



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्
(भारत सरकार की एक स्वयत्त संस्था)
पर्यावरण एवं वन मंत्रालय

Indian Council of Forestry Research and Education
(An autonomous Body of Ministry of Environment & Forests)
Government of India

Ref: 1-3/06/Edu./ICFRE

Dated 12.06.2012

Office Order

The following duties & responsibilities are allocated to Assistant Director (Education) and Assistant Director (Policy Research & Education), in the Directorate of Education.

Dr. S.K. Sharma, Assistant Director (Education)

- (1) Implementation of HRD Plan of ICFRE and all correspondences pertaining to selection of institutions, finalization of course modules, estimation process of nomination and approval and feed back.
- (2) Keeping account of sanction and approval made out of funds allotted for HRD.
- (3) Processing permissions for attending training, Conferences, Workshops, Symposia etc. outside the Council sponsored by various agencies, and related correspondence.
- (4) Preparation of dynamic and comprehensive Training Calendar for the year and updations.
- (5) Maintenance of data base of officers/scientists trained, with their respective specialization.
- (6) Supervise Receipt & Dispatch work,
- (7) E-Champion for the Directorate of Education and all matters pertaining to implementation of IFRIS.
- (8) Matters pertaining to plan proposals.
- (9) All miscellaneous field work.
- (10) The approval of panel of experts for the appointment of JRD/SRF in different Institute & handle correspondence thereon.
- (11) Any proposed projects on capacity building & education related to the Directorate.
- (12) Any other work assigned by D.D.G. /A.D.G. (Education and Policy Research)


Shri R.K. Arora, Retd. E & AO, will route all the files through Dr. S.K. Sharma, except item No.3 above, which shall be routed through Shri Raj Kumar, U.D.C.

Dr. Anil Negi, Assistant Director (Policy Research and Education)

- (1) Proposals from Universities for Grant-in-Aid in the beginning of year.
- (2) Scrutiny of proposals vis-à-vis grant guidelines and grant already approve in earlier years.
- (3) Facilitating Accreditation Committee meeting for approval of grants.
- (4) Scrutiny & grant sanction for Financial Year out of the budget allotted.
- (5) Scrutiny & assist in Revalidation of unspent amount available with the Universities

- (6) Obtaining Utilization Certificates annually for the grants sanctioned and scrutiny of Utilization Certificates and correspondence thereby till acceptance by the Competent Authority.
- (7) Monitoring and evaluation of the scheme of grant to the Universities and correspondence thereof.
- (8) Maintaining records and data base of the grants released to the Universities and handling associated correspondence.
- (9) General correspondence pertaining to forestry education, innovative proposals/projects and networking projects with Universities.
- (10) Assists Meetings of Policy Research Committee of MoEF twice in a year and related correspondence
- (11) Coordinating studies of Policy Research through consultancies including all correspondence thereof.
- (12) Technical Review Committee meeting for the Policy Research studies.
- (13) Administration of Internal projects of Policy Research
- (14) Preparation of proposals for new studies of Policy Research and follow up thereof.
- (15) Disaster Management.
- (16) Any other works assigned by DDG/ADG (Education & P.R.)

Shri Raj Kumar, U.D.C. will route all the file through Dr. Anil Negi, except policy research matters.


(Rakesh Kumar Dogra)
Asstt. Director General
(Education & Policy Research)

Standard Distribution

D.D.G. (Education) for information.

Dr. S.K. Sharma, Assistant Director (Education) & Dr. Anil Negi, Asstt. Director (Policy Research & Education), for necessary action.

Shri R.K. Arora, Retd. E&AO,

Shri Raj Kumar, U.D.C.

Shri Rakesh Singh, R.A.I.

Transparency Officer, (Joint Director) I.T. Division.