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Azadi Ka
Amrit Mahotsav

इन्दिरा गाँधी राष्ट्रीय वन अकादमी
Indira Gandhi National Forest Academy

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय / MoEF & CC
भारत सरकार/Government of India

डाकघर: न्यू फारेस्ट, देहरादून/P.O. New Forest, Dehradun - 248006
ई-मेल: director@ignfa.gov.in/ टेलीफोन: 0135-2754647



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आजादीकः
अमृत महोत्सव

संख्या 229 /2023-रा.व.अ/ 40.30 (D.F.P.R)

दिनांक: 01.05.2023

OFFICE ORDER

In supersession of this office order No. 677/2011-NFA/50.04 (Part-II) dated 04.07.2011, the controlling officer / approving authority for the purpose of Official Tours, T.A., LTC / HTC, Medical Claim etc., Casual Leave etc. as applicable, in respect of the following category of the officers and the officers undergoing training conducted by the Academy, will be as follows:

S. No.	Controlling Officer / Approving Authority	Category of Officers under the Controlling Officer/Approving Authority
(1)	Director	Additional Director, IFS Officers during Mid-Career Training (MCT) Phase V Training for unavoidable leave etc.
(2)	Additional Director	Professors, Additional Professors, Associate Professor, Library & Information Officer, Junior Translation Officer (Rajbhasha), Medical Claims of IFS(P)
(3)	Professor I/C of IFS Probationers' Training	IFS Probationers (Except Medical Claims)
(4)	Professor I/C of In-service Training	Trainee IFS Officers during Professional Skill Upgradation Course (PSUC) training and Mid-Career Training (MCT) Phase - III/IV Training for unavoidable leave etc.;
(5)	Head of Office / Professor / Addl. Professor / Assoc. Professor I/C of Administration	All Group 'C' Officials.

2. The tour programme etc. of the IFS Probationers and the trainee IFS Officers of PSUC and MCT-III/IV programmes undergoing training in the Academy shall be finalized by Additional Director in consultation with the Director.

3. All cases related to grant of exemption from the stipulated attendance percentage for IFS(P) and In-service training programmes participants shall be finalized by the Director in consultation with concerned Professor and Additional Director.

This shall come into force with effect from 01.5.2023

Director 01/5/23

Director

Indira Gandhi National Forest Academy

Copy for information and necessary action to: -

1. Additional Director, IGNFA
2. All Professors / Additional Professors / Associate Professors, IGNFA
3. Library & Information Officer / Junior Translation Officer (Rajbhasha), IGNFA
4. Assistant Office, IGNFA for information
5. Account Section, IGNFA for information
6. All Concerned/Standard distribution / Guard file



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अमृत महोत्सव

संख्या २२४ /2023-रा.व.अ/ 40.30 (D.F.P.R)

दिनांक: 01.05.2023

OFFICE ORDER

Subject: Delegation of Powers and Authorizations

1. In supersession of all previous Office Orders on the subject, and in exercise of the power conferred Under Sub Rule (3) of DFPR Rule-13, the Director, Indira Gandhi National Forest Academy, Dehradun, as the Head of Department, authorizes the Additional Director, Professors, Additional Professor, Associate Professor and Library & Information Officer to sanction and incur, in each case, the recurring, contingent and miscellaneous expenditure related to following items / affairs and subject to the extent of amounts specified and stipulations / conditions as follows:

Sr. No.	Items of Expenditure	Additional Director	Professor*
		Maximum Limit	Maximum Limit
(1)	(2)	(3)	(4)
1.	(a) Approved Recurring Services, Utilities and Facilities viz. Electricity charges, Municipal Charges, Outsourced or Contractual Services for Security, Watch & Ward, Sanitation and Estate Campus Premises Maintenance, Guest Houses, Hostel and Executive Hostel Housekeeping and Mess Facilities etc., Office operations - Computer Operators and IT Services, Office Support Staff, Annual Maintenance Contracts of Equipment, Installations and Fixtures	Rs. 15.00 lakhs	Rs. 5.0 lakhs
	(b) Contingent Expenditure under planned and approved works, programmes and functions approved by Director/Competent Authority - Minor works and repairs, Procurement of Goods, Equipment, Furnishing, and Incidental Services	Rs. 2.50 lakhs (For LPC approved works) Rs. 5.00 lakh (For tender approved works)	Rs. 1.50 lakhs (For LPC approved works)
*Assigned with Supervision of concerned functions, services and facilities			

2.	Scheduled / Approved Training and Academic Activities & Works related expenditure viz. Fees and charges of course module / special module conducted by or in association with other organizations approved by Director/Ministry, tours, travel and excursions of trainees and faculty members, travel and hospitality expenses and honorarium of invited faculty and resource persons and guest speakers etc., approved by Director	Rs. 10.00 lakhs	Rs. 5.00 lakhs *Assigned with IFS Probationers Training Course / In-service Training Programmes
3.	Miscellaneous and Contingent Expenditure and those related to purchase of books, journals and library items approved by OIC (Lib) or Library Committee *Assigned with duties of concerned OIC/Cell **Related to purchase of books, journals and library items	Additional /Associate Professor*	Additional Director / Professor
		Maximum Limit	Maximum Limit
		Rs. 25,000/-	Rs. 75,000/-
		Library & Information Officer**	Additional Director / Professor
		Maximum Limit	Maximum Limit
		Rs. 5,000/-	Rs. 25,000/-

2. In 1 (a) above, the new cases, such as sanctioning of new contracts or any other type of new work shall require the approval of the Director on file with full justification and thereafter the sanction order can be issued by the concerned Professor, Additional Professor, Associate Professor I/C of such item or affair of work.
3. While exercising the power, the correctness, and propriety of the expenditure as required under the various applicable Financial Rules and Orders on the subject, and having regard to budget outlays allocation etc. and ascertaining the budget availability from the Drawing & Disbursing Officer (Head of Office) / Accounts Section shall be ensured.
4. The following stipulations / procedure shall be adhered to / applicable:
 - (a) The provisions of GFR and DFPR shall be strictly followed, amended from time to time
 - (b) The copy of the sanction orders issued shall be endorsed to the Drawing & Disbursing Officer (Head of Office), and bills/cash memos of expenditure may be sent for checking and passing through Account Section.
 - (c) In case the expenditure involves store items, the concerned officers shall ensure that the store items are entered in the appropriate register as per prescribed procedure under GFR and an entry is made to that effect on the cash memo. In case of doubt as to whether an item is fixed or consumable stock, the OIC (Stores) may be consulted.
5. The system of consideration by Need Aspect Committee and centralized planned purchase of goods etc. shall continue to be operative as standard administrative practice.

6. It may be noted that expenditure made without proper justification will be liable for non-acceptance in the accounts by the Drawing & Disbursing Officer (Head of Office) and the money expended will be liable for recovery from the Officer concerned / or payment by him / her as personal liability.

This order shall be effective from 01 May 2023. This issues with the approval of Director, IGNFA.

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Associate Professor (Admin)

Indira Gandhi National Forest Academy

Copy to:

1. Additional Director / All Professors / Additional Professors / Associate Professors, IGNFA
2. Library & Information Officer / Junior Translation Officer (Rajbhasha), IGNFA
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5. Guard file.