

राष्ट्रीय हरित अधिकरण /National Green Tribunal  
प्रधान न्याय पीठ /Principal Bench  
प्रसाशन अनुभाग/Administration Section

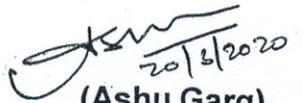
NGT/PB/87/Admn/2016/ 213

Dated : 20 March, 2020

**OFFICE ORDER**

In pursuance of the instructions contained in DoPT OM dated 19.03.2020, with the approval of the Competent Authority, a weekly duty roster is proposed to be prepared in NGT (All benches) so that all the sections of the Registry remain functional and no work is left unattended. 50% staff of Consultants and below is required to attend office every day, and the remaining 50% staff will work from home as per directions, on alternate weeks. The officials working from home as per the roster should be available on telephone and electronic means of communication at all the times. They should attend office, if called for any exigency of work. Accordingly, first week shall be from 23<sup>rd</sup> March 2020 to 28<sup>th</sup> March, 2020. This arrangement shall be effective till 31<sup>st</sup> March, 2020. Situation shall be reviewed on 31<sup>st</sup> March, 2020.

2. No deviation shall be allowed to any official or any section in any circumstances, unless any specific order / permission are issued by the Competent Authority.
3. The following shall also be taken care of : -
  - (a) The duty batches would be prepared in a manner that essential staff remains on duty in each Section of the NGT (all benches) on each working day.
  - (b) All the sections of Principal Bench should submit their draft duty roster to Admin Section for compilation and approval of Registrar General.
  - (c) All Registrars of Zonal Benches may be requested to prepare duty roster of their staff as per above directions under intimation to Principal Bench.
4. This issues with the approval of the Competent Authority.

  
(Ashu Garg)  
Registrar General

Copy to:

1. PPS to Hon'ble Chairperson, NGT.
2. PA to Hon'ble Judicial and Expert Members.
3. PA to Ld. Registrar General, NGT, PB.
4. Ld. Registrars, NGT, Zonal Benches.
5. Ld. Deputy Registrar (Judicial), NGT, PB.
6. All Sections, NGT, PB.
7. Guard file.