

No. 233/ /2009-NFA/50.04 (Part-II)
Office of the Director
Indira Gandhi National Forest Academy,
P.O-New Forest, Dehradun

Dated: 27 February 2009

OFFICE ORDER

Sub: CHARTER OF DUTIES

In partial modification of all the previous orders, the following charters of duties are defined for Academic/Administrative assignments. These duties are inclusive of normal academic duties/functions and are associated with the designations held by the respective faculty members.

1. Professor (AFMC)

The responsibilities and functions of Professor (AFMC) will be

1. Professor (AFMC) will be overall in charge of all in service training courses including skill up gradation and Advanced Forest Management Courses (MCTs & PSU) and will be coordinating these courses conducted in the Academy in consultation with Addl. Director/Director. Regarding these courses he will ensure
 - i) Planning & designing, pertaining to AFM/Mid Career Training & PSU courses field excursions & exercises/study tours & coordinating the same with state officials.
 - ii) Ensuring effective co-ordination with state governments and various institutes / organizations / resource persons, academicians for conduct of aforesaid courses.
 - iii) Managing Quality in respect of various AFM (Mid Career Training) & induction (PSU) courses including review of feedback forms in consultation with the Addl. Director/Director.
 - iv) Identifying Resource persons for these courses & coordinating their visits & delivery of lecture sessions.

Professor (AFMC) will be assisted by respective Course Coordinators in his work relating to all in service training courses.

2. Professor (Academics)

Professor (Academics) will act as overall in charge of all the batches of IFS Probationers undergoing training and will coordinate these courses run in the Academy in consultation with Addl. Director/Director.

He will be assisted in his work by the Course coordinators handling IFS Officer (Probationers) Courses.

The functions of the Professor will be:

1. All works relating to imparting training to IFS Probationers as per syllabus including streamlining planning, conduct & supervision of IFS Probationer courses of all the batches, including field excursions & exercises/study tours & ensuring coordination of the same with state officials.
2. Ensuring effective and smooth co-ordination with state governments and various institutes/organizations/resource persons, academicians for conduct of courses.
3. Allocation/distribution of various subjects/topics to the teaching faculty as per the syllabus in consultation with the Director.
4. Ensuring fair assessment, Monitoring and review of conduct/performance of the Officer Trainees of the IFS (P) courses and providing guidance where needed.
5. Managing Quality in respect of various allotted courses including review of feedback forms in consultation with the Director.
6. Identifying Resource for these courses.
7. Maintenance of discipline/conduct of the probationers.

The concerned Course Coordinators and the Faculty Members dealing with the different subjects shall directly report to Professor (Academics) in matters pertaining to conduct of the IFS courses.

3. Professor (Administration)

Professor in charge of administration shall perform the functions in addition to own academic duties as follows

1. All files related to routine administration of IGNFA shall move through Professor (Admin.) to Addl. Director/Director, IGNFA.
2. Attendance leave and other personal matters related to Group C & D staff shall be dealt and disposed off at Professor (Admin.) level. Only cases requiring financial sanction etc., be put up to Addl. Director/Director, IGNFA.
3. The Professor (Admin.) shall also deal with correspondences pertaining to administrative matters with the Ministry & other offices and get the work expedited through personal intervention, whenever necessary.
4. Act as Public Information Officer for the Academy.

4. Drawing and Disbursing Officer

The functions of the DDO will be

- a) Officer in charge of Accounts Section.
- b) Drawing and disbursing salaries of all the officers/probationers/staff and all other establishment of the office.

6. Course Coordinator for courses other than those of IFS (P)

The functions of the Course Coordinator will be

- a) Day to day planning, scheduling and conduct of course allotted by respective Course in charge.
- b) Over all management and supervision of supporting activities and infrastructural facilities for smooth conduct of course.
- c) Planning/co-ordination and conduct of field excursion institutional visits/study tours, etc.
- d) Arranging/inviting Guest faculty/resource persons/ eminent figures for delivering lectures and making all necessary arrangement related to the same in consultation with Course in charges and the Addl. Director/Director.
- e) Day to day monitoring of attendance.
- f) Correspondence with the State Governments, Central Government Offices, Participants and Coordination on matters relating to training courses in consultation with Course in charge [Professor (AFMC)].

The course coordinators for Inductions and AFM Courses shall directly report to the Professor (AFMC). Course Coordinators shall seek guidance/suggestions on the matters stated above for the conduct of the course.

7. Controller of Examination

The functions of the Controller of Examination will be

- a) Matters pertaining to IFS Probation and Examination Rules and Regulations.
- b) Convening meeting of Academic council and preparation of minutes on the decision taken therein and further follow up on the same.
- c) Planning, scheduling and conduct of all the examinations for IFS Probationers in the Academy in consultation with the concerned Course Directors/Professor (Academics).
- d) Arranging setting up and checking of the Question Papers.
- e) Compilation of results.
- f) Preparation of inter-se-seniority of the probationers.

Correspondence related with examination etc. with the concerned probationers and their departments should be made by the Controller of Examination at his/her level. Matters to be taken up with the Government of India shall be put up to Additional Director/Director through Professor (Academics).

Controller of Examination shall, for all academic matters, function under the direct control of Professor (Academics).

8. Officer in charge Computers and Communications

The functions of the OIC Computer and Communications will be

- a) General upkeep and maintenance of Computer hardware, software, peripherals in the Academy and facilities therein (including communication facilities).
- b) Initiating proposal for purchase/ replacement of hardware/ software/ peripheral and any other equipment/ consumable required for Computer Lab and maintenance of inventory records.
- c) Conducting computer training for IFS probationers/ special courses.
- d) Maintenance management and up gradation of IFS database.
- e) Maintenance and updating of stock register/inventory, issue register, etc., of all computer, communications related stock and sub stocks.
- f) E-governance.

Staff & other officers posted in the Computer wing shall be under direct administrative control and supervision of the Officer-in-charge Computer and Communications. All the proposals, etc., will be put up and processed in accordance with the procedure.

9. Estate Officer

The functions of the Estate Officer will be

- a) General upkeep and maintenance of all the buildings and open grounds other than playgrounds.
- b) Initiating, proposals for addition/alteration/modification in all the buildings.
- c) Analyzing/examining proposals of CPWD/CCU and putting up the same through Professor (Academics)/ Additional Director/Director for administrative/financial sanction.
- d) Reporting and taking up of matters pertaining to day-to-day maintenance with CPWD, supervising and ensuring timely execution of the works by CPWD/CCU.

Estate officer shall be under administrative control of Professor (Admin.)/Additional Director.

10. Officer in charge (Vehicles)

The functions of OIC (Vehicle) will be

- a) Authorizing local use & control on the movement of vehicles.
- b) Verification/ Supervision of POL and other consumables.
- c) General maintenance/ repairs of vehicles.
- d) Processing proposals, etc., for hiring of vehicles for office as required from time to time in exigency of government work.

He shall take proper approval/financial sanction from the Additional Director/ Director through Professor (Admin.) as required, for above.

11. Officer in charge Stores

The duties of OIC (Store) will be

- a) Processing of procurement of the Stores, as approved by Additional Director/ Director, including preparation and processing of the tender documents for procurement and convening Purchase Committee meetings with regard to purchases, etc., as and when required.
- b) All the proposals for procurement, preparation of tender documents related to stores shall be referred to Professor (Admin) by the officer in charge stores to the Additional Director/Director for approval.
- c) All the proposals for maintenance, write off, disposal etc. related to stores shall be put up by the officer in charge stores to the Additional Director/Director for approval.
- d) Maintenance of linkages with sub stores at different sites of IGNFA, including inventories of facilities with the help of concerned Nodal Officers/ Faculty members.
- e) Conducting the following functions related to stores kept under the direct charge of OIC stores
 - i) Verification of the procured store articles.
 - ii) Supervising general upkeep of store articles and various equipments.
 - iii) Maintenance of inventory record including permanent dead stock inventories.
 - iv) Annual Physical verification of store articles.
 - v) Proposal for, and follow up action on write off and disposal of unserviceable stores.
 - vi) Collation/ verification of stock transfer and receipt records maintained at sub stores and facilities at different sites of IGNFA.

Staff of the stores section shall remain under administrative control of the Officer in charge Stores.

12. Vice President, IGNFA Mess

The functions of VP, Mess will be

- a) Co-coordinating and regulating overall running of old/new hostel mess and other relating places.
- b) Dealing with the personal, administrative and financial matters of the mess and the mess workers.
- c) Ensuring proper messing facilities, observance of punctuality and mess etiquettes etc. by the probationers.
- d) Handling of catering of various events including VIP visits etc.

- e) Facilitation of inventory, furniture, fixtures & other gadgets for smooth running of Academy mess.

V.P. Mess shall take actions on the above matter at his own level and take appropriate financial sanction, etc., wherever required. All the staff of the mess shall remain under administrative control of the V.P. Mess.

13. Vice President, IGNFA Club

The functions of VP, IGNFA club will be

- a) Arranging and coordinating various extra-curricular/co-curricular activities under aegis of IGNFA club.
- b) Facilitating arrangements for various in-door/out-door activities.
- c) Publication of magazines/club literature etc.

14. Welfare Officer

The functions of Welfare Officer will be

- a) The organization of social activities by way of establishment of clubs and recreational centers, for members of the staff, including class IV employees. There is no objection to more than one establishment joining for this purpose.
- b) Similar activities may be organized in areas predominantly inhabited by Government employees for them and their families.
- c) Provision of facilities for indoor and outdoor sports for members of the staff – setting up of Recreation Clubs.
- d) Encouragement of cultural activities (drama, music) amongst the members of the staff.
- e) Provision of canteens in the office premises.
- f) Improvement in the actual working conditions of the staff including improvement of hygienic conditions at the working premises.
- g) Assistance to Government employees in relation to Central Government Health Scheme.
- h) Assistance in relation to transport, housing, school, sanitary amenities – in residential and office areas.
- i) Induction of new members of the staff and advising them in their initial difficulties.
- j) Assistance to members of the staff in relation to LPCs, pension papers, gratuity etc.
- k) Provision for common room in the offices building for the women employees.
- l) Provision for crèches in the office building for the benefit of working parents.

The Welfare Officer will also look after the works related to SC/ST/OBC and Physically Handicapped employees in addition to above.

15. Director Public grievance

The functions of Public grievance related to officers and staff along with outsiders will be settled on own level.

16. Vigilance Officer

The functions of Vigilance Officer will be

- a) To enforce financial discipline as per prevailing rules in IGNFA & report to Director through AD on such matters.
- b) Work related to vigilance awareness week in each year.
- c) Disciplinary cases which exist and which where under consideration will be supervised and lookafter.

17. Officer in-charge Sports

He/She will be in-charge of all sports activity of IGNFA. The duties include:

- a) To conduct physical training/sports classes for the IFS Probationers.
- b) To motivate & engage the probationer/other Courses participants in sports/games of different kinds.
- c) To maintain sports field & various facilities therein, gymnasium etc.
- d) Facilitate supply of sports funds & other consumable and ensuring their alignment.
- e) To co-ordinate with IMA & other organization stock etc for conduct and bring in arms &
- f) To organize matches/tournament for probationers & their good response.

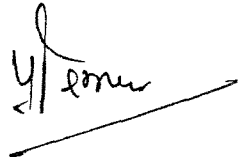
18. Officer in-charge Library

The functions of OIC Library will be

- a) Overall maintenance & upkeep of library and annual inventory of books.
- b) Compiling of books/magazine/journal to publication & arranging their procurement.
- c) Up dation of issue/stock register, computerization of library books/other materials.
- d) Closing opening of library at appropriate time, supply of books to publish & journals.

The above list of functionalities is of broad indicative nature and not exhaustive. The concerned officers may however use their wisdom in exercising the responsibilities delegated to them in the best interest of the Academy. Director, IGNFA may however, allot any other duties to any of the officers from time to time as per his discretion and exigencies of Government work. All files shall be routed through Professor (Admin)/Additional Director/Director.

This issues with the approval of the Director.



(A.K. Wahal)

Additional Director
Indira Gandhi National Forest Academy

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