



Ministry of Environment, Forest
& Climate Change

HANDBOOK FOR IFS PROBATIONERS

Indira Gandhi National Forest Academy





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Indira Gandhi National Forest Academy

P.O. New Forest, Dehradun – 248006

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What does this Handbook aim to achieve?

This Handbook is meant to be used by the IFS Probationers under professional training at the Indira Gandhi National Forest Academy (IGNFA). It generally informs the Probationers about the training curriculum, the facilities, the etiquettes and courtesies, and the expectations from them to guide them before joining and during the training. It aims to align them for training. For the exact nature of the training components, training calendar, disciplinary rules and other ancillary matters, they should contact the respective Faculty Counsellors.

Probationers are encouraged to read the Handbook carefully and acquaint themselves well with particularly the discipline and etiquette expected of them. The guidelines in the Handbook will prepare them to demonstrate good performance and conduct expected of a member of the higher civil services.

The professional training at the Academy emphasizes expository and experiential learning. Accordingly, aside from On-The-Job (OJT) training in the field with the Forest Departments, significant days of tours, exercise, and

excursions are undertaken. This adds up to about 50% of the 20-month duration of professional training, excluding the Foundation Course at LBSNAA.

The training starts at LBSNAA, Mussoorie, carried on forward at IGNFA and OJT in the respective cadre State/UT is an enriching journey during which the professionals are hand-held and enabled to acquire the necessary domain knowledge, functional and behavioral competencies necessary to effectively discharge the responsibilities in their role in Government as a whole and in the respective Forest Departments in particular, across the country. In this regard, the Academy aspires to achieve successful hand-holding of a Probationer from the day of joining for successful grooming as a Karamyogi.

The underlying emphasis during the training is on THINKING - being able to deconstruct an issue into identifiable parts, analyse them on first principles, and synthesise inferences for developing options.

Participation in all the activities is highly valued and considered necessary for achieving the overall outcome of the



training. Accordingly, Probationers are expected to maintain full attendance. Any absence is examined for avoidability and in deserving cases, may attract penalties. When a Probationer misses a component, it must be repeated, which can lead to an extension of the probation period, a deduction of conduct marks, and where required, disciplinary action.

Performance at the Academy is an important factor in determining inter-seniority, underscoring the need for consistent participation and commitment throughout training.

Over the years, a number of awards and prizes have been instituted to encourage the spirit of performance and excellence. A list of awards and prizes is annexed to this Handbook. The spirited and well-informed engagement of a Probationer in curriculum-based and extracurricular activities is sure to transform a fresher into a fine professional with credentials and reverence.

We, the faculty members at IGNEFA, wish each one of you success. Let's work together for the glory of the good global common –Nature.





From the Director's Desk

Dear Probationers,

It is a privilege to welcome each one of you to the Indian Forest Service (IFS) a distinguished cadre at the forefront of India's environmental stewardship. As you begin this journey, you are stepping into a role shaped by responsibility and a commitment to conserving our nation's forests, wildlife, and biodiversity for generations to come.

The civil services present unique avenues for an officer to develop the talents through meaningful public service. Among them, the IFS, stands apart for its noble and inspiring mandate to uphold the integrity of our rich ecosystems and contribute to the wellbeing of both nature and community. This profession spans forest and landscape management, conservation, ecological sciences, production forestry, administration, and public policy all enriched by learning and collaboration.

Your path ahead will be both challenging and deeply rewarding. The IGNFA encourages you to nurture resilience, innovation, and humility as you sharpen your intellect and character. Prepare to engage with emerging environmental realities and contribute unique solutions whether leading in administration, scientific pursuits, or community service.

At the academy, our commitment is to provide the finest training, exposure, and support throughout your sixteen months stay here. Approach this period with sincerity and open-minded enthusiasm, building a depth of knowledge, skills, and values that will sustain you in a remarkable career of service. Integrity and professionalism will remain the foundations of your success both as officers and as leaders trusted with India's vital natural heritage.

We also extend a warm welcome to our officer trainees from Bhutan, whose presence enriches our learning community. Together, let us foster respect, cooperation, and shared growth.

As we embark on this journey together, I look forward to interacting with each of you and witnessing your transformation into compassionate, capable, and visionary members of the Indian Forest Service.

Congratulations and best wishes as you begin this exciting chapter.

Warm regards,
Bharati

Director, Indira Gandhi National Forest Academy

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CHAPTER 1

INTRODUCTION ABOUT THE SERVICE & THE ACADEMY

About the Service

1.1 All India Services

The All India Services, being civil service cadres common to the Union and States have been the mainstay of governance and civil administration in the country, maintaining the unity, integrity and stability of the nation after independence. The All India Services (AIS) comprising the Indian Administrative Service, Indian Police Service, and Indian Forest Service form the core of India's administrative system, ensuring uniform governance and coordination between the Centre and States. The inclusion of the Indian Forest Service underscores the importance of professional management of natural resources within this national framework, promoting administrative integrity, policy implementation, and sustainable development across the country.

A common unique feature of the three All India Services is that the members of these services are recruited by the Centre, but their services are placed under various State cadres, and they have the liability to serve both under the State and

under the Centre – a dual service scheme. This aspect of the All India Services strengthens the unitary character of the Indian federation.

1.2 Forest Service in India

Forest Management on scientific lines in India dates to 1864 when Sir Dietrich Brandis was appointed the first Inspector General of Forests. A special department was created for the settlement, demarcation, protection, and management of forests. Sir Dietrich Brandis recognised the need for a fully qualified and scientifically trained cadre of officers to help in the administration and conservation of forests of the country considering the unique nature of the forestry profession, which he elaborates as follows:

"Forest officers in India frequently live isolated, far from the immediate control of their superiors.... we, therefore, require officers of high moral character, a good constitution, even temper and superior abilities".



The Under Secretary of India, to the Secretary, Civil Service Commission.

SIR,

29th June 1871.

I AM directed by his Grace the Secretary of State for India in Council to request you to move the Civil Service Commissioners to undertake the examination of candidates for the forest service of India on the 16th of November next and following days, making such arrangements as may be necessary for this purpose with the Revenue Department of this office.

Indian Forest Service.
Examination of Nov. 1871.

Thus, he recommended that a trained force be engaged to manage the country's forest. On his recommendation, Mr. William Schlich and Mr. Ribbentrop were appointed to the Indian (not Imperial) Forest Service in 1867 as Special Assistant Conservators.

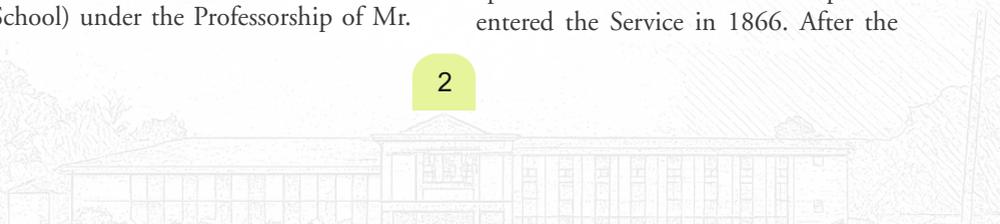
Sir Brandis, committed to having a full-fledged service of scientifically trained officers, decided to arrange for training in the two most advanced countries in science and forestry, i.e., France and Germany, that took place up to 1885. From 1886 to 1905, the IFS recruits received training in Cooper Hill in London. After that, the University of Oxford, Cambridge and Edinburgh continued training forest officers until 1925. Sir Brandis eventually felt the need to commence training in all branches of forestry in India.

The training of Indian Forest Service was moved to India in 1926 and the first course started at Dehradun in the Chandbagh Campus (present day Doon School) under the Professorship of Mr.

Trevor. In 1928, the Indian Forest College (IFC), Dehradun, was moved as a part of the Forest Research Institute and Colleges to New Forest Campus to train IFS officers. However, recruitment to the Indian Forest Service was stopped, and the college was closed in 1932. The IFC was reopened in 1938 to train Provincial/State Forest Service(SFS) Probationers. The training of IFS after the constitution as All India Service in 1966, was housed in the erstwhile IFC which was upgraded in May 1987 to the status of National Forest Academy to function as a staff college for the Indian Forest Service. At its inception, the Academy was named Indira Gandhi National Forest Academy (IGNFA) in memory of Indira Gandhi, the late Prime Minister of India.

1.3 The Indian Forest Service

The Indian Forest Service originated in the year 1867. The first batch of seven IFS Probationers were trained in France, apart from Schlich and Ribbentrop, who entered the Service in 1866. After the





discontinuation of IFS in 1932, the service was reconstituted in 1966 under All India Services Act 1951 after our country's Independence.

1.4 The New Forest Campus

The picturesque Doon Valley, nestled between the Shiwalik and the Himalayas, surrounded by forests and streams, embodies the splendor of nature at its best. This mythological city of Guru Dronacharya and the legendary Ekalavya heralds the saga of supreme sacrifice by a devoted disciple at the altar of learning. Traditionally, It was a city of retired gentlefolk and those who wanted to be close to the Himalayas and the forested plains. It also houses many of the country's premier institutes besides the IGNEA. Some of these are the Forest Research Institute, Forest Survey of India, Wildlife Institute of India, Indian Military Academy (IMA), Survey of India, Oil and Natural Gas Corporation (ONGC) Ltd., etc.

The New Forest campus is shared by the following organisations: IGNEA & Central Academy of State Forest Service (CASFOS), ICFRE & ICFRE-FRI and FRI Deemed University. The New Forest (FRI) estate, placed in the valley of Dehradun, is situated between 30°19' 55" and 30° 21' 16" North latitude and 77°58' 40" and 78° 1' East longitude.

The area lies in the valley of Yamuna and is drained in the East by the Tons, a tributary of the Asan that joins the Yamuna near Rampur Mandi. The campus was created in 1927 on village land, surrounded by the natural forest of Sal. The total forest area of the New Forest Estate is 493.684 ha. It was declared as a Reserve Forest vide notifications No. 723-A.F./XIV-III A.F.-41 dated 02.12.1942 and No. 6009 11-2-20(35) 77 dated 30.08.1977. The general elevation is about 670 meters. Tree growth in the New Forest Estate is managed under an approved Working Plan.

The New Forest Estate climate is marked by a hot summer, well-distributed rainfall during southwest monsoons, and a cold winter with a small amount of winter rains. The cold season is from November to February, followed by pleasant weather till April. May and June are the hottest months, with rains coming by the last week of June.

The rainy season remains till September, followed by pleasant weather up to October. Heavy rainfall is received in the estate, resulting in perfect conditions for plant growth. The monsoon generally breaks at the end of June and continues until the middle or last of September. The weather remains dry afterwards,





with occasional rains. The maximum rainfall is received during the month of July-August, with the lowest in the months of October-November. Frost occurs during the winter months of January and February.

The forest type prevailing in the area is Shivalik Zone Semi-Evergreen Forest. Tree plantations of various species have been raised in the estate for experimental, demonstration and aesthetic purposes. The Arboretum, Bamboo-setum and Botanical Garden are maintained for demonstration and training. The animals include Rhesus macaque, Jackal, fox, Mongoose, Wild pig, Indian hare, etc. Occasionally, leopards are observed migrating from the nearby forests, particularly in winters. A large variety of birds are found within the New Forest campus. They were studied in detail by Joseph George, and the results were published in the Indian Forester during the year 1957 and again in June 1962. The snakes found on the estate include Cobra, Krait, Viper, Rat Snake. The estate harbors a large variety of insects and butterflies.

About the Academy

1.1 Brief History

Indira Gandhi National Forest Academy (IGNFA), established in 1987, stands as a premier institution dedicated to the training of officers within the Indian Forest Service (IFS). The Academy was created by restructuring the Indian Forest College, which had been in existence since 1938. IGNFA provides specialized professional training to Indian Forest Service Probationers and holds the esteemed status of a 'Staff College,' offering mid-career and other in-service training programmes for IFS officers.

Located on the scenic New Forest campus, approximately 5 kilometers west of Dehradun's city center, the Academy shares its premises with renowned institutions such as the Forest Research Institute (FRI) and the Indian Council of Forestry Research and Education (ICFRE). Spanning 1,100 acres, the campus is bordered by the Tons River to the north and Chakrata Road to the south. Situated at an elevation of 670 meters above sea level, it enjoys an annual rainfall exceeding 200 centimeters.

A significant portion of the campus is enveloped by natural forests and dense





experimental plantations, creating a thriving habitat for numerous species of flora and fauna. The unique combination of architectural brilliance and natural beauty makes the campus a notable tourist attraction, offering a tranquil environment that is particularly conducive for training, especially for new recruits to the service.

The Academy's motto, "*Aranyam Te Prithivi Syonamastu*" (Atharva-Veda), meaning "*O Earth, may the forests be your jewels,*" encapsulates the institution's deep connection to nature and its commitment to forest conservation and sustainability.

1.2 Mandate

The Indira Gandhi National Forest Academy (IGNFA) plays a pivotal role in shaping the future of India's forest and wildlife management. The Academy's primary mandate is to provide professional training to Indian Forest Service (IFS) Probationers, equipping them with the necessary skills and knowledge to manage the country's forest and wildlife resources in a sustainable manner. Additionally, it nurtures the development of IFS officers as agents of environmental protection, economic development, and social change.

The Academy's capacity-building programmes are comprehensive, catering to various stages of an officer's career. These include the professional training for new recruits to the service, as well as specialized programmes such as the In-Service Training (Mid-Career Training Programme) for current IFS officers, and the Professional Skill Upgrade Course (PSUC) for officers who are promoted from the SFS into the IFS. Furthermore, the Academy extends its expertise through orientation courses designed for diverse stake-holders, including officers from other All India Services, Central Services, members of the higher judiciary, and other relevant groups.

Recognizing the immense challenges that officers face in managing the nation's most valuable and life-supporting resources, IGNFA strives to provide a holistic approach to training. While technical competence is central, the Academy also emphasizes the development of critical values such as integrity, empathy for marginalized communities, and the ethical principles of public governance. Special attention is given to contemporary issues, including gender equity and other socio-environmental concerns. These efforts ensure that the Probationers not only excel professionally but also emerge as responsible and





conscientious leaders in the service, capable of navigating complex environmental and societal challenges.

1.3 Organization

The IGFA operates under the administrative control of the Ministry of Environment, Forest and Climate Change (MoEF&CC), Government of India. The Academy is headed by the Director at the Apex Level 17 of the Pay Matrix.

The Director is supported by a dedicated

team of professionals, including one Additional Director, two Professors, six Additional Professors, six Associate Professors, and a competent team of office staff. The collective expertise and experience of the faculty and staff ensure the smooth functioning and effective administration of the Academy's diverse training programmes.

For detailed information, the list of faculty members and staff is provided in Annexure 1, while the specific administrative functions assigned to the faculty members are outlined below.



CHAPTER 2

FACILITIES AT THE ACADEMY

The main building of the Academy comprises of an Administrative Block, Faculty rooms, Lecture halls and Labs (GIS, Biological Science etc.), Conference and Board rooms etc. The new faculty block comprises of centrally air-conditioned Library, Computer room, Conference hall and Faculty rooms.

Accommodation

a) The Old and New Hostels provide comfortable lodging for probationers. The hostels are equipped with

lounge, table tennis units, inter-com, computers and mess facilities.

b) Residing in the hostels is compulsory for all the Probationers and they are not allowed to keep their families in the hostels. The Academy guest house near New Hostel has 18 rooms. The Executive hostel has 69 rooms and is being used for accommodating the senior officers participating in the In-Service training courses being conducted by the Academy round the year.



Officers Lounge at New Hostel



Hari Singh Auditorium



New Hostel



Executive Hostel



Old Hostel

Officers' Mess

- The IGFA Officers' Mess is run by IFS Probationers and is located in the hostel premises itself.
- Every Probationer is a regular member of the mess. The mess provides a forum for formal and informal interactions during dinners and get-togethers.
- The Mess Committee consists of the Mess Secretary and four other members who are elected/ nominated.
- The Mess Committee comes into existence only after elections/ nominations are approved and results accepted by the Officer-in-Charge (Mess).
- Office bearers or the members of the Mess Committee cannot be office bearers or members of the Executive Committee of any other Society or Club of the Academy.
- Security and subscription- Every member of the mess is required to deposit the following payments with the Accountant of the mess.





Old Hostel Mess

(i)	Mess Membership Fee (One time)	Notified from time to time
(ii)	Mess Security (One time)	
(iii)	Mess Establishment Fund (Monthly)	
(iv)	Mess Maintenance Fund (Monthly)	
(v)	Mess Employees Benevolent Fund (Monthly)	
(vi)	IGNFA Club Fund (Monthly)	

Functions of the Mess Committee

The Committees shall be responsible for :

- i. Efficient running and proper up keep of the mess.
- ii. Observance of the highest standard for use of mess by the members.
- iii. Supervision of the mess, up keep of mess property and administrative control of the mess employees.
- iv. Maintenance of mess accounts.
- v. The Mess Committee functions under the overall guidance of Officer-in-Charge (Mess), who is a faculty member nominated by the Director. He/she is vested with powers to amend/ repeal the constitution of the mess.
- vi. Mess Committee ensures efficient running and proper up keep of the mess. This Committee also keeps an account of all assets and stores acquired for the purpose and use of the mess.



IT & Digital Infrastructure

Over the past years, the Indira Gandhi National Forest Academy (IGNFA) has undertaken significant initiatives to upgrade its infrastructure and digital systems, aimed at enhancing operational efficiency, learning outcomes, and sustainability. Major improvements include the installation, testing, and commissioning of digital audio-visual systems across key venues—Lok Sevak Hall, Karmayogi Hall, Pine Hall, and Deodar Hall—ensuring seamless integration of modern technologies to enrich presentations and interactive learning experiences. The GIS Lab has been equipped with a 6K lumens laser projector, providing high-quality visual output to support advanced technical sessions.

In line with the Academy's commitment to sustainability and energy efficiency, the 30 kVA UPS batteries were replaced under a buyback policy, promoting eco-friendly power management. To facilitate hybrid and virtual collaboration, the Cisco Webex suite has been renewed, along with care packs for 49 access points and 15 core switches, ensuring reliable operation and technical support for the next two years.

The networking infrastructure has also

seen major enhancement, particularly in the GIS Lab, where the installation of Optical Fiber Cables (OFC) has increased network speed from 100 Mbps to 1 Gbps, significantly improving performance for faculty and probationers alike. Recognizing the growing digital needs, the Academy plans further upgrades to extend high-speed connectivity across all major buildings, including the main building, library, GIS Lab, and Old Hostel.

To ensure robust cybersecurity and network resilience, the Academy is considering the upgradation of the Sophos XG 330 firewall, which has been in use for about seven years. This will strengthen the Academy's defense against emerging cyber threats. Additionally, a Security Audit of the Academy's website and portals has been proposed to the IT Division of the Ministry of Environment, Forest and Climate Change, to be conducted through the Government e-Marketplace (GeM).

These initiatives collectively underscore IGNFA's commitment to maintaining a state-of-the-art learning and administrative environment, aligned with evolving technological standards and the Academy's mission to foster excellence in forestry education and governance.

GIS Lab

The Academy is equipped with a state-of-the-art Geomatics Lab, designed to provide cutting-edge technology for research and training. The lab is furnished with 55 computers, each installed with the latest Digital Image Processing (DIP) and Geographic Information System (GIS) software, including Erdas Imagine and ArcGIS. These advanced tools enable trainees and researchers to perform sophisticated

spatial analysis and data processing, which are essential for effective forest management, wildlife conservation, and environmental monitoring. This facility enhances the Academy's commitment to integrating modern technology into its training programmes, ensuring that officers are well-equipped to handle the challenges of contemporary forest and environmental management.



GIS Lab IGNEA



Library

The IGNFA Library was established in 1938 with an initial collection of 845 books and 15 subscribed periodicals. Its primary objective is to provide comprehensive reading materials and current information to the IFS Probationers, faculty members, In-service IFS officers, and Academy staff. Over the years, the library has evolved into one of the most esteemed collections in the fields of forestry, environment, wildlife conservation, eco-development, and related disciplines. It functions as a National Information Centre for forestry, wildlife, and environmental matters, making it a critical resource for professionals and researchers in these fields.



Currently, the IGNFA Library is fully automated and computerized, ensuring easy access and efficient management of its vast collection. The library houses a rich collection of resources in various formats, including books, bound volumes of journals, State-wise



materials/booklets, maps, reports, slides, audio-video cassettes, compendiums, and more. These diverse resources are managed using advanced library management software, enabling smooth and effective operations.

The library utilizes web-based software, specifically the LIBERTY Library Management Software, which supports several functional modules, including Acquisition, Periodical Indexing, Web OPAC, SDI, Indexing and Abstracting, and Multimedia. These modules enhance the accessibility and usability of the library's extensive resources.

The library is organized into four distinct sections to facilitate easy access to various types of resources:

- a) General Book Stack and Circulation Section
- b) Reference Section
- c) Periodical Section
- d) Bound Volumes Journals and Photographs Section



These sections collectively ensure that users can efficiently navigate the library's vast resources, enhancing the overall learning and research experience for all stakeholders at the Academy.

Membership and Accessing mechanisms: IFS Probationers, Faculty membership, staff of Academy, MCT participants, PSUC participants can take the membership of the Library. The employees of sister organizations under MoEF in Dehradun, and serving & retired IFS officers in Dehradun can also take the membership.

Online Public Access Catalogue of the library collection is provided to all the library users. The library OPAC can be accessed through the WebOPAC. All the members can access the catalogue of library resources through the following process:

Open the website: www.ignfa.gov.in, Go to Academy, Press library icon, Fill the registration form and submit. After filling the registration form, LIO will allow / accept your registration form.

The library users can access all information on the library website.

Medical Facilities

The New Forest Hospital, located within the FRI campus, provides medical

services to Probationers. Medical officers may attend to sick Probationers in their hostel rooms only upon the Course Director's request; however, in emergencies, the Duty Officer may authorise such visits independently.

Except in emergencies, Probationers are advised to seek medical attention at the New Forest Hospital during the designated hours:

Weekdays - 4:30 PM to 7:00 PM

Sundays and holidays - 8:00 AM to 12:00 PM

During tours, medicines for minor ailments are provided from the camp medicine chest carried by the Officer-in-charge, who will also make necessary arrangements for medical care in case of emergencies. Private medical arrangements are discouraged. Probationers are required to under vaccinations and prophylactic injections as and when instructed or mandated by government guidelines.

Sports/Physical Training

For a competent forester, physical fitness is pre-requisite. Therefore, the Academy believes in the motto "healthy mind in healthy body" and gives considerable emphasis on physical fitness through Physical Training (PT). The Academy



has a stadium with a well-equipped gymnasium in the IGNFA sports complex. The outdoor infrastructural facilities for sports include football, hockey, volleyball, basketball, cricket, tennis, and athletics. The Academy has a modern gymnasium with equipment for weight training and other exercises. The indoor facilities in the Academy include squash, table tennis, billiards, snooker, badminton and chess. There is an all-weather

swimming pool named Pandit Deendayal Upadhyay Swimming Pool, spanning 25m in length and 21m in width. This facility serves as a valuable resource not only for the Probationers and Faculty of the Academy but also for their families and other IFS officers. The Academy also enjoys the privilege of having one of the finest playgrounds in Dehradun.





CHAPTER 3

TRAINING OF IFS PROBATIONERS

3.1 Foundation Course

The Indian Forest Service (IFS) Probationers undergo a Foundation Course at LBSNAA, Mussoorie. This course marks the commencement of training of candidates selected by the UPSC. As the Officer Trainees are fresh entrants, the focus is on familiarizing them with the environment of political, economic, social and administrative issues through a well-defined syllabus. This equips them with the requisite skills, knowledge and attitudes to shoulder the responsibilities of a public service officer. The focus of the Foundation Course is on building the

capacity of Civil Service and developing inter-services camaraderie and cooperation.

3.2 Training in the Academy

After successful completion of the Foundation Course the IFS Probationers undergo the IFS Probationers' Training Course, comprising 16 months at IGNSA and 4 months of on-job training (OJT) in the cadre State/Union Territories. This is conducted in three Phases consisting of six terms of specified periods. The details of the training component at the academy are given below:

Phase	Duration
IA (In the Academy – IGNSA)	Thirteen months
IB (OJT) In respective States/Union Territories	Four months
II (In the Academy)	Three months
Total	Twenty months

3.2.1 Field Exercises

Practical field exercises are a cornerstone of the training programme, providing Probationers with hands-on experience in various aspects of forestry, wild life and environmental management. These

exercises include:

- i) Land Survey Techniques
- ii) Soil and Water Conservation Measures and Watershed Management





- iii) Forest Fire Mapping
- iv) Forest Mensuration and Biometry
- v) Field Methods and Techniques in Ecology and Conservation Science and Management
- vi) Forest and Wildlife Crime Detection
- vii) Wildlife Techniques
- viii) Protected Area Management Plan and Species Recovery Plan
- ix) Contract Management and Procurement Processing
- x) Project Planning and Formulation
- xi) Forest Biometry/Inventory
- xii) Working Plan (including restoration plan, plantation exploitation & renewal for non-forest landscape)

3.2.2 Tours

The training programme includes a variety of tours designed to expose the Probationers to different forest types, landscapes, and management practices across India. These tours typically include:

- i. **Introductory Tour:** A tour to familiarise the Probationers about working in the forest department and to acquaint them with different forestry operations and practices.

- ii. **Thematic Tours:** Three thematic tours are conducted in different physiographic zones, focusing on specific themes or topics related to the course curriculum. These tours complement and supplement classroom learning, providing real-world context and practical insights.

3.2.3 Excursions

Local excursions are organized regularly to provide the Probationers with hands-on experience and observational learning opportunities related to the course content.

3.2.4 On-the-Job Training

The OJT phase is a critical component of the IFS training programme. During this phase, Probationers are assigned to specific Forest Divisions and Ranges in their cadre State/Union Territory. They work under the guidance of experienced forest officers, gaining practical experience in various aspects of forest administration, management, and field operations. Probationers are required to submit detailed reports on their OJT experiences, which are evaluated by the academy faculty.

3.2.5 Qualifying Skills and Exercises

Probationers are required to attain proficiency in the essential skills listed below:





- a) Equitation Training
- b) First Aid Ambulance Drill
- c) Weapon Training
- d) Swimming
- e) Outfield & Adventure Skills
- f) Jungle Survival Skills

3.2.6 Hindi and Regional Languages

Proficiency in the official language (Hindi) and the regional language of the allotted cadre is mandatory. Structured inputs are provided through classroom sessions to help the Probationers.

3.3 The Training Curriculum

The IFS training curriculum is dynamic and is regularly reviewed and updated to keep pace with the evolving challenges and opportunities in the forestry sector. The Academic Council, consisting of experts and stakeholders from diverse fields, plays a crucial role in this process. The Council regularly reviews the effectiveness of the training, gather feedback from the field, and recommend modifications to ensure that the curriculum remains relevant and responsive to the changing needs of the forestry profession.

3.4 The Academic Council

The Academic Council is the governing body responsible for overseeing the IFS training programme at IGNFA. It comprises the Director IGNFA, senior faculty members, representatives from the Ministry of Environment, Forest and Climate Change, experts and other institutions and organizations. The Council's function is to advise the Director is as follows:

- 1) Steer, regulate and guide the training programme for each batch as under:
 - a. to determine the courses along with the listing of topics and themes under the subject areas under rule 3 and mentioned in Part I of the Schedule;
 - b. to recommend or approve curriculum framework with the number and duration of terms during Phase IA and Phase II of the training programme and the term-wise scheduling of the courses.;
 - c. to provide guidance for the design of courses, content setting and treatment of the syllabus, topics, themes and detailing thereof to be done by the Academy faculty for the training batches and to





recommend alteration in distribution of marks among the subject areas as mentioned in the Part I of the Schedule;

- d. to specify or approve the methods of evaluation and assessment and marking therein including suggestion appropriate component of continuous evaluation;
 - e. to recommend the necessary adaptations in the curriculum framework in consonance with contemporary professional and academic practices for bench marking of the training programme subject to the provisions of the Indian Forest Service (Probation) Rules 1968.
- 2) to undertake monitoring, feedback and review of the training programme.
 - 3) conduct annual workshop of the Principal Chief Conservators of Forests and Members for assessment of the effectiveness of training imparted to the Probationers and formulate measures for improvement on regular basis;
 - 4) obtain feedback from the field and

other stakeholders including periodic conduct of competency-based training needs assessment on triennial basis;

- 5) undertake overall review of curriculum framework and methods of evaluation every three years and recommend modifications as deemed appropriate within the provisions of these rules;
- 6) to guide research activities on training and related academic activities;
- 7) to guide the faculty development programme;
- 8) to consult specialised bodies and institutions for infusing new technologies, developing mechanism for institutional tie-up with national and international organisations in the field of the forestry, environment, wildlife, and human resource capacity building.;

The Academic Council plays a pivotal role in shaping the future of the Indian Forest Service by ensuring that Probationers receive the best possible training and are well-prepared to deal with the complex challenges of forestry and environmental management in the 21st century.





CHAPTER 4

EXPECTATIONS FROM THE PROBATIONERS

As a member of the All India Service, the Academy demands and expects all the IFS Probationers to follow the officer-like qualities throughout the training period and instil the related attributes and virtues in their personality. Sincere and earnest conduct is insisted from each Probationer on the following aspects during their training in the academy.

4.1 Punctuality

Punctuality forms the basic fulcrum around which discipline revolves, and meticulous adherence to punctuality is essential in all the activities of the training. It is expected that the Probationers reach the venue of any scheduled event such as classroom lectures, guest lectures, flag hoisting events, celebrations, important functions, any other observance days, modules, exercises, tours, excursions, local visits, cultural events, academic or otherwise, at least 10 minutes before the time of commencement of the scheduled event and be seated in the allotted place. For the examination, they have to enter the examination hall and be seated 10 minutes before the commencement of the exam.

4.2 Behaviour

Every Probationer is expected to maintain the highest standards of behaviour and decorum befitting an officer—both inside and outside the Academy. They shall be courteous and well-mannered towards each other, fellow lady Probationers, the academy staff, the faculty, guest resource persons, local officials and staff at all times.

4.3 Participation

All the Probationers should proactively participate in all the activities that make up the Training Course including co-curricular and extracurricular activities, other engagements and celebrations as they are an integral part of training.

4.4 Attire

The Probationers are expected to be appropriately attired for every occasion. The details about what constitutes proper attire are given later in this Handbook. The Probationers must follow the dress code in the Academy, mess and during outdoor activities including tours and exercises, which are mentioned in joining instructions and also as notified by the Academy from





time to time. An Academy tracksuit is strictly meant for PT & Games-related activities, wearing an Academy tracksuit during dining in mess and while travelling in tours, and excursions is not allowed.

4.5 Discipline

As Civil Servants, the Probationers shall adhere to a strict code of conduct and norms of behaviour. The Probationers

shall maintain discipline in letter and spirit and set the highest standards becoming of an officer. Discipline is non-negotiable. The matters arising from indiscipline, lack of punctuality, discourteous behaviour, violation of rules and guidelines, other general and special orders as laid out in this Training Handbook and inappropriate conduct and its consequences and penalties will be dealt with strictly by the Academy.





CHAPTER 5

SHISHTACHAR (ETIQUETTES) AND SOCIAL CONDUCT

IFS officers are often called to make social calls/visits during their Service. The nature and types of such calls are discussed below.

5.1 Types of Calls

There are four types of calls, and one may be required to make one.

- Business calls
- Official Courtesy calls
- Official calls on constitutional authorities & other dignitaries.
- Social calls

5.1.1 Business Calls

Calls must be made in the office during office hours. They are usually not paid at people's and private houses. If a Probationer has to make a business call, it is up to them to find out business hours. It is expected of a caller to fix an appointment beforehand and state their business. Walking into a person office without a prior appointment should be avoided as far as possible. It is advised not to call senior officers between 08.00 PM and 08.00 AM unless there is an emergency.

If the business is urgent enough, the call

might be made at their private house irrespective of whether they use their house as an office, and in extreme urgency, the call might be made at any time of the day or night. However, in all cases where the usual rules are broken, the caller must start with an apology and get their business over as quickly as possible.

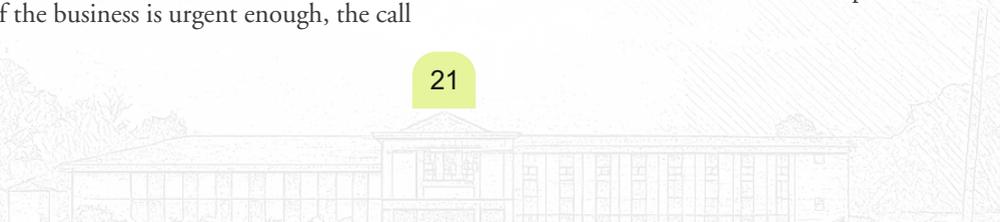
5.1.2 Official Courtesy Calls

These may be made on one's first arrival at a station to apprise superior officers of one's arrival. These are also paid on superior officers when they first arrive at one's station, e.g. Conservator, Commissioner or DIG of Police.

These calls should be paid in office and during office hours. A purely official call should not be paid at a person's residence. In the Academy, Probationers are expected to call on the Director and faculty members, particularly the Course Director, Course Professor and their Counselors.

5.1.3 Official Calls on Governor, Ministers and other high dignitaries

These calls are made when one first arrives at a station. These are also paid





when a high official arrives, e.g., on an official visit or tour.

5.1.4 Social Calls

These are paid on one first arrival at a station and, to a limited extent, even brief visits to a place. These are paid on fellow officers in one own Service and other services of similar social status in civil life. Social calls are paid at people's houses. They are made during calling hours, which may vary according to circumstances. However, they are generally in the evening after office hours on working days and both in the forenoon and evening on holidays. Calls at inconvenient hours, such as early in the morning, early in the afternoon, or late in the evening, just as one is about to go out to dinner, are considered bad manners and are generally unwelcome. When other people call on first, the call is reciprocated soon after in the same way, following the above principles. Call on to Faculty residences and other IFS Officers in the campus is encouraged.

5.2 Interaction with Dignitaries, Officers and Others

5.2.1 General Conduct

Junior officers stand up when ladies or seniors enter a room. When several officers are present in a room, they will

stand up when an officer who is senior to them enters.

Where the officer entering the room is junior to an officer/officers present in a room, no one will stand up.

Officers' spouses typically rise only when the President, Vice President, Prime Minister, Governor, or Chief Minister enters a room. Officers will stand up when they are introduced. Shaking hands when introduced is normal, but not with ladies unless they make the first move. Otherwise, a 'Namaste' or an equivalent greeting in any other Indian language is the proper form.

Introductions are made in the following order: Gentlemen are introduced to the ladies, juniors to seniors, and young people to the old. In the case of VIPs, others are constantly introduced first. The person making the introduction should say, " May I introduce?" or " Let me introduce Mr. or Ms."

5.2.2 Receiving a Visitor/Guest

Receive your visitors at the door or, if they are senior officers or older people, on the drive as they descend from their cars. Please open the door for them and see them into the house. Offer them a seat, and after a while, serve soft drinks, tea, coffee, etc.





After the visit, see your visitors off to their car or the gate. Please do not shut the door on them. Bid them good night, Namaste, etc., depending upon circumstances.

5.2.3 Conduct at a Party

Punctuality and politeness are the essence of conduct at a party. Hence, arrive on time. On arrival, meet the host and the hostess and greet them. A good host will usually name the drinks available. Choose, politely state your preference, and respond with "Please" or "Thank you." Only ask for something that has been mentioned.

Wait to start on your drink. Please put it on a side table and sip it occasionally without a slurp. If snacks are served, the bearer usually offers you a small plate and a napkin. Hold the plate with the napkin underneath it. While eating a sandwich, cake, etc., hold it between the thumb and the first two fingers.

When leaving, always thank the host and hostess. At larger parties, take leave of the person with whom you may be sitting or talking besides the host and the hostess. Leave-taking should be brief and discreet. Do not slink away (fade out quietly), and do not make your departure a big one.

Government officers are not expected to

drink alcohol publicly, even in places without prohibition. It is essential to familiarise oneself with government instructions and the conduct rules. If you are a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol, you may decline politely.

5.2.4 Norms for Conversation

Talking with one's arms folded on the chest, hands in the pockets, on one's hips, or with a cigarette in the mouth is considered offensive and must be avoided.

Undue animation during conversation is generally seen as a spectacle, and one must be calm, collected and soft-spoken while talking.

Gossiping or disparagingly talking about others, boasting about one's achievements or connections by dropping names, is not endearing and lowers the level of conversation. Personal queries about family and income are generally unwelcome.

Some people suffer from an uncontrollable urge to have the last word on every subject. However, a conversation is not wrestling about things you must pin the other person down. A humorous exchange also does not necessarily need to end with your punchline. Learn to



appreciate the other person's wit and respect his/her opinions; the same courtesy will usually be extended to you.

If you have to draw from the company, say, "Excuse me" while doing so.

5.3 Conduct at Workplace

5.3.1 With Subordinates/Staff

An efficient, capable officer is respected and looked up to by his staff.

Efficiency and diligence at the workplace will help you achieve your goals. Be a leader to them. Leadership is an art that is cultivated and reigned by practice. Essential elements that make a good leader are given below: -

Maintain absolute integrity. Be wholly fair and impartial in your dealings with people.

Be knowledgeable about your work in public and before your subordinate staff.

Be tough on those whose activities harm the organisation. Be considerate towards those who work sincerely. They only need a leader to groom, train and guide them to better performances.

Leadership necessitates creating a bond with those working under you, both at the official and personal levels. Good people under you must know that in you, they have a boss who is concerned about

them, will protect them from harm, and will unhesitatingly support them whenever their cause is just. The welfare of your staff is your primary concern.

Be polite in your conversation. Using Please, Thank you, etc., do not belittle you.

Age must be given due respect. This is part of the good Indian traditions that we must keep alive.

Avoid narrating jokes, incidents, etc., which aim to make fun of any person, race, racial, regional or religious group. These are always in bad taste, and even though your listeners may laugh at them outwardly, they may have been hurt deeper inside.

When an officer goes to his cadre, he must remember that the cadre is his HOME for all practical purposes. The acceptability and trust they will have from the local people will be directly proportional to their/their efforts in merging with the local society. They must learn to speak the local language fluently, appreciate and eat the local food, respect the local customs, etc. This makes them more positively oriented towards their cadre and makes life and work much more enjoyable.

One common drawback amongst officers, whose cadres are not their home





state, is that they do not know much about the history and culture of their cadre states. This deficiency must be remedied right in the beginning by going through books that deal with the subject. This allows one to have a deeper insight into the current scenario of the State and in attending social functions.

5.3.2 *Divyang*

In our daily interactions, it is important to be mindful and respectful towards *Divyang*. A few simple courtesies can help ensure dignity and inclusion for all:

- Engage naturally and directly speak to the person, not through others, and allow time for conversation.
- Treat individuals appropriately to their age and role; avoid using a tone suited for children when speaking with adults.
- Be considerate and discreet avoid staring or focusing on the disability.
- Respect personal space and avoid physical gestures unless clearly welcome.
- Maintain eye-level communication where possible for comfort and equality.
- Show respect, not sympathy acknowledge the person's abilities

and individuality.

Small gestures of awareness and sensitivity go a long way in creating an inclusive and respectful environment for everyone.

5.3.3 Being Gender Sensitive

The goal of a progressive society is to create an environment that is fair, just, and enabling, allowing every individual to grow and contribute according to their unique strengths and potential. This remains a key developmental objective for us as public servants and leaders.

At the Indira Gandhi National Forest Academy (IGNFA) and in service across the country, all Indian Forest Service officers are bound by a shared professional identity and purpose. We must always remember that our abilities, integrity, and performance are individual attributes—they are not determined by gender or any other distinction.

As officers, it is our responsibility to uphold a workplace culture of dignity and respect, ensuring that any form of gender-based bias, discrimination, or harassment is neither tolerated nor ignored. Every individual deserves to work and learn in a safe, equitable, and inclusive environment.

It is also important to recognize that





social and cultural norms differ across regions in dress, behaviour, and expression. While appreciating this diversity, we must be careful not to let our own regional or cultural perspectives influence our judgments of others. Mutual respect and sensitivity to differences are essential to fostering harmony and professionalism in all interactions.

5.3.4 General Civic Manners

Politeness is not to be reserved only for one's superiors or peers. One must be polite towards everyone, regardless of social status, etc.

A critical aspect of Indian culture is the respect accorded to older people, regardless of their social position. This is to be kept in mind when dealing with subordinates and non-officials.

Natural functions like yawning,

sneezing, belching, coughing, and clearing the throat and nose should be done as silently as possible with hands over the mouth and an "excuse me" if in company. Attention to body cleanliness should be addressed.

Sharing a room, bathroom, or compartment with others imposes special obligations. A golden rule is always to leave things dry and clean, as you would like others to leave for you. Litter must be thrown into paper baskets, and ashtrays must be used for ash or to stub out a cigarette.

Dress reflects one's personality. Clothes should be appropriate for the occasion. Avoid wrong combinations.

All Probationers are expected to be adequately dressed while visiting the lounge, billiards room or the dining hall in the mess.





CHAPTER 6

LIFE IN THE ACADEMY

6.1 General

- a) Probationers are expected to observe absolute punctuality and regularity in all the activities, physical training, lectures, classroom sessions, games, organized programmes of entertainment, sports, visits to various places, social functions and formal or informal dinners etc. All these are part of the duties during their training at IGNEA.
- b) Besides punctuality and regularity, the Probationers are also expected to develop and maintain high standards of personal hygiene, social behaviour and courtesy, dignity and integrity.
- c) Keeping family in the Academy hostel is strictly prohibited.
- d) Probationers are advised to observe courtesy in their dealings with their colleagues, faculty, office staff and guests of the Academy. They are expected to adopt the best norms of behavior in keeping with the dignity of the service. Both within the premises and outside, they are expected to behave with consideration for others, at all times.
- e) Probationers are not expected to play loud music or speak loudly in their rooms, lounge or the corridors.
- f) Keeping or consuming alcoholic drinks in the Academy is strictly prohibited. Inebriated conduct can invite severe punishment under conduct rules.
- g) Smoking is not permitted in the Academy premises.
- h) Probationers are strictly advised not to carry and use mobile phones and other electronic gadgets such as tablets, notebooks etc., in the class or during any other official training activities. If anyone is found violating this instruction, strict disciplinary action may be initiated against him/her.
- i) Probationers must not address letters/representations directly to the Prime Minister, Ministers and the Government of India; and should instead seek redressal of their grievances, if any, through proper channels only. Probationers are expected to communicate through the Course Director (CD) only in all circumstances.





- j) Keeping pets, firearms and four-wheelers by the Probationers in the hostel and on tours is prohibited.

6.2 Identity Cards

Probationers are issued identity cards for the duration of the training. This card can be collected from the Course Director. This identity card is to be carried by the Probationers at all times, within the campus and outside.

6.3 Name Tag

All the Probationers are expected to wear the name tag issued by the Academy in all classroom sessions to facilitate better interaction with faculty members.

6.4 Leave

Due to a demanding curriculum and programmes of the training course entailing hectic schedule and engagements, the Probationers must be on duty during the entire training period. As such, it is not possible to accede to any request for leave. No leave, including station leave on holidays is granted except under the most compelling circumstances. The Probationers must not leave the headquarters, except with prior written permission of the Course Director. Overstay shall be deemed to be unauthorized absence and may automatically imply as “leave without pay”

making the Probationer liable to disciplinary action. Probationers may get in touch with their Course Director to find out the correct procedure for applying for leave. If a Probationer is unable to attend duties on medical grounds, a certificate should be obtained from the Medical Officer, New Forest Hospital followed by an application for leave to the CD. It may be noted that in the case of Probationers who frequently resort to leave on medical grounds, a suitable note in their confidential reports about their poor state of health may be made and they would be referred to medical board to assess their suitability to continue in the service.

6.5 Duty Officer (DO)

- a) One Probationer from the batch is appointed by the Course Director to function as a Duty Officer for one week at a time (06.00 A.M. on Monday to 06.00 A.M. on the next Monday).
- b) The system serves as a vital communication link between the entire batch and the Academy. The functions of DO are as given below:
 - i. Marking attendance for every session and submit the same to the CD on the next working day.
 - ii. While on tour, report promptly





to the faculty member in charge on tours, any incident of illness, indiscipline, misbehavior etc., and take action as per the instruction given, if any, in this regard. For this, the DO shall call on the concerned faculty member at least once a day.

- iii. While at the headquarters/IGNFA, the DO shall report any incidence of misbehavior, misconduct or any action, that is unbecoming of an officer, to the Course Director immediately.
- iv. The attendance taken by DO's are often corroborated with CCTV footage and other sources to avoid factual errors. Any mistakes made by DO's in this regard shall warrant disciplinary action.

6.6 Mess Duty Officer (MDO)

- a) One of the Probationers is deputed as Mess Duty Officer (MDO) for a day except on tours.
- b) Officer-in-Charge (Mess) draws a monthly roster of the Probationers for performing the duty of MDO and give necessary instructions, if required.
- c) The function of the MDO is to:

- i. Ensure quality and quantity of fresh and dry stores received from the suppliers and records his/her report on the bill.
- ii. Issue the material from stores required for preparation of food to the butler or the mate.
- iii. Ensure cleanliness and hygienic conditions in the kitchen and mess.
- iv. Mark attendance of mess employees.
- v. Ensure that the members enter the mess in proper dress and in time and report violation of dress and/or in decent behavior on part of any member.
- vi. Ensure that the room service is provided, on written request, to the members who are on authorized medical leave.

6.7 Escort Officer

- a) Whenever some eminent person is invited to IGNFA, a Probationer is made the Escort Officer for that person.
- b) The Escort Officer is the link between IGNFA as an institution on one hand and the guest on the other.





- c) A good interaction between them also ensures that the Probationer learns a lot of things from the guest during the informal interaction on a personal basis.
- d) Some guiding principles for escort officers are as follows:
 - i. The guest, being an eminent person, must be shown respect due to him/her.
 - ii. The Escort Officers must strive to make sure the stay is comfortable for the guest.
 - iii. He/she must be aware of various facets of life and work at the Academy so that enquiries and curiosities of the guest regarding the functioning of the institution are satisfied properly.
 - iv. He/she must coordinate with the Academy administration/Course Director to make necessary arrangements for the guest's transport, reading material, presentation material, visits etc.
 - v. He/she will introduce the guest to the audience during the classroom sessions, whenever this is required of him/her. For this purpose, he must make himself aware of the academic,

and professional background of the guest. This is also for ensuring a pleasant, meaningful, engaging interaction between the guest and the escort.

6.8 Counsellor Groups

Probationers are encouraged to approach designated Faculty Members called the 'Counsellor'. The Counsellor acts as a friend, philosopher, and guide to the Probationers, and provides help and guidance in official and personal matters. The Probationers are encouraged to be in close touch with their Counsellors and meet their respective Counsellors informally as frequently as required. Counsellor Group Meetings are also arranged by the Course Director or the respective Counsellors as and when needed.

The role of Counsellors is as follows:

- a) Advising the Probationers on issues relating to their profession and training.
- b) Enabling them to face the diversity of issues during their training period.
- c) Building up confidence, developing self-esteem and leadership qualities.



6.9 Conduct in Class

- a) The lectures/practicals will be held in the various classrooms/laboratories/fields as indicated in the timetable.
- b) The doors of the lecture hall/classrooms will be closed immediately after the time fixed for the commencement of the session. Probationers may not be admitted after the doors are closed.
- c) Each Probationer is expected to take the assigned seat 5 minutes prior to the commencement of the class in the lecture hall.
- d) All the Probationers must rise when the faculty or a senior officer enters the classroom.
- e) The use of mobile phones in the classrooms/course activities is banned in the Academy. Hence all the Probationers are advised to leave their phones outside the classroom in their lockers to avoid disciplinary action.
- f) Probationers are expected to take notes in classes. Faculty members may circulate some supplementary reading material. Where such material is circulated in advance, the Probationers should go through the same before coming to class.

- g) Probationers are encouraged to clarify their doubts, but should they like to discuss a viewpoint that is different or where it is likely to take a long time, they do so later in the chamber of the faculty member. At any time, Probationers should never behave in a way that disturbs the session.
- h) After completion of the session, the Probationers must leave the class only after the departure of the faculty member.

6.10 Conduct in the Officer's Mess

- a) It is expected that all the Probationers would willingly adjust themselves and adopt a uniform code of etiquette, which would be in keeping with the traditions of the Academy.
- b) It must always be remembered that a mess is more than just an ordinary eating place and is the repository of the traditions of a service.
- c) All the members of the mess are expected to strictly conform to the prescribed dress regulations.
- d) The Mess Secretary/staff posted on duty may disallow a member from entering the mess/dining hall on his/her failure to turn up in the prescribed dress.





- e) A suggestion book shall be kept in the dining room of the mess. It shall be the duty of the Mess Secretary to examine the suggestions book at least once a week and to bring the suggestions, if any, to the notice of the concerned member of the Mess Committee.
- f) The suggestion book shall be shown by the Mess Secretary to the Officer-in-Charge (Mess), every month for his perusal and orders.
- g) Guests may be invited for meals, provided the Mess Secretary is informed in advance in writing.
- h) The rates for meals for the guests are fixed by the Office-in-Charge from time to time and displayed on the notice board.

6.11 Ceremonial Dinners:

- a) Every Probationer is a host. They are expected to be present 10 minutes before the guests' arrival to receive them and to see that no guest is left unattended. Do not leave the mess until all the guests have left.
- b) Probationers appointed as 'Escort Officers' to guests should receive them at the entrance and remain in attendance throughout. The 'Escort Officer' is expected to help the

person escorted obtain food and should introduce them (if they are guests) to Probationers and faculty members. At the conclusion of the meal, the Escort Officer is expected to see his/her guest off.

6.12 General Table Manners:

- a) Before serving yourself, draw your chair as close to the table as convenient. This will enable you to sit upright.
- b) The table napkin is not intended for use as a towel but is meant to protect your clothes. Do not spread the napkin at or around your neck. Spread it across your lap, half folded.
- c) Do not heap your plate, scrape or bang it noisily while eating. If several dishes are present, help yourself to a few of them at a time. Go for more helpings later, if need be.
- d) Do not search around in the dish for the choicest bits or thumb through chapattis till you come to a hot one.
- e) Sit upright while eating. You may however lean slightly forward to prevent food from falling off from your fork or spoon.
- f) Do not place your elbows on the table at any time during the meal. Do not move your hands sideways



when cutting meat/bread to prevent your elbow from striking your neighbour.

- g) Food is not chewed with the mouth open. Never talk with your mouth full. Talk only after you have swallowed what was there in your mouth.
- h) Speak softly and gently, just loud enough for your immediate neighbour to hear. Never shout across the table.
- i) Never use a toothpick during the meal.
- j) Do not lean across the table to get a salt cellar or a pepper pot or a dish. Always ask the one nearest, "Could you please pass me..."
- k) If food or drink is spilled, or a similar minor accident occurs, use a napkin or call a bearer to help.
- l) Do not lean back or forward on your chair, keep your chair on four legs and be stable at all times.
- m) After the meal, place your napkin on the left of the table.
- n) After getting up, put the chair noiselessly back to its original place. Formal dinners are occasions when maximum formality has to be

observed in all your activities. These are more in the nature of ceremonies than opportunities to satisfy your hunger.

6.13 Conduct in Hostels

The following instructions regarding conduct in the hostel may be kept in view:

- a) Probationers are **not allowed** to remain absent from the hostel overnight without the written permission of the Course Director.
- b) Probationers are **not allowed** to keep their family in the hostel & while on tours and other training-related activities.
- c) Keeping pets, firearms and four-wheelers by the Probationers in the hostel and on tours is **prohibited**.
- d) Probationers are expected to maintain their rooms neat and tidy. Beds must be made when not in use.
- e) Electrical appliances, lights, computers, and taps must be **switched/turned off** when the Probationers leave the rooms.
- f) The care of the furniture, equipment, and accessories is entrusted to the Probationers, and damage to Academy property





caused through negligence or improper maintenance has to be made good by the Probationers. Cleaning services are provided by the Academy. Room bearers have been provided in the hostels in 3 shifts.

- g) **The Probationers are advised to ensure that their rooms are properly locked and secured whenever they go out.**
- h) Playing of loud music or creating a disturbance of any sort in the hostel premises is **strictly prohibited.**
- i) The hostel and mess activities shall remain suspended when the batch is undergoing tours.

6.14 Dress Code

- a) The Probationers are expected to be well-groomed and properly attired and to ensure at all times that they do not present an unkempt or slovenly appearance.
- b) The Probationers must equip themselves, with the articles of clothing and equipment as prescribed by IGNEA. This will enable them to be properly attired, befitting their status in keeping with the traditions of the Academy and the service on each occasion.

- c) The Counsellors and the faculty members will watch out for a proper turn-out. It will be an important component for assessing personality and award of conduct marks.
- d) The dress code for various occasions viz., academic, physical, touring, excursions, qualifying tests, social etc., is prescribed. Any deliberate attempt for non-adherence to the dress code shall be viewed as a violation of the code of conduct on the part of the concerned Probationer by the Academy.

6.14.1 Formal Occasions

On occasions like Independence Day and Republic Day celebrations, Convocation functions, visits of high dignitaries, special sessions and all other formal functions declared so by the Academy the formal dress code is the norm.

Probationers may have their formal dress made as soon as possible. The dress will be useful to them on formal occasions, even after they leave Academy.

- i. Men: Black buttoned up coat (Jodhpuri coat) with black trousers, black socks and black shoes.
- ii. Women: Sober/cream coloured plain saree with border. Formal shoes/sandals.

6.14.2 Class Room/Officers' Mess

- a) Winter (1st November to 15th March)
 - i. **Men:** Closed collar coat/lounge suit/Academy blazer with service tie or any other appropriate tie. Black or brown shoes. (Highneck/Poloneck sweaters are not allowed).
 - ii. **Women:** Saree/salwar/churidar kameez/western formals with cardigans and sober-coloured coats. Shirt-trousers with sober coloured coats. Formal shoes/sandals.
- b) Summer (16th March to 31st October)
 - i. **Men:** Sober coloured half/full-sleeved shirts and trousers. Black or brown shoes (folding of sleeves is not allowed.)
 - ii. **Women:** Sober coloured



saree/salwar suit/western formals. Shoes/sandals.

(NOTE: Casual or gaudy attire, jeans and T-shirts are forbidden. Footwear, like bathroom slippers and sports shoes, will not be allowed to be worn in the classroom).

6.14.3 Physical Training & Games Dress

- a) Winters
 - i. **Men/Women:** Academy tracksuits, white sports shirt, white socks and white sports shoes.
- b) Summers
 - i. **Men:** White T-shirt & white shorts, white socks and white sport shoes.
 - ii. **Women:** White T-shirt & white trousers, white socks and white sport shoes.





6.14.4 Tour/Excursions/Weapon Training/Field Exercise

- i. **Men/Women:** Field dress & cap, hunter shoes with socks.

6.14.5 Horse riding

- i. **Men/Women:** Riding hat

(Provided by authorities at the time of riding) white T-shirts, olive green trousers, hunter shoes.

6.14.6 Swimming

- i. **Men:** Swimming trunks and swim caps
- ii. **Women:** Swimsuit and swim caps





CHAPTER 7

THE IGNFA OFFICERS' CLUB

7.1 The IGNFA Officers' Club

As an integral part of the overall personality development, the Probationers are encouraged to organize various social, artistic, cultural, and literary activities and manage their clubs. There are different Clubs under the umbrella of the Officers' Club of IGNFA which provide a platform and opportunity for Probationers to be involved in different inter and intra-institutional activities through extra academic inputs. This also provides the Probationers with opportunities to learn organizational and managerial skills in addition to showcasing their talent and interests.

Every Probationer undergoing training at the Academy is a member of the IGNFA Club consisting of the Vice President and General Secretary and many club Secretaries managing the club. The Director is the Honorary President of the club.

IGNFA acts as a centre for facilitating extracurricular activities under various IGNFA clubs:

- Cultural and Fine Arts Club
- IT & Contemporary Affairs Club

- Nature & Sustainability Club
- Literary Club
- Sports Club
- Souvenir Club
- The Officers' Mess

7.2 General Secretary:

The General Secretary of IGNFA Club serves as a nodal point for promoting and organizing all recreational, social and cultural events, in coordination with respective clubs. He/ she shall refrain from representing any grievances of the batch on behalf of the batch.

7.3 Souvenir Committee:

The Souvenir Committee enthusiastically promotes the procurement and distribution of souvenir-related works more actively and attractively. The Committee successfully initiated the procurement and distribution of many new items like a wall clock, pen stand, poster set, lapel pin, tie pin, tie, brooch pin, diary, passport holder, and file cover. They are entrusted with the task of procuring tracksuits, field dress, and PT uniforms to the IFS Probationers.





7.4 Cultural and Fine Arts Club Secretary:

The Cultural and Fine Arts Club organizes cultural and recreational events giving opportunities to the Probationers to showcase their talent, and appreciate different art forms, and also acts as an important training ground for leadership roles. Events organized by the Cultural Club include Vasantotsava, Sheetotsava, Meghtotsava, Musical Nights, Pongal, Onam, Ganesh Utsav, Zonal festivals etc.



7.5 IT & Contemporary Affairs Club Secretary:

The IT & Contemporary Affairs Club is involved in upgrading the IT infra-

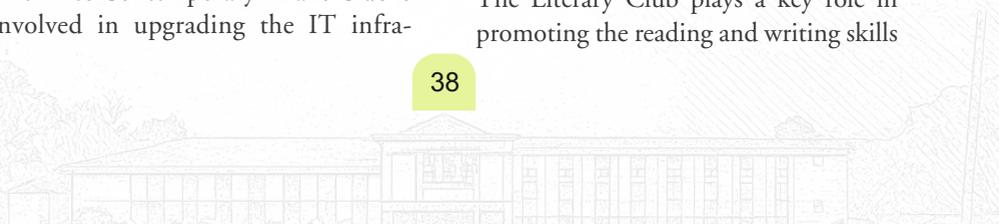
structure, maintaining the digital records of various lectures, discussions, interaction sessions and to extend IT support to other Clubs' activities like the Literary Club, newsletter, Jungle book launch event, handling Facebook, Twitter (X) and Instagram accounts. Also, for coordinating with OIC(IT) and other faculty members in the smooth functioning of the IGNFA Learning Management System portal.

7.6 Nature & Sustainability Club Secretary:

The Club is entrusted with the responsibility of conducting various activities under Mission Life. They are also involved in raising of a Probationer's nursery, conducting various outdoor activities on weekends such as local treks, bird watching, celebration of important days related to forests, environment & wildlife and organizing for nature photography. The club in association with experts from WII and NGOs organizes Nature's Walk and Bird Walk. Also, the Nature & Sustainability Club organizes photography contests to enhance the photography skills of the Probationers. Winners of the contest are given cash awards.

7.7 Literary Club Secretary:

The Literary Club plays a key role in promoting the reading and writing skills



of its members. The Club organizes and contributes to a large number of events such as debate competitions, poetry and caption contests and the release of Jungle Book. Jungle book contains creative articles, field learning, contemporary issues, poems, paintings, book reviews and photographs from tours.

7.8 Officers' Mess Secretary:

The Officers' Mess Committee also has the mandate to organize formal and informal get-togethers either independently or in association with other clubs. It celebrates special occasions, festivals etc., reflecting the hues and colors of India.

The functions of the Mess committee members are as follows:

- i. Ensure quality and quantity of fresh and dry stores received from the suppliers and records his/her report on the bill.
- ii. Issue the material from stores required for the preparation of food to the butler or the mate.
- iii. Ensure cleanliness and hygienic conditions in the kitchen and mess.
- iv. Mark attendance of mess employees.

- v. Ensure that the members enter the mess in proper dress and on time and report a violation of dress and/or indecent behavior on the part of any member.
- vi. Ensure that the room service is provided, on written request, to the members who are on authorized medical leave.

7.9 Sports Club:

The sports club organizes sports and related activities like cricket, football, badminton and basketball matches and an Annual Sports Meet.

During the visits of counterparts from other services, friendly matches are organized with IAS, IPS and IRS(IT) Probationers/officers.





CHAPTER 8

PHYSICAL TRAINING AND GAMES

8.1 Purpose

The Indian Forest Service caters to nature and interface with nature. Extensive field touring is a part of both the innate requirement as well as the charm of the service. The same plays a vital role in gaining knowledge, confirming facts, assessing requirements, and suggesting viable and innovative interventions. The field job requires officers who are physically fit and mentally alert.



The Academy appreciates the role of physical training and games in ingraining a sense of discipline, team-building, leadership, and strategizing among the Probationers, and thus the physical training component of the training receives a very high priority and continuous attention in the Academy. It is expected that the sense of appreciation

for physical training and games is unequivocally endorsed and professed by the Probationers as well.

8.2 Attendance

The Physical Training and Games are scheduled events of the professional training course meant for IFS Probationers. Any lack of interest, unauthorized absence for PT and Games, habitual absenting, and citing false medical reasons are unwelcome and viewed with disdain and dealt with disciplinary action under the IFS Probation Rules, 1968.

A substantial focus on physical training and participation in games is reflected in the details of the weightage of sports and games for Internal Assessment (Conduct) as provided in the IFS (Probationer's Training and Evaluation) Guidelines, 2024

8.3 Conduct during Physical Training & Games

The morning PT and evening games are an integral part of the training curriculum for the IFS Probationers. Participation in PT and Games is compulsory, and the Probationers are required to report for PT and games at



IGNFA ground on all working days as per the timings notified in the weekly schedule. All the Probationers must note the following:

a) Duration of morning PT exercise and evening games are 45 minutes and 60 minutes respectively.

b) Timing for PT & Games:

**Summer: 06:00 AM to 06:45 AM
& 05:00 PM-06:00 PM**

**Winter: 06:30 AM to 07:15 AM &
04:30 PM - 05:30 PM**

c) The dress code for attending PT and Games is stipulated by the Academy and is expected to be followed scrupulously.

d) Mobile phones are not permitted to be carried for PT and Games except by the Duty Officer.

e) All Probationers must actively participate in the PT activities including jogging and exercise.

f) The faculty officer-in-charge (OIC) of PT and Games shall assess Probationers regarding PT and Games.

g) Attendance in PT and Games is assessed for a maximum of 20 marks, and physical fitness is assessed for a maximum of 16 marks

twice during the training in the Academy. Participation and winning in the Academy sports meet and/or All India Forest Sports Meet is considered for allocation of marks as well. The average of the two assessments is taken for the final assessment.

h) The Probationers shall maintain a minimum of 80% attendance in PT and Games.

i) The Probationers who fail to attain the stipulated attendance in PT, shall not be assessed for physical fitness, and the marks awarded for physical fitness as well as for attendance will be zero (0).

j) The Probationers who are found to be non-performing in the PT/Games activities will be considered to be deemed absent from PT/Games.

k) Absence/deemed absence from PT/Games will be treated at par with absence from academic sessions and will invite appropriate action and leave deduction.

l) The Probationers missing PT sessions except on account of prior exemption from the concerned Course Director like as Escort officer shall communicate the



reason on the same day (before 11:00 AM) to the Course Director.

8.4 Swimming

Apart from excelling in the field, the Probationers are also expected to meet qualifying standards in Swimming. The swimming sessions are scheduled in the morning and evening during weekdays. Special sessions are conducted on Saturdays and Sundays.

The swimming slots for the Probationers are allocated from time to time by OIC (Physical Training & Sports), IGNEFA, considering the training needs and requirements. The Probationers must follow Do's & Don'ts and safety instructions given below:

- a) Enter the pool only after taking shower.
- b) Wear a swimming trunk (male)/swimming suit (female) and cap.
- c) None suffering from skin disease, wounds, or skin sores will be permitted to use the pool.
- d) No spitting, spouting water, blowing the nose, or discharging bodily wastes in the pool is

permitted.

- e) No running, rough play, or excessive noise is permitted in the pool area.
- f) None is allowed to dive into the pool except in competitive events and without supervision of the lifeguard and coach.
- g) No food or beverage are allowed in the pool area. Alcohol is strictly prohibited in and around swimming pool premises. Pets are not allowed in the pool area.
- h) The Probationers are expected to use the designated area of the pool as instructed by the Pool Administrator / lifeguard / trainer from time to time. Getting in and out of the pool is only through the steps available on both sides of the pool.
- I) The Probationers should inform the pool administrator/lifeguard/trainers before entering and leaving the pool.
- j) Photography/Video is strictly not allowed in the pool premises.



8.5 IGNEFA Cross Country Run

Every year, a mandatory Cross-Country run is organized traversing 7 Km for gentlemen and 5 Km for ladies. Participation in the cross-country run is compulsory for all the Probationers. Points will be awarded as per the following criteria.

Men		Women	
Time for 7 Km	Score	Time for 5 Km	Score
<35 min	5	<30	5
35.01 to <37 min	4	30.01 to <32 min	4
37.01 to <39 min	3	32.01 to <34 min	3
39.01 to <41 min	2	34.01 to <36 min	2
41.01. to <43 min	1	36.01 to <38 min	1
43.01 to 45 min	½	38.01 to 40 min	½

8.6 Annual Sports Meet

The IFS Probationers are grouped into four Houses – Lion, Rhino, Tiger, and Tusker after joining the training course. They have to compulsorily participate in at least one track/field event or other Athletic and Games event during the sports meet held for the four Houses. Proactive participation in the Sports meet is counted for Internal Assessment marks.

- The winner of league matches or team games is awarded 2 points.
- The winner of the final matches of team games is awarded 10 points. The runner-up of the final matches

of team games is awarded 5 points.

- First & second positions in Tug-of-war, Badminton, TT, Tennis, Chess, Carrom, Billiards & Snookers are awarded 5 points and 3 points, respectively.
- First, second, and third positions in track and field events are awarded 5 points, 3 points, and 1 point, respectively.
- For Badminton, TT, Tennis, Carom, Chess, Snookers, Billiards, and Squash, each House can field only a single player and one doubles team, as applicable.



CHAPTER 9

ASSESSMENT & EVALUATION

The Professional Training Course program is conducted through classroom sessions, exercises, tours, excursions, customized modules, and visits to or attachments with special institutes and organizations. The sessions are carefully planned to cater to the needs of adult learners through a blend of both classroom and digital resources involving Case Studies, Moot Courts, etc. Lecture sessions are primarily intended for the systematic transfer of knowledge. Probationers are advised to be alert and participate in the training/learning process. The academic activities are divided into pre and post-lunch sessions. Generally, the post-lunch sessions are devoted to practical learning experiences and special lectures. Persons of eminence and accomplished expertise in various scientific, technological, and socio-economic fields are invited to deliver special lectures and interact with Probationers. Qualifying skill tests in Equitation, Weapon training, jungle survival skills, and outfield and adventure skills are compulsory and generally conducted through expert institutions/organizations such as IMA, ITBP, etc. Scheduled examinations, concurrent assessments, tests, presentations, assignments, etc. constitute the

mode of evaluation of the performance and proficiency of the Probationers.

9.1 Evaluation

The Indian Forest Service (Probationers' Training and Evaluation) Guidelines, 2024 have been issued by the Academy under the IFS (PTE) Rules, 2023. In addition to the final examination, periodic concurrent assessments are conducted for all the courses, the ratio of which will normally be 7:3. The prerequisite for appearing in the final examination is a minimum of 80% attendance in each course. Those Probationers who fail to maintain the minimum prescribed attendance as above appear in the re-examination, normally with the subsequent training course(s) of IFS Probationers. For details, the guidelines may be referred to.

The summative examinations are conducted at the end of each term. The Probationers failing are allowed to appear in the examination with subsequent training courses of IFS Probationers to clear the exam and fulfil the requirements of completion of training. Failure in examination in the second attempt is dealt with under the IFS Probation Rules, 1968.



9.2 Conduct during offline Examinations

- a) In the examination in which books, bare acts etc, are allowed, the same will be facilitated by the Academy.
- b) The Probationers should bring their mathematical instruments like scale, protectors, calculator etc. Exchange of these items and lending is not allowed.
- c) The Probationers shall not bring cellular phones or other electronic gadgets inside the examination hall.
- d) Use of any unfair means, including use of any unauthorized materials inside the examination venue is strictly prohibited, which may result in debarment or disciplinary action by the Academy.
- e) The Probationers should reach the examination hall at least 10 minutes before the scheduled time and be seated in the allotted seat. Any late entry to the examination hall will not be allowed.
- f) The Probationers must adhere to proper conduct during the exam. Misbehaviour or misconduct during the examinations will be strictly dealt with by the Academy.
- g) The Probationers should attend the

exams in proper dress code and Gentlemen Probationers must come properly shaved.

9.3 Conduct during Online Examinations

- a) The Probationers are not expected to open and use any other electronic devices/communication devices during the exam. It will also be ensured that mobile phones, MP3 players, smart watches and all other electronic devices are turned off and kept away. During the examination, no other window/website/programme other than exam software shall be opened on the computer by the Probationers.
- b) The Probationers will not use any other reading material, class notes, books etc. during the examinations. Any violation shall be treated as the use of unfair means and may result in disqualification and disciplinary action by the Academy.
- c) All issues arising due to technical glitches in software or matters pertaining to the use of unfair means by the examinees shall be enquired by a Technical Committee appointed by the Director IGNFA.
- d) All browsers other than the one allowed have to be closed before-





hand, when logging in and taking an online exam. In case, any other browser is used or opened or kept open or active during the exam different from the above browser, the test will be counted as invalid.

- e) The Probationers are required to use only the designated desktop and network issued/provided to them by the Academy. No other device / network / IP address will be allowed for appearing in the exams.
- f) In case of any violation, malpractice or unfair means the Probationer will be debarred from the exam or subsequent exams, as decided by the competent authority.
- g) Examinee / Probationer will be monitored over screen, it is expected that they adhere to proper conduct during the exam. Any audio/video or screen violation will be sufficient for warning/alert and if such incidents happen for more than a limit during any paper, the software will automatically shut down with incomplete test submission. Such cases will be dealt with under the category of use of unfair means.
- h) Once the scheduled time is over, the exam will be auto-submitted.
- i) The Probationers should strictly refrain from the following activities during the exam:
 - i. Use of any other device / electronic gadget/watches etc.
 - ii. Open or use any other Browser / Window / Tab except the secured browser for the online exam.
 - iii. Taking pictures of the screen
 - iv. Cut and paste of content
 - v. Switch off the camera/mic of the desktop during an online exam
 - vi. Prolonged and frequent logouts will be considered as use of unfair means and will be dealt with accordingly.
- j) In case of genuine/accidental log-outs, the lapsed time may not be compensated, however in such cases, re-entry would be permitted with saved progress.





ANNEXURES

Details of Courses, Exercise, Tours etc.

Course
Group A: Subject Areas
1. Overview-Forestry, Wildlife Preservation and Environmental Protection
Course 1.1 (Overview of Forestry)
2. Life Sciences and Ecology of Forests and Other Ecosystems
Course 2.1 (Elementary Biology / Elementary Mathematics)
Course 2.2 (Systematic Botany)
Course 2.3 (Forest Ecology)
3. Biophysical, Environmental aspects of Forests & other Ecosystems; Science & Technology of Environment protection, management and Climate Change
Course 3.1 (Soil and Land Management)
Course 3.2 (Environmental Conservation)
Group B : Subject Areas
4. Human Social Aspects of Forestry, Wildlife and Environment
Course 4.1 (Social Dimensions in Forest & Environment Sector)
Course 4.2 (Political Economy of Forest Landscapes)
5. Governance, Policy and Law of forests, Wildlife, Biodiversity and Environment and Other Sector Policy interface
Course 5.1 Forest Policy and Law (Core Acts-IFA, WPA, FCA, FRA, BDA, etc.)
Course 5.2 (Law Module-I through PG Diploma in Environmental Law of NLS)
Course 5.3 (Law Module-II through PG Diploma in Environmental Law of NLS)
6. Trans-Sectoral Subjects, Themes and Topics
Course 6.1 (Trans-Sectoral Topics I)
Course 6.2 (Trans-Sector Topics II)
7. Management, Personnel and Administration
Course 7.1 (Management for Public Services)
Course 7.2 (Management of Forest Administration and Accounts)



Group C : Subject Areas

8. Scientific and Technological Applications and Skills

Course 8.1 (Forest Survey)

Course 8.2 (Remote Sensing, GIS & other Technologies)

Course 8.3 (Forest Mensuration and Biometry)

Course 8.4 (Application of Technology in Forestry)

9. Conservation, Development and Management of Forests, Tree Cover, Wildlife, Landscapes and Ecosystems

Course 9.1 (Silviculture Practices and Tree Improvement)

Course 9.2 (Silvicultural Management Systems)

Course 9.3 (Biodiversity and Wildlife Management)

Course 9.4 (Ecological and Forest Economics)

Course 9.5 (Management of TOF)

Course 9.6 (Contemporary Forest Management)

Course 9.7 (Operationalizing Forest Management)

Group D : Subject Areas

10. Internship On-The-Job Training, Projects/Courses of Independent Studies and Elective Courses

Course 10.1 (OJT Report-I Forest Range Report)

Course 10.2 (OJT Report-II Forest Division, District Government and SFD Report)

Course 10.3 (CIS-I)(OJT)

Course 10.4 (CIS-II)(OJT)



11. Project/Course of Independent Study (CIS)-1 and Elective Courses-3 at IGNTA during Phase 1A and II

Course 11.1 (CIS-III)

Course 11.2 (Elective I)

Course 11.3 (Elective II)

Course 11.4 (Elective III)

Exercises

1. Land Survey Techniques

2. Soil & Water Conservation Measures and Watershed Management

3. Forest Fire Mapping

4. Forest Mensuration

5. Field Methods and Techniques in Ecology Conservation Science and Management

6. Forest and Wildlife Crime Detection

7. Contract Management & Procurement Processing

8. Wildlife Techniques

9. PA Management Plan, Species Recovery Plan

10. Project Planning & Formulation

11. Forest Biometry/Inventory

12. Working Plan (including restoration plan, plantation exploitation & renewal for non-forest landscape)

Tours & Excursions

1. Introductory Tour

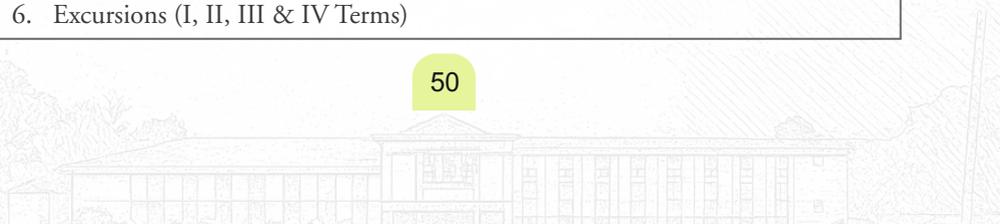
2. Thematic Tour I

3. Thematic Tour II

4. Thematic Tour III

5. Special Exposure to Overseas Forestry Practices

6. Excursions (I, II, III & IV Terms)





Qualifying Skills

1. Equitation Training
2. First Aid Ambulance Drill
3. Weapon Training
4. Swimming
5. Outfield & Adventure Skills
6. Jungle Survival Skills

Qualifying Subjects

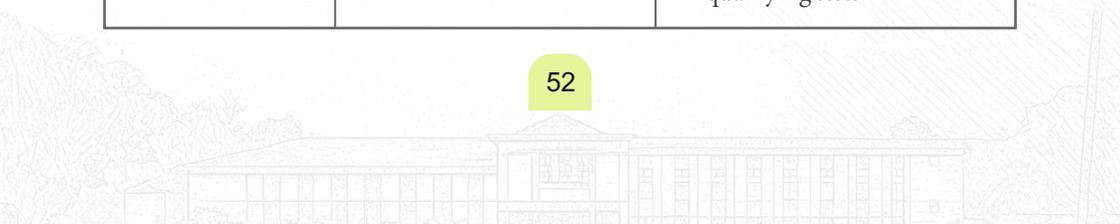
Official Language (II, III & VI Terms) (10 sessions each Term)

Regional Language (II, III & VI Terms) (10 sessions each Term)



List of Awards and Prizes (only GoI approved)

Name of the Award	Details of Prizes	Criteria for evaluation
All Round Outstanding Performance	45 g Silver medal with gold plating, embossed with Academy emblem on one side and name of the prize and year on the other side along with professionally relevant books worth Rs. 2000/-	i. For securing highest overall aggregate marks (i.e. out of 1650 marks) in examinations, exercises, tours and qualifying tests, and ii. Should have not missed/failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests
Topper in Academic Subjects Best All Round Forester	45 g Silver medal embossed with Academy emblem on one side and name of the prize and year on the other side along with professionally relevant books worth Rs. 2000/-	i. For securing highest marks Faculty's assessment (out of 250 marks assigned for Internal Assessment) and also aggregate marks above 65% and ii. Should have not missed/failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests
Topper in Core Forestry Subjects	45 g Silver medal embossed with Academy emblem on one side and name of the prize on the other side along with professionally relevant books worth Rs. 2000/-	i. For securing highest marks in Core Forestry Subjects1, and Should have not missed/failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests





Name of the Award	Details of Prizes	Criteria for evaluation
P. Srinivas Memorial Prize for Forest Protection	Prize worth Rs. 2000/-	i. For securing highest marks in Forest Health and Forest Policies and Laws and Should have not missed/failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests.
Sanjay Singh Memorial Prize	45 g Silver medal with gold plating, embossed with Academy emblem on one side and name of the prize and year on the other side	i. For securing highest marks in Forest Ecology and Environmental Conservation* ii. Should have not missed/failed in any subject or have missed any tour or exercise prescribed in the rules and qualifying tests.

¹shall mean the following subjects*:

Silvicultural Practices	Silvicultural Systems
Forestry Viva Voce	Forest Mensuration
Forest Biometry	Forest Management

* Amendments No. 1955/2016-NFA/60.21 (COE) dated 19.12.2016



List of Faculty Members

Name	Designation	Batch Cadre
1. Smt. Bharati	Director	1992 Sikkim
2. Shri Raj Kumar Bajpai	Additional Director	1994 Jharkhand
3. Smt. Sarita Kumari	Professor	2005 Himachal Pradesh
4. Shri Gajendra Prakash Narwane	Additional Professor	2008 Maharashtra
5. Shri Prashant Dhanda	Additional Professor	2009 Assam
6. Dr. M. Sudhagar	Additional Professor	2009 Punjab
7. Smt. Ajeeta Longjam	Associate Professor	2012 Manipur
8. Shri Kunal Anrigh	Associate Professor	2014 Himachal Pradesh



COURSE DIRECTOR AND COURSE TEAM

Email: coursedao@ignfa.gov.in

Course Director:
Smt Ajeeta Longjam, IFS

Email:
course-director@ignfa.gov.in
coursedao@ignfa.gov.in

Shri Anil Gaur
Course Assistant

Smt. Preeti Sharma
Academic Fellow

Shri Gaurav Singh

Shri Gopal Singh Negi

Shri Vishal Singh

Kum Pramita Phartiyal

Shri Vineet

Shri Suraj Thapa





List of Telephone Numbers

Name & Designation	PBX (O)	Office
Smt. Bharati, Director	5201	2754647
Sh Raj Kumar Bajpai, Addl. Director	5202	2757741
Smt. Sarita Kumari, Professor	5212	2754395
Sh Gajendra Prakash Narwane, Addl. Professor	5222	2757740
Dr. M. Sudhagar, Addl. Professor	5205	2757739
Smt. Ajeeta Longjam, Assoc. Professor	5206	2751835
Sh Kunal Angrish, Assoc. Professor	5235	2755426
Dr. A.K. Suman, L.I.O (Librarian)	5277	-
PA to Director	5201	2754647
PA to Addl. Director	5203	-
Sh Amit Ruhela, Junior Translation Officer	5204	-
Sh Lalit Malik Assistant (Office)	5272	-
Sh S. A. Reddy, Sr. Consultant	5234	-
Smt Preeti Sharma, Academic Fellow	5245	-
Sh Shashikant, Main Office	5207	-
Sh Sumit Rana (Store Section)	5207	-
Sh Darshan Singh Negi (IT Cell)	5209	-
Sh Satnam Singh (Caretaker)	5225	-
Sh Jaglal Nishad (Old Hostel Caretaker)	5770	-
Sh Sachin (New Hostel Caretaker)	5411	-
Sh Ashish Sharma (Photocopy)	5243	-
Platinum Hall (Anil Pal)	5257	-
Reception New (Admin.) Building	5270	-



Name & Designation	PBX (O)	Office
Reception Main office / Guard	5200	-
New Hostel Reception /Guard	5300	-
Executive Hostel Guard / Reception	5600	-
Old Hostel Guard / Reception	5700	-
Old Gym	5780	-
Guest House Guard/ Reception	5100	-
Colony Gate	5500	-
Old Hostel /Mess	5777	-
Executive Hostel /Mess	5677	-
Guest House /Mess	5120	-
CPWD Complaint (Electricity)	5410	-
Control Room	5412	-
New Forest Hospital (Duty Room)	-	2224608



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