



भारत सरकार/Government of India

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय

Ministry of Environment, Forest and Climate Change

इन्दिरा गाँधी राष्ट्रीय वन अकादमी/Indira Gandhi National Forest Academy

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

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No 724/20-NFA/50.05

Date: 7.08.2021

कार्यालय आदेश / OFFICE ORDER

कार्यालय के कर्मचारियों के बीच काम के वितरण को सुव्यवस्थित करने और रिपोर्टिंग चैनलों को परिभाषित करने के लिए सक्षम प्राधिकारी के अनुमोदन से निम्नलिखित व्यवस्था की जाती है

In order to streamline the distribution of work among the office staff and to define the reporting channels following arrangements are made with the approval of competent authority –

1. HEAD OF OFFICE

OFFICER IN CHARGE - ADDITIONAL PROFESSOR (ADMINISTRATION)

- | | | |
|--------------------------|---|-------------------------------------|
| a. Assistant (Office) | - | Overall supervision of all sections |
| b. Account Section | - | Section i/c Shri Lalit Malik, AO |
| c. Establishment Section | - | Section i/c Shri Shashikant, UDC |
| d. General Section | - | Section i/c Shri Shashikant, UDC |
| e. Store Section | - | Section i/c Shri Sumit Rana, LDC |

ACCOUNT SECTION

| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|--|--|---|
| 1. | All Accounts Matters | Shri Lalit Malik, Assistant (Office) | <ol style="list-style-type: none"> Over all Supervision of the office. Accounts work & Cashier. Pension Cases of Group-A, B & C. Budget, Salary, PFMS Accounting related works. G.P.F. of Staff and Officers. Income Tax Deduction etc. of all employee. Audit related matters. Other entitlements and works of Accounts section. |
| 2. | Personal Claims (Officers, Staff & Probationers) | Shri Rajat Kumar, LDC Support – 1 Data Entry Operator (DEO) (Same as Miscellaneous and Repair Works) | All personal entitlements and claims related to Faculty Members, Staff and Probationers viz. TA, Medical, LTC, Tuition Fees, Hospitality, News Paper, Telephone, Private use of vehicle etc. |
| 3. | Payment Section | Smt. Yashodha Pokhriyal, UDC Shri Kishan Lal Yadav, MTS Support – 1 DEO | <ol style="list-style-type: none"> Entry in Service book of IFS (Probationers). Processing of Bill for Payments, honorarium of officers and staff and other related work. |
| 4. | Debit Schedule | Smt. Kaushalaya Devi, LDC Support – 1 DEO | <ol style="list-style-type: none"> Service record related matters of previous passed out IFS Officers. Debit Schedule of IFS Probationers. Technical Cooperation Scheme of Colombo Plan – Foreign Trainees (from Bhutan) training scheme. |

| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|-----------------|--|--|
| 5. | Records Section | Smt. Shivani Mewar, UDC Shri Ashok Kumar, MTS Shri Sushil Kumar Yadav, MTS | <ol style="list-style-type: none"> 1. Maintenance & Custody of Service Books of Group-A, B & C. 2. Entry of Salary in Pay Bill Register. 3. Entry in Cash Books. 4. Keeping and maintain of Old records. 5. Issuing of Token Nos. |

ESTABLISHMENT AND GENERAL SECTION

| S.No | SUB SECTION | LEAD BY | WORKS TO BE DONE |
|------|--|--|---|
| 1. | Establishment Matters | Shri Shashi Kant, UDC Mohd. Ahsan, MTS Support – 1 DEO | <ol style="list-style-type: none"> 1. Personal files/cases of Faculty & Staff 2. Selection of Faculty members related correspondence. 3. Recruitment process and promotion cases of all permanent staff. 4. Revision/Amendment of Recruitment Rules of staff. 5. Online CPGRAMS Grievances and weekly reports. 6. APARs Staff. 7. Allotment of Duties to Group A, B & C and other files regarding establishment matters. |
| 2. | General Matters - Court Cases, RTI and Parliament Questions. | | <ol style="list-style-type: none"> 1. Correspondence of weekly & monthly reports of vacant post. 2. Pending Court Cases & other reports. 3. RTI Matters correspondence & online Quarterly reports. 4. SC, ST & OBC correspondence & online reports. 5. Parliament Questions/ Assurances etc. 6. Various other Misc. correspondence |

PROCUREMENT (STORE) SECTION

| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|-----------------------------------|---|--|
| 1. | Procurement of Goods and Services | Shri Sumit Rana, LDC Shri Satnam Singh, Caretaker Support – 1 DEO | <ol style="list-style-type: none"> 1. All Type of purchases and Court cases related to Stores. 2. Purchase and AMC of ROs, Photostat Machines etc. 3. Works related to ID Cards and Official Stamps 4. Purchase and AMC of Fire Extenguishers. |
| 2. | Tenders & Contractual Services | Shri Amit Kumar Yadav, MTS Support – 1 DEO (Same as Sl No.1 above) | <ol style="list-style-type: none"> 1. All Types of Tenders 2. All work related to Contractual Employee. |
| 3. | Miscellaneous and Repair Works | Mohd Daud, Lab Attendant Support – 1 DEO | <ol style="list-style-type: none"> 1. Processing of Electricity Bill for payment & taking electricity reading of IGNFA campus. 2. Training related correspondence. 3. All matters related to CPWD & CCU. 4. All correspondence related to Estate. 5. Miscellaneous matters. |

2. PROBATIONERS TRAINING CELL

(OFFICER IN CHARGE- COURSE DIRECTORS)

| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|---------------------------------------|--|---|
| 1. | Probationers Training | Shri Anil Kumar Gaur, Lab Attendant (Till Retirement) Shri Mahender Singh Bisht, MTS Shri Praveen Kumar, MTS Support – 3 DEOs | All works related to probationers except personal claims. |
| 2. | Laboratories (GIS, Wildlife and Soil) | Shri Virendra Kumar, TA I Mohd Daud, Lab Attendant Shri Neeraj Pandey, Technical Associate | Maintenance of Laboratories. |

3. EXAMINATION CELL

(OFFICER IN CHARGE -CONTROLLER OF EXAMINATION)

| S. No | SUB SECTION | TEAM | WORKS TO BE DONE |
|-------|------------------|--|--|
| 1. | Examination Cell | Shri Pramod Kumar Singh, Steno Gd III Support – 1 DEO | All works related to Examination Cell. |

4. IN SERVICE TRAINING CELL

(OFFICER IN CHARGE AP (MCT))

| S. No | SUB SECTION | TEAM | WORKS TO BE DONE |
|-------|---------------------|---|---|
| 1. | In Service Training | Shri Lalit Malik, Asstt. (Office) Shri Narendra Kumar, Steno GD. II Support – 1 DEO | All works related to training of officers except probationers training. |

5. ESTATE SECTION

(OFFICER IN CHARGE - ESTATE OFFICER)

| S. No | SUB SECTION | TEAM | WORKS TO BE DONE |
|-------|----------------------------|---|--|
| 1. | Old and Executive Hostel | Shri Jaglal Nishad, MTS Support – 2 Contractual Employees | Maintenance of Old and Executive Hostels. |
| 2. | New Hostel and Guest House | Shri Akhilesh Mani, MTS Support – 2 Contractual Employees | Maintenance of New Hostel and Guest House. |
| 3. | Residential Complex | Shri Satnam Singh, Asstt. Caretaker Support – 1 Contractual Employee | Maintenance of Residential Complex. |

6. INFORMATION TECHNOLOGY SECTION

(OFFICER IN CHARGE (IT))

| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|------------------------|---|--------------------------|
| 1. | Information Technology | Shri Arun Kumar Pal, MTS Shri Chander Singh Kataria, MTS Shri Darshan Singh Negi, MTS | All works related to IT. |

7. TRAVEL CELL

(OFFICER IN CHARGE VEHICLE)

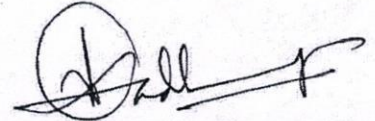
| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|------------------|---|---|
| 1. | Vehicle & Travel | Shri Nikhil Kumar, MTS Support – 1 DEO attached with OIC (Vehicle) | 1. Processing of all Petrol and Diesel Bills. 2. Processing bills of vehicles on hire for official use 3. All works related to maintenance of vehicles. |

8. PHYSICAL TRAINING & SPORTS SECTION

(OFFICER IN CHARGE SPORTS)

| S.No | SUB SECTION | TEAM | WORKS TO BE DONE |
|------|----------------|---|----------------------------------|
| 1. | Sports Section | Shri Rahmat Ali Khan, MTS Shri Rajinder Singh III, MTS Shri Kishan Singh Thapa, MTS | Maintenance of Grounds and Gyms. |

This issues with the approval of Director.



Additional Professor (Admin.)
Indira Gandhi National Forest Academy

Copy to:

1. PA to Director.
2. PA to Additional Director.
3. All Faculty members.
4. All OICs with information to fill the ACRs of staff engaged exclusively with them accordingly.
5. For circulation to all concerned.