

**National Green Tribunal/राष्ट्रीय हरित अधिकरण**  
**Principal Bench/प्रधान न्यायपीठ**  
**Faridkot House/Copernicus Marg/फरीदकोट हाउस, कॉपरनिकस मार्ग,**  
**New Delhi/नई दिल्ली -110001**

NGT(PB)/02/Admn/2014 / 208

March, 5, 2018

**OFFICE ORDER**

The following directions issued vide office order No. NGT/(PB)/DR(J)/(02)/2017/511, dated 03.05.2017 may be reiterated and it is hereby directed to comply these directions strictly:-

"It will be the duty of the Ushers who will work in co-ordination with the Court MTSs posted in each Court i.e. Court No. 1 and Court No. 2 to ensure that the files are properly tagged and delivered to the Judicial Sections on the same day or on the next day. It will be the responsibility of the Ushers and the Court MTSs to keep the files in racks. It will be the duty of the Section Staff, MTSs and Assistants(Judicial) that the files are kept back and are taken out from the racks at proper times without delay. No files should be kept on the floor except when they are received and are ready for despatch to the Court or Chamber of the Hon'ble Members. It will be for the Ushers to keep the files of the Hon'ble Members in the Chamber and/or in their respective vehicles, if they are so directed to do so."

2. It is further directed that any deviation or non-observance of the above directions by any of the staff shall be viewed very seriously and strict appropriate action would be taken against the erring official, as per rules.

*Surjya Sankar Mishra*  
5.03.2018

**(Surjya Sankar Mishra)**  
Deputy Registrar  
(For Registrar General)

To

- (i) Court Masters of each court
- (ii) PAs to Hon'ble Members(with the directions to inform the Ushers attached with the Hon'ble Members)

Copy to:-

1. PPS to Hon'ble Chairperson
2. PS to Ld. Registrar General, NGT(PB)
3. The Registrars, NGT, Zonal Benches at Chennai, Bhopal, Pune & Kolkata.
4. Ld. Deputy Registrar, NGT(PB).
5. Assistant Registrar,(Judicial Section/Filing Counter)
6. Consultant, Judicial Section
7. Consultant(Admin)
8. Notice Board of NGT, Principal Bench, New Delhi
9. Incharge, Computer Section of NGT( for uploading this notice on the website of NGT)
10. Guard File
11. Concerned Office File.

*Surjya Sankar Mishra*  
5.03.2018

**(Surjya Sankar Mishra)**  
Deputy Registrar  
(For Registrar General)

