

3694/NGT (PB)/(34)/Posting/Transfer/2012  
NATIONAL GREEN TRIBUNAL,  
Principal Bench, NEW DELHI

Faridkot House,  
Copernicus Marg, New Delhi-110001.  
Dated the 25<sup>th</sup> January, 2014

**OFFICE ORDER**

Shri Chandra Shekhar Thakur, Under Secretary, (MoEF) has joined the National Green Tribunal, on Friday the 24<sup>th</sup> January, 2014, (F.N.) in diverted capacity.

As approved by the Competent Authority, Shri Chandra Shekhar Thakur, Under Secretary, will look after the work of General Administration, pertaining to:

- a) Store & Stationery including printing of stationery/Calendar, preparation of I/Cards and Liveries.
- b) Care taking & Maintenance of services at the Faridkot House, including Civil, Electrical, Horticulture and facilities like telephone, internet & canteen etc.
- c) House Keeping, Hospitality and Pantry.

**STORE:**

- i) Shri Naveen Kumar Singh, Store Incharge
- ii) Shri Pradeep, Clerk
- iii) Shri Jitender, MTS

**CARE TAKING:**

- i) Shri Sanjay Kumar, MTS
- ii) Shri Leelu, MTS
- iii) Shri Puneet Tiwari, MTS

**HOUSE KEEPING:**

- i) Shri Ranjeet Rajoria, MTS

**HOSPITALITY/PANTRY:**

- i) Shri Om Parkash, MTS
- ii) Shri Vinod Kumar, MTS
- iii) Shri Umesh Chandra Niak, MTS

**Note:-**

- a) He will supervise purchase of store, caretaking and hospitality items

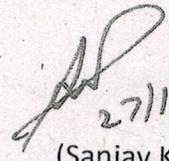
  
27/1/14

- b) He will supervise issuance of tenders/bids for out sourcing of services with regard to care taking, house-keeping, canteen, telephone/internet/TV Dish connection and functions etc.
- c) He will supervise execution of agreements/contracts for out sourcing of services in respect of above mentioned functions.
- d) Maintenance & furnishing of official residences of Hon'ble Chairperson and Hon'ble Members.
- e) Any other work assigned by the Competent Authority.

Shri R.D. Garg, Consultants may also associate the Under Secretary and continue to look after the work of Caretaking as before.

Consequent, upon his joining, all the work of General Administration will be looked after by him and all the files shall be routed directly through Ld. Registrar General to avoid delay.

This issues with the approval of the Competent Authority.

  
27/11/14  
(Sanjay Kumar)  
Registrar General

To  
Shri Chandra Shekhar Thakur, Under Secretary

Copy to:

1. PPS to Hon'ble Chairperson
2. PAs to all Hon'ble Members
3. Dy. Registrar, NGT
4. Under Secretary, MoEF, NGT
5. I/c All Sections
6. Guard File, NGT/Registrar General
7. Website, NGT
8. Notice Board
9. File concerned

  
27/11/14  
(Sanjay Kumar)  
Registrar General