

OFFICE ORDER

Hon'ble Competent Authority has pleased to allow Officers and Staff of the NGT, Summer Vacation Leave, during ensuing Summer Vacation from Thursday the 1st June, 2017 to Friday the 30th June, 2017 as under:-

(i)	Ld. Registrar General & Ld. Registrars	3 weeks
(ii)	Ld. Deputy Registrar/ Deputy Registrars/ Deputy Controller of Accounts/ Assistant Registrars/ Accounts Officer and other officers / Consultants(outsourced) against the post of Assistant Registrars	2 weeks
(iii)	Section Officers/ Private Secretaries & Other like officers/consultants against the post of PS & other consultants staff other than MTSs & Drivers	10 days
(iv)	MTSs & Drivers	6 days

2. The Concerned Branch Officers/ Branch I/charges, will prepare the duty roster of the staff working under them for the Summer Vacation Leave during 1st June,2017 to 30th June,2017, Batch-wise as under:-

Sr. No.	Designations	Leave Period		
		Batch-I	Batch-I	
(i)	Ld. Registrar General & Ld. Registrars	As per separate order		
(ii)	Ld. Deputy Registrar/ Deputy Registrars/ Deputy Controller of Accounts/ Assistant Registrars/ Accounts Officer and other officers / Consultants(outsourced) against the post of Assistant Registrars.	01.06.2017 to 14.06.2017	16.06.2017 to 29.06.2017	
(iii)	Section Officers/ Private Secretaries & Other like officers/consultants against the post of PS & other consultants staff.	05.06.2017 to 14.06.2017	20.06.2017 to 29.06.2017	
(iv)	Other Officials upto the level of Assistants other than MTSs & Drivers	01.06.2017 to 10.06.2017	15.06.2017 to 24.06.2017	
(v)	MTSs & Drivers	Batch-I	Batch-II	Batch-III
		03.06.2017 to 08.06.2017	12.06.2017 to 17.06.2017	19.06.2017 to 24.06.2017

3. While preparing the roster, it should be ensured that-
- The officers and staff will be allowed either of the two batches and nobody would be allowed to split the batch i.e.
 - The 30th June, 2017 will be working day for all.
 - The staff, who have put in service of less than 3 months service in the NGT will not be allowed Special Casual Leave.

4. The roster so prepared be sent to the Administration Branch by 20th May,2017 positively by 11.00 AM for information and approval of the Competent Authority.

5. The personal staff i.e. PA, Driver and MTS/Usher, if not required by the Hon'ble Member, will report in the Administration Branch for further assignment. Accordingly, PAs to the Hon'ble Members will send duty roster of their own and the other attached staff, to the Administration by 20th May,2017, which will be finalized by the Administration Section after examining the exact requirement.

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6. Duty Roster of the NGT Officers and Staff may be prepared , as per the period of Special Casual Leave/Leave, on the following conditions:-

- i) An officer of the National Green Tribunal would be on duty on each working day to receive the urgent Appeals/Applications etc.
- ii) The duty batches be prepared in a manner that essential staff remains on duty in each Section of the NGT during the whole month of vacation i.e. June, 2017.
- iii) No Administrative Officer/Staff Member shall be allowed Special Leave/Casual Leave, who have not completed 3 months service in the NGT as on 31.05.2017.
- iv) All the officers and staff members shall punctually attend the office on the days of their duty period during the month of vacation in proper uniform.
- v) During the Summer Vacation, all the officers and staff will not be granted any other type of leave in combination with Summer Vacation Leave, or otherwise. The staff who will avail any other kind of leave, his/her summer vacation leave will be treated as cancelled automatically and accordingly he/she will submit application for grant of any other kind of admissible leave for the period he availed the Summer Vacation Leave. No other request/representation will be entertained in this regard.
- vi) The days for Summer Vacation Leave will be counted after including holidays if any. Further, the Summer Vacation Leave will be granted in only one batch, and not in more than one batches except in special case, in the interest of administration.
- vii) Ld. Registrars of the respective Zonal Benches at Chennai, Bhopal, Pune and Kolkata, shall submit the duty batches of the staff working in the Zonal Benches respectively, to the Registrar General, Principal Bench, by 20th May, 2017.
- viii) Once the order regarding finalization of batches will be issued, no request for any change in the duty batches will be entertained.

This issues with the approval of Competent Authority.

(Mukesh Kumar Gupta)
Registrar General & Head of Office
18 MAY 2017

Copy to:-

1. DR-cum-PPS to Hon'ble Chairperson/PS to Ld. Registrar General
2. The Registrars, NGT Zonal Benches at Chennai, Bhopal, Pune and Kolkata(By Fax)
3. The Deputy Registrar, NGT(PB)
4. DCA/DDO/US, National Green Tribunal (NGT).
5. Section Officer (Admn.), Consultant Judicial-I & II.
6. Incharge, All Sections of NGT
7. PSs/PAs to Hon'ble Members
8. Notice Board/Website of NGT
9. Guard File
10. Concerned files(87,02,88,89)

(Mukesh Kumar Gupta)
Registrar General & Head of Office
18 MAY 2017