

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/02/2016/Admin/Vol.III/435

दिनांक /Dated: 30 सितम्बर 2024

कार्यालय आदेश
OFFICE ORDER

It has come to the notice that some of the Employees are proceeding on leave frequently without any prior intimation or just by giving telephonic intimation to branch incharge. It has further come to notice that despite having casual leaves to their credit, some of the staff members 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, unhealthy and hampers the Judicial and office work of the Institution.

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

- Staff members are impressed upon not to proceed on leave without prior sanction except in emergent situations and sanctioning of their leaves.
 - Leave applications should be sent in prescribed format after filling up all required fields clearly.
 - Casual Leaves should be availed during the year in such a manner that need for one day or two days' earned leaves may not arise.
 - Earned leave should be applied as per rules at least 10 days in advance and on failure to do so, the Earned leave may not be sanctioned except in exigencies.
 - Commuted leave Application should be accompanied with Medical Certificate and Fitness in the Central Government format of Form 3, 3(A), 4 and Forms 5, as applicable.
- Non compliance of these directions shall be viewed seriously.
This issues with the approval of the Competent Authority.


एस. विनीता /S.Vineeta
महापंजीयक /Registrar General

Copy to:

1. PS 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. Notice Board
9. Guard File/ Concerned Files