

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

**OFFICE ORDER**

NGT/PB/87/Admn/2014/590 (AD)

Dated : 28<sup>th</sup> April, 2020

**Sub: Instructions regarding functioning of NGT w.e.f 04.05.2020 amid Covid-19 – reg.**

In the light of Order No. 40-3/2020-DM-I(A) of the Government of India dated 15.04.2020 on the subject of functioning of Government establishments during lockdown period on account of pandemic Covid-19, requiring 100% attendance of the officers of level of Deputy Secretary and above and upto 33% attendance of remaining staff, it has been decided as follows:

- (1) With effect from 04.05.2020, Hon'ble the Chairperson and Hon'ble Members of the National Green Tribunal, as well all the officers of the National Green Tribunal (Deputy Registrars and above) will attend the Office with 100% attendance, while the remaining staff upto 33% strength shall physically attend the Office as separately notified from time to time. The section heads/incharge of all sections shall prepare rosters of staff required to attend office physically by rotation. The staff members not required to present physically at the Office, shall always remain available on phone and electronic means of communication, and shall attend office physically as and when required.
- (2) Considering the health and safety of lawyers / public / litigants / staff, till the situation of Corona improves, judicial work will be conducted by the Benches of NGT only by Video Conferencing, without physical presence/appearance of parties or their counsel in the NGT complex. Only online filing (e-filing) of cases is allowed and no physical filing is permitted. The parties/lawyers may request for listing or adjournment of their cases or make urgent mentioning, by sending an email in advance to [judicial-ngt@nic.in](mailto:judicial-ngt@nic.in). All communication with NGT qua listing of cases, filing of documents/reports, filing of written submissions / synopsis / audio of oral submissions (if any) etc. shall be done only through this email ID.
- (3) The lawyers/litigants desirous of participating personally in VC hearings are required to send request at the above email ID in advance, giving their names, case title, case number, date of hearing, email IDs, mobile numbers, etc. For VC hearings, NGT shall be using "Vidyo" App whereby users can join Vidyo room from their mobile phones/laptops/desktops having adequate internet facility. Vidyo App can be downloaded from link given in website [ecourtvc.nic.in](http://ecourtvc.nic.in) as well as Google Play Store (for android) and Apple Store (for iOS). If request for personal hearing through VC is permitted by the Bench, the time and link with one-time password for VC hearing shall be shared with the parties by the Office.
- (4) Entry to NGT complex shall be restricted only to its staff. All the safety and precautionary guidelines issued by the Government shall be scrupulously followed by all concerned. The staff shall maintain social distancing norms and protocols, shall wear

face masks throughout, shall pass through thermal scanner at entry gate and shall sanitize/wash hands at appropriate intervals. There shall be no crowding at any place / branch in NGT complex and seating of staff shall be arranged accordingly. The NGT complex, including surfaces of furniture and frequently touched objects, shall be sanitized with disinfectants on daily basis.

This shall be subject to further modification if and when further instructions are received from the Government.

This issues with the approval of the Competent Authority.

Sd/- x x x x  
(Ashu Garg)  
Registrar General

**Copy to:**

1. PPS to Hon'ble Chairperson, NGT
2. PA to all Hon'ble Judicial and Hon'ble Expert Members, NGT
3. PA to Registrar General, NGT (PB)
4. Ld. Registrars, NGT (all zonal benches) with a request to bring the order to the notice of all concerned and to take steps in compliance of the order.
5. Ld. Deputy Registrars / Ld. Assistant Registrars (all benches)
6. Ld. Secretary, Ministry of Environment, Forest and Climate Change
7. All sections NGT(PB)- It shall be the responsibility of all officers in charge of the respective branches/sections to ensure that the orders are complied with and instructions are brought to the notice of all staff members in their branch.
8. Ld. President / Ld. Vice President / Ld. Secretary, NGT Bar Association
9. Website of NGT.
10. Guard file.