

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

CIRCULAR

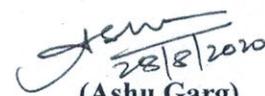
NGT/PB/02/Admn/2016/Vol II/403

Dated : 28 August, 2020

As a step towards saving environment and its resources, the following directions are hereby issued with the approval of the Competent Authority :

1. The filings/ pleadings/ petitions/ affidavits in NGT can be on A4 size paper, in addition to legal size paper. The paper should be of good quality (preferably more than 75 gsm) and printing should be with 1.5 line spacing and having adequate margins of 4 cm on left and right sides and 2 cm on top and bottom sides, with font size 14 in Times New Roman style. For quotations and indents, single line spacing with font size 12 may be adopted.
2. The Registry of NGT is also permitted to use A4 size paper for administrative work, in addition to paper already being used. As far as possible, both the sides of paper should be used.
3. All the staff members are advised to make optimum use of paper and to avoid any unnecessary wastage so as to minimize the consumption of paper. As far as possible and unless otherwise directed by the supervising authority, single-side use of paper should be only for the purposes of final judgments/ orders and for formal communications. Both sides of the paper may be used for taking printouts of reports and other documents.
4. To the extent possible, reverse side of discarded single-side used papers (non-confidential) may be used for draft orders/ judgements, draft letters, attendance sheets, taking printouts of case-law, taking rough notes etc.

All concerned should be sensitised about the fact that paper is a product of depleting natural resources and it is the duty of everyone to prevent its wastage. Section Heads/ Controlling Officers to ensure compliance of the instructions.


28/8/2020
(Ashu Garg)
Registrar General

Copy to:

1. PPS to Hon'ble Chairperson, NGT
2. PA to all Hon'ble Judicial Members and Hon'ble Expert Members
3. PA to Registrar General, NGT (PB)
4. PA to Ld. Deputy Registrar (PB) and Ld. Assistant Registrar (PB)
5. All section heads, NGT (PB) for information and necessary action, and for bringing the above directions to the notice of all staff members working under them
6. Ld. Registrars (all Zonal Benches)
7. The Ld. President/Ld. Vice President/Ld. Secretary, NGT Bar Association
8. NGT website
9. Guard file.