



Ministry of Environment, Forest
& Climate Change

TRAINING HANDBOOK

IFS PROFESSIONAL TRAINING COURSE 2021-23



INDIRA GANDHI NATIONAL FOREST ACADEMY

सा विद्या या विमुक्तये

ज्ञान वह है जो मुक्त कर दे।

Knowledge is that which liberates

From the Director's Desk



Dear Colleagues,

My hearty compliments on your joining the lead cadre of forestry profession in the government. This cadre handles the administration and management of forests, wildlife and natural biodiversity as a public trustee in the best interest of nation and society. In major ways, this cadre also shares the key safeguarding functions for the country's other natural and environmental systems, resources, services and functions.

I welcome you to the foresters' fraternity and to the IGNFA.

The civil services offer immense opportunities to realize one's potentials in dedicated public service, and to fulfil one's upright aspirations as well. The professional mandates and functioning of the Indian Forest Service are innately noble and inspiring. Shouldering major responsibility regarding the crucial concerns of environment, ecology and human community welfare associated with the forests, forestry and the related systems, the mandate and tasks entrusted to this service are crucially significant and enduring. The subjects of diverse comprehension and action e.g., natural systems of forest landscapes, techno-scientific aspects of ecology and environment, multifarious dimensions of conservation and production forestry in variety of settings, the related aspects of administration and governance, and the interfaces with society and varied stakeholders thereof, make the profession distinctively engrossing and fulfilling.

Joining the Indian Forest Service, you have chosen a fascinating journey – with diverse challenges and opportunities. The human capacity and capabilities in the country will be strengthened with the attributes of your moral character, talents and youthful energy in shared and collective endeavours to meet the challenges for the nation and society in the upcoming decades. You will have many opportunities in the forestry sector and avenues in other areas as well, on varied fronts of aptitude and challenges to engage with dedication, commitment, perseverance, and with worthy performance, accomplishments and outcomes. These engagements would include administration, management, techno-scientific applications, public and community interaction, and policy and governance. You would also get chances for leadership roles and for being agents of change for progressive developments in small or big ways in your functional realms. Occasions would come involving you in innovations or transformative and paradigmatic changes, besides undertaking constant incremental improvements in your work areas. In the current times of unprecedented accelerations and disruptive courses in many arenas, the forestry and allied areas offer very stimulating job environment and exciting functional ecosystems.

The Academy is committed to provide the best possible opportunities and facilities in the training course for the coming sixteen and a half months' programme here.

We are confident of your virtuous attributes of character and talent nurtured thus far. And we expect you to make the best use of the time here with the expected sincerity, dedication and devotion to the probationary duties and training. This will enable you to graduate from this academy with adequate learnings, orientation and basic capabilities in professional knowledge, skill and attitude and place yourself on trajectory of competency for fulfilling career hereafter.

We are assured that you would acquire and imbibe the ethos and culture of being part of one of the leading civil service cadres dedicated to national objectives and goals. The academy community would facilitate and enable you in such endeavors providing appropriate ambience, exposure and engagements in the training curriculum as well as extra-curricular activities.

In this context, one must ensure strict adherence to high standards of character and morals and meticulously strive for performance standards in all areas of conduct and behaviour. The Academy leadership emphasizes this aspect to nurture the foundational attribute of privileged and distinguished government service and to the foster exemplary distinction on this account. Practicing self-discipline, self-restraint and uprightness of one's own volition are essential in nurturing of personality for the best outcome in one's training, and I am sure that you will be earnest in this regard.

Fortunately, the harsh adversities of Covid-19 pandemic are on the way out. Nevertheless, with Covid-19 appropriate behavior and suitable improvisations, if and as required in future, we shall together make the training fully effective and fruitful.

I congratulate and welcome the officer trainees from Bhutan; their being with us is mutually enriching, and we significantly value the association.

I look forward to more useful interactions as we progress through the training course.

Once again, my congratulations and best wishes.

Bharat Jyoti

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All India Services, Indian Forest Service and the Academy

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. 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. The Indian Administrative Service and the Indian Police Service are deemed to be constituted by the Parliament in terms of Article 312 of the Constitution. Based on the recognition that administration of forests in the country eminently required another cadre in the All India Service, the Indian Forest Service was created in 1966.

1. A brief History of Forestry Training

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

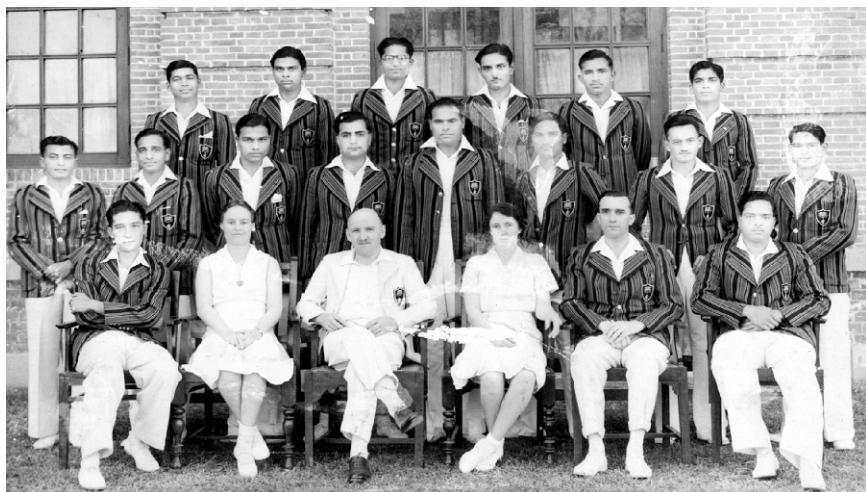
“Forest officers in India frequently live isolated, far from immediate control of their superiors.....we therefore require men of high moral character, a good constitution even temper and superior abilities”

Thus, he recommended that the trained forest officers should be engaged to manage the forests of the country. On his recommendation, Mr. William Schlock and Mr. Ribbentrop were appointed in the Imperial Forest Service in the year 1867 as Special Assistant Conservator.

Training in France, Germany and United Kingdom - 1865-1927:

Sir Brandis, committed to have a full-fledged service of scientifically trained

officers, made arrangement for training in two most advanced countries in the world of science and forestry i.e., France and Germany, that took place up to 1885. From 1886 to 1905, the new recruits received training in Cooper Hill in London. Thereafter, University of Oxford, Cambridge and Edinburgh continued to train forest officers up to 1927. Sir Brandis eventually felt the need to commence training in India in all branches of forestry.



First Batch of IFC 1938-40

Training in India:

Indian Forest School and Indian Forest College - 1930-1986

The Indian Forest School was established in the year 1879. Later, with the above objective in view, the Forest School was upgraded in the year 1906 and was known as Imperial Forest Research Institute and College. In 1926, the first course was started at Dehradun under the Professorship of Mr. Trevor. In 1928 the Indian Forest College (IFC), Dehradun was opened as a part of the Forest Research Institute and Colleges to train forest officers. However, recruitment to Imperial Forest Service was stopped and the college was closed in 1932. The IFC was reopened in 1938 to train probationers of the Provincial/State Forest Service (SFS).

The Indian Forest Service (IFS) was created in 1966 in pursuance of the provisions contained in the All India Services Act, 1951. The training of officers of the first batch of the newly constituted Indian Forest Service commenced from 1968.

Indira Gandhi National Forest Academy (IGNFA) – 1987 onwards

The erstwhile Indian Forest College 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 as Indira Gandhi National Forest Academy in the memory of Indira Gandhi, the late Prime Minister of India.

Location

The picturesque Doon Valley, nestled between the Shiwalik and the Himalayas, surrounded by forests and streams, embodies the splendor of nature. It is a matter of pride that the Indira Gandhi National Forest Academy (IGNFA), the premier forestry training institution which imparts training to various levels of Indian Forest Service officers, is also situated in the Doon Valley and located in the famous FRI's sylvan campus in the historic city of Dehradun.

Mandate of the Academy

The academy's major function is to impart Professional Training to the recruits of the Indian Forest Service (the direct/regular appointees in their initial probation stage and the appointees on promotion from the State Forest Services). All regular recruits of IFS have undergone the probationers initial professional training course in the academy. Thirty-three batches of officers recruited on promotion from the State Forest Service have received the training named as Professional Skill Upgradation Course (PSUC). Conducting Mid-Career Training Programmes for serving IFS officers at different stages in their career is another significant task handled by the Academy. Providing training/appreciation/sensitization courses for other stake holders is also undertaken from time to time.

As the premier Central Training institution for the civil service in the forestry sector, the academy has also to function as the repository of training related knowledge and skill resources for capacity-building in the profession, collating, generating and disseminating the same for wider utilization. The Academy maintains partnership and liaison with the Indian Council of Forestry Research and Education, Wildlife Institute of India, Forest Survey of India, Indian Institute of Forest Management, other Central Training institutes and other related institutions and organizations at the regional,

national and global level for keeping pace with the advancements on the relevant fronts in the forestry and cognate fields.

Organization

The Academy functions with a faculty team of 12 IFS officers on deputation, designated as Associate Professors (5), Additional Professors (4), Professor (1) and Additional Director (1). The support personnel include ministerial and other employees and a few non-faculty executives. The Director, an apex level member of the IFS cadre, is the academic and executive head of the organization.



IGNFA Academy Complex

Expectations from the Probationers

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

Punctuality: Punctuality forms the basic fulcrum around which discipline revolves, and meticulous adherence of the punctuality is essential in all the activities of the training course. It is expected that the probationers should reach the venue of any scheduled event, academic or otherwise, at least 10 minutes ahead of the time of commencement of the scheduled event and be seated in the allotted place in time.

Behavior: All the times, every probationer has to maintain the highest standards of behavior and decorum befitting an officer-both inside and outside the academy. They have to be courteous and well-mannered towards each other, the academy staff, and the faculty.

Participation: All the probationers should proactively participate in all the activities that make up the Training Course including co-curricular and extra-curricular activities and engagements, as they are an integral part of the Course.

Attire: The probationers are expected to be appropriately attired for every occasion. The details about what constitutes proper attire are given in the Shishtachar portion of this manual. The probationers must follow the dress code in academy, mess & during outdoor activities, as notified by the Academy from time to time.

Maturity: The probationers should have disposition of mature individuals at all times and behave accordingly, and should not indulge in deviant or self-destructive behavior and maintain an outlook of balance and equanimity in all situations.

Discipline: As Civil Servants, a strict code of conduct and norms of behavior bind each of us. The Academy expects all to follow the code of conduct and accepted norms in letter and spirit and set the highest standards as an IFS

officer. Discipline must be non-negotiable. Consequences and penalties arising from indiscipline, lack of punctuality, discourteous behavior, violation of course guidelines, and inappropriate conduct will be most severe.

विदेशेषु धनं विद्या व्यसनेषु धनं मतिः।

परलोके धनं धर्मः शीलं तु निखिलं धनम्॥

Knowledge is wealth in a foreign land.

Intelligence is wealth in tough times.

Righteousness is wealth in other world.

Verily, Good Character is wealth everywhere and at all the times!

The Training Course

The essential elements of the training course are as follows:

- Imparting knowledge, skill and attitudinal orientation required for proficient competencies in the functions and roles in the administration, management and governance in forestry sector in the country as a member of the leadership cadre of civil service with forestry specialization.
- Facilitating the personality development as a member of the Indian Forest Service.

To achieve the above course objectives, training at the Academy extends to sixteen and a half months, divided in 4 terms and 2 phases. The course aims to provide appropriate knowledge and proficiency in the subjects and topics that are directly or indirectly related to forestry together with adequate exposures to the necessary skills and requisite understanding of other fields of knowledge in context.

Academic - Professional Training Inputs

The Course programme is conducted through class-room sessions, exercises, tours, excursions, customized modules and visits to or attachments with special institutes and organizations. Scheduled examinations, tests and assignments etc. constitute the mode of evaluation of the performance and proficiency of the trainee probationers. Attendance in all activities is compulsory.

Class Room Sessions

Lecture sessions are primarily intended for 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 towards practical exercises.

Tours / Excursions / Exercises

Study tours form an integral part of the training, and they help the

probationers to learn and understand the practice of forestry in varied settings in the country, their roles and responsibilities. Field excursions are scheduled on Saturdays or any other day in order to supplement the classroom training. Excursions provide an opportunity to familiarize the probationers with field conditions and assimilate various techniques and skills required as a professional forester in public service with the associated aspects of natural resource management and community and people interfaces.



Mensuration Exercise briefing at Kanasar, Chakrata



Training Activities

Invited Lecture & Interaction Sessions

To enrich the knowledge and learning, persons of eminence and accomplished expertise in various scientific, technological and socio-economic fields, are invited to deliver special lectures and interact with the probationers.

Assessment & Evaluations

The probationers shall be evaluated through examination and assessment (i.e. final examination, as mentioned in IFS (Probationers Final Examination) Regulation 2016 and the Guidelines of the academy thereunder). The evaluations consist of the following:

- (I) Written and practical examinations including assignments and project work in the prescribed subjects;
- (II) Exercises including field work, skill tests, tours and excursions with assignments and examination etc.
- (III) Qualifying tests
- (IV) Internal assessment

The details of the above, the pass marks, merit in the result of final examination and the requirements for successful completion of training and probation etc. are made available in the Guidelines.

Merit in Final Examination and Inter-se seniority within the batch

On completion of training and probation, the merit in the result of examination in IGNFA has substantive weightage for the outcome of rank or seniority of the probationers within a batch. In addition to the aggregate marks obtained out of total 1700 marks in the competitive examination of Indian Forest Service Examination conducted by the Union Public Service Commission (UPSC), fifty percent of the aggregate marks obtained out of total 1600 marks in the final examination at IGNFA is accounted together with a prescribed fraction of aggregate marks obtained in the Foundation Course in Administration.

Awards/Medals & Prizes etc.

In addition, there are some awards, medals and prizes instituted for distinguished performance by the probationers in the training course.

Confirmation and Appointment

Formalities on Completion of Course

- a) Prior to leaving the Academy the probationers are required to obtain clearance certificates from Laboratory Assistant, Caretaker, OIC Library (both Central & Academy Library), OIC Computers, OIC Mess, PT; Sports Officer, Head clerk Accounts Section and General Secretary IGNFA Club.
- b) General Secretary and other office-bearers should in addition obtain certificates from the respective faculty members clearly indicating that proper accounts have been rendered and all stores, bank pass-book and cheque books, etc., are physically handed over.
- c) The No Dues" certificates should be handed over to the Course Director. The Course Director will issue the relieving order duly signed by the competent authority and thereafter, the charge relinquishment certificate signed showing the date and hour of relinquishing the charge.
- d) In case these formalities are not completed; the Academy shall not issue the Last Pay Certificate (LPC).

Performance Appraisal Report

- a) As prescribed under All India Services (Performance Appraisal Report) Second Amendment Rules, 2008, Performance Appraisal Reports are maintained for every officer and written annually.
- b) In this document, complete assessment of the performance and attributes - good qualities of the officers, the shortcomings and his / her achievement / performance during the year is recorded to reflect the complete personality of the officer in respect of interest, aptitude, involvement and devotion to duty.
- c) This record, compiled annually, forms the basis for complete fulfilment of the prescribed requirements of the training course and successful completion of probation for confirmation in service and subsequent promotions.
- d) Probationers must always strive to get outstanding entries in their performance appraisal reports as it will help them in earning regular

promotions, advance increments, and prestigious assignments within the country and abroad.

- e) An adverse report, however, might lead to extended probation period. This may delay confirmation in the service, promotion to senior scale and withholding of increments in junior scale and even discharge from service in extreme cases.

Confirmation and Posting

- a) The probation period in IFS is for a period of two years.
- b) After successful completion of probation (which includes successful completion of Foundation Course and Professional Training at IGNFA and On-the-Job-Training in their respective State Cadre) an officer is posted in basic grade – i.e. level 10 of pay matrix of the IFS Pay Rules with designation of Assistant Conservator of Forests or other equivalent designation in the State Cadre to which he/she is allocated.
- c) On the basis of sound service record and successful completion of probation in all respects, the officer is confirmed in the service.

Facilities at the Academy

The Indira Gandhi National Forest Academy is located in Forest Research Institute campus in the picturesque valley of Dehradun on Dehradun-Chakrata Road (NH 72). 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, intercom, 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



Old Hostel Mess

Officers' Mess

- a. The IGNFA Officers Mess is run by IFS Probationers and is located in the hostel premises itself.
- b. Every probationer is a regular member of the mess. The mess provides a forum for formal and informal interactions during dinners and get together.
- c. The Mess Committee consists of the Mess Secretary and two other members who are elected/nominated.
- d. The Mess Committee comes into existence only after elections/nominations are approved and results accepted by the Officer-in-Charge (Mess).
- e. 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.
- f. **Security and subscription** - Every member of the mess is required to deposit the following payments with the Accountant of the mess.

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

- g. Functions of the Mess Committee- The Committee shall be responsible for:
- i. Efficient running and proper upkeep of the mess
 - ii. Observance of the highest standard for use of mess by the members.
 - iii. Supervision of the mess, upkeep of mess property and administrative control of the mess employees.
 - iv. Maintenance of mess accounts.
- h. 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.
- i. Mess Committee ensures efficient running and proper upkeep of the mess. This Committee also keeps an account of all assets and stores acquired for the purpose and use of the mess.

IT Facilities

IGNFA has two Internet Lease Lines with 1 Gbps and 25 Mbps. A core i7 desktop with latest Microsoft operating system is installed in each and every hostel room. The campus is fully covered by latest Wi-Fi technology. Every entry and exit point is covered by CCTV Cameras and latest projection equipment is installed in all classrooms, conference halls and movie hall.

Library

The library consists of a rich collection of about 29,000 resources in various disciplines. These resources include Books, References Journals, Current Magazines, Maps, Reports, Slides, Videos, Compendiums, etc. The library subscribes to numerous journals, magazines, online journals and daily newspapers. Procurement of latest books on subject related to forestry sector as well as other allied subjects is a priority for the Academy. The library also has sets of important encyclopedias on different subjects.

The services and facilities provided by the library are:

- a) Computerized lending of resources to faculty members, probationers and office staff
- b) Reference services.

- c) Bibliography services
- d) Photocopying facilities.
- e) Reading facilities.
- f) Current Awareness Services of the periodicals.
- g) Audio-Visual Cassettes and Slides.
- h) Computerized Searching facilities (OPAC).
- i) Selective Dissemination of Information Services.
- j) CO-Rom database.

IFS Probationers may enroll in the IGNFA library as well as ICFRE library (NLIFC) to avail the book loan services.



Library facilities at IGNFA

Medical Facilities

The New Forest Hospital located in the FRI campus serves the needs of the probationers. At times probationers may be referred to one of the government hospitals in the town, depending upon the seriousness of the case. Infectious diseases must be reported immediately to the Medical Officer-in-Charge of the Hospital. The Medical officers may attend to sick probationers in their hostel rooms only at the request of the Course Director. In case of emergency, however, the Duty Officer may act independently. To avoid the rush hours, probationers are, except in cases of emergency, advised to receive medical attention at the New Forest Hospital during the following hours:

Week days 04:30PM to 07:00PM

Sundays and holidays 08:00AM to 12:00PM

Probationers are advised against making private arrangements for medical attention and treatment. On tours, medicines for petty or casual illness are

supplied to the probationers from the camp medicine chest carried by the Officer-in-Charge who also makes every possible arrangement for regular medical attention, in case of any emergency. Probationers must undergo vaccination and take prophylactic injection(s) as and when called upon to do so.

Telephones

Probationers may use the intercom facility from their room through EPBAX operator by dialing '9'. To contact the faculty from outside, one could use phone no. 2757316, which will link to the EPBAX and then get the four digit numbers from the operator.

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. The Academy also enjoys the privilege of having one of the finest play grounds in Dehradun.

Training programmes organized outside the Academy

- a. Qualifying courses in swimming, horse riding and weapon training are compulsory. Motor mechanics and motor driving are also taught during the training.
- b. The All India Forest Sports Meet is held annually since 1992. It is a colorful sports event and unique opportunity for a get together of foresters to exhibit their talent, stamina and skill. A healthy competition and spirit of participation is seen in these events.
- c. The Academy actively participates in the All India Forest Sports Meet every year. The probationers are encouraged to compete in this meet. The process for selection for the meet is notified at appropriate time.

यायामालभतेवा यंदीघयुयंबलंसुखम्।
आरोयंपरमंभायंवा यंसवथसाधनम्॥

Exercise results in good health, long life, strength and happiness.
Good health is the greatest blessing. Health is means of everything



Extra-Curricular Activities

As an integral part of the personality development, the probationers are encouraged to organize various social, artistic, cultural and literary activities and manage their clubs and societies.

The officers club provides facilities for probationers, faculty, and members of the staff for indoor as well as outdoor games. Inter and intra institutional matches are organized in various sports disciplines to develop competency and sportsman spirit amongst the probationers. The club organizes several matches involving other institutions at Dehradun and Mussoorie.

The IGNFA Club

The IGNFA Club acts as a nodal organization for facilitating extracurricular activities by the probationers during their stay in the Academy. The IGNFA Club is a composite entity of the following clubs:

- स IT & Contemporary Affairs Club
- स Sports Club
- स Wild life/Nature and Photography Club
- स Literary Club
- स Cultural Club

The IGNFA Club is headed by the Director IGNFA, who is ex-officio President of the club. The Director nominates one of the Faculty members as the Vice President of IGNFA Club, who functions as the overall in-charge of all the clubs.

The post of Secretaries of various clubs is manned by the senior batch probationers and the post of Joint Secretaries is manned by junior batch probationers. Various clubs have an advisor from the faculty.

Life at IGNFA

General

- a) Probationers are expected to observe absolute punctuality and regularity in all the activities, physical training, lectures, class room 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 IGNFA.
- b) Besides punctuality and regularity, 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 hostel is strictly prohibited.
- d) Probationers are advised to observe absolute courtesy in their dealings with their colleagues, faculty, office staff and guests of the Academy. They are expected to adopt best norms of behaviour 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 at any time.
- 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, a 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, instead seek redressal of their grievances, if any, through proper channel only. Probationers are expected to communicate through Course Director (CD) only in all circumstances.
- j) Keeping of pets, firearms and four wheelers by the probationers in the hostel and on tours is prohibited.

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 probationers at all times, within the campus and outside.

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.

Leave

Due to very 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 Course Director (CD). Overstay shall be deemed to be unauthorized absence and may automatically imply as leave without pay make the probationer liable to disciplinary action. Probationers may get in touch with concerned 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.

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 Head Quarter/IGNFA, the DO shall report any incidence of misbehavior, misconduct or any action, which is unbecoming of an officer, to 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.

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 indecent 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.

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 the escort officers are as follows:
 - i. The guest, being an eminent person, must be shown the respect due to him/her.
 - ii. The escort officers must make the stay 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 co-ordinate with the Academy administration/Course Director for making 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, professional background of the guest. This is also for ensuring a pleasant, meaningful, engaging interaction between the guest and the escort.

Counselor Groups

Probationers are encouraged to approach designated Faculty Member called the "Counselor". The Counselor 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 Counselors and meet their respective Counselors informally as frequently as required. Counselor Group Meetings are also arranged by the Course Director or the respective Counselors as and when needed. The role of Counselors is as follows:

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

Opportunity is given to probationers to interact with faculty members through regular Counselor Group Meetings (CGM).

Conduct in Class

- (a) The lectures/practical will be held in the various class rooms /laboratories / field 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 have been enclosed.
- (c) Each probationer is expected to take the assigned seat 10 minutes prior to commencement of the class in the lecture hall.
- (d) All the probationers must rise when the faculty or senior officers enter class.
- (e) Use of mobile phone in the class rooms/course activities is banned in the Academy. Hence all the probationers are advised to leave their phone in their lockers to avoid disciplinary actions.
- (f) Probationers are expected to take their own notes in classes. Faculty members may circulate some supplementary reading material. Where such material is circulated in advance, probationers should go through the same before coming to class.
- (g) Probationers are encouraged to clarify their doubts, but should they like to argue out a view point which is different or where it is likely to take a long time, they may do so later in the chamber of the faculty member. At any time, probationers should never behave in a way which disturbs the session.
- (h) After completion of the session, the probationers must leave the class only after departure of the faculty member.

Conduct during Physical Training & Games

The morning physical training (PT) and evening games are an integral part of the training curriculum for IFS Probationers. Participation in PT and games is compulsory, and the probationers are required to report for PT and games at the New Hostel Ground on all working days as notified in the weekly schedule. The probationer may note the following:

- 1. Duration for Physical Training (PT) exercise will be of 45 minutes.
- 2. Dress code would be as stipulated by the Academy.

3. All the probationers are required to take part in all the PT activities including jogging and exercises.
4. Probationers who are found to be non-performing in the PT/Games activities would be considered to be deemed absent from PT/Games and appropriate disciplinary action for leave deduction shall be initiated.
5. Absence/deemed absence from PT/Games will be treated at par with absence from academic sessions and will invite appropriate action and leave deduction.
 - i. Half-a-day's Casual Leave (CL) will be debited from the CL account of such probationers (or EoL if no CL is available) for each day of absence/deemed absence from PT/Games.
 - ii. Those who continue to remain unauthorized absent/deemed absent for consecutively two working days would attract the sanction of EoL (without pay) from third day onwards.
 - iii. If unauthorized/deemed absence from PT/Games is continuous for 4 days inclusive of intervening holidays, then he/she will be required to present before a designated Board, comprising of OIC (Sports), a Medical Officer from New Forest Hospital and another officer, whose decision for further action would be final.
6. Those probationers missing PT sessions except on account of prior exemption from the concerned Course Director like as Escort/MDO duty shall communicate the reason on the same day (before 11:00AM) to the Course Director.

Conduct in the Officer's Mess

- a) It is expected that all 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 a service's traditions.
- 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 suggestions 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 suggestions 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 any meal, provided the Mess Secretary is informed in advance in writing.
- h) The rates for guest meals are fixed by the Office-in- Charge from time to time and displayed on the notice board.

Ceremonial Dinners:

- i. 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.
- ii. 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. On conclusion of the meal, the Escort Officer is expected to see his/her guest off.

General Table Manners:

- i. Before serving yourself, draw your chair as close to the table as convenient. This will enable you to sit upright.
- ii. The table napkin is not intended for use as 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.
- iii. 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.
- iv. Do not search around in the dish for the choicest bits or thumb through chapattis till you come to a hot one
- v. Sit upright while eating. You may however lean slightly forward to prevent food falling off from your fork or spoon.

- vi. 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.
 - vii. Food is not chewed with mouth open. Never talk with your mouth full. Talk only after you have swallowed what was in your mouth.
 - viii. Speak softly and gently, just loud enough for your immediate neighbor to hear. Never shout across the table.
 - ix. Never use a toothpick during the meal.
 - x. Do not lean across the table to get a saltcellar or a pepper pot or a dish. Always ask the one nearest, "Could you please pass me."
 - xi. If food or drink is spilled, or a similar minor accident occurs, use napkin or call a bearer to help.
 - xii. Do not lean back or forward on your chair, keep your chair on four legs and stable at all times.
 - xiii. After the meal, place your napkin on the left of the table. (Contrary to popular belief, the napkin is not to be folded unless you are to use it for another meal).
 - xiv. 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.

Conduct in Hostels

Following instructions may be kept in view by the occupants of the Academy hostels:

- a) Probationers are not allowed to remain absent from the hostel overnight without the written permission of the Course Director.
- b) Probationers are strictly not allowed to keep their family in the hostel & while on tours and other training related activities.
- c) Keeping of 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 have to be made good by the probationers. Cleaning service is 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 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.

Dress Code

- a) 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 IGNFA. This will enable them to be properly attired, befitting their status and according to the traditions of the Academy and the service on each occasion.
- c) Counselors and faculty members will watch out for a proper turnout amongst the probationers. It will be an important component for assessing their personality and award of conduct marks.
- d) The dress code for various occasions viz. academic, physical, touring, excursions, qualifying tests, social etc., is prescribed here under. Any deliberate attempt to non- adherence of the dress code shall be viewed as violation of code of conduct on the part of concerned probationer by the Academy.

Formal Occasions

On occasions like Independence 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 on special occasions is compulsory.

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 colored plain saree with border. Shoes/sandal.

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. (High neck/Polo neck sweaters are not allowed).
 - II. **Women:** Saree/salwar/churidar kameez with cardigans and sober coloured coats. Shirt-trousers with sober coloured coats. Shoes/sandals
- b) **Summer** (16th March to 31 st 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. Shoes/sandals.
(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 classroom).

Physical Training & Games Dress

- a) **Winters**
 - I. **Men/Women:** Academy track suits, 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.

Tour/Excursions/Weapon Training/Field exercise

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

Horse riding

- I. **Men/Women:** Riding hat (Provided by authorities at the time of riding) white T shirts, olive green trousers, hunter shoes.

Swimming

- I. **Men:** Swimming trunks and swim caps
- II. **Women:** Swim suit and swim caps

Shishtachar (Etiquette) and Social Conduct

IFS officers are often called upon to make social calls/visits during the course of their Service.

Types of Calls

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

- i. Business calls
- ii. Official Courtesy calls
- iii. Official calls on very high officials (e.g. The Governor, the Chief Secretary etc.)
- iv. Social calls

Business Calls

- a) The calls must be made in the office, during office hours. These are normally not paid at peoples & private houses. If a probationer has to make a business call, it is up to him/her to find out business hours. It is expected of a caller to fix an appointment beforehand and to state his/her business. Walking into a person office without a prior appointment should be avoided as far as possible. It is advised not to make telephone calls to senior officers between 08.00 PM to 08.00 AM, unless there is an emergency.
- b) If the business is urgent enough, the call might be made at his/her private house irrespective of whether he/she uses his/her 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 should get his/her business over as quickly as possible.

Official Courtesy Calls

- a. 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.

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

Official Calls on Governor, Ministers and other high dignitaries

- a) These calls are made when one first arrives at a station.
- b) These are also paid when a high official arrives, e.g. on an official visit on tour.

Social Calls

- a) These are paid on one first arrival at a station and to limited extent even brief visits at a place.
- b) These are paid on fellow officers in one own service and in other services of similar social status in civil life.
- c) Social calls are paid at people's houses and are made during calling hours, which may vary according to circumstances but are generally in the evening after office hours on working days and both in the forenoon and evening on holidays.
- d) Calls at inconvenient hours such as early in the morning or early in the afternoon or late in the evening just as one is about to go out to dinner, come under the category of bad manners and are generally unwelcome.
- e) When other people call on first, the call is reciprocated soon after in the same way following the above principles.

Meeting; Interaction with Officers

General Conduct

- i) 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.
- ii) Where the officer entering the room is junior to an officer/officers present in a room, no one will stand up.
- iii) Officers' wives normally rise only when the President, the Vice-President, the Prime Minister, the Governor or the Chief Minister enters

a room. Officers will stand up when they are introduced. Shaking hands when introduced is quite 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.

- iv) Introductions are made in the order as follows-Gentlemen are introduced to the ladies, juniors to seniors and young persons to the old. In the case of VIPs others are always introduced first. The person making the introduction should say " May I introduce" or "; Let me introduce Mr".

Receiving a Visitor/Guest

- a) Receive your visitors at the door or, if they are senior officers or old people, on the drive as they alight from their cars. Open the door for them and see them into the house. Offer them seat and after a-while, serve soft drinks, tea, coffee etc.
- b) On the conclusion of the visit, see your visitors off to their car or to the gate. Do not shut the door on them. Bid them Good night, Namaste etc., depending upon circumstances.

Conduct at a party

- a) Punctuality and politeness is the essence of conduct at a party. Hence arrive on time.
- b) On arrival, meet the host and the hostess, and greet them.
- c) A good host will usually name the drinks available. Make your choice and politely state your preference and respond with "Please" or "Thank you" Do not ask for something, which has not been mentioned.
- d) Do not start on your drink straight away. Put it down on a side table and sip it from time to time without a slurp. If snacks are served, the bearer will usually offer 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.
- e) On leaving, never fail to 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 unobtrusive. Do not slink away (fade out quietly) and do not make your departure a big one.

- f) Government officers are not expected to drink alcohol in public, even in places where there is no prohibition. It is essential to familiarize 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

Norms for Conversation

- a) Talking with one's arms folded on the chest or hands in the pockets or on one's hips or with a cigarette in the mouth is considered offensive and must be avoided.
- b) Undue animation during conversation is generally seen as a spectacle and one must be calm, collected and soft spoken while talking.
- c) Gossiping or disparaging talk about others, boasting about one's achievements or connections by dropping names, is not an endearing quality and lowers the level of conversation. Personal queries about family and income are generally unwelcome.
- d) One sometimes meet a person who is listening to you and midway through your sentence, starts talking to another person or shifts his attention to something else. It is extremely rude. If someone is talking to you, you must pay full attention to him.
- e) Some people seem to suffer from an uncontrollable urge to have the last word on every subject. But, a conversation is not a wrestling bout in which you have to pin the other person down. A humorous exchange also need not necessarily end with your punch line. Learn to appreciate the other person's wit and respect his opinions, normally, the same courtesy will be extended to you.
- f) If you have to withdraw from company say, "excuse me" while doing so.

Conduct at work place

1. With Subordinates/Staff

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

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

- a) Maintain absolute integrity. Be completely fair and impartial in your dealings with people.
- b) Be knowledgeable about your work, both in public as well as before your subordinate staff.
- c) Be tough on those whose activities harm the organization. Be considerate towards those who work sincerely. They only need a leader to groom, train and guide them for better performances
- d) Leadership necessitates creating a bond with those working under you, both at the official and at a personal level. 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. Welfare of your staff is your primary concern.
- e) Be polite in your conversation. Using Please, Thank you etc., do not belittle you.
- f) Age must be given due respect. This is part of the good Indian traditions that we must keep alive.
- g) 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.
- h) When an officer goes to his cadre, he/she must remember that the cadre is his/her HOME for all practical purposes. The acceptability and trust that he/she will have from the local people will be directly proportional to his/her efforts in merging with the local society. He/she must learn to speak the local language fluently, learn to appreciate, and eat, the local food, learn to appreciate the local customs, etc. This makes him/her more positively oriented towards his/her cadre and ultimately makes life, and work, much more enjoyable.
- i) One common drawback amongst officers, whose cadres are not their home states 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 current scenario of the state, as well as in attending social functions.

Dealing with DIFFERENTY ABLED Persons

It is not unusual to people, even those who are otherwise courteous, to become unmindful of the sensibilities of those who are disabled in some way. Following points should be kept in mind so that one does not cause hurt and humiliation unwittingly.

- a) Talk normally to a person with a disability as you would to any other. Talk to him/her directly and not to someone with him/her. Be patient while talking.
- b) Do not treat him/her like a child unless he/she is one.
- c) Do not stare at him/her giving him/her the impression that you are focusing on the handicap that he/she suffers from.
- d) Do not pat him/her on the head. That is done with children, pets or toys.
- e) While talking, try to get to the eye level of the person if it is possible. This will avoid the necessity of someone looking high up at you.
- f) Do not show pity. The other person will appreciate being accorded more dignity than pity can muster.

Being Gender Sensitive

One extremely important fact of the passing scene is the resurgence of women in all walks of life. This phenomenon is global. Many of us are unable to change as fast as the gender equations are changing and carry along the baggage of our old prejudices and notions. Some of the things regarding gender issues that need to be kept in mind are as follows:

- a) The goal towards which the society must move is to provide a fair and just environment for each person to grow according to his or her genius. This is a developmental goal.
- b) IFS officers at IGNFA and in the states are IFS officers first, and women and men later. Behave with each other with that reality in mind. One must remember that abilities of officers are person specific and not gender specific.
- c) As officers, you must ensure that sexual discrimination and harassment is not allowed to go unpunished.
- d) Gender equations differ in various parts of the country. The differences may be in dress traditions, behavioral, patterns etc. It is a good idea not to allow your regional sensibilities to color your views regarding others, who come from a different region.

General Civic Manners

- a) Politeness is not to be reserved only for one's superiors or peers. One must be polite towards all people, irrespective of their social status etc.
- b) One important aspect of Indian culture has been respect accorded to older people, whatever their social position may be. This is to be kept in mind while dealing with subordinate and non-officials.
- c) Natural functions like yawning, sneezing, belching and coughing, clearing of throat and nose should be done as silently as possible with hands over the mouth and with an "excuse me"; if in company. Attention to body cleanliness need not be emphasized.
- d) Sharing a room or 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 waste-paper baskets and ash trays must be used for ash or to stub out a cigarette
- e) Dress reflects one's personality. Clothes should be appropriate to the occasion. Avoid wrong combinations.
- f) All probationers are expected to be properly dressed while visiting the lounge, billiards room or the dining hall in the mess. According to the season, one may be dressed in a lounge suite, a combination, a shirt and tie. One should never wear a tie with a half sleeve shirt.

Faculty Members

Sh. Bharat Jyoti

Director

Service & YoA: IFS, 1986 Bihar Cadre

Areas of specialization:

- Forest Management
 - Wildlife & Protected Area Management
 - Forestry Research & Education
-



Sh. Sushil Kumar Awasthi

Additional Director

Service & YoA: IFS, 1991 Uttar Pradesh Cadre

Areas of specialization:

- Wildlife Management issues including Conflict Management
 - Urban Forestry using tall planting techniques
 - Afforestation of alkaline/saline soils
-



Shri Mukul Trivedi

Additional Professor

Service & YoA: IFS, 1997 Maharashtra Cadre

Areas of specialization:

- Wildlife Management, Financial Management.
-



Ms. Nidhi Srivastava

Additional Professor

Service &YoA: IFS, 2001 Punjab Cadre

Areas of specialization:

- Wildlife Management
- Species Recovery Programme
- Establishment Matters
- Human Resource Development



Sh. N.C. Saravanan

Additional Professor

Service &YoA: IFS, 2002 AGMUT Cadre

Areas of specialization:

- Forest Governance, Production forestry, Ecotourism, Climate Change.



Ms. Arti Chaudhary

Additional Professor

Service &YoA: IFS, 2002 AGMUT Cadre

Areas of specialization:

- Forest Governance, Ecotourism, Silviculture practices



Dr. S.P. Anandh Kumar

Additional Professor

Service &YoA: IFS, 2003 Punjab Cadre

Areas of specialization:

- Agro Forestry and Urban Forestry
- Watershed Management
- Protected Area Management
- Participatory Forest Management
- Restoration of Polluted Area and Climate Change



Shri Amit Kumar

Associate Professor

Service &YoA: IFS, 2008 Bihar Cadre

Areas of specialization:

- Wildlife Conflict Management
- Agroforestry



Dr. M. Sudhagar

Associate Professor

Service &YoA: IFS, 2009 Punjab Cadre

Areas of specialization:

- Species specific Conservation
- Forest Ecology
- Insitu- Exsitu Linkage
- Tree out side forests



Shri Tulsi Das

Associate Professor

Service &YoA: IFS, 2010 Uttar Pradesh Cadre

Areas of specialization:

- Agroforestry
- Forest and Conservation Biology
- Nursery Techniques



Dr. Sivabala S.

Associate Professor

Service & YoA: IFS, 2011 Maharashtra Cadre

Areas of specialization:

- Wildlife Management in Protected areas in General and specially achieving Zero poaching of Rhinos and Tigers.
- Initiation of Declaration of Critical Wildlife Habitat in Melghat Wildlife



Sanctuary and conducting public consultation

- ST & OTFD Act ,2006 implementation
 - Fire prevention, Detection and control measures in Melghat Tiger Reserve in 2020 fire season
 - Handling Human wildlife conflict
-

Shri Kalunge Gorakh Waman

Associate Professor

Service & YoA: IFS, 2013 Odisha Cadre

Areas of specialization:

- Joint Forest Management
- Eco-tourism



Dr. Ajay Kumar Suman

Library & Information Officer (Librarian)

Service & YoJ: 02.07.1999

Areas of specialization:

- Library Management
- Library Automation
- Networking and other managerial works related to Library



Shri Amit Kumar Ruhela

Junior Translation Officer

Service & YoJ: 2005, Joined IGNTA on 25.09.2014

Areas of specialization:

- Implementation of Rajbhasha Policy of Union of India
- Conducting workshops on Hindi and it's other aspects in Govt. working.
- Translation of official documents.
- Conducting Hindi language classes for IFS Probationers in terms of their curriculum



COURSE TEAM

Course Director

Shri Amit Kumar, IFS

Associate Professor

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Course Assistants

Shri Anil Gaur

Course Clerk

Mob :7906734107

Shri Parveen Kumar

Course Assistant

Relevant rules/regulations related to IFS Probationers training**EXTRACT OF THE INDIAN FOREST SERVICE****(PROBATION) RULES, 1968****12. Discipline and (Conduct):**

12 (1) A probationer referred to in rule 5 shall be under the disciplinary control of the Director while undergoing training in the Academy, Dehradun and of the Director, Lal Bahadur Shastri National Academy of Administration while undergoing training in the said Academy and shall obey such general or special orders as may be given by the Directors of the Academies from time to time.

12(2) While working in the State every probationer shall be under the disciplinary control of the State Government.

12(3) A probationer shall be liable to be removed or dismissed from service if he fails to obey any order which he may receive from the Central Government, or from any other competent authority or if, in the opinion of the Central Government he has willfully neglected his probationary studies or duties or is guilty of conduct unbecoming a member of the service:

Provided that before any action is taken against a probationer under this sub-rule the procedure prescribed in rule 8 of the All India Service (Discipline and Appeal) Rules, 1969, shall be followed.

Provided further that before any final order is passed against a probationer under this sub-rule, the Commission shall be consulted.

13. Discharge of a probationer- A probationer shall be liable to be discharged from the service, or, as the case may be, reverted to the, permanent post on which he holds alien, or would hold alien, had it not been suspended under the rules applicable to him prior to his appointment to the service.

- a) If he fails to pass the final examination in the circumstances mentioned in rule 10; or
- b) if the Central Government is satisfied that the probationer was ineligible for recruitment to the service or is unsuitable for being a member of the

service; or

- c) if he is found lacking in qualities of mind and character needed for the service or in the constructive outlook and human sympathy needed in the public services generally; or

1(cc) if in the opinion of the Central Government, he has willfully neglected his probationary studies or duties; or

- d) if he fails to comply with any of the provisions of these rules.

1 Provided that except in a case falling under clause (a), the Central Government shall held a summary enquiry before passing an order under these rules.

Tentative Training Calendar of IFS Probationers 2021-23 Course

S No	Dates	
1	18/03/2022-24/03/2022	Term Break
2	25/03/2022-24/07/2022	Term I
3	25/07/2022-20/10/2022	Term II
4	21/10/2022-30/10/2022	Term Break
5	31/10/2022-24/11/2022	Term II Continues
6	25/11/2022-24/03/2023	Term III
7	25/03/2023-10/08/2023	Term IV

IGNFA TELEPHONE INDEX

EXCHANGE NO - 0135-2225999/2757316 FAX NO - 2757134

Sl. No.	Name & Designation	PBX	P&T		Mobile No.
		(O)	Off.	Res.	
1	Shri Bharat Jyoti, Director	5201	2754647	2977831	8936026772
2	Shri S. K. Awasthi, Addl. Director	5202	2757741	2972919	9411921426
3	Shri Mukul Trivedi, Professor	5210	2751835	-	9412055237
4	Ms. Nidhi Srivastava, Addl. Professor	5205	2757739	2972276	9417900005
5	shri N.C Saravanan, Addl. Professor	5238	2751470	2984505	7722081240
6	Ms. Arti Chaudhary, Addl. Professor	5206	2750964	2984505	9540752821
7	Dr. S.P. Anandh Kumar, Addl. Professor	5215	2753072	2972273	9417384414
8	Shri Amit Kumar Associate Professor	5275	2759995	2978492	7739244820
9	Dr. M. Sudhagar Associate Professor	5230	2754394		9465911654
10	Shri. Tulsi Das, Associate Professor	5213	2750775	2972268	7887012333
11	Dr. Sivabala . S, Associate Professor	5234	2751663	2972920	7579008479
12	Shri Kalunge Gorakh Waman Ass. Professor	5212	2754395	2983019	9777226405
13	Dr. A.K. Suman, L.I.O (Librarian)	5277	-	-	9411108923
14	PA to Director	5201	2754647	-	-
14	PA to Addl. Director	5203			
15	Shri Amit Ruhela, J.T.O	5204	-	-	9411722708
16	Shri Lalit Malik Assistant (Office)	5272	-	-	9456513870
17	General Section	5207	-	-	-
18	Shri Satnam Singh (Caretaker)	5225	-	-	9456333457
19	IT Cell Engineer	5211	-	-	-
20	AFMC Cell (Anil Pal)	5273	-	-	9997209222
21	Reception New (Admin.) Building	5270	-	-	-
22	New Hostel Reception /Guard	5300	-	-	-
23	Executive Hostel Guard / Reception	5600	2754699	-	-
24	Guest House Guard/ Reception	5100	-	-	-
25	Colony Gate	5500	-	-	-
26	CPWD Complaint (Electricity)	5362	2750785	-	-
27	Old Hostel	5401	-		
28	Old Hostel D, E, Block	5402	-	-	-
29	Control Room	5240			
30	New Forest Hospital (Duty Room)	-	2224608	-	-

