

राष्ट्रीय हरित अधिकरण / National Green Tribunal
प्रधान न्यायपीठ / Principal Bench
फरीदकोट हाउस, कॉपरनिकस मार्ग / Faridkot House, Copernicus Marg
नई दिल्ली / New Delhi – 110001

NGT/PB/87/Admn/2016 | 1050

21st December, 2018

OFFICE ORDER

SUB :- DUTY ROSTER OF STAFF WORKING AT NGT, PRINCIPAL BENCH AT NEW DELHI AND AT ZONAL BENCHES AT CHENNAI, BHOPAL, PUNE AND KOLKATA, DURING WINTER VACATION, 2018 (on 27th, 28th, 29th & 31st December, 2018) - REG.

With the approval of Competent Authority, the NGT staff working at Principal Bench and at Zonal Benches at Chennai, Bhopal, Pune and Kolkata has been granted the Winter Vacation Leave as per the following duty roster for the **month of December, 2018 (27th, 28th, 29th & 31st December, 2018)** :

Batch - I : 27 th & 28 th December, 2018			
Batch - II : 29 th & 31 st December, 2018			
Name	Designation	Leave Period	Duty Period
Dr. Saurabh Kulshreshta	Registrar General	As directed by the Competent Authority	
Dr. Sukhda Pritam	DR(Judicial)	As directed by the Competent Authority	
Sh. S. S. Mishra	DR (Admin.)	As directed by the Competent Authority	
OFFICE & RESIDENTIAL OFFICE OF HON'BLE CHAIRPERSON			
All Staff of HCP Secretariat		As directed by the HCP	
Ld. RG SECRETARIAT			
Mr. Rakesh Kapoor	Consultant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Prachi Nautiyal	Steno Gr - I	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Praveen Singhania	PA	As directed by Ld. RG	
Mr. Bhardwaj Nayak	MTS	As directed by Ld. RG	
Mr. Sanjay Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Manoj Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. OM Prakash	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
DR (ADMIN) OFFICE			
Mr. Mohit Nagpal	Steno Gr - I	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Amresh Singh	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
DR (JUDICIAL) OFFICE			
Ms. Preeti Sarin	Steno Gr - I	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Sarita	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Pratap Singh Gusain	MTS	Not availing winter vacation (already applied for leave)	
JUDICIAL - I & II / Court - I & II			
Mr. Subhash Chander	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Avinash Kumar	Consultant IT	Not Completed three month service in NGT	
Ms. Komal J. Yadav	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Prerna Goyal	Assistant (Judicial)	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Naveen Kumar Singh	Assistant (Judicial)	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Amit Kumar	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ankit Suri	Court Master - I	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Gopal Singh	Computer Clerk	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Y Narayan	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

Mr. Prabhat Kumar	MTS	Not availing winter vacation (already applied for leave)	
Mr. Anil Mural	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Arjun Singh	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Arun Kumar	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Jan Prasad Adhikari	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Md. Yaqoob Bhatt	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ashwini Kumar	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Deepak Thakur	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Laxmi Narayan	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Pradeep Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

ACCOUNTS SECTION

Mr. Sanjay Kumar	AAO	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. S. C. Arora	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Rashmi	Steno (outsorce)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Shivom Vashistha	Accountant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Md. Arif	Accountant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Lalit Dutt Pathak	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Dheerender Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Bittu Bhatti	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

ADMINISTRATION SECTION

Mr. B.B. Sharma	AR	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. D.K. Sengupta	Consultant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Vinod Meena	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Brijesh Kumar Yadav	Hindi Translator	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Mukesh Singh Rawat	MTS	Not availing winter vacation (already applied for other leave)	
Ms. Veena	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

PROTOCOL SECTION

Mr. S. K. Nigam	Consultant	As directed by HCP	
Mr. Achal Sakhuja	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. R.S. Aswal	Steno/Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Juned Khan	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Raju Giri	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Manjay Kamat	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

GENERAL ADMINISTRATION

Mr. Darshan Singh Rawat	Consultant	Not Completed three month service in NGT	
Mr. Anshumala	Hindi Translator	Not availing winter vacation (already applied for leave)	
Mr. Mansab Ali	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Sanjay Kumar	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Ranjeet Rajoria	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Vinod Kumar	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. N Karthik	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Leelu	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

STORE SECTION

Mr. Arvind Mukharjee	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Vijay Kumar Singh	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Jitender Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Rajesh Rajouriya	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018

COMPUTER SECTION

Mr. Badri Prasad Yadav	MTS	Not availing winter vacation (already applied for leave)	
Mr. Rahul Kumar	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018

LIBRARY SECTION

Mr. Dinesh M.	Librarian	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Dharmender Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Vinay Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

FILING SECTION/ R & I

Mr. R. Renganathan	Consultant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
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Mr. Manoj Kumar	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Chandan Singh	Office Assistant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Jyoti Prusty	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Lata Pujari	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Deepmala	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Pramod Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ashish Kumar Sharma	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Janak Raj	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018

RTI CELL

Dr. Radhey Shyam	Hindi Translator	29 th to 31 st December, 2018	27 th & 28 th December, 2018
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OFFICE OF HON'BLE DR. JUSTICE JAWAD RAHIM, JUDICIAL MEMBER

Mr. Avinash Gautam	Steno Grade-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Nand Kishore	Staff Car Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Ajay Pal	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

OFFICE OF HON'BLE MR. JUSTICE R.S. RATHORE, JUDICIAL MEMBER

Mr. Nitin Tanganiya	Steno Grade-I	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Parvesh Kumar	Staff Car Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Praveen Kumar	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018

OFFICE OF HON'BLE MR. JUSTICE S.P. WANGDI, JUDICIAL MEMBER

Mr. Avinash Thakur	Steno Grade-I	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Gaurav Chaudhary	Staff Car Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Vikram Singh	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

OFFICE OF HON'BLE MR. JUSTICE K. RAMAKRISHNAN, JUDICIAL MEMBER

Mr. Puneet Uniyal	Steno Grade-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Narender	Staff Car Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Vinay Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

OFFICE OF HON'BLE Dr. S.S. GARBYAL, EXPERT MEMBER

Mr. Jitendra Kumar	PA	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Mukesh Kumar	Staff Car Driver	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Bhanu Pratap Singh	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018

OFFICE OF HON'BLE Dr. NAGIN NANDA, EXPERT MEMBER

Ms. Himanshu Bisht	Steno Grade-II	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Narender Singh	Staff Car Driver	As directed by HON'BLE EXPERT MEMBER	
Mr. Manas Rout	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018

STENOGRAPHERS

Ms. Rajni Pruthi	Steno Gr-I	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Anju,	Steno Gr-I	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Dharamvir	Steno Gr-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Jyoti Gautam	Steno Gr-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Shilpa Nagpal	Steno Gr-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ankit Minocha	Steno Gr-I	27 th & 28 th December, 2018	29 th & 31 st December, 2018

National Green Tribunal, Southern Zone Bench, Chennai

Name	Designation	Leave Period	Duty Period
Tmt Meena Satheesh	Ld. Registrar	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. R. Ramesh	Deputy Registrar	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. D.K. Patnaik	Assistant Registrar	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Vivek Sankar	Assistant (Judicial)	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Geethu S. Thottammariyil	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Feeroz Ahmed Siddiqui	Stenographer	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. S. Nithya	Librarian	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. J. Poornima	Hindi Translator	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Santosh Kumar	Accountant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. K. Kothandaraman	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018

Mr. R. Subburam	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. K. Rajamanickam	Consultant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. A. AmalrajSekar	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. K. Thirumoorthy	Asst. Librarian	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. R. Muthulakshmi	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. M.G. Ramachandran	Office Assistant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. K. Madhavan	Office Assistant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. A. Jeya Gandhi	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Abdul Rahim	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. B. Haroon	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. D. Mohan Kumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. B. Saravanan	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. P. Shanmugam Sundram	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. S. Ashok	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. K. Mahadevan	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. S. Muthukumar	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. I. Thangaraj	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. S.E. Solai Alagan	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. S.E. Aroon	Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. K. Suresh	Driver	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. A. Christy Raj Sujith	Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. A. Kamlesh	Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018

National Green Tribunal, Central Zone Bench, Bhopal

Name	Designation	Leave Period	Duty Period
Mr. Sushil Kumar	Ld. Registrar	Not Completed three month service in NGT	
Mr. Neeraj Kumar Sharma	Section Officer	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Mahender Srivastava	Steno Gr-II	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Bhan Pratap Singh Bundela	Librarian	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Shailesh Kumar Sharma	Assistant (Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Arthi Purnavati	Hindi Translator	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Md. Azam Khan	Office assistant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Vandana Jain	Court Master	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Swati Abhyankar	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Mukesh Prajapati	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Kavita Gurele	Stenographer	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Vinod Singh Rawat	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Samadhan Borde	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Kavar Lal	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Suresh Sendane	Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Pawan Kumar Shukla	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Bhupendra Uike	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Kailash Narayan Bharagav	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Akhilesh Sen	Driver	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Surya Prakash	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Md. Iqbal Uddin	Usher/MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Santosh Kumar Shukla	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Chaitanya Pathak	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Raj Kumar Vishwarkarma	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018

National Green Tribunal, Western Zone Bench, Pune

Name	Designation	Leave Period	Duty Period
Mr. Jayant N. Raje	Ld. Registrar	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. A.K. Gupta	Assistant Registrar	Not availing Winter Vacation	
Ms. Eliza Gupta	Assistant (Judicial)	29 th & 31 st December, 2018	27 th & 28 th December, 2018
Mr. S. Saravanan	Librarian	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Prasanta Kumar Saha	Accountant	Not availing Winter Vacation	
Mr. Parinav Kumar	Steno Gr-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Vilas Wagh,	Judicial Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Mahesh Ambarle,	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Prathamesh Katte,	Office Assistant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Sudhir P. Patil,	Office Assistant	27 th & 28 th December, 2018	29 th & 31 st December, 2018

Mr. Sandip Sonawane	MTS/Usher	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Bhagwan Padul	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Rajesh Bhosale	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Vinayak Sinkar	MTS/Usher	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Manik L. Raut	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Vikas Thote	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Swapali Parte	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Dattatray Parade,	Driver	29 th to 31 st December, 2018	27 th & 28 th December, 2018

National Green Tribunal, Eastern Zone Bench, Kolkata

Name	Designation	Leave Period	Duty Period
Mr. S.S. Bhatta	Ld. Registrar	Not availing Winter Vacation	
Mr. Kamalendu De	Consultant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ajoy Kumar Chinya	Consultant	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. J.K. Ray Chaudhari	Consultant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Ms. Shabana Khatoon	Assistant(Judicial)	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Raihan Patel	Assistant(Judicial)	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Sampa Bose	P.A.	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Arindam Bagchi	Librarian	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Ms. Vandana	Accountant	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Anand Kumar	Steno Gr-II	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Umesh Chandra Nayak	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Bikram Sahu	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Binay Agarwal	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Dibyendu Gupta	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Bishwanath Roy	MTS	27 th & 28 th December, 2018	29 th & 31 st December, 2018
Mr. Sidhhartha Shamkar Jha	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Sayantan Sen Gupta	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Sital Bera	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ashis Ghosh	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Chhatu Kumar Yadav	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Ranjan Moitra	MTS	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Biswarup Roy	DEO	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Swarup Kumar Pyne	Driver	29 th to 31 st December, 2018	27 th & 28 th December, 2018
Mr. Surajit Pramanik	Driver	27 th & 28 th December, 2018	29 th & 31 st December, 2018

The Winter Vacation Leave will be further subject to following conditions:-

- i) An officer and staff of the National Green Tribunal (all bench) would be on duty on each working day to receive the urgent Appeals/Applications etc. as the duties to be assigned by the Competent Authority
- ii) **On 02nd January, 2019**, the presence of all the officials at NGT (for PB and all Zonal benches at their respective place of duty) shall be mandatory.
- (iii) No deviation shall be allowed to any officials or any Section in any circumstances, unless any specific order/ permission is issued by the Competent Authority.
- (iv) The duty batches would be prepared in a manner that essential staff remains on duty in each Section of the NGT (all benches) during the vacation period.
- (v) No Officer/Staff shall be allowed to avail winter vacation leave, unless he/she has completed minimum 3 months of service in the NGT as on 26.12.2018.
- (vi) All the officers and staff members shall be punctual in attending the office on the days of their duty period during vacation.
- (vii) This is a concession and not as a matter right and any officer/official/MTS/Driver may be recalled on duty in the interest of Administration.

(xiii) The personal staff i.e. PA, Driver/MTS/Ushers, if not assigned any duty by the Hon'ble Members during vacation period, he/she will report in the Administration Section.

(ix) On issuance of this Order, no request for any change in the duty batches will be entertained.

(x) The office attending time will be 10:00 am to 05:00 pm ordinarily during the vacation period.

This issues with the approval of Competent Authority.

Saurabh Kulshreshtha
21/12/18
(Dr. Saurabh Kulshreshtha)
Registrar General

Copy to:-

1. PPS to Hon'ble Chairperson
2. PA to Hon'ble Judicial & Expert Members for placing it before the Hon'ble Members
3. PA to Ld. Registrar General
4. The Registrar(s) of Zonal Benches at Chennai, Bhopal, Pune and Kolkata(By Fax/email)
5. The Deputy Registrar (Judicial/Admin), NGT(PB)
6. In-charges of all Sections, NGT(PB)
7. AR (Admin)
8. AAO cum DDO/ (NGT)
9. Computer Section for uploading on the Website of NGT
10. Guard File
11. Concerned files(87,02,88,89)

Saurabh Kulshreshtha
21/12/18
(Dr. Saurabh Kulshreshtha)
Registrar General

