



**NATIONAL GREEN TRIBUNAL  
EASTERN ZONE BENCH  
Finance Centre, 3<sup>rd</sup> Floor, Block III B  
New Town, Kolkata – 700 161  
(Phone: 033-2324 0089 Fax: 033-2324 0094)**

No.: 33/01/2021/NGT/EZB/Kol/Filing/Miscellaneous/ 308

Date: 07.05.2024

**OFFICE ORDER**

As directed, it is informed to all counsels/advocates/litigants and parties to the proceedings before the National Green Tribunal Eastern Zone Bench, Kolkata that any documents/Affidavits/CounterAffidavits/Reply/Rejoinder/Reports/Compilation of Judgments/Written Submission etc. containing annexures, **shall be filed only with an Index duly reflecting the Annexure Numbers and their corresponding pages**, respectively. It may please be noted that, as directed, documents filed without Index shall be put to defect.

It is also informed that documents pertaining to a case listed before the bench shall be **filed in the registry through e-filing portal, at least one day before the date of hearing.**

This order is issued with the approval of the Competent Authority and shall be strictly complied with and scrupulously followed by all concerned.

By order/-

*Sd/-*

(Raja Chatterjee)  
REGISTRAR

Copy to:

- i) Concerned File
- ii) Notice Board
- iii) Mr. Biswarup Roy, MTS for uploading the same in NGT website.
- iv) Guard File