

**National Green Tribunal, Principal Bench,**  
**Faridkot House, Copernicus Marg,**  
**New Delhi**

NGT/PB/22/RR/2016/134

Dated: 7<sup>th</sup> Jan 2021

**OFFICE ORDER**

With the approval of the competent authority, following guidelines are being issued for weeding out/ destruction of old files, to be followed by all benches henceforth:-

- (i) After lapse of one year from date of disposal, the records/ files can be destroyed, except original documents and File 'A'.
- (ii) Before weeding out, it shall be ensured that files are properly indexed and a completion certificate is issued. The format for Index and Completion Certificate to be maintained shall be as per **Annexure - 'A' & 'B'**.
- (iii) Process for Index and Completion - Before making Index, dealing official (not below the rank of regular Judicial Assistant) is directed to individually compare and verify the record of the file to be prepared by him after comparing the 'A' File with other Parts/Files and make sure that no original or other documents are missing and that 'A' File is complete in all respects. Thereafter, it will be counter-signed by the section head (Section Officer / Consultant (Judicial) / Assistant Registrar/ Deputy Registrar, whichever is applicable). Thereafter, the dealing official shall hand over the files to the Record Room. In Record Room, dealing official (not below the rank of Regular Judicial Assistant) shall also compare the File and sign on the Completion Certificate as a Record Keeper and consign the file to the Record Room in the proper format as per Annexure 'C'.
- (iv) In case any document is missing, then the concerned dealing official will be responsible for it. Further, if any original orders/ documents are missing from the main file, then before handing over to the Record Room, dealing official will mention it separately in the Index and Completion Certificate after placing photocopy of the missing orders/documents.
- (v) Dealing officials in judicial section and record room will also sign on File cover of 'A' File as acknowledgement of having compared and verified the file.
- (vi) The Record Section will not receive any incomplete file from Judicial Section without Indexing and Completion Certificate and will return all the incomplete files to the Judicial Section received earlier for proper Indexing and Completion Certificate.
- (vii) Before files are weeded out, it shall be ensured that the main file/ 'A' file is complete in all respects. Thereafter, file shall be scanned and digitized (if already not done) and a stamp reflecting scanning of file is to be affixed on the cover of the

7  
02/01/2021

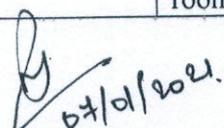
file. Thereafter 'A' File is to be preserved in the record room. In case 'A' File is missing/not traceable, 'B' file is to be treated as main file and completed and preserved in the same manner as explained above till 'A' File is traced out.

- (viii) The format of the register to be maintained for files to be weeded out is as mentioned below:-

S.No.	File No./Case No. & Nature of case	Case title	Subject/Part destroyed	Date of destruction	Location (Room/Rack/Shelf) where A file is preserved in record room
-------	------------------------------------	------------	------------------------	---------------------	---

- (ix) In addition to above register (prepared by Record Keeper) and index (prepared by Judicial Section), a separate list for record will also be prepared by record keeper under the following format and copy of the same is to be shared quarterly with the Principal Bench:

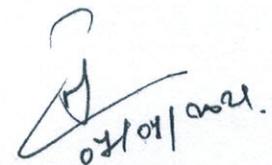
S. No	File No./Case No. & Nature of Case	Case title	Verified by (Assistant)	Missing documents, if any.	Part destroyed	Date of disposal	Date of destruction	Location (Room / Rack/ Shelf) where A file is preserved in record room
-------	------------------------------------	------------	-------------------------	----------------------------	----------------	------------------	---------------------	--

  
(Manisha Tripathy)

**Deputy Registrar**

**Copy to:-**

1. PPS to Hon'ble Chairperson
2. PA to Ld. Registrar General
3. Ld. Registrar of all zonal Benches (for information and necessary action)
4. PA to Deputy Registrar
5. Ld. Assistant Registrar
6. Consultant (Judicial) (with request to circulate the copy of order to all concerned officials of Judicial-I and Judicial- II and for further necessary action)
7. Record Room Incharge
8. Guard File of NGT
9. Computer Section (for uploading on the website)

  
(Manisha Tripathy)

**Deputy Registrar**





