

**CENTRAL POLLUTION CONTROL BOARD**

(Ministry of Environment, Forests & Climate Change)

Parivesh Bhawan, East Arjun Nagar

Delhi - 110032

F.No.Legal/(Misc.)/2016

Date :14.07.2017

OFFICE ORDER

Consequent upon appointment of Smt. Urmila Thakur as Law Officer vide Office Order No.20015/327/2016/LO/Admn(R)/772, dated 07.07.2017 the work is assigned as under in order to smooth functioning of Law Division - I,

S. No.	Name & Designation	Assignment
1.	Smt. Urmila Thakur Law Officer (LO-I) Report to : Shri Gurnam Singh, AD-LAW-I	(i) All pending and arising cases before the High Court of Delhi including preparation and finalisation of affidavits; (ii) All pending and arising cases before the National Green Tribunal, Principal Bench, New Delhi including preparation and finalisation of affidavits; (iii) All pending and arising cases of service matters before the Central Administrative Tribunal, Principal Bench, New Delhi including preparation and finalisation of affidavits; (iv) Replies under the RTI Act pertaining to their assignment. (v) Reply to Parliament Question pertaining to their assignment. (vi) Compilation of Notifications; (vii) Matters referred by MoEF&CC/ States/SPCBs/PCCs of UTs; (viii) Preparation & submission of daily updation of cases of various Courts of Delhi. (ix) Any other matter as referred by the Competent Authority.
2.	Shri Kamal Bandhu Asst. Law Officer (ALO-I) Report to : Smt. Urmila Thakur Law Officer (LO-I)	(i) All pending and arising cases before the High Court of Delhi including preparation and finalisation of affidavits; (ii) All pending and arising cases before the National Green Tribunal, Principal Bench, New Delhi including preparation and finalisation of affidavits; (iii) All pending and arising cases of service matters before the Central Administrative Tribunal, Principal Bench, New Delhi including preparation and finalisation of affidavits; (iv) Replies under the RTI Act pertaining to their assignment. (v) Reply to Parliament Question pertaining to their assignment. (vi) Compilation of Notifications; (vii) Matters referred by MoEF&CC/ States/SPCBs/PCCs of UTs; (viii) Preparation & submission of daily updation of cases of various Courts of Delhi. (ix) Any other matter as referred by the Competent Authority.
3.	Shri Bhupender Kumar, Legal Assistant Report to: Shri Kamal Bandhu Asst. Law Officer (ALO-I)	(i) To assist Law Officer-I and Assistant Law Officer-I in preparation & finalisation of affidavits for various Courts in Delhi. (ii) To attend Hon'ble High Court, National Green Tribunal and other Courts on daily basis to assist empanelled Advocates as per Cause List. (iii) To prepare and submit daily status of proceedings of Cases of various Court of Delhi. (iv) Any other matters assigned by ALO-I, LO-I & AD-LAW-I.

4.	Ms. Niti Choudhary, Legal Assistant Report to: Shri Kamal Bandhu Asth. Law Officer (ALO-I)	(i) To assist Law Officer-I and Assistant Law Officer-I in preparation & finalisation of affidavits for various Courts in Delhi. (ii) To attend Hon'ble High Court, National Green Tribunal and other Courts on daily basis to assist empanelled Advocates as per Cause List. (iii) To prepare and submit daily status of proceedings of Cases of various Court of Delhi. (iv) Any other matters assigned by ALO-I, LO-I & AD-LAW-I.
5.	Ms. A.Geetha Muthulakshmi Legal Assistant Report to: Shri Kamal Bandhu Asst. Law Officer (ALO-I)	(i) To assist Law Officer-I and Assistant Law Officer-I in preparation & finalisation of affidavits for various Courts in Delhi. (ii) To attend Hon'ble High Court, National Green Tribunal and other Courts on daily basis to assist empanelled Advocates as per Cause List. (iii) To prepare and submit daily status of proceedings of Cases of various Court of Delhi. Any other matters assigned by ALO-I, LO-I & AD-LAW-I.
6.	Ms. Preety Goel, Legal Assistant Report to: Shri Kamal Bandhu Asst. Law Officer (ALO-I)	(i) To assist Law Officer-I and Assistant Law Officer-I in preparation & finalisation of affidavits for various Courts in Delhi. (ii) To attend Hon'ble High Court, National Green Tribunal and other Courts on daily basis to assist empanelled Advocates as per Cause List. (iii) To prepare and submit daily status of proceedings of Cases of various Court of Delhi. (iv) Any other matters assigned by ALO-I, LO-I & AD-LAW-I.
7.	Smt. Sushma Dutta, DEO, Gd-I Report to: Smt. Urmila Thakur Law Officer(LO-I) & AD-LAW-I	All Secretarial Assistance to Smt.Urmila Thakur, LO-I of Law Division - I
8.	Shri Vikas Pal DEO Report to: Shri Kamal Bandhu Asst. Law Officer (ALO-I)	All Secretarial Assistance to Shri Kamal Bandhu, ALO-I and Legal Assistants

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(Gurnam Singh)
AD-LAW-I

All concerned

Copy to :

1. PS to CCB : for kind information of CCB
2. PS to MS : for kind information of MS
3. All Divisional Heads, H.Q. Delhi
4. All Regional Directors
5. Sr. Administrative Officer
6. Administrative Officer (P)
7. Office Order File
8. All Concerned

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: With a request to provide technical inputs/affidavits in advance for the matters to be filed in Hon'ble Courts to take approval of Competent Authority

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(Gurnam Singh)
AD-LAW-I