



इन्दिरा गाँधी राष्ट्रीय वन अकादमी Indira Gandhi National Forest Academy

पर्यावरण, वन और जलवायु परिवर्तन मंत्रालय / MoEF & CC

भारत सरकार/Government of India

डाकघर: न्यू फारेस्ट, देहरादून/P.O. New Forest, Dehradun – 248006

ई-मेल:-- director@ignfa.gov.in टेलीफोन:- 0135-2754647



संख्या 20

/2022-रा.व.अ/50.04 (V)

दिनांक: 04/04/2022

कार्यालय आदेश / OFFICE ORDER

सक्षम प्राधिकारी द्वारा अकादमी की अनुशासनिक समिति में श्री कालुंगे गोरख वामन, सह-प्राध्यापक के स्थान पर श्री तुलसी दास, सह-प्राध्यापक, को नामित किया जाता है।

The competent authority is pleased to nominate Shri Tulsi Das, Associate Professor as member of the Disciplinary Committee of the IGNFA, in place of Shri Kalunge Gorakh Waman, Associate Professor.

अपर प्राध्यापक (प्रशा०)/Additional Director (Admin.)

इन्दिरा गाँधी राष्ट्रीय वन अकादमी/IGNFA

प्रतिलिपि निम्नलिखित को सूचनार्थ/Copy for information to: -

1. निदेशक एवं अपर निदेशक के व्यक्तिगत सहायक-महोदय की सूचनार्थ/PA to Director/ Additional Director-for kind information.
2. प्राध्यापक (अकादमिक/आई. एस. टी.)/Professor (Academics/ IST).
3. सभी संकाय सदस्य/All Faculty Members.
4. गार्ड फ़ाईल/Guard File.



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संख्या 1786 /2022-रा.व.अ/0.6 (Misc.)

दिनांक: 11 /01/2022

OFFICE ORDER

In partial modification of the earlier order dated 10.08.2021 in respect of disciplinary and conduct matters of the IFS Probationers (copy enclosed), the composition of the *Disciplinary Committee* is revised with the officers nominated on the committee as follows:

1. Dr. M. Sudhagar, Associate Professor
2. Dr. S. Sivabala, Associate Professor
3. Shri Kalunge Gorakh Waman, Associate Professor

2. (a) The necessary secretarial assistance staff for the Disciplinary Committee and the record maintenance facility will be provided by the Administration wing.

(b) Shri Chaman Singh, Steno Grade II is hereby assigned the works of secretarial assistance and maintenance of files and record keeping for above committee, in addition to his existing assignments, till further order.

Issued with the approval of Director.

(Arti Chaudhary)

Additional Professor (Admin)

Encl. As above

Copy to:

1. PA to Director for kind information of the Director, IGNTA
2. PA to Additional Director for kind information of the Addl. Director, IGNTA
3. Professor (Academics/IST), IGNTA
4. All Faculty Members, IGNTA
5. Guard File



सत्यमेव जयते

इन्दिरा गाँधी राष्ट्रीय वन अकादमी Indira Gandhi National Forest Academy

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संख्या. 1786 /2022-रा.व.अ/0.6 (Misc.)

दिनांक: 11 /01/2022

कार्यालय आदेश / OFFICE ORDER

भा.व.से. परिवीक्षार्थियों से संबंधित अनुशासनिक एवं आचरण मामलों के विषय में दिनांक 10.08.2021 के पूर्व आदेश (प्रति संलग्न) में आंशिक संशोधन करते हुए अनुशासन समिति में बदलाव करते हुए निम्नलिखित अधिकारियों को नामित किया जाता है :

1. डॉ. एम. सुधागर, सह प्राध्यापक
2. डॉ. एस. शिवबाला, सह प्राध्यापक
3. श्री कालुंगे गोरख वामन, सह प्राध्यापक

2. (a) अनुशासन समिति को आवश्यक लिपिकीय सहायक तथा रिकॉर्ड रखरखाव सुविधा प्रशासन विंग द्वारा उपलब्ध करायी जाएगी।

(b) श्री चमन सिंह, आशुलिपिक ग्रेड-II को एतद्वारा अगले आदेश तक उनके वर्तमान दायित्वों के साथ-साथ उक्त समिति को लिपिकीय सहायता प्रदान करने तथा फाइलों एवं रिकॉर्ड के रखरखाव का दायित्व सौंपा जाता है।

यह निदेशक महोदय के अनुमोदन से जारी किया जा रहा है।

(आरती चौधरी / Arti Chaudhary)

अपर प्राध्यापक (प्रशासन) / Additional Professor (Admin)

संलग्न: यथोपरि

प्रतिलिपि:

1. निदेशक महोदय के निजी सहायक – निदेशक महोदय के सूचनार्थ
2. अपर निदेशक महोदय के निजी सहायक – अपर निदेशक महोदय के सूचनार्थ
3. प्राध्यापक (अकादमिक / आईएसटी), आईजीएनएफए
4. समस्त संकाय सदस्य, आईजीएनएफए
5. गार्ड फाइल



सत्यमेव जयते

इन्दिरा गाँधी राष्ट्रीय वन अकादमी

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संख्या 668 /2021-रा.व.अ/0.6 (Misc.)

दिनांक: 10/08/2021

OFFICE ORDER

To strengthen and streamline the administration of disciplinary and conduct matters of the IFS Probationers during training period in the Academy, it has been decided to prescribe following procedures and guidelines along with constitution of a Disciplinary Committee as described here below.

2. The responsibility and function of the Disciplinary Committee, and the disciplinary procedures and guidelines are outlined as follows:

- (i) The committee will initiate appropriate course of action for each case/incidence of indiscipline, misconduct or misbehaviour on part of IFS Probationer(s) brought to the knowledge of or referred to the committee.
- (ii) The committee may seek information or counsel in context from the Course Director / Associate Course Director on the matters of indiscipline referred / brought to its notice and will conduct inquiry as required or deemed appropriate.
- (iii) In case of minor cases of misconduct and misbehaviour, the committee may either:
 - (a) Refer the matter to the concerned Counsellor(s) of the Probationer(s) for appropriate counselling and cautioning etc.; or
 - (b) Itself issue reprimand and warning etc. to the Probationer after giving due opportunity of explanation / hearing etc. to the Probationer.

The record of the above processes (Report of the Counsellor(s) regarding the counselling conducted / Memorandum of Reprimand and Warning etc. issued by the Disciplinary Committee) will be documented and maintained with the Disciplinary Committee, Course Director and Professor (Academics).

- (iv) For cases and circumstances requiring stricter action including the any penalty within the administrative ambit of the Academy e.g. deduction of conduct marks, withholding or recovery of salary in case of absence or non-performance of assigned duties or misconduct and misbehaviour being treated as non-performance of duties, suspension / debarment from classes and certain training components with adverse implication for the probationer concerned etc., the committee shall submit its report with recommendation to the Professor (Academics) for further action. All such cases proposed will be decided at the

level of Professor (Academics) under intimation to the Additional Director. In case of any appeal against the decision of Professor (Academics), the matter will be considered and decided by the Additional Director.

- (v) Cases involving indiscipline or misconduct of severe nature, which in the opinion of the committee entail disciplinary action under the *service conduct and discipline rules*, will be considered in the Training and Academic Committee and will be forwarded to the Director with specific recommendation for appropriate decision and further action in terms of relevant applicable rules.
- (vi) A dossier on conduct and discipline will be maintained in confidential custody of the senior member of the committee in respect of each IFS Probationer wherein all incidences of misconduct, indiscipline and misbehaviour or abnormal behaviour shall be recorded. At the end of the tenure of the IFS Probationer in the Academy, this dossier will be placed before the Director before finalization of the internal assessment marks of the Probationer, the Annual Appraisal Report and for any decision regarding recommending extension of probation period of the Probationer because of conduct and discipline issues related with the Probationer.

3. To initiate the operation of the above mentioned procedures and guidelines, a two-member Disciplinary Committee is constituted with the following officers nominated on the committee:

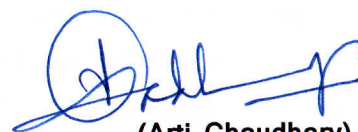
1. Dr S. Sivabala, Associate Professor
2. Shri Kalunge Gorakh Waman, Associate Professor

In case of absence of one or both members of the Disciplinary Committee, the Professor (Academics) / Additional Director will depute substitute officer(s), normally other than the Course Director or Associate Course Director for temporary periods, as the case may be.

4. Notwithstanding the above procedures and guidelines, the Director, at his discretion may order or cause separate process to be undertaken for cases of misconduct and indiscipline under exceptional circumstances.

5. For the matters under the purview of *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013*, the procedures prescribed under the said Act shall be followed and prevail over these procedures and guidelines.

Issued with the approval of Director.



(Arti Chaudhary)

Additional Professor (Admin.)