**OFFICE ORDER**

With the approval of Competent Authority, it has been decided to allow Officers and Staff of the NGT, Summer Vacation Leave, during ensuing Summer Vacation from Friday the 1st June, 2018 to Saturday the 30th June, 2018 as under:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designations</th>
<th>Leave Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Ld. Registrar General &amp; Ld. Registrars</td>
<td>3 weeks</td>
</tr>
<tr>
<td>(ii)</td>
<td>Ld. Deputy Registrar/ Deputy Registrars/ Deputy Controller of Accounts/ Assistant Registrars/ Accounts Officer and other officers / Consultants(outsourced) against the post of Assistant Registrars</td>
<td>2 weeks</td>
</tr>
<tr>
<td>(iii)</td>
<td>Section Officers/ Private Secretaries &amp; Other like officers/consultants against the post of PS &amp; all other staff and consultants other than MTSS &amp; Drivers</td>
<td>10 days</td>
</tr>
<tr>
<td>(iv)</td>
<td>MTSSs &amp; Drivers</td>
<td>6 days</td>
</tr>
</tbody>
</table>

2. The Concerned Branch Officers/ Branch I/charges, will prepare the duty roster of the staff working under them for the Summer Vacation Leave during 1st June, 2018 to 29th June, 2018, Batch-wise as under:-

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Designations</th>
<th>Leave Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>(v)</td>
<td>MTSSs &amp; Drivers</td>
<td>04.06.2018 to 09.06.2018</td>
</tr>
</tbody>
</table>

3. While preparing the roster, it should be ensured that-
   a) The officers and staff will be allowed either of the batches mentioned above and nobody would be allowed to split the batch i.e.
   b) The 30th June, 2018 will be working day for all.
   c) The staff, who have put in service of less than 3 months service in the NGT will not be allowed Special Casual Leave.

4. The roster so prepared be sent to the Administration Branch by 28th April, 2018 positively for information and approval of the Competent Authority.

5. The personal staff i.e. PA, Driver and MTSS/Usher, if not required by the Hon'ble Member, will report in the Administration Branch for further assignment. Accordingly, PAs to the Hon'ble Members will send duty roster of their own and the other attached staff, to the Administration by 28th April, 2018, which will be finalized by the Administration Section after examining the exact requirement.

Contd....
6. Duty Roster of the NGT Officers and Staff may be prepared, as per the period of Summer Vacation Leave, on the following conditions:

i) An officer of the National Green Tribunal would be on duty on each working day to receive the urgent Appeals/Applications etc.

ii) The duty batches be prepared in a manner that essential staff remains on duty in each Section of the NGT during the whole month of vacation i.e. June, 2018.

iii) No Administrative Officer/Staff Member shall be allowed Summer Vacation Leave, who have not completed 3 months service in the NGT as on 31.05.2018.

iv) All the officers and staff members shall punctually attend the office on the days of their duty period during the month of vacation in proper uniform.

v) During the Summer Vacation, all the officers and staff will not be granted any other type of leave in combination/continuation with Summer Vacation Leave, or otherwise. The staff who will avail any other kind of leave, his/her summer vacation leave will be treated as cancelled automatically and accordingly he/she will submit application for grant of any other kind of admissible leave for the period he/ she availed the Summer Vacation Leave, failing which such period will be treated as unauthorized absence. No request/representation will be entertained in this regard.

vi) The days for Summer Vacation Leave will be counted after including intervening holidays if any. Further, the Summer Vacation Leave will be granted in only one batch, and not in more than one batches except in special case, in the interest of administration only and not otherwise.

vii) Ld. Registrars of the respective Zonal Benches at Chennai, Bhopal, Pune and Kolkata, shall submit the duty batches of the staff working in the Zonal Benches respectively, to the Registrar General, Principal Bench, by 28th April, 2018.

viii) Once the order regarding finalization of batches will be issued, no request for any change in the duty batches will be entertained, however, the same can be changed in the interest of the administration, if required so.

ix) If any staff, who wish to avail any other kind of leave, in the month of June, 2018, he is directed to apply it at the earliest and in advance, so that the other staff of the concerned section may be allowed summer vacation leave accordingly.

This issues with the approval of Competent Authority.

Copy to:-
1. PPS to Hon’ble Chairperson
2. PS to Ld. Registrar General
3. The Registrars, NGT Zonal Benches at Chennai, Bhopal, Pune and Kolkata(By Fax)
4. The Deputy Registrar, NGT(PB)
5. DCA/DDO, National Green Tribunal (NGT).
6. Incharge, All Sections of NGT
7. PSs/PA to Hon’ble Members
8. Notice Board/Website of NGT
9. Guard File
10. Concerned files(02)