

**NATIONAL GREEN TRIBUNAL
PRINCIPAL BENCH
Faridkot House, Copernicus Marg
New Delhi**


No: NGT (PB)/Judicial/16/2020/467

Dated: 26.09.2020

OFFICE ORDER

With the approval of the Competent Authority, the following **Standard Operating Protocol is being issued for Virtual Video Conferencing Hearing in National Green Tribunal, Principal Bench, New Delhi** (This SOP shall also be applicable to hearings of Central, Eastern and Western Zonal Benches which are being conducted through Video Conferencing from Principal Bench. Southern Zonal Bench shall prepare its SOP on similar lines with required modifications) till further orders:-

1. There shall be no physical filings allowed in NGT. All pleadings shall be filed only through 'e-filing' module as available on the NGT website **www.greentribunal.gov.in**. Payment of fee and printing costs shall also be through online mode only.
2. No physical appearance shall be allowed in NGT premises. All hearings shall be conducted by the Hon'ble Benches of NGT through video conferencing only, unless otherwise permitted by the Hon'ble Bench. The parties / litigants / lawyers shall be at liberty to appear and participate through VC from their respective locations, without any need to physically travel to the jurisdictional Benches of NGT. Wherever the officers of various Ministries / Departments / Boards / Bodies (including the Chief Secretaries of States, Officers of CBCB, Officers of State PCBs/PCC, etc.) have been directed to appear before NGT, they may appear through VC mode and also instruct their Ld. Counsel to represent them and make submissions from their


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respective remote locations only. All reports, written submissions, audio/videos of oral submissions are to be sent only at the email ID **judicial-ngt@gov.in** (with copy to concerned zonal benches, that is, registrarngt-kolkata@gov.in, ngtczbbho-mp@gov.in, ngt-pune@gov.in, wherever applicable). All communications with respect to cases be made only at this email ID. Applications / Requests for urgent mentioning shall also be filed on this email ID, clearly disclosing the grounds of urgency. Application for adjournment be also filed, as per existing practice and applicable rules, through this e-mail ID. It may be noted that mere submitting of request or filing of such application would not amount to acceptance of request/application.

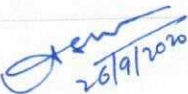
3. All pleadings/affidavits/reports should be filed in searchable PDF format and not in photo PDF format, to the extent possible. The reports received by NGT in cases shall be uploaded on website for perusal of the parties for prior access and response, if any. No sharing or filing of documents shall be allowed during the course of VC hearings. Documents are to be filed well in advance and in any case, not later than 12:00 noon on the working day prior to the date of hearing.
4. The matters to be taken up by the Hon'ble Benches shall be notified in advance on the NGT website under the Cause-List tab. Timings of sitting of the Hon'ble Benches shall be mentioned in the cause list.
5. For video conferencing, the NGT shall be using Cisco-Webex application. Parties may use their desktops/laptops/mobile phones/tablets for this purpose. It shall be the responsibility of the parties to ensure that their devices have requisite compatibility and upgradation to participate in VC hearings,

and to have stable internet connection of appropriate signal strength/bandwidth/speed (minimum 2 mbps) for uninterrupted hearings. Cisco-Webex application may be downloaded from its website/Google playstore/iOS store. Technical support, if required, in this regard can be requested at nationalgreentribunalvc@gmail.com or landline number 011-23043529 (Mr. Vikas/Mr. Satyender) from 10:00 AM to 04:00 PM on all working days.

6. To join the video conference hearing, the parties shall have to send their request on email ID **judicial-ngt@gov.in**, giving name and title of the case, his email ID, his mobile number and alternative phone number. Such request has to be made at least one working day in advance of listing of matter. Wherever such a request is received with correct particulars, the web-link and password to join shall be sent by the NGT on the email ID of the party/lawyer well before the hearing. The link shall be personal and it is expected that the same is not further shared or forwarded. A single party should not log-in through multiple devices into same VC room.
7. The parties/counsel shall join the VC hearing by entering the username as "**Item (number)-(Name)-(Designation)**" e.g. "Item 4-XYZ-Adv for Respondent No. 2" or "Item 12-XYZ-Petitioner in person". This is important to ensure that no necessary party is logged-out by the moderator. Any user entering the VC room with any other username or in any other format or with unidentifiable username, shall be logged out and shall be requested to join again with correct format. It is advisable that the parties join the VC room before the Hon'ble Bench commences the session.

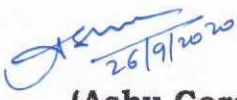

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8. Once the parties are able to join VC hearing, they are required to wait patiently for their turn. In case of unmanageable disturbance, the moderator may be required by the Hon'ble Bench to shift the waiting parties to "lobby" or virtual waiting room during course of proceedings, or even to temporarily lock the meeting room, in which case the said parties should remain logged-in and wait for their turn to be re-joined in court room.
9. Once joined in VC hearing room, all parties shall ensure that they keep the Mic of their devices on mute/off mode. The same shall be unmuted as and when the Hon'ble Bench requires the party to make submissions, and shall be muted again as soon as submissions are made. When one party is making submissions, it is important that all other participants keep their respective Mic muted, failing which there is possibility of the Mic catching audio feed from the speakers and creating echo/noise-disturbance which might disturb VC hearings. Simultaneous submissions by more than one party at a time should be avoided. Parties / Lawyers should also recheck that while they speak, their Camera is 'On' and Mic is on 'Unmute' mode. Once the hearing of a matter is over, the parties to that matter shall log-out from the VC meeting room, so as to minimize the possibility of noise-disturbance in hearing of other matters.
10. In case the VC hearing gets disrupted due to technical fault or disturbance, the parties may be joined through tele-conferencing. The parties shall keep their phones available for incoming calls for joining them in the tele-conferencing, if so directed by the Hon'ble Bench.
11. For facilitating smooth conduct of VC hearings, the Registry may create a Whatsapp group and join the participating


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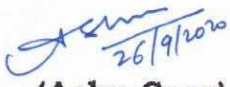
parties/lawyers and the moderator, for communicating instructions instantly. The parties are requested to cooperate and coordinate in the same.

12. Being judicial proceedings, it is expected that the parties would maintain appropriate decorum with regard to dress, comments and conduct. The parties shall ensure that the VC proceedings are neither recorded/stored nor broadcasted/published in any manner whatsoever.
13. The orders / judgements passed by the Hon'ble Bench shall be uploaded on the website in due course.


(Ashu Garg)
Registrar General

Copy to :

1. PPS to Hon'ble Chairperson
2. PA to Hon'ble Members
3. PS to Registrar General
4. Ld. Registrar of all Zonal Benches
5. PA to Dy. Registrar (Judicial)
6. Consultant (Judicial / Admin./Pro)
7. Court Masters
8. President NGT Bar Association
9. NGT Bar Notice Board
10. NGT Notice Board
11. Guard File NGT
12. Computer Section (For Uploading on the Website)


(Ashu Garg)
Registrar General

**National Green Tribunal
Principal Bench
Faridkot House, Copernicus Marg
New Delhi**

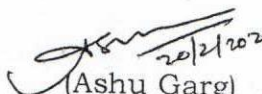
NGT(PB)/RG/2018/134

20th February, 2020

OFFICE ORDER

With the approval of the Competent Authority, it is hereby directed that:-

No adjournment will normally be granted once the matter appears on the cause list. However in exceptional circumstances, a prayer for adjournment can be considered on merits with the consent of all parties, or otherwise, if a prayer is made at least three days in advance, on prescribed Performa by e-mail judicial-ngt@gov.in. If adjournment is granted, change in the cause list will be made and will be reflected in the cause list available on the website.

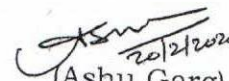

(Ashu Garg)
Registrar General

To

1. All Registrars, NGT Zonal Benches
2. Court Masters of Court No.1 & 2, NGT, PB, New Delhi

Copy to

1. PPS to Hon'ble Chairperson
2. PA to Registrar General/Guard File NGT
3. PA to Deputy Registrar, NGT, PB.
4. President NGT Bar Association
5. Consultant (Admn/Judicial)
6. File concerned
7. NGT Bar Notice Board
8. NGT Notice Board
9. NGT Website


(Ashu Garg)
Registrar General

BEFORE THE NATIONAL GREEN TRIBUNAL, PRINCIPAL BENCH, NEW DELHI

APPLICATION FOR ADJOURNMENT

To,

**The Deputy Registrar (Judicial)
National Green Tribunal
New Delhi**

Madam,

Kindly Postpone the hearing of the case/s particulars whereof are given below:

1. Case No.:
2. Is it admission or after notice Misc., or final :
hearing matter
3. Name of the Applicant/Appellant :
4. Name of the Respondent :
5. Name of the advocates for both the parties
in proper sequence with their signature in
token of consent for adjournment :
6. Name of the Court with date which dealt
with the matter on the last hearing :
7. Next date of hearing :
8. Reason for Adjournment
9. No. of adjournments already taken :
10. If there interim stay in the matter :
11. Order of the Deputy Registrar (Judicial)
Re : Postponement of the matter :

I understand that this application is no guarantee for adjournment. Acceptance of the application is subject to satisfaction of the Tribunal.

**Signature of the Applicant
Advocate with address**