

FOREST ADMINISTRATION & ACCOUNTS PROCEDURE

ARTI CHAUDHARY

Dated 12.08.2021

FOREST ADMINISTRATION

- ORGANISATION SET UP –
 - ORGANOGRAM OF FOREST DEPARTMENT
 - MANAGING THROUGH OFFICE - OFFICE PROCEDURE, APARs, DISCIPLINE MATTERS, LEGAL MATTERS etc.
 - MANAGING THROUGH FIELD - RANGE INSPECTION: FORMS, RECORDS, REGISTERS
- ELECTION PROCESS, ASSEMBLY/ PARLIAMENT QUESTIONS, COMMITTEES etc
- E-GOVERNANCE POLICY & GUIDELINES,
- FOREST PLANNING & BUDGETING, ASSET MANAGEMENT, MIS

FOREST ACCOUNTS

- FOREST ACCOUNTS AND REVENUE ACCOUNTS
- DEPARTMENTALISED ACCOUNTING SYSTEM
- BUDGET, REVENUE RECEIPTS
- CUSTODY & PAYMENT OF GOVT. MONEY
- CONTROL OF EXPENDITURE & RECONCILIATION
- ADMINISTRATIVE AND FINANCIAL POWERS
- DELEGATION OF FINANCIAL POWERS
- FOREST OFFICERS AS DDOs

FOREST ACCOUNTS

- AUDIT- INTERNAL AUDIT
- ACCOUNTS CODE
- STORES – PURCHASE, MAINTENANCE, WRITE-OFF
- WITHDRAWAL FROM GOVERNMENT ACCOUNT – PERSONAL CLAIMS, CONTIGENT CHARGES, DISBURSEMENTS
- INCOME TAX PROCEDURE - FOR DDOs
- MAINTENANCE OF GROUP 'D' STAFF GPF ACCOUNTS

List of Topics covered

S. No.	Subject	Sessions
1	Leave Rules	1
2	TA/DA Rules	1
		1
		1
3	Conduct Rules	1
		1
		1
4	OVF	1
		1
5	Forest Administration	1
6	Disciplinary Proceedings	2
	APAR/Vigilance Clearance/IPR	2
7	Right to Information Act	2
8	Prevention of Sexual Harassement in Work Place	2
Total		17

Secretary/PCCF(HoFF)



SS/AS/JS (Wing)/APCCF/CCF



Under Secretary (Branch)/DCF



Section Officer (Section)

COMMUNICATION

COMMUNICATION TYPES

- ENDORSEMENT
- PRESS COMMUNIQUE/ NOTE
- RESOLUTION
- NOTIFICATION
- ORDER
- OFFICE ORDER
- INTER DEPARTMENTAL NOTE
- OFFICE MEMORANDUM
- LETTER
- D.O. LETTER
- CIRCULAR
- MINUTES OF THE MEETING
- NOTICE

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FORMS OF COMMUNICATION - TARGET GROUPS

LETTER

- OFFICES
- PUBLIC ENTERPRISES
- STATUTORY AUTHORITIES
PUBLIC BODIES
ATTACHED/
SUBORDINATE
OFFICES
- MEMBERS OF PUBLIC

DO LETTER

- EQUIVALENT LEVEL OFFICERS / ONE OR TWO LEVELS ABOVE THE SENDER
- NON OFFICIALS

OFFICE MEMORANDUM

- ATTACHED/
SUBORDINATE
OFFICES,
- OTHER
MIN./DEPT.
- OTHER
SECTIONS/
UNITS OF
SAME MIN./
DEPT.
- OFFICERS /
EMPLOYEES.

I.D. NOTE

- OTHER
MINISTRIES/
DEPTT.

FILE

- **File** - A collection of papers on a specific subject matter, assigned a file number and consisting of one or more of the following parts:
 - (a) Notes
 - (b) Correspondence
 - (c) Appendix to Notes and
 - (d) Appendix to correspondence.

- **Correspondence portion:**

- The portion of file containing **'receipts'**
- office copies of the communications **issued** from the file
- including self-contained inter-departmental notes

- **Notes portion:**

- The portion containing notes or minutes recorded on a case.

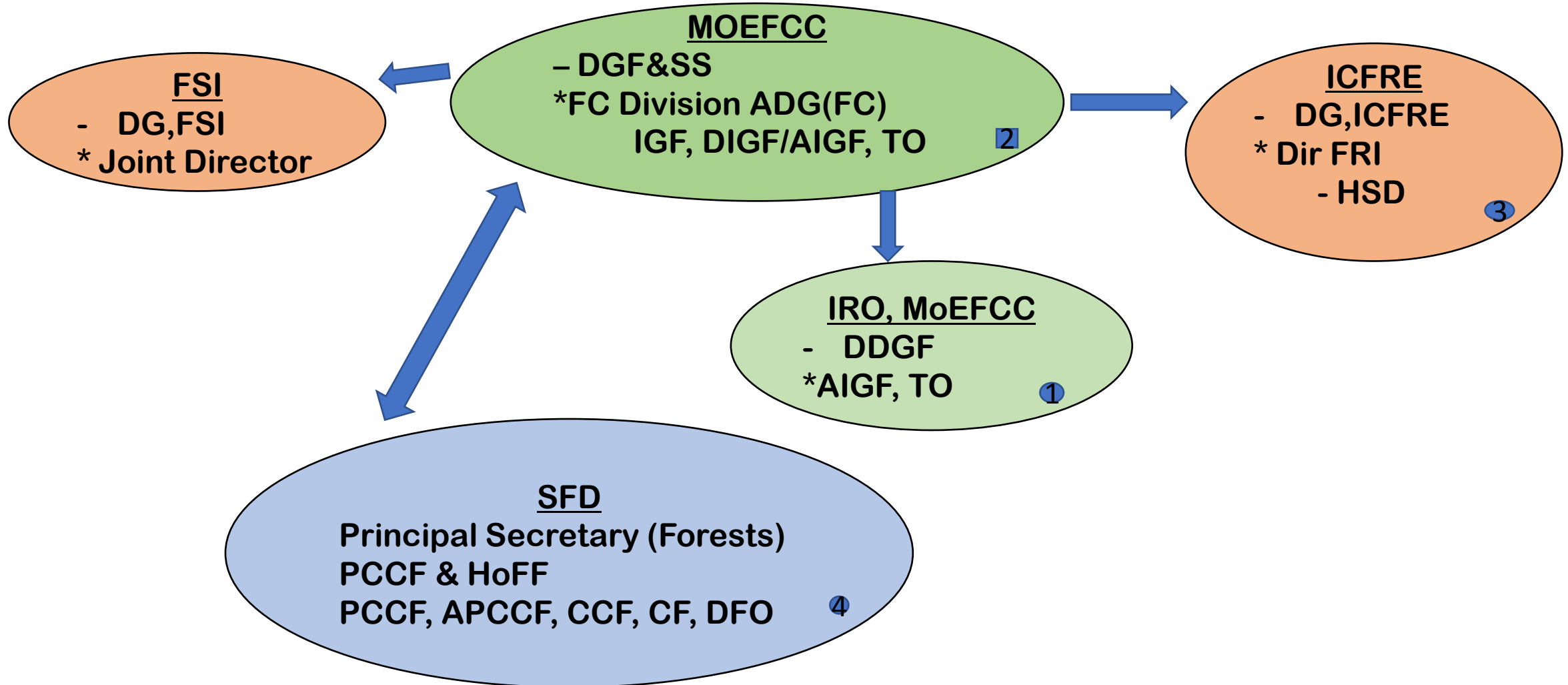
Appendix to correspondence' in relation to a file:

- Lengthy enclosures to a communication (whether receipt or issue) on the file
- inclusion of which in the correspondence portion is likely to obstruct smooth reading of the correspondence
- or make the correspondence portion unwieldy.

- **Note** — The remarks recorded on a case to facilitate its disposal; it includes
 - a summary of previous papers
 - a statement or an analysis of the questions requiring decision
 - indication of the rules/precedent/resource position,
 - suggestions regarding the course of action
 - final orders passed thereon.

Appendix to notes in relation to a file

- A lengthy summary or statement containing detailed information concerning certain aspects of the question discussed on the file
- incorporation of which in the main note is likely to obscure the main point or
- make the main note unnecessarily lengthy.



ASHOK BARNWAL
IAS
Principal Secretary



Government of Madhya Pradesh
Department of Forest
Vallabh Bhavan, Phase-II, Bhopal
Tel.: 0755-2708325, 27008330
E-mail : psforestmp@gmail.com

D.O.No. F 25108/2016/10-3

Bhopal, Date...05/11/2020

O/o Addl. Director General of Forests (FC)
Dy. No. <u>348757</u>
Date... <u>12/11/20</u>

ABG (AB)
Pr. Director
S
12/11/20

Deen Shri Kumar

In compliance to the directions given by the Govt of India in pursuant to the order of Hon'ble Supreme Court of India in writ petition IA NO 424 in WP (Civil) No 202/95, permission for working in the forest areas of the State is being given by the Regional Office of MOEFCC at Bhopal. Generally such permissions are given to the State in the month of August every year based on the prescriptions of the Working Plan and relying on the compliance report of regeneration work done in the worked coupes of the previous year. That has been the practice so far.

In the current year, the Regional Office has issued a new set of formats submitting the details of the marked trees coupe wise. The State Forest Department has already submitted the requisite information for the coupes due for the year 2020-21, 819 coupes of 24 Forest Divisions being managed under Selection-Cum-Improvement Working Circle and 483 coupes of 26 Forest Divisions being managed under Improvement Working Circle. The Regional Office, Bhopal has imposed the set of conditions as follows:

1. Selection-Cum-Improvement Working Circle:
 - Only Dead trees shall be removed in the Pre-selection girth class in place of Dead/Dying/Diseased trees. Volume of such trees shall be compensated against the volume of trees marked in the Selection girth.
 - Coupes with abnormally low or high number of trees marked shall be deferred.
2. Improvement Working Circle:
 - Trees <60 cm girth are only allowed to be felled.
 - Felling of trees >60 cm girth shall not be allowed. However, if dead trees are felled >60 cm of girth, then the volume shall have to be adjusted against the volume of trees marked in the SCI Working Circle.

Dead/Dying/Diseased trees are removed with an objective to sanitise and improve the hygiene of the forest.

O/o DGF & SS
Dy. No. <u>348757</u>
Date... <u>12/11/20</u>

continue..... 2

1/2/1

Madhya Pradesh has been known for its traditional forestry practices and has the legacy of adhering to the Working Plan prescriptions. Marking of the trees in SCI and IWC are carried out looking at the objectives of managing the compartments allotted to the corresponding working circle. Charts in the working plan are based on a sampling suggesting a broader picture. Inspecting the site and marking of the trees is done meticulously taking a holistic view in managing the forest.

Annual approval for working in the coupes may be considered based on the previous practice of relying on the area regenerated in the worked coupes of the preceding year. The same practice may kindly be followed to keep the traditional healthy forest practices as per the prescriptions of the approved working plans. The Regional Office, Bhopal may kindly be so directed.

Sincerely,

Ragade,

(Ashok Barnwal)

✓
Shri Sanjay Kumar
Special Secretary,
Ministry of Environment, Forests & Climate Change,
Indira Paryavaran Bhavan, Jorbagh road,
New Delhi-110003.





भारत सरकार
GOVERNMENT OF INDIA
पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय
MINISTRY OF ENVIRONMENT, FOREST AND
CLIMATE CHANGE

F. No: 12-4/89(FOR)/006

To,

The Additional Director General of Forests (FC)
MoEFCC,
New Delhi

Sub: **The Proposal for felling/ clearing of naturally grown trees in the purpose of using it for reforestation for the year 2020-21 for nine Lamta, Barghat, Kundam, Umaria, Rewa-Sidhi, Mohagaon, Vidisha and Sehore Project Division of MPRVVN Ltd., Govt. of Madhya Pra**

Ref: 1) The State Govt letter no. 25-108/2016/10-3/1477 dt. 06/11/2020 (A-I)
2) The MoM of 52nd REC dt. 25/11/2020 (A-II)
3) The M.D., MPRVVN, MP letter no. VVN/PN/3259 dt. 08/12/2020.(A-III)
4) The MoM of 53rd REC dt. 24/12/2020 (A-IV)

Sir,

The proposal for felling / clearing of naturally grown trees in the forest land for using it for re-afforestation in the nine (9) project divisions i.e. Lamta, Barghat, Rewa-Sidhi, Mohagaon, Vidisha-Raisen, Khandwa and Sehore Project Division of Govt. of Madhya Pradesh was received in this office vide State Govt letter dt. 06/11/2020 (page no. 2) and it was examined and division wise data is presented in Table no.1).

The proposal submitted by the State Govt dt. 06/11/2020 was placed on 25/11/2020 at Agenda no.6. (A-II / Page no. 6) The coupes proposed for operation and analysed on DSS platform of FSI, Dehradun and results can be seen in Table no.1).

As there was a considerable variation in the data of Table no.2, therefore file was obtained from MPRVVN and the correct DSS data is shown in Tab Detailed DSS analysis division wise can be seen at Annexures (A-V to XIII / Page no. 1).

The following facts are clear from the analysed data of the divisions (Table no. 1).

- Madhya Pradesh Rajya Van Vikas Nigam Ltd. has proposed to remove 25.05 cum/ha from natural forest by felling/ clearing natural trees.
- This removal is more than 55% of the available volume and many more increment of the forest area.
- On an average 105 trees/ha (natural trees) and 14.42 cum/ha (volume) from the coupes have been proposed to remove / cut.
- MPRVVN has proposed to clear/ remove large no. natural trees over land including around 4148 hectares of MDF+VDF areas also.

In this connection, the kind attention is drawn to the following provisions of Court orders, Acts, Rules and Regulations:

- The Hon'ble Supreme Court of India order dt. 22/09/2000 in Writ petition no. 202/95 (page no. 125), order prohibits the felling of trees without order as per approved Working Plans and order mainly deals with reforestation activities in State of Madhya Pradesh and says:

"We are sure that the Central Government will deal with any such request in State expeditiously, and keeping in mind all factors including the principle of sustainable development."

- The Sub-Rule 3 of Rule 7 of Forest Conservation (Rules), 2003 (amended up to 2017) (A-XV) (page no. 132) states that :
 - All proposals involving clearing of trees in forest land or portion thereof for the purpose of using it for re-afforestation shall be finally disposed of by the Regional Office within a period of sixty days of receipt of the proposal by the State Government or the Union territory Administration, as the case may be.
 - While examining the proposal, the Regional Office shall ensure that the decision is in conformity with the National Forest Policy, Working Plan Code 2014 and other relevant rules and guidelines issued by the Government from time to time.
- The ADGF (FC), MoEFCC DO letter no. 9-7/2010-ROHQ(Vol.II) dt. 08/11/2020 (page no. 134) directed to Regional Office that

"While considering proposals to undertake felling and regeneration activities in the Regional Office should ensure that such proposals are as per provisions of National Working Plan Code 2014".

- Provisions of National Working Plan Code-2014 (A-XVII / Page no. 136):
 - Para 64.4 (page no. 136-137): "The removal should not exceed the normal yield, except to facilitate natural regeneration. This can be facilitated through field visits, reports and allocation / utilization of funds provided in the budget for plantations and silvicultural operations."
 - The Para 2.6.8 (page no. 138) reads as "The yield calculation method for sustainable harvesting should be indicated. There must be provision for adjustment of extra ordinary felling against future yields to ensure a regenerative capacity of the forests for enhanced carbon sequestration."
 - The Para 6.4 (page no. 139) "Details to be given based on survey and analysis of areas under the plantation. About 10% of the total forest area may be reserved for production forestry by raising quality plantation, however no part of any portion thereof can be cleared of trees which have grown in that land or portion, for the purpose of using it for afforestation."
 - The Para 7.1 (page no. 139) reads as "Details of all removals of timber should be given in the control forms. Harvest should not be less than the accretion (growing stock/MAI)."

The proposal was placed in the 52nd REC dt. 25/11/2020 at Agenda no. 6 (A-II / page no. 6). The REC has the power to consider the felling proposal as per the National Working Plan Code 2014. Looking to the data presented in Table 1, 2 & 3, the present proposal attracts Para 64.4, Para 6.4 and Para 7.1 of National Working Plan Code 2014 and Sub rule 3 of Rule 7 of Forest Conservation Rules-2003 and the ADGF (FC) MoEFCC, New Delhi Do letter no. ROHQ(Vol-II) dt. 08/11/2020 (A-XVI / Page No.134) and hence not in the power of REC or recommend due to excessive felling over large natural forest (including MDF+VDF) area in this proposal. Details given in Annexure-II (page no. 6).

Accordingly, 52nd REC dt. 25/11/2020 at Agenda no. 6 (A-II / page no. 6) recommend the proposal with certain specific conditions and based on the above principles Bhopal may issue the felling permission order:

- The MPRVVN will submit the KML file of coupe area, the stock map of coupe area with the demarcation of felling area on the coupe map. The IRO, Bhopal will conduct DSS analysis of coupe and felling area.
- Accordingly the felling permission for area having CD < 0.4 will be permitted operations in accordance to provisions of NWPC, 2014.

- In case there is considerable variation in the DSS and field as reported by the MPRVVN, then areas will be decided based on the ground truthing report in the Joint Committee of MPRVVN & IRO, Bhopal. Further, site inspection may be conducted for validation by IRO, Bhopal.
- The area having CD ≥ 0.4 i.e. MDF & VDF area, felling permission cannot be considered & permitted as it is not in the power of REC to consider and it attracts Para 64.4, Para 2.6.8, Para 6.4 and Para 7.1 of National Working Plan Code 2014 and rules, guidelines and acts framed under F(C)A Rules 2003 and orders of Hon'ble Supreme Court of India dt. 22/09/2020.
- The felling permission will be issued for individual project division.

The MPRVVN vide its letter no 3259 dt. 08/12/2020 again requested the REC members to reconsider the decision taken in 52nd REC meeting. This was again discussed in the 53rd REC (A-IV / Page No. 16 to 18) meeting on 24/12/2020. The REC decided to take guidance / directions from MoEFCC, New Delhi in this regards. The point wise reply of the representation of MD, MPRVVN is submitted at A-XVIII / page no. 140 to 147.

The MoM of ADGF(FC) meeting on 26/11/2020 (A-XIX / page no. 1548) at Para 8 stated that "Any working plan prescriptions that are contrary to Ministry's guidelines or any court directions may be declined by IRO citing specific reasons for the same."

In this connection, the undersigned would like to place following points for your kind consideration & perusal:

- The MPRVVN, MP proposal shows on an average of removal of 105 trees / ha and 14.42 cum / ha, that means heavy felling /clearing of natural trees of the forest land for the purpose of using it for re-afforestation which is not as per the provisions of National Working Plan Code 2014.
- The felling and regeneration operations are proposed in MDF & VDF areas also.
- This removal attracts Para 64.4, Para 2.6.8, Para 6.4 and Para 7.1 of National Working Plan Code 2014 and Sub-Rule 3 of Rule 7 of Forest Conservation (Rules), 2003 (amended up to August 2017) and the ADGF (FC) MoEFCC, New Delhi Do letter no. 9-7/2020-ROHQ(Vol-II) dt. 08/11/2020.
- Such heavy felling is not in the power of REC for approval or recommendations.

It is, therefore, requested to provide guidance / directions for such proposals of felling / clearing of natural trees of the forest for the purpose of using it for re-afforestation of MPRVVN, Govt. of Madhya Pradesh that involve heavy felling of natural trees in MDF & VDF areas also and which it is not in the power of REC to consider / recommend such proposals.

Submitted with kind request for your guidance / directions, please.

Thanking You,
Regards.

(Bibhash Kumar Thakur)
Dy. Director General of Forests (C)
IRO, Bhopal

Encl:

- A-I : The State Govt letter no. 25-108/2016/10-3/1477 dt. 06/11/2020.
- A-II: The MoM of 52nd REC dt. 25/11/2020.
- A-III: The M.D., MPRVVN, MP letter no. VVN/PN/3259 dt. 08/12/2020.
- A-IV: The MoM of 53rd REC dt. 24/12/2020.
- A-V to XIII: Detailed DSS analysis division for nine project divisions i.e. Lamta, Barghat, Kundam, Umaria, Rewa-Sidhi, Mohagaon, Vidisha-Raisen, Khandwa and Sehore Project Division under MPRVVN Ltd., Govt. of Madhya Pradesh.
- A-XIV: Hon'ble Supreme Court of India order dt. 22/09/2000 in Writ petition no. 202/95.

BR



Government of India
Ministry of Environment, Forest and Climate Change
(ROHQ Division)

By Speed Post/Email

Indira Paryavaran Bhawan
Jor Bagh Road Aliganj,
New Delhi – 110003

Dated: 2nd February, 2021

To,
The Director General,
Indian Council of Forestry Research and Education (ICFRE),
Dehradun.

Sub: a. Felling permission proposal from the Govt. of Madhya Pradesh
b. Proposal for felling/clearing of naturally grown trees in the forest land for the purpose of using it for reforestation for the year 2020-21 for nine (9) project divisions Lamta, Bargaht, Kundam, Umaria, Rewa-Sidhi, Mohagaon, Vidisha-Raisen, Khndwa and Schore Project Division of MPRVVN Ltd., Government of Madhya Pradesh-reg.

Sir,

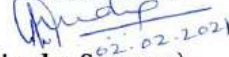
I am directed to refer to MoEF&CC letter of even number dated 18.12.2020 (copy enclosed) and to forward herewith IRO Bhopal's Letter dated 05.01.2021 (copy enclosed) along with the all relevant documents from IRO Bhopal, Govt. of MP, Court Orders etc. and to request you to depute Head, Silviculture Division, ICFRE along with one senior Scientist of the Division to visit the site and submit a report on principles of sustainable management of forests to this Ministry within 10 days on the issues raised in IRO Bhopal's letter dated 5th January, 2021.

2. The team shall be accompanied by one official from FSI who is well versed in growing stock estimation. Report shall be submitted within 10 days' time for early resolution of the issues.

3. This issues with the approval of the competent authority.

Encl: as above

Yours faithfully,



(Brijendra Swaroop)

Inspector General of Forests (ROHQ)

Tel: 011-24695355

E-mail: brijendra.swaroop@gov.in

Copy to: -

1. **DG, FSI, Dehradun** – with a request you to depute a person who is well versed with growing stock estimation.
2. **The Principal Secretary**, Govt. of Madhya Pradesh, Department of Forests,

भारतीय वन सर्वेक्षण

FOREST SURVEY OF INDIA



(भारत सरकार, पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय)
(Govt. of India, Ministry of Environment, Forests & Climate Change)
कोलागढ़ मार्ग, पो०आ०-आई०पी०ई०
Kaulagarh Road, P.O. – I.P.E.
देहरादून – 248 195
Dehradun – 248 195

No. 27-251/2015-FI-Vol.II 213

Dated: the 3rd February, 2021

To

Shri Brijendra Swaroop
Inspector General of Forests (ROHQ)
Ministry of Environment, Forest and Climate Change,
Indira Paryavaran Bhawan,
Jor Bagh Road, Aliganj,
New Delhi – 110 003

Sub: a. Felling permission proposal from the Government Of Madhya Pradesh
b. Proposal for felling /clearing of naturally grown trees in the forest land for the purpose of using it for reforestation for the year 2020-21 for nine (9) project divisions Lamta, Bargaht, Kundam, Umaria, Rewa-Sidhi, Mohagaon, Vidisha-Raisen, Khndwa and Schore Project Division of MPRVVN Ltd., Government of Madhya Pradesh- reg.

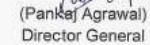
Sir,

Kindly refer to your letter no. 9-1/2020-ROHQ dated 2nd February 2020 on the above subject. In this matter, Shri B. H. Naik, Assistant Director, Forest Survey of India, Central Zone, Nagpur who is well versed with Growing Stock estimation, is nominated from Forest Survey of India to accompany the team. Contact details of Shri Naik are as follows:

- a) Phone: +91-712-2510194 (O)
- b) Mobile: +91-9822262078

This is for your kind information and necessary action.

Yours faithfully,


(Pankaj Agrawal)
Director General

Copy for kind information and necessary action to:

1. The DDGF (Central) Integrated Regional Office, MoEF&CC, Bhopal.
2. The Regional Director, Forest Survey of India, Central Zone Nagpur.
3. The Head, Silviculture Division, Forest Research Institute, ICFRE Dehradun
4. Shri B. H. Naik, Assistant Director, FSI, Central Zone, Nagpur with the directions to contact Smt. Arti Chaudhary, Head, Silviculture Division, Forest Research Institute, ICFRE Dehradun, Contact number: 9456367226, for proceeding further in the matter.

(Pankaj Agrawal)
Director General

Website : www.fsi.nic.in

EPABX : 91 (0135)2754191

Tel/Fax: 91(0135) 2754507



विभाग
उत्तरी मण्डल

दीपे जीर आहार्ये

PUC is a letter dt 2.2.2021 from IGF (RO HQ),
MoEF&CC addressed to DG, ICFAE requesting to
depute Head Silviculture, PAI, ICFAE & one
senior scientist to visit the site (not specified
clearly) and submit a report on principles of
sustainable management of forests to MoEFCC
within 10 days, on issues raised in IRD Bhopal's
letter dt 5.1.2021.

In this regard tour program of undersigned &
Dr. Dinesh Kumar, Secy ^G, SFM Division is
submitted for approval plz —

4.2.2021 - Dehradun to New Delhi - By Road
5.2.2021 - New Delhi to Bhopal, M.P. - By Air
6.2.2021 - Bhopal to New Delhi - By Air
7.2.2021 - New Delhi to D. d. - By Air / By Road

The return tickets will be booked after reaching
Bhopal & evaluating the time required for assigned
works only. For consideration plz. The home tour
is proposed to be done by drawing advance from
Punjab CAPRA project.
Submitted plz.

D/ICFAE
GCR/HSD

3/2

PUC

Reference letter

Context

Decision required

Approval / consent



**MINUTES OF MEETING HELD ON 05.02.2021
IRO BHOPAL'S LETTER DATED 05.02.2021**

The meeting of the team deputed by the Ministry of Environment, Forest and Climate Change, New Delhi comprising of Senior Scientist Research Institute, Jabalpur & representative from leadership of Head Silviculture from FRI Dehradun, by the PCCF & HoFF Madhya Pradesh Forest Department, Pradesh Rajya Van Vikas Nigam Ltd and the team General Forests (Central) was held on 05.02.2021 to discuss the issues raised by IRO Bhopal vide letter dated 05.02.2021.

The list of participants is at Annexure-I.

I. The main issues discussed were –

1. Felling permission proposal under Working Plan
i. Proposal for felling/clearing of natural trees for purpose of using it for reforestation Divisions Lamta, Bargaht, Kundam, Raisen, Khndwa and Sehore project Madhya Pradesh.
2. Provisions of various court orders, Acts, and rules
i. Hon'ble Supreme Court/ NGT Orders
ii. Forest Conservation Act 1980 & FC Act 1980
iii. Working Plan Code 2014
3. The coupe/section conditions w.r.t area to be expected/incidental yield from the annual coupe are sustainable or not.

II. The MPRVVN Ltd. made a detailed present of IRO Bhopal's letter dt 5.1.2021 and related matters desired on issues were -

1. As per State Forest Policy, 10% of total forest area to be reserved for protection and management. The land to be transferred for protection approved as per land transfer policy 2003 & 2008.
2. The methodology adopted in the approved Working Plan includes felling the area after 100 m per ha and leaving a five meter wide strip section. Felling is followed by regeneration (IFC). Planted area must have good mix of species.
3. The procedure/ conditions to be adhered to has been recommended by Committee constituted approved/ supported by MoEF in 2001 vide letter followed by MPRVVN.
4. In Plantation WC, the following prescrip

- a. The sections size at a place should not be less than 5 m wide strip of natural forest should be retained in area where plantations are made.
- b. 40-50 healthy trees per ha. of 10-15 cm diameter retained in area where plantations are made.
- c. No fruit trees, rare species and trees of medicinal value should be felled.
- d. No felling shall be done on either side of the road at 20m distance.
- e. Felling & Regeneration permission is not to be granted in the previous years. Upto CD 0.50. Forests with coppice crop and inadequately reserved.
- f. Considering the objectives of Nigam and Forest Act, there should be on retention of trees as per area.
- g. Working Plan Stock Maps should be there and analysis.
- h. The Final Felling Permission in Plantation should be as per prescription approved by IRO General Forests (Central).
- i. Directions in the NGT Order dated 10.02.2016 and decisions taken in the meeting held on 05.02.2021.
- j. GOI opinion is requested to define open areas.
- k. National Working Plan Code clarification on annual felling. (letter year 08.11.2016).
- l. Any other terms or conditions which are not should not be imposed. The new & a should be done in consultation with State Forest Department.

III. The IRO Bhopal highlighted the following issues:

1. The proposal of MPRVVN includes an area of 25.05 cum/ha out of 25.05 cum/ha (which are for felling/clearing natural trees for purpose of plantation).
2. Felling & regeneration is proposed in MI.
3. Extent of powers delegated by MoEF to MPRVVN operations.
4. Provisions of Sub rule 3 of Rule 7 of FC Act 1980.
5. Provisions in Working Plan Code 2014 – 2018.
6. Reference was also made to Hon'ble Court's Petition No.202/95 and NGT order dt 10.02.2016 on impact on above approvals.

The issues were noted and it was suggested that MPRVVN earlier and some proposed for working this from ICFRE/FRI. It was decided to visit few sites for better understanding of the matter.

The meeting ended with vote of thanks.

[Team Visit to Bhopal from 5/2/21 to 6/2/21 in pursuance of the meeting held on 05.02.2021]

Annexure -I

The meeting was attended by following officers –

1. Shri Rajesh Srivastava, PCCF & HoFF Madhya Pradesh Forest Department.
2. Sh. R.K. Gupta, Managing Director, Forest Development Corporation Ltd.
3. Sh. B.B. Singh, PCCF (Working Plan)
4. Smt. Arti Chaudhary, Head, Silviculture & Forest Management Division, FRI, Dehradun
5. Dr. Dinesh Kumar, Scientist – G, Forest Research Institute, Dehradun.
6. Dr. S. Sarvanan, Scientist – F, Tropical Forest Research Institute, Jabalpur.
7. Dr. Dheeraj Gupta, Scientist – C, Tropical Forest Research Institute, Jabalpur.
8. Sh. B.H. Nayak, Assistant Director, Regional Officer, FSZ Nagpur.
9. Sh. Atul Kumar Jain, Upper Managing Director, Forest Development Corporation Ltd.
10. Sh. Chitranjan Tyagi, APCCF (Development)
11. Sh. Sudip Singh, Upper Managing Director (Forest Corporation)
12. Dr. U.K. Subudhi, Regional General Manager, Bhopal, M.P.
13. Sh. B.K. Thakur, DDG (Central), Integrated Regional Office, Bhopal
14. Sh. Abhay Bhaskar, AIGF (Central) Integrated Regional Office, Bhopal

REPORT

- [Noting](#)
- [Letter](#)
- [The Report](#)

दिनांक
जयपुरी समिति

टीपे और जाहानये

As directed in letter dated 2-2-2021 (PUC) the visit of team from PAI & TFRE Jabalpur along with representative from FSI, Nagpur was conducted to Bhopal from 5-2-2021 to 7-2-2021. The draft report is prepared in consultation with all team members & submitted for perusal & approval of DG, ICFAE.

The Committee recommends the permission of working proposed in Plantation Working Circle of B divisions with usual conditions as applicable in such approvals under respective Acts (FCA 1920).

Based on the sites visited in Vidisha KasiSen Division and as per the information made available by SFD & MPKVVN, it is scientifically appropriate to work the degraded forests selected by State of MP for handing over to MPKVVN in order to improve the productivity of these areas by taking up intensive management under Plantation Working Circle as per prescriptions made in approved working plans.

Submitted for perusal/approval to:-

D/PAI

DG/ICFAE

Dr. P. P. P.
HOD.

Daly
8/3/2021

8/3/21

8/3/21





आरती चौधरी, भा.व.से

प्रमुख,
वन संवर्धन एवं प्रबंधन प्रभाग

Arti Chaudhary, IFS

Head,
Silviculture & Forest
Management Division

No. 2-137/2021-HSD/ 131

To

Inspector General of Fore
MoEF&CC, Government of
Indira Paryavaran Bhavan
Jor Bagh Road, Aliganj
New Delhi - 110003

Sub: 1. Felling permission
2. Proposal for clear
using it for refore
**Bargaht, Kum
Khndwa and 3
Pradesh**

Ref: Letter No.9-1/2020-ROHQ

Sir,

I am directed to refer to
Senior Scientists from FRI Dehra
from FSI under the leadership of
6/02/2021 as per the directions of

The meeting of above te
department headed by the PCCI
Madhya Pradesh Rajya Van Vikas
Director General Forests (Central)
IRO Bhopal vide letter dated 5.1.2

The issues discussed du
matter, few sites were visited in V
MPRVVN earlier and some areas
recommendations are included in
directed vide above cited letter ar

After careful study & an
Dehradun, Tropical Forest Res
leadership of Head Silviculture r
Working Circle of eight divisions
approvals under respective Acts.
work the degraded forest areas s

to the MPRVVN need to be ma
the productivity in such areas.

Further, in this regard |

I. Facts submitted from T

- The objective of man
for assessment of the
objectives in this case
the approved working

2.4 प्रबंधन के विशेष

*मध्य प्रदेश वन वि
सागौन वन विकसित
आर जका उपवेदय
प्रजाति का वृक्षारोपण
सतत प्रक्रिया के रूप
उन्हे कार्य आयोजना*

- The working Plan of
Management' and guk
05-01-2001 and accor
- The yield calculation n
is regulated by area. 1

2.8 उपज

*इस कृत में कार्य का
होगी यह आकस्मिक।
जायेगा। वार्षिक कृषी
आदि को ध्यान में र
उत्पादन प्राप्त हो, पर
तथा वनोपज का व्य
उपलब्धता तथा उपज
का आकार निर्धारित।
विहीन निम्न संवेदि
उपज प्राप्त होने की
क्षेत्रफल को प्राथमिक
समान क्षेत्रफल उपज
क्षेत्रों में इस कार्य
उपलब्धता की निरंतर*

- The observations poin
specifically take into a
proposed & approved
forest areas with the o
is low and/or growing
scanty natural regener

II

*We therefore hold that there is no material whatsoever to hold th
MPFDC is in any manner carrying out its activities in derogation
working plan.*

- In response to another application requesting the for an impa
magnitude of loss caused to the forest area by the for
Respondents to stop cutting trees/forest unwarrantedly as the
the environment, NGT Bhopal Bench in OA No. 48/2017 has p
2017 *inter alia* mentioning that-

*"It is evident from the report of the Commissioner that th
subsequent teak plantation have been carried out in accord
plan duly approved by the MoEF&CC, GoI and the felling of t
area allotted in the Working Plan..... Under these circum
teak plantation carried out by Forest Development Corporatio
quite commendable."*

**From above orders it is apparent that the Hon'ble Court
working of forests in accordance with the working plan duly
Government of India.**

III. Provisions of National Working Plan Code 2014 (Pt. no. 4)

Para 64.4 *The removal should not exceed the increment
natural regeneration.*

Suitable provision needs to be clearly indicated in the WP Co
noticed for consideration at the time of revision of Working Plan Code 20
be initiated separately & comments will be invited from State Forest Di
such difficulties faced in implementation of the Working plans due to pr
in the Code). The more appropriate provision applicable in instant
reproduced below:

*Para 86 Plantation Working Circle: There shall be an ex
working circle in the working plan to cover existing plantations, b
suitable for ANR, clear felled areas, road side, river side, canal side,
lands under CAMPA etc. which are suitable for plantations will be in
years of plan period along with prescription of sustainable managem*

Para 2.6.8 *The yield calculation method adopted for sust
indicated. There must be provision for adjustment of extra ordinary
ensure vitality and regenerative capacity of the forests for enhanced ca*

The Yield calculation method adopted has been clearly spelt
Plans. The above provision (**Para 2.6.8**) is specifically referred in ca
cyclones/ tsunami/ floods etc where large scale destruction oc
infrastructure of the district/ state may require *extra ordinary felling*
against future fellings in the remaining or subsequent working plan per
case of provisions made in working plan as per para 86 or efforts to
productivity through quality plantation activities as in **para 6.4**

Para 6.4 *Details to be given based on survey and assessment
About 10% of the total forest area may be brought under product
plantation, however no forest land or any portion thereof can be clea
naturally in that land or portion, for the purpose of using it for afforesta*

As per the M.P. State Forest Policy (2005), clause 1.12.5, 10% of forest area should be kept
under intensive management for wood production in order to bridge the gap between the demand
and supply. The MPRVVN has been working as per guidelines issued by GoI in its letter dated
05.01.2001 & directions given in subsequent approvals, where 40-60 trees per ha are reserved apart
from 5 meter strip of natural forests in every 20 ha section as well as all protected areas and
plantation is carried out in the gaps. The same is applicable for current year also in the felling
proposal & may not be equated with clear-felling.

*Para 7.1 Details of all removals of timber except for petty felling as per the control forms.
Harvest should not exceed the accretion (growing stock/ MAI).*

The Coupe Control Forms are maintained regularly, as reported by MPRVVN. Further,
considering their mandate and the methodology followed for intensive management, it is understood
that in the long run (considering the entire rotation period of 60 years) the accretion achieved is more
than removal. At the same time the quality of forest is also improved to a great extent.

However, a separate clause needs to be clearly indicated in the WP Code in such cases where
the objective of management is towards enhancement of forest productivity through quality
plantation activities. The same has been noted for consideration at the time of revision of Working
Plan Code 2014.

The other points raised in the reference letter regarding DSS application in according felling
permission, final felling permission, NTFP plantation etc, which are elaborated in the proceedings
signed by the PCCF & HoFF and MD MPRVVN & enclosed separately (Annexure 'C'), require
administrative decision & hence comments may be treated as nil.

This report is submitted with the approval of DG, ICFRE, Dehradun.

Encl As above

Yours sincerely

(Arti Chaudhary)

Copy to:

- 1- PS to DG, ICFRE for kind information of DG, ICFRE.
- 2- Secretary, ICFRE, Dehradun w.r.t. letter No. 36-2/2020-ICFRE, dated 18.02.2021 for
information.



A Report on

PRINCIPLES OF SUSTAINABLE MANAGEMENT OF FORESTS

(special reference to the management of teak forests in Madhya Pradesh)

Background: MoEF&CC vide letter dated 18.12.2020 and 2.2.2021 directed Indian Council of Forestry Research & Education to depute a team of senior Scientists from FRI Dehradun, Tropical Forest Research Institute, Jabalpur & representative from FSI under the leadership of Head Silviculture, FRI Dehradun for site visit in context with the felling permission proposal from Govt. of Madhya Pradesh and the observations made by IRO Bhopal vide letter dated 05.01.2021 in similar context.

In compliance to above directions the team comprising of the following scientists/officers visited Bhopal, Madhya Pradesh:

- i. Smti Arti Chaudhary, IFS, Head Silviculture & Forest Management Division, Forest Research Institute, Dehradun
- ii. Dr Dinesh Kumar, Scientist 'G', Silviculture & Forest Management Division, Forest Research Institute, Dehradun
- iii. Dr S. Saravanan, Scientist 'F', Division, Silviculture & Forest Management Division, Tropical Forest Research Institute, Jabalpur
- iv. Shri Dheeraj Kumar Gupta, Scientist 'D' Forest Ecology and Climate Change Division, Tropical Forest Research Institute, Jabalpur
- v. Shri B. H. Naik, Assistant Director, Forest Survey of India, Central Zone, Nagpur.

The site visit was conducted from 5/02/2021 to 6/02/2021 and three sites were seen in Vidisha Raisen Division.

Introduction

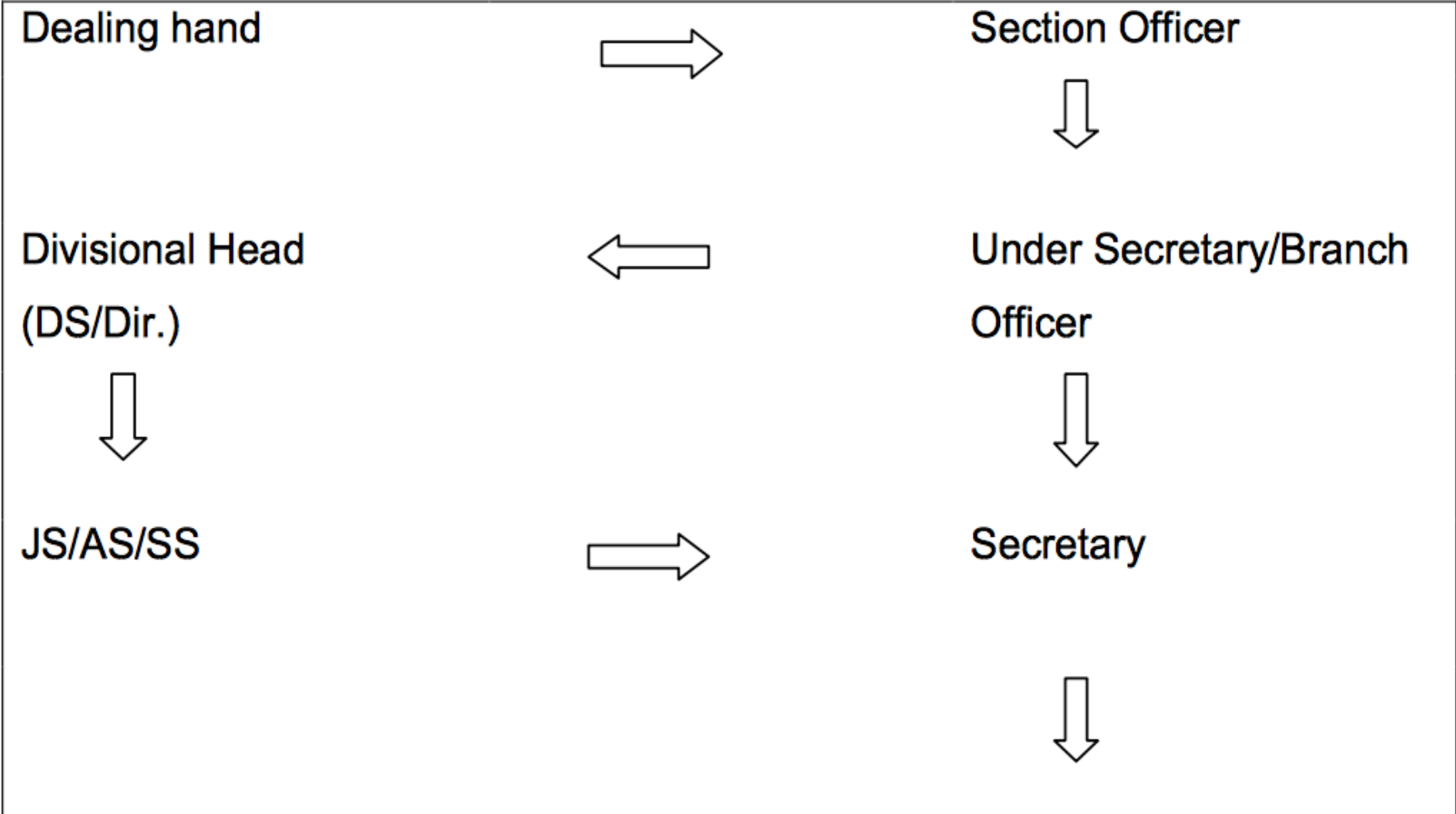
The Sustainable forest management is defined as the “use of forests and forest lands in such a way that maintains their biodiversity, productivity, regeneration capacity and their ecological, economic and social functions while not causing harm to other ecosystems” (Lal, J.B. 2015). Other widely accepted definition of sustainable forest management is that provides regular yield of forest produce without destroying or radically altering the composition and structure of natural forest as a whole” (Wyatt-Smith, 1987).

Recognition of the fundamental importance of the principle of sustainability is essential in the preparation and subsequent implementation of prescriptions in a forest management plan, irrespective of the objectives of management. Sustainable management of forests may be regarded as one of the most important contributions which the forestry sector can make to programmes of national development in developing countries. Sustainability cannot be based upon a single product; management should aim at the production, and potential production, of a diversity of forest products.

- Background
- Introduction
- Observations
- Present status....(facts)
- Comments/
Recommendations/
Conclusion
- References, if any

FILE MANAGEMENT

Movement of files



- **Standard Process Sheets** –

- For dealing with cases of repetitive nature e.g. leave sanction, GPF Advances, HBA etc.,
- standard process sheets may be devised by the respective Ministries/Departments.
- No notes need be recorded in such cases.

Level of disposal and channel of submission:

- (i) The number of levels through which a file passes for a decision shall not exceed four.
- (ii) Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over, who in suitable cases could resubmit the cases for reconsideration.

Guidelines for noting

- The **dealing hand** shall append full signature, name and date on the **left below the note**.
- An **officer** shall append full signature **on the right hand side of the note** with name, designation and date. In an electronic environment **digital signature** will be appended at each level.
- While preparing/ submitting **Notes for the Cabinet/Cabinet Committees/Groups of Ministers** & Committee of Secretaries, the format prescribed in Cabinet Secretariat website (www.cabsec.nic.in) (as amended from time to time) may be followed.

Guidelines for noting

- All notes will be concise and to the point. Lengthy notes are to be avoided, by shifting bulk of material to statements placed below.
- The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.

Guidelines for noting

- When passing orders or making suggestions, an officer will confine his note to the actual points he/she proposes to make without reiterating the ground already covered in the previous notes.
- If he/she agrees to the line of action suggested in the preceding note, he will merely append his signature.

Guidelines for noting

- Any officer, who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary
- Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note with proper referencing, rather than reproducing the relevant provisions in the note.

Running summary of facts of a case

- A summary of the facts of the case updated from time to time to incorporate significant developments as and when they take place.
- This may be termed 'Self Contained Note' if it figures in the notes portion of the file.
- It is placed below the notes portion to avoid repeated recapitulation of the case

Guidelines for noting

- If apparent errors or incorrect statements in a case have to be pointed out or
- if an opinion expressed therein has to be criticized,
- care should be taken to phrase the observations objectively, in courteous and moderate language free from personal remarks.

Guidelines for noting

- A note will be divided into serially numbered paragraphs of easy size, say ten lines each.
- Paragraphs may preferably have brief titles.
- The first few paragraphs will give the
 - profile of the problem,
 - position of rules,
 - Precedents (continued.....)

Guidelines for noting

- position of resources with
 - proper analysis & sequence and
 - an indication of the evidence and
 - the conclusions reached.
-
- The final paragraph should weigh the arguments and recommend the best course of action, with a supporting draft communication, if necessary

Modification of notes or orders

- Senior officers should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them.
- The higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes.
- Pasting over a note or a portion of it to conceal, shall not be done. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

Aids to processing

- Each section shall keep in the knowledge management system of the Department the following records/electronic records for important subjects dealt with by it:
 - (a) precedent book;
 - (b) standard process sheets; and
 - (c) transcripts of important discussions and minutes.
 - (d) copies of Acts, rules, orders and instructions concerning the subjects dealt with each Department shall be maintained both in physical form as well as on the website.;
 - (e) Guard file.

APPENDIX 27
PRECEDENT BOOK
[Vide para 110]

Heading Pay Fixation etc.....

Decision or ruling in brief	File No.	Page No.	Date	Remarks

Oral discussions

- i. All points emerging from discussions (including telephonic discussions) and the conclusions reached shall be recorded precisely on the relevant file at the earliest, by the officer authorizing action.

- ii. All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them.

Oral instructions by higher officers

- ◆ Where an officer is giving direction (including telephonic direction) for taking action in any case in respect of matters on which the officer or subordinate has powers to decide, the officer shall ordinarily do so in writing.
- ◆ If the circumstances of the case are such that there is no time for giving the instructions in writing, they should follow it up by a written confirmation at the earliest.

Oral instructions by higher officers

- ❖ When an officer is acting under instructions of an official superior, he shall obtain the directions in writing wherever practical before carrying out the instructions.
- ❖ Where it is not possible to do so, he shall obtain written confirmation of the directions, as soon thereafter as possible.
- ❖ If the officer giving the instructions is not the immediate official superior but is one higher to the latter in the hierarchy, the officer shall bring such instructions to the notice of the immediate superior at the earliest, and thereafter the latter will obtain the written confirmation of the directions from the senior officer who gave the instructions.

Oral orders on behalf of or from Minister

- Whenever a member of the **personal staff of a Minister** communicates to any officer an **oral order** on behalf of the Minister, it shall be **confirmed by her/him in writing**, immediately thereafter.
- If any officer receives **oral instructions** from the Minister or from her/his Personal staff and the orders **are in accordance with the norms, rules, regulations** or procedures they should be brought to the notice of the Secretary (or the HoD)

Oral orders on behalf of or from Minister

- In all cases of **oral/orders which are not in accordance with the norms, rules, regulations** or procedures, clear orders from the Secretary (or the HoD) should be sought about **the line of action** to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures.
- In rare and urgent cases when the Minister is on tour/is unwell and the approval has to be taken urgently on telephone, the decision of the Minister shall be conveyed by the Private Secretary. In such cases, **confirmation of Minister shall be obtained, subsequently** at the earliest.

Confirmation of oral instructions

- ✧ If an officer seeks **confirmation of oral instructions given by his superior**, the latter should confirm it in writing whenever such confirmation is sought.
- ✧ Receipt of communications from junior officers seeking confirmation of oral instructions shall **be acknowledged** by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

Filing of papers

- i. Papers required to be filed will be punched neatly on the left hand top corner and tagged onto the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from right to left.
- ii. Both “notes portion” and “correspondence portion” will be placed in a single file cover.

Filing of papers

- When the “notes” plus the “correspondence” portion of the file become bulky (**say exceeds 150-200 pages**), it will be marked “Volume I”. Further papers on the subject will be added to the new volume of the same file, which will be marked “Volume II”, and so on.
- In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made
- (vi) On top of the first page of the note portion in each volume of the file, file number, name of the Ministry/Department, name of branch/section subject of the file and classification of file will be mentioned. A similar procedure will be followed on file cover also.

Referencing

- Every page in each part of file (notes, correspondence and appendix to correspondence/notes) will be consecutively numbered in separate series on **the top right hand corner**.
- In **an electronic environment** the number of page and Serial number of Receipts/Issue will be **generated automatically**.
- The **docketing** will also take place immediately below the note which has culminated in issuance of fair signed communication(s) in question.

Docketing

- 'Making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.

Referencing

- The drafts of letters issued having crucial policy, financial and vigilance implications, where the drafts have been changed by Senior Officers in the process of movement of files upwards, barring grammatical corrections should also form a part of the correspondence portion, which shall be numbered ad seriatim.
- The document under consideration on a file shall be flagged "PUC" and the latest fresh receipt noted upon, as "FR". If there is more than one "FR" they shall be flagged separately as "FR-I", "FR-II" and so on.

- **'Paper under consideration (PUC)'** — A receipt pertaining to a case, the consideration of which is the subject matter of the case.
- **'Fresh Receipt (FR)'** — Any subsequent receipt on a case which brings in additional information to aid the disposal of a paper under consideration.

Linking of files

- If the issues raised in two or more current files are inter-connected, the relevant files shall be linked.
- After completion of action, the linked files be de-linked after taking relevant extracts.

Use of urgency grading

- The urgency grading advised are Immediate, Priority and Top Priority.
- The label Immediate will be used only in cases requiring prompt attention.
- Amongst the rest, the Priority label will be used for cases which merit disposal in precedence to others of ordinary nature.
- Top Priority will be applied in extremely urgent cases.

COMMUNICATION

Endorsement

- This form is used when a paper has to be returned in original to the sender
or
- the paper in original or its copy is sent to another department or office, for information or action.
- It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed.

GOVERNMENT OF INDIA

(Bharat Sarkar)

Department of

(.....Vibhag)

New Delhi, the 2010

A copy each of the papers mentioned below is forwarded for information and necessary action.

(A.B. C.)

Under Secretary to the Govt. of India

Tele. No.

List of papers forwarded.

(1)

(2)

To



Press communique/note

- This form is used when it is proposed to give wide publicity to a decision of government.
- A press communique is more formal in character than a press note and is expected to be reproduced intact by the press.
- A press note is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.

Not to be published or broadcast before a.m./p.m. on
day, the 2010.

PRESS COMMUNIQUE/NOTE

In response to public demand, the Government of India have appointed a commission to go into the problem of and make suitable recommendations to the Government.

2. The Commission will consist of Shri as Chairman and the following as members;

- (i)
- (ii)
- (iii)

3. In making its recommendations, the Commission is expected to give consideration to the following matters;

- (a)
- (b)
- (c)

4. The Commission is expected to submit its report to the Government by

Department of
(..... Vibhag)

New Delhi, the 2010

No.



Resolution

- This form of communication is used for making public announcement of decisions of government in important matters of policy
- e.g., the policy of industrial licensing, appointment of committees or commissions of enquiry.
- Resolutions are also published in the Gazette of India.

GOVERNMENT OF INDIA
(Bharat Sarkar) Department
of
(..... Vibhag)

New Delhi, the 2010

RESOLUTION

The Government of India have had under consideration the question of further improving the efficiency of the departments and services concerned with the collection of revenue. As a first step in that direction the President has been pleased, under the powers vested in him under Article of the Constitution of India, to decide that a Class I Central Service to be known as 'India Revenue Service' should be constituted with effect from

(A.B.C.)
Secretary to the Government of India

ORDER

ORDERED that a copy of the resolution be communicated to

ORDERED also that the resolution be published in the Gazette of India for general information.

(A.B.C.)
Secretary to the Govt. of India

To
The Manager,
Government of India Press,



Notification

- This form is mostly used in notifying the promulgation of statutory rules and orders, appointments and promotions of gazetted officers, etc. through publications in the Gazette of India.

(To be published in Part I Section 2 of the Gazette of India)

F.No. 24012/03/2020-IFS-II

Government of India
Ministry of Environment, Forest & Climate Change

Indira Paryavaran Bhawan,
6th Floor, Prithvi Block,
Jor Bagh Road, Ali Ganj
New Delhi -110003.

Dated: 31st March, 2021

NOTIFICATION

The President is pleased to accept the **Technical Resignation** tendered by Shri **Shrikant Kundalik Khandekar**, IFS (P), 2019-21 Course (Uttarakhand cadre) from IFS w.e.f. **09.10.2020 (A/N)**, consequent to his appointment in Indian Administrative Service (IAS) on the basis of result of CSE, 2019.


(Ramesh Chandra Jha)

Under Secretary to the Government of India
Tel:011-24695383.

To,

The Manager,
Govt. of India Press,
Faridabad (Haryana)-with a copy of Hindi Version.

Copy to:-

1. The Secretary, DoP&T, Government of India, North Block, New Delhi.
2. The Secretary, Union Public Service Commission, Dholpur House, New Delhi.
3. The Director, Indira Gandhi National Forest Academy, P.O. New Forest, Dehradun, for information and necessary action.
4. The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, for information and necessary action.
5. The Chief Secretary, Government of Uttarakhand.
6. The Principal Secretary (Forests), Government of Uttarakhand.

(TO BE PUBLISHED IN PART-I SECTION (II) OF THE GAZETTE OF INDIA)

Government of India
Ministry of Environment, Forest and Climate Change

Indira Paryavaran Bhawan,
Prithvi Wing, 6th Floor, Jor bagh Road,
Ali Ganj, New Delhi-110003.
Dated the 15th January, 2021

NOTIFICATION

F.No.19011/03/2021-IFS-I. The President is pleased to appoint Shri N.C. Saravanan, IFS(AGMUT:2002) to the post of Additional Professor, Indira Gandhi National Forest Academy, Ministry of Environment, Forest and Climate Change, Dehradun in the Pay Level – 13A(Rs. 131100-216600/-) as per 7th CPC Pay Matrix, on deputation basis under the Central Staffing Scheme of the Ministry of Environment, Forest and Climate Change w.e.f. 10.11.2020(AN) for a period upto 31.10.2022 or until further orders, whichever is earlier.



(Subir Kumar)

Under Secretary to the Government of India

To

The Manager,
Government of India Press,
Minto Road, New Delhi (with a copy of Hindi version)

Distribution:

1. PS to Hon'ble Minister of Environment, Forest and Climate Change.
2. PS to Hon'ble Minister of State for Environment, Forest and Climate Change.
3. PPS to Secretary(EF&CC)/PPS to DGF & SS/ PS to ADGF(WL)/ ADGF(FC)/ ADGF(PT) &MS(NTCA)/PS to all JSs/ All IGF/ DIG(RT)/ DIGF/ AIGF/ US (ROHQ) in this Ministry.
4. The Additional Professor,(Administration), IGNFA, Dehradun
5. The DDO, IGNFA, MoEFCC, Dehradun.
6. Shri N C Saravanan, IFS(AGMUT:2002), Additional Professor, IGNFA, Dehradun.
7. P & AO, Ministry of Environment, Forest and Climate Change, New Delhi.
8. NIC-Cell for putting on the IFS website
9. Personal file/Guard file.
10. SO(AGMUT)/P-II/GA/Library.
11. Guard file/ Spare copies.

---2/-

(8) Notification

[To be published in the Gazette of India, Part I, Section 2]

GOVERNMENT OF INDIA

(Bharat Sarkar)

Department of

(.....Vibhag)

New Delhi, the 2010

NOTIFICATION

No.Shri X.Y.Z., Under Secretary in the Department
of..... is appointed to officiate as Deputy Secretary in that Department
vice Shri transferred to the Department of

(A.B.C.)

Joint Secretary

No.

The Manager,

Government of India Press,
(Bharat Sarkar Press) FARIDABAD

'Copy forwarded for information to :

(1)

(2)

(3)

(D.E.F.)

Under Secretary to the Govt. of India



Order

This form is generally used for issuing:

- certain types of financial sanctions &
- for communicating government orders in disciplinary cases, etc., to the officials concerned.

No
GOVERNMENT OF INDIA
(Bharat Sarkar)
Department of
(.....Vibhag)

New Delhi, the 2010

ORDER

Shri a lower Division Clerk in the Department of is hereby informed that it is proposed to take action against him under rule of

2. Shri is hereby given an opportunity to make such representation as he may wish to make against the proposal within seven days from the date of issue of this order. .

3.

4.

(D.E.F.)

Deputy Secretary to the Govt. of India
Tel. No.

To
Shri L.D.C.
.....

No

GOVERNMENT OF INDIA
(Bharat Sarkar)
Department of
(.....Vibhag)

New Delhi, the 2010

ORDER

Sanction of the President is accorded under rule 10 of the Delegation of Financial Powers Rules, to the write off irrecoverable loss of Rs. 5000 (Rupees Five Thousand only) being the value of the following articles belonging to this department.

- (1)XXXXX
- (2)XXXXX

(A.B.C.)
Under Secretary to the Govt. of India
Tel. No.....:

- Copy forwarded to :
- 1. The A.G.C.R., New Delhi.
 - 2. Internal Finance Section.
 - 3. Cash Section.

भारत सरकार / Govt. of India
इन्दिरा गांधी राष्ट्रीय वन अकादमी / Indira Gandhi National Forest Academy
डाकघर- न्यू फॉरेस्ट / P.O.-New Forest, देहरादून/Dehradun

सं./No.

दिनांक/Date

स्वीकृति आदेश / Sanction Order

नीचे दिए गए विवरण के अनुसार (निर्माण) कार्यों/वस्तुओं की खरीद/कार्यों के लिए ₹.
(₹) की स्वीकृति दी जाती है। Sanction is hereby accorded for expenditure
of ₹. (₹) towards following works/purchase -

<u>वस्तुएं / Items</u>	<u>रकम / Amount</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
9.	
10.	
11.	
12.	

यह व्यय, उपशीर्ष 2406.05.00 तथा लघु शीर्ष 02-वेजेज/03 ओटीए/13-कार्यालय व्यय/20-अन्य प्रशासन / 21-एम और एस / 27-लघु निर्माण / 50-योजना के तहत अन्य परिव्यय / वर्ष के लिए गैर योजना/योजना के खाते से किया जाएगा This expenditure shall be debited to Sub Head 2406.05.00 and minor head 02-wages/03 OTA/13-Office Expenditure / 20-Ors. Adm. / 21- M&S / 27-Minor Construction/ 50- other expenditures under plan, of Non Plan / Plan Head for the year

निदेशक / अपर निदेशक /अपर प्राध्यापक
Director / Addl. Director/Addl. Professor
इ.गां.रा.व.अ., देहरादून/ IGNTA, D.Dun



Office order

This form is normally used for issuing instructions meant for day to day internal administration:

- ❖ grant of regular leave
- ❖ distribution of work among officers and sections
- ❖ appointments and transfers, etc.

No

GOVERNMENT OF INDIA

(Bharat Sarkar)

Department of

(.....Vibhag)

New Delhi, the 2010

OFFICE ORDER

Shri Y.X.Z., a permanent Section Officer in this department, is granted earned leave for.....days from..... to.....with permission to prefix and suffix..... both public holidays, to the leave.

2. It is certified that Shri X.Y.Z. is likely, on the expiry of this leave, to return to duty at the station from which he proceeded on leave.

(A.B.C.)

Under Secretary to the Govt. of India

Copy to :

1. Office order file
2. Cashier
3. Section concerned
4. Shri X.Y.Z. Section Officer.



संख्या/No.- 68 /रा0व0अ0/50.05

दिनांक/Dated: 11 /04/2018

कार्यालय आदेश/ OFFICE ORDER

अकादमी में कार्यरत निम्नांकित कर्मचारियों को अवगत कराया जाता है कि दीक्षान्त समारोह 2018 को सुचारु रूप से सम्पन्न कराने हेतु उन्हें पूर्व में आवंटित कार्यों के अतिरिक्त उनके नाम के सामने दर्शाये गये अधिकारियों के साथ दिनांक 11.04.2018 से 25.04.2018 तक ड्यूटी हेतु सम्बद्ध किया जाता है, जिसका विवरण निम्नानुसार है:-

Following employees are hereby attached with the officers mentioned hereunder in addition to their existing duties, from 11.04.2018 to 25.04.2018 for smooth conduction of Annual Convocation 2018.

सं. S.No	संकाय सदस्य Faculty Member	कार्य Duties	कर्मचारियों के नाम Name of Employees
1.	डॉ० वी०भालाजी, सह प्राध्यापक (9412050585)	परीक्षा परिणाम, दी०गू० संबंधी कार्य	1. श्री प्रमोद कुमार, आशुलिपिक (9411581335) 2. श्री सुरेश, एम०टी०एस० (7830638966) 3. श्री रामप्रकाश, एम०टी०एस० (7895975833)
2.	श्री गंगा सिंह, अपर निदेशक (9412997871)	अतिथि सूची तैयार करना, आमंत्रण-पत्र, मुख्य अतिथि का स्वागत आदि	1. श्री विरेन्द्र कुमार, टी०ए० रिपो० (9627734572) 2. श्री भीम सिंह भाकूनी, प्रयोगशाला परिचर (9411754106) 3. मी० एहसान, एम०टी०एस० (9997685192) 4. श्री कमल किशोर, एम०टी०एस० (9410101267) 5. श्री मनीराम मौर्य, एम०टी०एस० (9410353320) 6. मी० दाउद, एम०टी०एस० (84459367437) 7. श्री चंदन सिंह, एम०टी०एस० (7830820338) 8. श्रीमती मीरु श्रीवास्तव, (958312198) 9. श्री प्रेमनाथ (7579150966) 10. श्री राजेन्द्र सिंह-I, एम०टी०एस० (9411575564)
3.	डॉ० प्रवीन झा, प्राध्यापक (9431100424) एवं श्री कै० कन्नन, सह-प्राध्यापक (9458182354)	दीक्षांत गृह में ऑडियो-वीडियो एवं फोटोग्राफी आदि की व्यवस्था	1. श्री वी०के० सोदी, एम०टी०एस० (8650905384) 2. श्री अरुण कुमार पाल, एम०टी०एस० (9927678878) 3. श्री चन्द्र सिंह कटारिया, एम०टी०एस० (9456114684) 4. श्री दर्शन सिंह नेगी, सी०आर०ए० (9760069089) 5. श्री चंद्र शेखर, सविदाकर्मी (9410573674) 6. श्री प्रवीन्द्र, सविदाकर्मी (9557303259) 7. श्री अंकित मौर्य, सविदाकर्मी (9456754516) 8. श्री धीरज, सविदाकर्मी (9720777134) 9. श्री अमित बेलवाल, सविदाकर्मी (9557172321) 10. श्री गभीर, सविदाकर्मी (9456512658)
4.	डॉ० एस० संश्रित कुमार, अपर-प्राध्यापक, (9412051321) एवं श्री उत्तम कुमार, अपर-प्राध्यापक (9412057112) एवं श्रीमती निधि श्रीवास्तव, अपर-प्राध्यापक, (9417900005)	मुख्य अतिथि एवं विशिष्ट अतिथियों के कार्यालयों से संपर्क, भाषण आदि तैयार करना।	1. श्री नरेन्द्र कुमार, आशुलिपिक (9412009832) 2. श्री अरविन्द कुमार, एम०टी०एस० (9410979821) 3. श्री प्रेमनाथ, (7579150966)



भारत सरकार / Government of India

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

इन्दिरा गांधी राष्ट्रीय वन अकादमी / Indira Gandhi National Forest Academy

डाकघर- न्यू फॉरेस्ट, देहरादून / P.O. New Forest, Dehradun - 248006

दूरभाष/Ph.- 0135-2757316 / फैक्स/Fax- 0135-2757314.

वेबसाइट/website- www.ignfa.gov.in / ई.मेल/Email- director@ignfa.gov.in



संख्या/No.-1289/रा.व.अ./60.45

दिनांक/Dated: 16 / 10/2018

कार्यालय आदेश / Office Order

अकादमी में शीतकालीन पहनावा दिनांक 12.11.2018 से लागू किया जा रहा है। अतः समस्त संकाय सदस्यों, भा.व.से. परिवीक्षार्थियों एवं कार्मिकों से अनुरोध है कि ये निम्नांकित ड्रेस कोड का अनुपालन सुनिश्चित करें।

शीतकालीन पहनावा:-

1. पुरुष : लाउन्ज सूट, पूरी बाजू की कमीज टाई सहित और ऊनी स्वीटर।
2. महिला: ऊनी स्वीटर, हल्के रंग की सलवार कमीज / साड़ी।

यह आदेश निदेशक, इन्दिरा गांधी राष्ट्रीय वन अकादमी के अनुमोदन से जारी किया जा रहा है।

The winter dress code will be effective from 12.11.2018. All faculty members, IFS Probationers and Staff members are requested to adhere to these instructions.

Winter Dress Code for Officers:-

1. Men: Lounge Suit, Full Shirts with Tie and Woolen Sweaters.
2. Ladies: Woolen Sweaters, sober coloured suits/ sarees.

This issues with the approval of Director, Indira Gandhi National Forest Academy.

अपर प्राध्यापक (प्रशा.)

Additional Professor (Admin.)

इन्दिरा गांधी राष्ट्रीय वन अकादमी

Indira Gandhi National Forest Academy

प्रतिलिपि:-

1. सभी संकाय सदस्य / सत्र समन्वयक, 2017-2019 एवं 2018-2020 कोर्स को सूचनार्थ / All Faculty Members/ Course Director of 2017-2019 and 2018-2020 Course.
2. ड्यूटी ऑफिसर, भा.व.से. परिवीक्षार्थी, सत्र 2017-2019 एवं 2018-2020 / Duty Officers of 2017-2019 and 2018-2020 Course.
3. सभी कर्मचारियों को सूचनार्थ / All Staff members.
4. सूचना पट्ट / गाई फाईल / Notice Board/Guard File.



Inter-departmental note (I.D.Note)

- (a) This form is generally employed for obtaining advice, views, concurrence or comments of other Departments on a proposal or
- (a) in seeking clarification of the existing rules, instructions etc.
- (b) It may also be used by a department when consulting its attached and subordinate offices and vice versa.

Inter-departmental note (I.D.Note)

- (c) The inter-departmental note may either be recorded on a file referred to another department or
- (d) take the form of an independent self-contained note.
- The subject need not be mentioned when recorded on the file itself.

GOVERNMENT OF INDIA
(Bharat Sarkar)

Department of

(.....Vibhag)

Subject:

1. The present rules regulating the issue of identity cards provide inter alia that

2. A question has now arisen whether.....

3.

4.

5. This department will be grateful for the advice of the Department of Legal Affairs on the issue raised in para 4 above.

(X.Y.Z.)
Deputy Secretary
Tele. No.

Department of Legal Affairs (Vidhi Karya Vibhag), (Shri), Shastri Bhavan, New Delhi

Department of I-D No Dated



Office Memorandum

- This form is generally used for:
 - ✓ corresponding with other Departments or
 - ✓ in calling for information from or
 - ✓ conveying information to its employees.
 - ✓ corresponding with attached and subordinate offices.
- It is written in the third person and bears no salutation or subscription except the name and designation of the officer signing it.

No.....

GOVERNMENT OF INDIA

(Bharat Sarkar)

Department of

(.....Vibhag)

New Delhi, the 2010

OFFICE MEMORANDUM

Subject:

Reference is invited to this Department O.M. No.

..... dated.....

2. Doubts have been expressed whether the provisions of.....also apply to..... It is hereby clarified that.....

(A.B.C.)

Under Secretary to the Govt. of India

Tele. No.....

To

The Department of

(..... Vibhag)

(Shri/Smt.....)

Yojana Bhavan

Parliament Street

New Delhi 110001.



इन्दिरा माझी राष्ट्रीय वन आन्दोलना
 अखिल संख्या 687
 दिनांक 24/07/2018

Dr. Sunesh Buxy, IFS
 Dy. Inspector General of Forests (RT)
 E-mail – digfrt-mef@nic.in
 Tel :- 011-24695233

Government of India
 Ministry of Environment, Forest & Climate Change
 Agni Wing, 3rd Floor, Indira Paryavaran Bhawan, Jor
 Bagh Road, New Delhi – 110093

F. No. 13-~~9~~/2018 -RT

Dated: 24/07.2018

OFFICE MEMORANDUM

Sub: Umbrella Scheme of 'Capacity Building in Forestry Sector'-regarding.

As you are aware that the Ministry is implementing a scheme on "Forestry Training and Capacity Building" which aims to cover various training and exposure needs of the forestry sector personnel as well as members of the civil society in the country. The one of the components is "Foreign Training of Forestry Personnel (FTFP)" of the umbrella scheme is aimed at giving exposure/knowledge to the forestry personnel on international practices/scenario/newer ideas by sponsoring them for various short-term training courses at various institutions overseas.

2. In this regard, the following Committee has been constituted for opening of EoI and RFP under FTFP and the composition is as follows:-

- | | | |
|-------|---|------------------|
| (i) | DIGF (RT), MoEF&CC | Chairman |
| (ii) | Deputy Secretary, FF, MoEF&CC | Member |
| (iii) | Principal, CASFoS, Dehradun | Member |
| (iv) | Representative of Director, IGNFA, Dehradun | Member |
| (v) | Joint Director (WL), MoEF&CC | Member |
| (vi) | AIGF (RT)/TO (RT) | Member Secretary |

3. The Terms of References (ToR) of the Committee are as follows:-

- Identifying norms for evaluation of the bids.
- Opening of EoI and RFP received under FTFP.
- Shortlisting institutions for sending detailed Terms of References to enable the institutes to submit detailed technical and financial bids for RFP.
- Evaluate the proposals RFP received in pursuance of EoIs.
- To undertake post bid negotiations with firms, if necessary.
- Discuss the terms and conditions of payment in difference phases for delivery of various inputs related to training programme/study tour.

4. This is for your kind information please.

Ad. (Admin)
 23/7

Copy for information to:-

- PA to DIGF (RT), MoEF&CC
- PA to Deputy Secretary, FF, MoEF&CC
- Principal, CASFoS, Dehradun
- Representative of Director, IGNFA, Dehradun

24/7

[Signature]

(Dr. Sunesh Buxy)
 Dy. Inspector General of Forests (RT)



Letter

- This form is used for corresponding with Foreign Governments, State Governments, the Union Public Service Commission and other constitutional bodies, heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of the public generally.
- A letter begins with the salutation "Sir/Madam" as may be appropriate and ends with the subscription "Yours faithfully/sincerely".



No. Government
of India (Bharat Sarkar)
Department of
(..... Vibhag)

New Delhi, the (Date)

To

Subject:

Sir,

*With reference to your letter No. datedon the
subject cited above.....

Yours faithfully,

@Sd/

(A.B.C.)

Under Secretary to the Govt. of India

Tele: No.

(Endorsement)

No.

Copy forwarded for information/necessary action to :

(1)

(2)

(A.B.C.)

Under Secretary to the Govt. of India

Tele : No.

Demi-official letter

- (a) This form is generally used in correspondence between Government officers for an interchange or communication of opinion or information without the formality of the prescribed procedures.

- (b) It may also be used when it is desired that the matter should receive personal attention of the individual addressed.

(a) Since demi-official letter is written in the first person in a personal and friendly tone

(b) It should be addressed by an officer in a Ministry/Department who is ordinarily one or two levels below the officer to whom such communication is addressed.

- **Note:** For the purpose of determination of level, Secretary/Additional Secretary and Director / Deputy Secretary will be considered as one level.

- (b) Communications to non-officials can also take the form of a demi-official letter

...
XYZ
Deputy Secretary
Tele.No.

D.O. No.....
GOVERNMENT OF INDIA
(Bharat Sarkar)
Department of
(.....Vibhag)
New Delhi, the 2010

My dear/Dear Shri.....

We propose to draw up a model scheme for A copy of the outline prepared in this connection is enclosed.

I shall be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft scheme formally to all departments in due course for their comments.

With regards,

Yours sincerely
(X, Y, Z)

A.B.C.,
Deputy Secretary
Department of
(... .. Vibhag)
Krishi Bhawan,
New Delhi 110001.

ओमकार सिंह, भा.व.से.
निदेशक
OMKAR SINGH, IFS
Director



इन्दिरा गाँधी राष्ट्रीय वन अकादमी
पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय,
भारत सरकार,
न्यू फॉरेस्ट, देहरादून- 248006
INDIRA GANDHI NATIONAL FOREST ACADEMY
Ministry of Environment, Forest and Climate Change, Govt. of India
New Forest, Dehradun - 248006

No. 1736/INFA-2018/70.21(EIT)2017-19

Dated: 20/12/2018

Dear *Shri N.K. Pandey,*

The Indira Gandhi National Forest Academy (IGNFA) would like to convey its utmost gratitude to the **West Bengal Forest Department** for their whole hearted support & cooperation during the visit of the Indian Forest Service (IFS) Probationers to your state in the past years as a part of the **East India Tour**.

May I inform you that the IFS Probationers of the 2017 - 19 course shall be undertaking the East India Tour from **19th January to 10th February, 2019**. During the tour, the Probationers will be visiting **Kolkata & Sunderbans in West Bengal** (detailed tour programme). The batch consists of **91 Probationers**, including **08 lady Probationers** and **02 Foreign Trainees**. The batch will be moving in two groups, **Group 'A' and Group 'B' of 45 & 46 Probationers** respectively and each group will be accompanied by a Faculty Member from the IGNFA.

We seek your kind cooperation in providing the necessary help to the Academy in making this tour successful and request you to kindly issue necessary instructions to the concerned Circle Heads & Divisional Forest Officers for providing necessary assistance and sparing their valuable time for interaction with the IFS Probationers.

It will be a great motivation & inspiration for both the groups if you could address these budding, young officers during their visit to **Kolkata**. It would be highly appreciated if you could organize interaction with the Hon'ble Governor and the Hon'ble Chief Minister.

It is further requested to kindly **designate a nodal officer** from your office to coordinate the program with the Course Director from the IGNFA.

For further information and coordination regarding this tour, **Dr. K. Sasikumar, IFS Course Director; No.: 9436 168 611; email: coursedirectorifs2017@gmail.com; Telefax: 0135-2751663** shall be the Nodal Officer from IGNFA.

With regards,

Encl: Tour Programme

Yours sincerely,

[Signature]
20-12-2018
(Omkar Singh)

To

Shri Narendra Kumar Pandey, IFS
Principal Chief Conservator of Forest & Head of Forest Force
Directorate of Forest, West Bengal
Aranya Bhawan, Bidhan Nagar, Block - LA
No - 10 A, Sector - III,
Kolkata - 700106

डॉ० शशि कुमार
निदेशक
DR. SHASHI KUMAR
Director



इन्दिरा गाँधी राष्ट्रीय वन अकादमी
पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय,
भारत सरकार,
न्यू फॉरेस्ट, देहरादून- 248006

INDIRA GANDHI NATIONAL FOREST ACADEMY
Ministry of Environment, Forests and Climate Change, Govt. of India
New Forest, Dehradun - 248006

D.O.No.: 1206/NFA-2016/70.21/ Course 2016-18

Date: 8 September, 2016

Respected Sir,

Indian Forest Service Probationers of 2016 batch shall be reporting at Indira Gandhi National Forest Academy, Dehradun on 12th December, 2016. Two Officer Trainees from the Royal Government of Bhutan shall also be joining this course. The inaugural session of the Professional Course 2016-18 is being scheduled for the 14th December, 2016 (Wednesday).

With heartfelt gratitude, I take this opportunity to request and formally invite you for the inauguration of Professional Course 2016-18 at the Indira Gandhi National Forest Academy, Dehradun. Your inaugural address to the new batch of Indian Forest Service Probationers & Foreign Trainees, who would be embarking on their professional journey, during the 50th Year of Indian Forest Service, would be a great inspiration & motivation for them. Hence, I would humbly request you for your kind consent.

I would like to say that the inaugural programme on the 14th December, 2016 shall be arranged as per your convenience and the venue shall also be fixed after getting your kind consent. The programme shall conclude in an hour, which would be followed by High Tea with the IFS Probationers & Foreign Trainees.

I would, therefore, kindly request you to grace the occasion as the Chief Guest to inaugurate the Professional Course 2016-18 on the 14th December, 2016 and deliver the inaugural address.

With kind regards,

Yours sincerely


(Dr. Shashi Kumar)

Shri Anil Madhav Dave,
Hon'ble Minister of State (Independent Charge)
Ministry of Environment, Forest & Climate Change, Govt. of India
Indira Paryavaran Bhawan.



Circular

- This form is used when:
 - important and urgent external communications received or
 - important and urgent decisions taken internally
- have to be circulated within a department for information and compliance by a large number of employees.



सं. 1577 /स व अ/2018/50.04.

दिनांक २१ नवंबर, 2018

परिपत्र / Circular

विषय:- बिलों/वाउचर के समयबद्ध निपटान के संबंध में।

ऐसा देखने में आया है कि सामान की खरीद/प्रशिक्षण कार्यक्रमों के समापन के बाद भी भुगतान हेतु बिल देरी से प्राप्त होते हैं जिससे खर्च की बुकिंग में भी विलम्ब होता है।

विभिन्न प्रशिक्षण कार्यक्रमों, निर्माण कार्यों, खरीद (प्रापण) आदि से संबंधित खर्च की समय पर बुकिंग सुनिश्चित करने के उद्देश्य से, यह संबंधित अधिकारी (प्रभारी अधिकारी, अथवा पाठ्यक्रम समन्वयक या लिंक अधिकारी, जैसा भी मामला हो) का दायित्व होगा कि वे कार्यक्रम/सेवा/कार्य/प्रापण आदि के पूर्ण होने के उपरांत सभी संबंधित बिलों/वाउचरों पर 10 कार्य दिवसों में आवश्यक कार्रवाई कराकर आहरण एवं संवितरण अधिकारी के पास भुगतान हेतु भेजना सुनिश्चित करें।

आहरण एवं संवितरण अधिकारी द्वारा 3 कार्य दिवसों में भुगतान कर व्यय की बुकिंग की जाएगी।


(गंगा सिंह)
अपर निदेशक

प्रतिलिपि:-

1. निदेशक/अपर निदेशक
2. प्राध्यापक (से.का.प्र.)/अकादमिक
3. समस्त संकाय सदस्य
4. पुस्तकालय एवं सूचना अधिकारी
5. लेखा अनुभाग
6. कार्यालय सहायक



MINUTES OF THE MEETING

- A record of the discussions held in a meeting
- The organiser of the meeting draws up the minutes
- Action: Directly Responsible Individuals
- Dissent Note
- Is it the final approval???



NOTICE

- Formal communication targeted at a particular person or a group of persons
- Informing the person(S) of some events
- Invitation to a meeting,
- An announcement of any event
- To issue instructions
- Make appeals etc



THANKS