

**Sudhanshu Gupta, IFS**  
Secretary, ICFRE



**Phones: - 0135-2758614(O)**  
**-0135-2752173(R)**

**FAX No.- 0135-2750298**

**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**  
(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)  
**P.O. New Forest, Dehradun – 248 006 (Uttarakhand)**

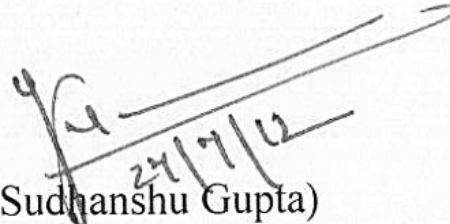
No.1/90/2012-Admin

Dated 27 July 2012

**NOTIFICATION**

As per proviso in Clause 6.5.2: (Consultancy Services) of the “guidelines for Technology Transfer and Utilization of Knowledge Base (Consultancy Rules)” of ICFRE, the Director General, ICFRE is pleased to notify the guidelines and procedure for operation/utilization of ICFRE Welfare Fund of Indian Council of Forestry Research and Education.

The copy of the guidelines and procedure for operation/utilization of ICFRE Welfare Fund may please be downloaded from the ICFRE web-site.

  
(Sudhanshu Gupta)  
Secretary, ICFRE

**Distribution:**

1. All DDGs, ICFRE for information and necessary action.
2. DDG (Administration), ICFRE. Please provide a copy of guidelines and procedure for operation/utilization of ICFRE Welfare Fund to the Head, IT Cell, ICFRE, so that the same may be tagged in ICFRE web-site.
3. All Directors of the Institutes under ICFRE
4. ADG (RP/EM), ICFRE
5. Shri Sudhir Kumar, Special Director (EIA Division), ICFRE
6. Head, IT Cell and Transparency Officer, ICFRE for information and necessary action.
7. The DDO, ICFRE
8. Sr. PS to DG, ICFRE
9. Guard file.

## BROAD GUIDELINES AND PROCEDURE FOR OPERATION/UTILIZATION OF ICFRE WELFARE FUND

As per the Clause 6.5.2: (Consultancy services) of the "guidelines for Technology Transfer and Utilization of Knowledge Base (Consultancy Rules)" of ICFRE, there is a provision of 5% of the permissible amount of Honorarium for the ICFRE Welfare Fund. Accordingly, the amount is being deposited in the account of ICFRE Welfare Fund maintained by DDO ( Adm).

The following guidelines and procedure are framed for the operation / utilization ICFRE Welfare Fund.

### **Aim and objectives of ICFRE Welfare Fund:**

- To undertake welfare activities for the benefit of ICFRE employee and their families.
- To promote activities related with Environment & Forest Conservation, Ecotourism and other ancillary activities in the campus of the various Institutes of ICFRE for the benefit of people living in the campus of the Institutes and its surroundings.
- To promote Self Help Groups (SHG) for the employee welfare activities and for sustaining the rural forest based artisans.
- To undertake activities for generating additional income for ICFRE Welfare Fund.

### **Committee:-**

In order to recommend appropriate activities, and examine the proposal for utilization of ICFRE Welfare Fund, a committee is constituted with the following composition.

1.	Deputy Director General (Admin.), ICFRE	-	Chairman
2.	Deputy Director General (Extension), ICFRE	-	Member
3.	Assistant Director General (P&HD), ICFRE	-	Member
4.	Assistant Director General (R.P.), ICFRE	-	Member
5.	Assistant Director General (E.M.), ICFRE	-	Member
6.	Shri Sudhir Kumar, Special Director (EIA-Division), ICFRE	-	Member
7.	Secretary, ICFRE	-	Member Secretary



### **Functions:-**

1. Overall responsible for the management, function and operation of ICFRE Welfare Fund.
2. To invite, identify and examine various activities of proposals to be undertaken under ICFRE Welfare Fund.
3. Frame broad guidelines for the proposal to be submitted by the ICFRE Welfare Society, Directors of the Institutes and other Self Help Groups, NGOs etc. linked with objectives of ICFRE .
4. To develop mechanism/procedure for the Utilization of ICFRE Welfare Fund.
5. To decide distribution of ICFRE Welfare Funds amongst the Institutes under ICFRE.
6. To decide to share the profit earned among different stake holders involved in the income generating activities.
7. The Committee shall review the income generating activities on regular basis and will submit its report / recommendations to the DG, ICFRE.

All the recommendations of the Committee on the above subjects shall only be applicable with the approval of DG, ICFRE.

### **Procedures:-**

1. All the bulk purchases etc. of more than of Rs. 15,000/- related with ICFRE (Hqrs.) shall be made by the procurement officer of ICFRE by observing all codal formalities as per existing rules and regulations of ICFRE. Similarly, the purchases of Institutes level will be made by the respective Directors of Institutes as per the existing rules adopted by ICFRE.
2. Separate Cash Book of the ICFRE Welfare Fund shall be maintained by the DDO, ICFRE. Similarly, the Institutes shall also maintain separate Cash Books for the ICFRE Welfare Fund allotted to them. For the purpose separate account shall be opened at Institute level.

3. All the money received through the income generating activities shall be deposited in the ICFRE Welfare Fund account in the respective Institutes/ ICFRE (Hqrs.).
4. The audit of account of ICFRE Welfare Fund maintained at ICFRE / Institutes shall be conducted annually with the regular accounts of the ICFRE .
5. The respective Directors of Institutes will submit the proposal to the Chairman of the Committee for finalization of the activities and release of fund accordingly.
6. Quarterly statement of account showing receipt and payment of the fund maintained by each Institute / ICFRE (Hqrs.) shall be made available to the management committee for review and kind information of the DG, ICFRE.

\*\*\*\*\*