

NGT(PB)/02/Admn/2014 / 362

April 27^R, 2018

OFFICE ORDER

The directions issued vide office order No. NGT/PB/Circular/Order/2016/375/RG/16/1294, dated 21.12.2016 are reiterated and it is hereby directed that:-

- (i) No employee of the Tribunal, except in the case of medical emergency, will proceed on leave ~~with~~ ^{without} the leave being sanctioned by the Competent Authority.
- (ii) Wherever leave is sanctioned and the employee joins/does not join upon expiry of the leave, the Administration Section shall tag the joining report to the file, while non-joining should be immediately put up to the Competent Authority.
- (iii) The leaves of all kinds except long leaves in excess of two weeks for all the employees below the rank of Section Officer shall be sanctioned by the Registrar General and the file would terminate there.
- (iv) The sanction order of the leave shall be issued by the Section Officer, if Section Officer is not available then by Assistant Registrar and if Assistant Registrar is not available then by Deputy Registrar and for that purpose the file need not be put up either to the Chairperson/Acting Chairperson or Registrar General, as the case may be.
- (v) It is decided that all the sections be directed to ensure that all the files including leave applications should be dealt with and forwarded to the higher authority and/or the concerned sections within 3 working days of its receipt. If any file is submitted upon expiry of the 3 working days, the reasons for delay should be explained when submitting the file to the higher authorities.

Non-compliance of the directions shall be viewed seriously and shall entail appropriate disciplinary action.

This issues with the approval of the Competent Authority.

(Mukesh Kumar Gupta)

Registrar General

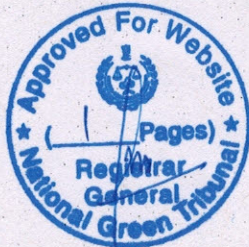
27 APR 2018

To

- (i) PAs to Hon'ble Members (with the directions to inform the Ushers attached with the Hon'ble Members)
- (ii) Ld. Registrars, NGT, Zonal Benches at Chennai, Bhopal, Pune & Kolkata.

Copy to:-

1. PPS to Hon'ble Chairperson
2. PS to Ld. Registrar General, NGT(PB)
3. Ld. Deputy Registrar, NGT(PB).
4. All Section Incharges, NGT(PB)
5. Notice Board of NGT, Principal Bench, New Delhi
6. Incharge, Computer Section of NGT (for uploading this notice on the website of NGT)
7. Guard File
8. Concerned Office File.



(Mukesh Kumar Gupta)

Registrar General

27 APR 2018