

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

NGT/PB/2023/1111

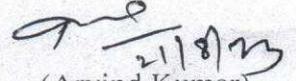
Dated: 21st August 2023

OFFICE ORDER

With a view to streamline the functioning of Protocol Section, Hon'ble The Chairperson, National Green Tribunal has been pleased to approve "NGT Protocol Guidelines, 2023" on 17/08/2023.

A copy thereof be uploaded on the official website of NGT, alongwith copy to all the Benches for circulation.

Encl: "NGT Protocol Guidelines, 2023".


(Arvind Kumar)
Deputy Registrar

Copy to:

1. PPS to Hon'ble Chairperson.
2. PA to all Hon'ble Judicial Members and Expert Members, PB, New Delhi.
3. PA to Registrar General, NGT (PB).
4. Ld. Registrars of all the Zonal Benches.
5. PA to Ld. Deputy Registrar, NGT (PB).
6. Consultant (Protocol).
7. Computer Section for uploading the said guidelines on the website of NGT.
8. Notice Board.
9. Guard File.

“NGT Protocol Guidelines, 2023”

“No... New Delhi,

Dated 21/08/2023

1. Title

These guidelines shall be called “NGT Protocol Guidelines, 2023”.

2. Applicability

It shall apply to Hon'ble the Chairperson, Ex-chairpersons, Members, Ex-members and Registrar General of the National Green Tribunal (NGT).

3. Definitions

In these Guidelines, unless the context otherwise requires:-

- (i) “Chairperson” means chairperson of NGT;
- (ii) “Day” means a period of twenty four hours or part thereof from the time of use of vehicle(s);
- (iii) “Ex-chairperson” means Ex-chairperson of NGT;
- (iv) “Ex-member” means Ex-judicial and Expert Members of Principal and Zonal Benches of NGT;
- (v) “Family” means and include spouse and minor/dependent children, of the dignitaries to whom these Guidelines apply;
- (vi) “Member” means sitting Judicial and Expert Members at Principal and Zonal Benches of NGT;
- (vii) “Protocol Assistance” means the assistance being provided by the protocol officer/protocol assistant at Airport, Railway Station, Hospitals including pick and drop therefor and also doing Ticketing, Stay arrangements, liaison with Banks, Post Offices and other Govt. Departments/Private Offices etc., as the case may be (List be not treated as exhaustive);
- (viii) “Protocol Committee” means the Committee constituted by Hon'ble the Chairperson, comprising of Registrar General/Registrar and Deputy registrar/Asstt. Registrar;
- (ix) “Protocol Duty” means protocol assistance to be provided to the aforesaid dignitaries;
- (x) “Personal Protocol Officer” means protocol officer/protocol assistant so designated to cater the dedicated need of Chairperson, by an Office Order;

- (xi) "Protocol Assistant" means person so designated, by an Office Order;
- (xii) "Protocol Officer" means person so designated, by an Office Order;
- (xiii) "Registrar" means officials so designated specifically which includes Registrar General on the top of it and also other senior judicial officers posted in NGT, belonging to pay level fourteen and above;
- (xiv) "Support Staff" means staff of MTS level, to assist during discharge of protocol duties and responsibilities;

4. Attending Protocol Duties:

Protocol duties shall be attended by the Protocol Officer/Protocol Assistant/MTS, as the case may be, on the overall supervision and direction of Registrar/Dy. Registrar concerned.

5. Extension of protocol facilities to serving dignitaries:

Protocol assistance shall be extended to the serving dignitaries and their family, to whom these guidelines apply, at such places and for such acts, , without fail.

6. Extension of protocol facilities to Ex-chairperson/Ex-members:

Protocol facilities shall be extended to the 'ex-chairperson'/Ex-members and his/her spouse at Airport, Hospital and Railway Station for a period of 4 years from the date of demitting office, on the recommendation of Protocol Committee on payment basis, rate whereof shall be decided by the said Committee, with prior approval of the Competent Authority, however, subject to availability of staff and vehicle.

Provided that they are not availing such facility from any other department and a communication to this effect is sent in writing at e.mail @ rg.ngt@nic.in / dr.ngt@nic.in and protocol.ngt@nic.in, in prescribed Performa.

7. Vehicles on payment basis:

Subject to approval of Protocol Committee, additional vehicle on per KM payment basis @ decided by the Competent Authority from time to time, may be provided to whom these Guidelines apply, on seniority of post as well as date of receipt of requisition, subject to availability of vehicle, for commutation. Said payment shall be made through cash/cheque/online in the prescribed account. Cash payment can be made against receipt only.

8. Uniform

Uniform for Protocol Officer/Protocol Assistant is prescribed to the effect that while on duty he shall wear White Shirt, Black Tie, Black Blazer and Black Shoe with Grey/Black Pant.

9. Duties and responsibilities of Protocol Officer/Protocol Assistant:

While performing protocol duties as directed, he shall be responsible to perform following functions during discharge of such duty:

- (i) Upon receipt of requisition for providing protocol assistance, either directly or through committee, he shall submit a note to that effect for approval of Registrar General.
- (ii) Upon having receipt of such approval, he shall ensure to attend the specified dignitary or the assigned work, without fail;
- (iii) While attending duty, he shall ensure to maintain decorum;
- (iv) He shall maintain log book in respect of protocol duty, while submitting the same for inspection of protocol committee;
- (v) It shall be responsibility of the Dy. Registrar concerned that vehicles and the protocol staff is not misused in any manner;
- (vi) Any communication to any other departments, if required. For discharge of protocol assistance, shall be forwarded by the Dy. Registrar, upon being put up by the Protocol Officer/Assistant, under intimation to the Registrar General;
- (vii) Protocol Officer/Assistant shall be duty bound to keep the Dy. Registrar/Registrar informed about the protocol duties assigned to him and outcome thereof on accomplishment;

10. Nothing in these Rules shall be deemed to limit the powers of Hon'ble Chairperson, who may by an order, dispense with or relax the requirement of any of these Guidelines, as may be considered appropriate within his discretion.

By Order of Hon'ble The Chairperson

Registrar General"



21/08/2023

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प्रोटोकॉल सेवा के लिए
Requisition for Protocol Service

- 1) नाम /
Name:
- 2) पदनाम /
Designation:
- 3) एन.जी.टी में सेवा की अवधि /
Period of Service in NGT:
- 4) आवासीय पता /
Residential Address:
- 5) वर्तमान कार्यालय का पता /
Present Office address :
- 6) यात्रा का विवरण /
Details of Journey: –

प्रस्थान/Departure		आगमन/Arrival		अन्य सूचनाएं /Other information.		
दिनांक समय / Date & Time	से/ From	दिनांक समय / Date & Time	से/ To	यात्रा की रीति/ Mode of Travel	विश्राम की अवधि/ Duration of Halt	यात्रा का उद्देश्य/ Purpose of Journey

- 7) आवश्यक प्रोटोकॉल सहायता की प्रकृति /
Nature of Protocol Assistance required:
- 8) तारीख जिस दिन प्रोटोकॉल सहायता की आवश्यकता है /
Date on which Protocol Assistance is required:
- 9) टिप्पणियाँ/अतिरिक्त जानकारी, यदि कोई हो/
Remarks/Additional Information, if any:
- 10) संपर्क नंबर/
Contact No.:
मोब/Mob:
लैंडलाइन (एसटीडी कोड के साथ)/Landline(with STD code):
- 11) ईमेल आईडी / Email ID:

(दिनांक सहित हस्ताक्षर Signature with date)