

**National Green Tribunal
(Principal Bench)
Faridkot House, Copernicus Marg,
New Delhi-110001**

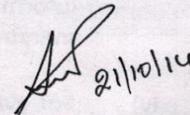
NGT(PB)/330/Admn/2014/1052/RG / 1050

October, 21, 2014

ORDER

In continuation of the Office Order No. NGT(PB)/(80)/Circular/Orders/2012/338 dated 30.12.2013, pursuant to the Full House resolution dated 01.09.2014, with the approval of Competent Authority, it is hereby directed that:-

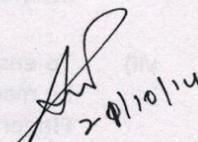
- i) Biometric Attendance System be introduced in every Bench of the NGT. Every Bench shall have the Biometric Attendance System to ensure punctuality and discipline of work culture in the Principal Bench and all the Zonal Benches of the NGT.
- ii) All the Officers, Staff Members and Consultants, excepting the Registrar General, Registrars, Officers belonging to Judicial Services and DR-cum-PPS to Hon'ble Chairperson, are required to mark the bio-metric attendance from Monday, the 27th October, 2014.
- iii) Their attendance will be regulated in the terms of the Office Order dated 30.12.2013, copy printed on reverse side of this Office Order.


(Sanjay Kumar)
Registrar General

To -
All NGT Officers & Staff Members
(Principal Bench & Zonal Benches)

Copy to:-

1. PPS to Hon'ble Chairperson/PS to Ld. Registrar General, NGT(PB)
2. The Registrars, NGT, Zonal Benches
3. The Deputy Registrar, NGT(PB)
4. Consultant(A& P)/US
5. Notice Board of NGT, Principal Bench, New Delhi
6. Guard File
7. Concerned Office File.
8. NGT Website.


(Sanjay Kumar)
Registrar General

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NGT (PB)/(80)/Circulars/Orders/2012/338
NATIONAL GREEN TRIBUNAL,
PRINCIPAL BENCH, NEW DELHI

Faridkot House
Copernicus Marg,
New Delhi-110001.
Dated, 30th December, 2013

OFFICE ORDER

With the approval of the Competent Authority, It is hereby directed that:-

- i) From 1st January, 2014, separate attendance Registers will be maintained in each Branch, which will remain under the custody of the Branch Incharge.
- ii) All the Staff Members besides marking their biometric attendance will also sign the attendance Register on arrival and leaving the office premises.
- iii) The attendance Register will be submitted to the Office of Ld. Registrar General by 10.00 A.M. positively every day. Before submitting the attendance Register to the Ld. Registrar General, Branch Incharge will sign the Register and record the information with regard to leave, or information, if any, received from the staff member regarding absence or late attendance.
- iv) For every four (4) late attendance, i.e. after 09.45 a.m. one Casual Leave will be debited to their account.
- v) In case of habitual late comers, besides deducting the Casual Leave for late attendance, appropriate action will also be taken including stoppage of pay for the concerned month.
- vi) In case, there is some difficulty in marking the biometric attendance, for any reason, the concerned official will submit an application stating the difficulty, which will be duly endorsed by the Branch Incharge, will be submitted for approval of the Ld. Registrar General for relaxation from marking the biometric attendance on the relevant date.
- vii) To ensure, that there is no difficulty in biometric attendance, arrangements will be made for marking of biometric attendance by any of the two fingers i.e. Index Finger and Middle Finger.

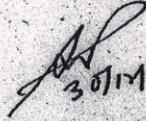
 30/12/13

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- viii) The Court staff and the staff attached to the Hon'ble Members will continue to mark their attendance in the attendance Register maintained in the Administration Branch. The above instructions will also regulate biometric attendance by these staff i.e. to the Court Staff and staff attached to the Hon'ble Members.
- ix) Consultants will also mark their attendance in the Attendance Register besides recording biometric attendance.

The above instructions may be complied strictly by all concerned. Defaulters, if any, will be dealt sternly and appropriate action will be taken by the Ld. Registrar General.

This issues with the approval of the Competent Authority.


30/1/13
(Sanjay Kumar)
Registrar General