

Dated: 20<sup>th</sup> December, 2013

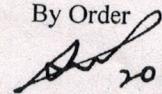
Office Order

With the approval of the Competent Authority, It was directed vide Order No NGT/80/2012/240 dated 1<sup>st</sup> November, 2013 that the National Green Tribunal Staff Members who had worked on Holidays for the Inaugural Function of the National Green Tribunal held on 18<sup>th</sup> October, 2013, be allowed 3 days leave in the month of November and December, 2013 and that batches of such NGT staff may be prepared so that half of them avail 3 days leave on 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> November and the remaining half avail 3 days leave on 23<sup>rd</sup>, 24<sup>th</sup> and 26<sup>th</sup> December, 2013.

His lordship has further directed that, in addition, 1 more leave may be allowed to the NGT staff, so that each NGT official is allowed not more than & 4 days special casual leave during the November & December holidays taken together.

1. a) The Concerned Branch Officers/ Branch I/charges may be requested to prepare the duty roster of the staff working under them for the month of December, 2013 on the basis of the leave availed by each of them during the month of November and giving them benefit of the unavailed leave then in the December, 2013 Holidays as earlier directed.
  - b) While preparing the roster, it may be ensured that –
    - (i) First and Last day of the December Holidays i.e. 21<sup>st</sup> December and 31<sup>st</sup> December, 2013 will be working day for all.
    - (ii) All the NGT Sections will remain open and functioning on all the working days.
    - (iii) The concerned officers, if not attending office will remain available on telephone for any urgent work.
    - (iv) At least, one official is available in each branch during each working day during December Holidays i.e. on 23<sup>rd</sup>, 24<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> and 30<sup>th</sup> December, 2013.
    - (v) The staff who have put in service of less than 6 months in the NGT and the staff who did not attend work on holidays for the Inaugural Function will not be allowed any of the above holidays.
    - (vi) The personal staff i.e. PA, Driver and MTS/Usher is not required by the Hon'ble Members, will report in the Administration Branch in for further assignments.
  - c) The roster so prepared be sent to the Administration Branch by 20<sup>th</sup> December, 2013 positively by 04.00 PM for information and approval of the Competent Authority.
2. PA to the Hon'ble Members send duty roster of their own and the other attached staff to the Administration by 20<sup>th</sup> December, 2013.
  3. Any officer/staff Member may be called for duty, if required.

By Order

  
20/12/13  
(Sanjay Kumar)  
Registrar General

To  
I/C of all Sections

Copy to:-

1. PPS to Hon'ble Chairperson
2. PA to All Hon'ble Judicial Member, Hon'ble Expert Member
3. DDO, NGT
4. Dy. Registrar, NGT
5. Guard File, Registrar General/NGT
6. Office file

  
20/12/13  
(Sanjay Kumar)  
Registrar General