

NATIONAL GREEN TRIBUNAL  
EASTERN ZONE BENCH  
Finance Centre, 3<sup>rd</sup> Floor, Block IIIB  
New Town, Kolkata 700157  
(Phone: 033-23240089 Fax: 033-23240094)

No. 10/C/01/2020/NGT/EZB/Kol/Office order/Admin/ 650

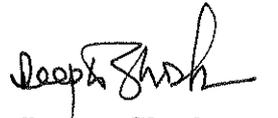
Date: 30.10.2025

Office Order

Attention of all concerned is drawn again to the specific guidelines elaborated in Office Order No. NGT/PB/RG/2020/10/145 dated 16.03.2020 issued by the NGT, Principal Bench regarding the procedure for availing leave. It is reiterated that the directions contained therein shall be strictly followed by all officials of NGT, Eastern Zone Bench.

All officials are advised to avail their entitled leaves as per rules and submit leave applications well in advance except in circumstances specified therein. Any Leave request through telephone/whatsapp or after commencement of leave shall not be entertained except under emergent circumstances duly justified with supporting documents in adherence of relevant rules and guidelines.

Non-compliance of these directions shall be viewed seriously.



Deepto Ghosh  
(Registrar)

**Copy to:**

1. Notice Board
2. Guard File
3. Concerned File

पंजीवक / Registrar  
राष्ट्रीय हरित अधिकरण  
पूर्वी क्षेत्रीय न्यायपीठ, कोलकाता  
NATIONAL GREEN TRIBUNAL  
EASTERN ZONE BENCH, KOLKATA

National Green Tribunal  
(Principal Bench)  
Faridkot House, Copernicus Marg  
New Delhi – 110001

NGT/PB/RG/2020/10/195

Date: 16.03.2020

OFFICE ORDER

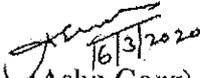
It has come to the notice that some of the officials are proceeding on leave frequently without any prior intimation or just by giving telephonic intimation to branch incharge, which hampers the judicial and office work of the Institution. It has further come to notice that despite having casual leaves to their credit, some officials are regularly applying for one day or two days' earned leave(s), seeking approval, and on some occasions, ex-post facto approval. Such practice is totally unwarranted and unhealthy, which reflects poorly on the working of an esteemed Institution like the National Green Tribunal.

Thus, to streamline and improve the functioning of the institution, following directions are hereby issued :-

- It should be noted that as a fundamental rule, leave cannot be claimed as a matter of right.
- Staff members are impressed upon not to proceed on leave without any prior intimation in writing or submitting leave application to their controlling officers, except in emergent situations.
- It is made clear that telephonic information shall not be considered as intimation in writing.
- The officials should avail their casual leaves during the year in such a manner that need for one day or two days' earned leaves may not arise. In future, earned leave for less than three days shall be sanctioned only in exceptional circumstances and not as a matter of routine. Any application seeking earned leave for less than three days shall be viewed adversely.
- Earned leave should be applied at least 10 days in advance and on failure to do so, the earned leave may not be sanctioned. Such leave may be treated without pay and might result in break in service. In case of any medical or other emergency, the official should send leave application through some other person on the same or next very day from the date of commencement of leave along with supporting documents.
- Besides Earned Leaves, all other leave applications should also be applied in advance and only in grave emergency the leave application could be given subsequently. The leave applications should be sent in prescribed format after filling up all required fields clearly.
- Officials applying for casual leaves should also mention in the application the number of leaves already availed in that year.

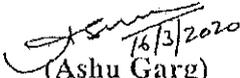
Non compliance of these directions shall be viewed seriously.

This issues with the approval of the Competent Authority.

  
16/3/2020  
(Ashu Garg)  
Registrar General

Copy to:

1. PPS to the Hon'ble Chairperson
2. PA to the Hon'ble Judicial & Expert Members
3. PA to the Registrar General
4. Ld. Registrars of all Zonal Benches, with request to bring this order to the notice of all staff members.
5. PA to Ld. Deputy Registrar
6. Incharge, all Sections of NGT (PB), with directions to bring this order to the notice of all staff members.
7. Website of NGT
8. Guard file/concerned files.

  
16/3/2020  
(Ashu Garg)  
Registrar General