

**NATIONAL GREEN TRIBUNAL  
SOUTHERN ZONE BENCH  
KALAS MAHAL, KAMARAJAR SALAI,  
PWD ESTATE, CHEPAUK,  
CHENNAI- 600005**

File No. NGT/SZ/Jud/51/2019/480

Dated: 01.10.2020

**OFFICE ORDER**

In line with the office order No. NGT (PB)/Judicial/16/2020/467 dated 26.09.2020 of National Green Tribunal, Principle Bench, the following **Standard Operating Protocol is being issued for Virtual Video Conferencing Hearing in National Green Tribunal, Southern Zone at Chennai**

1. All pleadings shall be filed only through 'e-filing' module as available on the NGT website [www.greentribunal.gov.in](http://www.greentribunal.gov.in). Payment of fee and printing costs, if need be, shall also be through online mode only. In case of any technical difficulties with regard to e-filing, the parties may contact the Filing Section (Ph. No. 044 28592062) from 10:00 AM to 04:00 PM on all working days.
2. Where the parties are willing to file the hardcopies of the e-filed documents, the same shall be sent through post. In cases of extreme urgency, after intimation, drop them in the box at the entrance of the National Green Tribunal, Southern Zone
3. Where the parties are paying the printing charges, the details of payment of fees/receipt to be annexed along with the report/documents.
4. No physical appearance shall be allowed in NGT premises. The parties / litigants / lawyers shall be at liberty to appear and participate through VC from their respective locations, without any need to physically travel to the jurisdictional Benches of NGT. Wherever the officers of various Ministries / Departments / Boards / Bodies (including the Chief Secretaries of States, Officers of CBCB, Officers of State PCBs/PCC, etc.) have been directed to appear before NGT, they may appear through VC mode and also instruct their Ld. Counsel to represent them and make submissions from their respective remote locations only. All reports, written submissions, audio/videos of oral submissions are to be sent only at the email ID [judicial-ngtsz@gov.in](mailto:judicial-ngtsz@gov.in). All

- communications with respect to cases be made only at this email ID. Applications / Requests for urgent mentioning shall also be filed on this email ID, clearly disclosing the grounds of urgency. Application for adjournment be also filed, as per existing practice and applicable rules, through this e-mail ID. It may be noted that mere submitting of request or filing of such application would not amount to acceptance of request/application.
5. All pleadings/affidavits/reports should be filed in searchable PDF format/ OCR support FDF and not in photo/image PDF format, to the extent possible. The reports received by NGT in cases shall be uploaded on website for perusal of the parties for prior access and response, if any. No sharing or filing of documents shall be allowed during the course of VC hearings. Documents are to be filed well in advance and in any case, not later than 12:00 noon on the working day prior to the date of hearing.
  6. For video conferencing, the NGT shall be using Cisco-Webex application. Parties may use their desktops/laptops/mobile phones/tablets for this purpose. It shall be the responsibility of the parties to ensure that their devices have requisite compatibility and upgradation to participate in VC hearings, and to have stable internet connection of appropriate signal strength/bandwidth/speed (minimum 2 mbps) for uninterrupted hearings. Cisco-Webex application may be downloaded from its website/Google playstore/iOS store. Technical support, if required, in this regard can be requested at [ngtszvc@gmail.com](mailto:ngtszvc@gmail.com) or Mobile No. 9994657109 (Mr. Madhavan) from 10:00 AM to 04:00 PM on all working days.
  7. To join the video conference hearing, the parties shall have to send their request on email ID [judicial-ngtsz@gov.in](mailto:judicial-ngtsz@gov.in), giving name and title of the case, his email ID, his mobile number and alternative phone number. Such request has to be made at least one working day in advance of listing of matter. Wherever such a request is received with correct particulars, the web-link and password to join shall be sent by the NGT on the email ID of the party/lawyer well before the hearing. The link shall be personal and it is expected that the same is not further shared or forwarded. A single party should not log-in through multiple devices into same VC room.
  8. The parties/counsel shall join the VC hearing by entering the username as “**Item (number)-(Name)-(Designation)**” e.g. “Item 4-XYZ-Adv for Respondent No. 2” or “Item 12-XYZ-Petitioner in person”. This is important to ensure that no necessary party is logged-out by the moderator. Any user entering the VC room with any other username or in any other format or with



unidentifiable username, shall be logged out and shall be requested to join again with correct format. It is advisable that the parties join the VC room before the Hon'ble Bench commences the session.

9. Once the parties are able to join VC hearing, they are required to wait patiently for their turn. In case of unmanageable disturbance, the moderator may be required by the Hon'ble Bench to shift the waiting parties to "lobby" or virtual waiting room during course of proceedings, or even to temporarily lock the meeting room, in which case the said parties should remain logged-in and wait for their turn to be re-joined in court room.
10. Once joined in VC hearing room, all parties shall ensure that they keep the Mic of their devices on mute/off mode. The same shall be unmuted as and when the Hon'ble Bench requires the party to make submissions, and shall be muted again as soon as submissions are made. When one party is making submissions, it is important that all other participants keep their respective Mic muted, failing which there is possibility of the Mic catching audio feed from the speakers and creating echo/noise-disturbance which might disturb VC hearings. Simultaneous submissions by more than one party at a time should be avoided. Parties / Lawyers should also recheck that while they speak, their Camera is 'On' and Mic is on 'Unmute' mode. Once the hearing of a matter is over, the parties to that matter shall log-out from the VC meeting room, so as to minimize the possibility of noise-disturbance in hearing of other matters.
11. In case the VC hearing gets disrupted due to technical fault or disturbance, the parties may be joined through tele-conferencing. The parties shall keep their phones available for incoming calls for joining them in the tele-conferencing, if so directed by the Hon'ble Bench.
12. For facilitating smooth conduct of VC hearings, the Registry to create a whatsapp group and join the participating parties/lawyers and the moderator, for communicating instructions instantly. The parties are requested to cooperate and coordinate in the same to resolve the technical difficulties in attending/connecting the VC.
13. Being judicial proceedings, it is expected that the parties would maintain appropriate decorum with regard to dress, comments and conduct. The parties shall ensure that the VC proceedings are neither recorded/stored nor broadcasted/published in any manner whatsoever.

14. The orders / judgements passed by the Hon'ble Bench shall be uploaded on the website in due course.

This issues with the approval of the competent authority

  
(S Meenakumari)  
Registrar

Copy for information to:

1. PAs to Hon'ble Members, NGT, SZB, Chennai
2. Ld. Registrar General, NGT PB with a request for uploading in the NGT website
3. Ld. Deputy Registrar, NGT, PB, New Delhi
4. All Sections of NGT, SZB
5. NGT Bar Association, NGT SZB, Chennai
6. Notice Board, NGT SZB
7. Guard File

  
(S Meenakumari)  
Registrar