015 Check
plicant And Defendant Details		
NION BANI eel company	K OF INDIA & ors	Vs M/s aggarwal iron &
Dat	e Of Case Fill	ing 25/06/2015
	Case Status	Disposal
ion Date		
4/2020		
	Appea Fields marked a	al Filing 1s * are mandatory
P DETAILS APPLICANT	Appea Fields marked a	al Filing is * are mandatory
r DETAILS APPLICANT 1 Note Ref. No 9435622262 of DELHI 1RAT Applicant Details	Apper Fields marked a DEFENDANT DOCU	al Filing is * are mandatory MENT VIEW PAYMENT DETAILS
r DETAILS APPLICANT 1 Note Ref. No 9435622262 of DELHI 1/RAT Applicant Details 2 Bank Wise	Apper Fields marked a	Al Filing Is * are mandatory MENT VIEW PAYMENT DETAILS
r DETAILS APPLICANT • Note Ref. No 9435622262 of DELHI • RAT Applicant Details • Bank Wase Bank Details	Apper Fields marked a DEFENDANT DOCU	Al Filing Is * are mandatory MENT VIEW PAYMENT DETAILS
r DETAILS APPLICANT Note Ref. No 9435622262 of DELHI RAT Applicant Details Bank Vice Bank Vice Select Bank Name	Apper Fields marked a DEFENDANT DOCU	Al Filing is * are mandatory MENT VIEW PAYMENT DETAILS Individual(Other) IFSC Code *Seven Digit IFSC Code
T DETAILS APPLICANT Note Ref. No 9435622262 of DELHI RAT Applicant Details Bank Wate Bank Details "Select Bank Name ALLAHABAD BANK	Apper Fields marked a DEFENDANT DOCU	Al Filing is * are mandatory MENT VIEW PAYMENT DETAILS Individual(Other) IFSC Code *Seven Digit IFSC Code ALLA 021013
T DETAILS APPLICANT Note Ref. No 9435622262 of DELHI RAT Applicant Details Bank Details *Select Bank Name ALLAHABAD BANK Address Details	Apper Fields marked a DEFENDANT DOCU	Al Filing is * are mandatory MENT VIEW PAYMENT DETAILS Individual(Other) IFSC Code *Seven Digit IFSC Code ALLA 020158
T DETAILS APPLICANT Note Ref. No 9435622262 of DELHI RAT Applicant Details Bank Wate Bank Details *Select Bank Same ALLAHABAD BANK Address Details *Address	Apper Fields marked a DEFENDANT DOCU	Al Filing is * are mandatory MENT VIEW PAYMENT DETAILS Individual(Other) IFSC Code *Seven Digit IFSC Code ALLA 0210158
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T DETAILS APPLICANT Note Ref. No 9435622262 of DELHI RAT Applicant Details Bank Vac Bank Vac Bank Vac Bank Vac Bank Same ALLAHABAD BANK Address Details *Address Kitti Nagar New Delhi *Select State Name	Apper Fields marked a DEFENDANT DOCU	Al Filing is * are mandatory MENT VIEW PAYMENT DETAILS Individual(Other) IFSC Code *Seven Digit IFSC Code ALLA 0210158
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T DETAILS APPLICANT Stote Ref. No 943622262 of DELHI RAT Applicant Details RAT Applicant Details Select Bank Name AtLAHABAD BANK Address Details Address Kirit Nagar New Delhi Select State Name DELHI Pincode 110003 Phone Number	Apper Fields marked a	Al Filing is * are mandatory MENT VIEW PAYMENT DETAILS Individual(Other) IFSC Code *Seven Digit IFSC Code ALLA 0210158 *Select District Name Central • Mobile Number 99999999
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T DETAILS APPLICANT Note Ref. No 943602202 of DELHI RAT Applicant Details Bank Details *Selet Bank Name ALLAHAAD BANK Address Details *Address Details *Address Kitti Nagar New Delhi *Select State Name DELHI Pincode 110003 Phone Number Setet Within Limitations Yes Relief(s) Sougth	Apper Fields marked a	ALFILING Is * are mandatory MENT VIEW PAYMENT DETAILS IFSC Code *Seven Digit IFSC Code ALLA 0210158 *Select District Name Central • *Mobile Number 99999999 *Email ID abc@gmail.com Facto of the Case Suit Amount Wrongly calculated Select Consol Name

- Select Individual (other) to enter individual details
 - Enter Defendant Name
 - Enter Address, select State, District, enter Mobile No., PIN Code
 - Enter Phone No., Mail ID.
 - Select Counsel.
- n) Click button "Save and Next".
- Next screen will facilitate user to upload documents. Four sets of document can be uploaded each of 5 Mb.
- p) User can view uploaded document, can remove document if uploaded erroneously wrong document.
- q) Click button "Save and Next".

WELCOME TO DEBT RECOVERY APPELLATE TRIBUNAL - DELHI Appeal Filing Fields marked as * are mandatory					
DRT DETAILS APPLICANT	DEFENDANT	DOCUM	ENT	VIEW	PAYMENT DETAILS
e <mark>ase Note Ref. No 9435622262 of DELHI</mark> –DRAT Defendant Details					
Bank Wise			 Individu 	al(Other)	
Defendant Name Rajkishore Address Details *Address <u>Nathusree Chopta Bahal Haryana</u>					
*Select State Name			*Select Dis	trict Name	
HARYANA		•	Fatehaba	ıd	•
Pincode			*Mobile Nu	umber	
124001			99999999	999	
Phone Number			*Email ID		
			abc@gm;	ail.co	
Select Counsel Name					
Arjit singh		▼ Save &	Next		

		WE	LCOME TO DEBT R Fields	ECOVERY APPEL Appeal Filing marked as * are n	LATE TRIBUN g nandatory	NAL - DELHI
DRT DETAILS	APP	LICANT	DEFENDANT	DOCUMENT	VIEW	PAYMENT DETAILS
Please Note Ref. No 9 DRAT Docum	435622262 o ent Detail	of DELHI S	Tota	l maximum size 10 MB fo	or all uploads docur	nents.
Documents Attac A). From 1	thed As Per Ir	idex Page Document N	Jame Main File	Choose File	eDRT-Portal.pdf	f Upload View PDF Remove
B). From	To	Document N	ame	Choose File	No file chosen	Upload
C). From	То	Document N	lame	Choose File	No file chosen	Upload
D)From Save & Next	То	Document N	ame	Choose File	No file chosen	Upload

n) On click event of "Save & Next" user will be navigated to preview of filled application to ensure completeness. User can toggle between the tabs to modify details if required. Once it is sure the information provided in the application is correct and complete, click button "Confirm and Pay" to make payment online.

Home Regul	ar Appeal (RA)	Interim Application (IA)	Miscellaneous Appli	ication (MA)	Other Application	Fee Payment	Logout
	1	WELCOME TO DEBT F	RECOVERY APPELLA Appeal Filing marked as * are ma	ATE TRIBUI	NAL - DELHI		
RT DETAILS	APPLICANT	DEFENDANT	DOCUMENT	VIEW	PAYMENT DETA		
se Note Ref. No 9435 rint	622262 of DELHI	ALI	AHABAD BANK <mark>Vs</mark> Rajk Date of Filing: 07/05/202(iishore)			
DRT Details							
Applicant Name		UNION BANK	OF INDIA				
Defendant Name		M/s aggarwal i	ron & steel company & ors	5			
Date of filing		25/08/2015					
Suit Amount		1193465					
Particulars of							
			DRAT Applicant Details				
Applicant Name			ALLAHABAD BANK	[
State:		DELHI		District:	Central		
Mobile No.:		9999999999		Email ID	abc@gmai	il.com	
Address		Kirti Nagar New Delhi					
Counsel Name		Devinder Nagar					
Particulars of							
			DRAT Defendant Details	1			
Defendant Name				Rajkishore			
State:	HA	ARYANA		Distr	ict:		
Mobile No.:	99	99999999		Emai	l ID abc@	gmail.com	
Address	Na	thusree Chopta Bahal Haryar	ıa		-		
Counsel Name	Ar	jit singh					
			Confirm and Pay				

- n) On the resultant screen, suit amount will be displayed and it will ask user to enter court fee.
- o) Enter court fee in textbox provided.
- p) Read the instruction and click "Pay Online" as shown in second screenshot.
- q) It will navigate to user on Bharat Kosh portal for payment.

Home	Regular Appeal (RA)	Interim Application (IA)) Miscellaneous Application (MA)	Other Application	Fee Payment Logout
		WELCOME TO DEBT	RECOVERY APPELLATE TRIBU Appeal Filing s marked as * are mandatory	JNAL - DELHI	
DRT DETAI	LS APPLICANT	T DEFENDANT	DOCUMENT VIEW	PAYMENT DETA	ILS
Please Note Ref. Payment I Amoun	No 9435622262 of DELHI Details nt of Suit Clai:	m	*Court Fee		

Home Regular Appeal (RA)	Interim Application (IA)	Miscellaneous App	lication (MA)) Other Application	Fee Payment	Logout
	WELCOME TO DEBT R Fields	ECOVERY APPELI Appeal Filing marked as * are m	LATE TRIBU	JNAL - DELHI		
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Please Note Ref. No 9435622262 of DELHI Payment Details						
Amount of Suit Clai	m	*Coi	urt Fee			
1193465		200				
Deficiency of any fee, amount paie Tribunals.	d subject to final approval of co	mpetent authority of DF	CATs as per pro	ovision of various act's rul	les applicable to the	2
Pay Online						

- r) On Bharat kosh, check the details (Depositors Details and Purpose Details.
- s) Click button "Confirm" to make payment.
- t) Select Payment Gateway of your choice, select modality i.e. Net banking, Debit Card or Credit Card. Click "I acknowledge and confirm that I have read and agree to the Terms and Conditions" and click button "Pay". As soon as button is clicked, payment transfer process will start. Do not refresh screen or press any key/click mouse until payment process is complete".

Options for Digital Payment are:

- Net Banking
- Credit Card
- Debit Card
- UPI
- r) Enter Card details or details as asked in the resultant screen. At the end click "Pay " to make payment.

	positor's Details								
Name	e	ALL	AHABAD BANK						
Addre	ess 1	Kirt	Kirti Nagar New Delhi		Address 2				
City			Central		District		CENTRAL		
State	2	DEL	HI		Country		INDIA	DIA	
Pinco	ode/Zipcode	110003 Email			abc@gmail.com				
Mobil	le No. (+91)	999	19999999						
Aadha	ar Number				PAN Number				
TAN					TIN				
Pur	rpose Details								
Sr. No.	Ministry	PAO Name		DDO Name		Purpose ar Payment T	nd ype	Payment Period / Frequency	Amount (In INR)
1	Department of Financial Services Min of Finance	PAO (Banki (DFS), New	ing), Department of Financial Services v Delhi[006077]	DEBT RECO TRIBUNAL E	VERY APPELLATE DELHI [206836]	DRT Court I online,	Fee	One Time	2
						INR two hu	indred		Total::2
aym paym ment	Hent Gateway ment can be made by a deposit : Gateways available below. Th Cakes Bank Success Rate 87 %	tor using all the payment	Il Indian Credit Cards or Debit Card via American Express Credit Card Success Rate 82 %	e (except Di AMEX) can I	ners Club Card) and a be made through SBI d Success Rate	Iso via the Ir Pay paymer	nternet I nt gatew ® Pici Success	Banking of Danks th ay CHBank Rate 77 %	Confirm -
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 r) After selection of Payment gateway and selecting payment mode (Net Banking/Credit Card/Debit Card/UPI) enter Card details or details as asked in the resultant screen. At the end click "Pay Now" to make payment.

Cards			
Pay using was 🥪			
Card number :*	4143 6710	Ψ	
Card holder name :			
Expiry date : *	11 • 2020 •		
CVV number : *			
	PAY NOW		

t) Enter OTP and click "Submit".

Note: Do not refresh page at this stage.

- t) At the end of filing, application submission details shall be displayed on screen bearing name of DRAT where application submitted, transaction reference no. Case Type, Diary No., Applicant Name, Defendant Name, Fee Amount Paid and payment status Please take print of acknowledgment and submit to DRAT along with physical file". Note your Diary Number for future reference.
- u) If due to any reason, applicant is not able to complete application submission, may continue to submit application at another instance. Application submission can be halted at any stage between Applicant Details to filled Application View (prior to online payment).





Contact Information

For Filing related query/Diary No. Generation/VC Link

Contact Details : https://drt.gov.in/front/rti.php (List of CPIOs)

Contact e-DRT Support:

Write to : nicpmu-drt@nic.in or call 9953575873 / 9999558409