

**INDIAN COUNCIL OF
FORESTRY
RESEARCH & EDUCATION**



COMPENDIUM

**P.O. NEW FOREST,
DEHRADUN – 248 006**

INDEX

Sl. No.	Title	Page No.
I.	The Memorandum of Association	02 – 05
II.	Rules of the Indian Council of Forestry Research and Education (ICFRE Society)	06 – 18
III.	Indian Council of Forestry Research and Education - Bye Laws	19 – 26
IV	Delegation of Administrative and Financial Powers to Director General, Indian Council of Forestry Research and Education and Directors of Institutes of ICFRE	27 – 37
V	Rules and Regulations for deputation of IFS/SFS Officers in ICFRE and Institutes under it	38 – 39
VI	Recruitment Rules for Group 'A' Scientific Posts	40 – 54
VII	Recruitment and Promotion Rules for Administrative Staff	55 - 94
VIII	Recruitment and Promotion Rules for Technical Staff	95 - 173
IX	Rules and Regulations for appointment on deputation to the posts of Deputy Director General, ICFRE and Directors of the ICFRE Institutes	174-180
X	Indian Council of Forestry Research and Education (General Provident Fund) Regulations	181– 197
XI	Indian Council of Forestry Research and Education Pension Fund Trust Bye-Laws	198- 212
XII	Indian Council of Forestry Research and Education Pensioners Health Scheme (ICFREPHS)	213 – 223
XIII	Guidelines for Establishment, Selection and Operationalization of Chairs of Excellence in Indian Council of Forestry Research and Education, Dehradun	224 -231

THE MEMORANDUM OF ASSOCIATION

1. Name of the Society:

The name of the Society shall be the Indian Council of Forestry Research and Education.

2. Registered Office:

The registered office of the Society shall be at Dehradun. The postal address will be as follows:

Indian Council of Forestry
Research and Education,
P.O. New Forest, Dehradun - 248 006
(Uttaranchal)

3. Aims and Objectives:

The aims and objectives for which the Society is established are to: -

- (i) carry out forestry research in the country
- (ii) promote, supervise and coordinate forestry research and education in various forestry research institutes of the country.
- (iii) select and prepare outstanding and talented scientists and Research personnel for forestry research in the country.
- (iv) meet the needs of forestry and forest-related industries and commerce of up-to-date information on forest research through research and publication of literature for translating forestry research into practice.
- (v) assist, institute and carry out research in respect of matters concerning techniques and methods conducive to the development of forestry in the country.
- (vi) institute and award fellowships, scholarships, prizes and medals in accordance with Rules and Bye-laws.
- (vii) confer honorary awards and other distinctions.
- (viii) establish, maintain and manage buildings and laboratories for forestry research and education.
- (ix) create administrative, technical, ministerial and other posts under the Society, other than the post of Director General and to make appointments thereto.
- (x) Co operate with educational or other institutions in any part of the world, having objects wholly or partly similar to those of the Society, by exchange of

Scientific and Technical and Research staff so that it is conducive to their common objects.

- (xi) Create partnership, affiliation and other classes of professional or honorary membership or office, as the Society may consider necessary.
- (xii) Make rules for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time.
- (xiii) Acquire and hold property.
- (xiv) Deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects.
- (xv) Raise, accept and expend money for all or any purpose of the Society consistent with its objects.
- (xvi) Deposit all money in such State Bank of India Group of banks or other nationalized Banks or to invest them in such manner as the Society may decide.
- (xvii) Prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the Balance sheet of the Society.
- (xviii) Forward annually to the Central Government the accounts of the Society as certified by the duly appointed Auditor.
- (xix) Do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xx) Constitute such Committee or Committees as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Council.
- (xxi) Delegate any of its powers to the Board or any of the Committee or Committees constituted by it.

4. Area of Activity:

In order to fulfil the aforementioned aims and objectives, the activities of the Society may be taken up anywhere in India.

- 5. All the income, earnings, movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits whatsoever by virtue of this membership.

6. The Central Government may issue such directives to the council or the Board of Governors, as it may consider necessary, for the furtherance of the objects of the Council and for ensuring its proper and effective functioning and the Council or the Board of Governors shall comply with such directives.
7. The names, addresses and occupations of the first members of the Board of Governors of the Society to which by the rules of the Society, the management of its affairs is entrusted are:

Sl.	Name	Address	Designation	Occupation
1.	Secretary to the Govt. of India, Ministry of Environment & Forests	Ministry of Environment & Forests, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi – 110 003.	Chairman	Govt. service
2.	Inspector General of Forests to the Govt. of India	Ministry of Environment & Forests, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi – 110 003.	Vice Chairman	Govt. service
3.	Secretary to the Govt. of India, Ministry of Science & Technology	Technology Bhawan, New Mahrauli Road, New Delhi – 110 016	Member	Govt. service
4.	Director General, ICAR	Krishi Bhawan, New Delhi	Member	Govt. service
5.	Director General, CSIR	Anusandhan Bhawan, Rafi Marg, New Delhi	Member	Govt. service
6.	Chairman, UDG	Bahadur Shah Zafar Marg, New Delhi – 110 002	Member	Govt. service
7.	Vice Chancellor, Birsa Agriculture University	Birsa Agriculture University, Kanke, Ranchi, Bihar	Member	Govt. service
8.	Vice Chancellor, Guru Ghasidas University	Guru Ghasi Das University, Bilaspur (M.P.)	Member	Govt. service
9.	Representative Forest based Industries		Member	Non- Official
10.	Principal Chief Conservator of Forests, Uttar Pradesh	17, Rana Pratap Marg, Lucknow	Member	Govt. service
11.	Principal Chief Conservator of Forests, Karnataka	Aranya Bhawan, Malleswaram, Bangalore (Karnataka)	Member	Govt. service
12.	Director, IIFM	Nehru Nagar, Bhopal	Member	Govt. service
13.	Director, Institute of Deciduous Forest (Now TFRI), Jabalpur	Mandla Road, Jabalpur	Member	Govt. service
14.	Director, Institute of Arid Zone Forestry Research (now AFRI), Jodhpur	12/10, Nandanvan, Chopasni Housing Board, Jodhpur	Member	Govt. service

15.	Joint Secretary & Financial Advisor, Ministry of Environment & Forests	Ministry of Environment & Forests, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi	Member	Govt. service
16.	Director, Wildlife Institute of India	Chandrabani, Clementown, Dehradun	Member	Govt. service
17.	Director, Forest Survey of India	Kaulagarh Road, Dehradun	Member	Govt. service
18.	Director, IGNFA	P.O. New Forest, Dehradun	Member	Govt. service
19.	Dr. Ramesh Dayal, Scientist 'SF' Forest Research Institute	P.O. New Forest, Dehradun	Member	Govt. service
20.	Dr. Jamaluddin, Scientist 'SE' IDF, Jabalpur	Mandla Road, Jabalpur	Member	Govt. service
21.	Director General, ICFRE	P.O. New Forest, Dehradun	Member-Secretary	Govt. service

8. We, the several persons whose names and addresses are given above, having associated ourselves for the purpose described in the Memorandum of Association set out our several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act, 1860 (Act 21 of 1860), as applicable to the State of Uttar Pradesh, this seventeenth day of February, one thousand nine hundred ninety one.

RULES OF THE INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (ICFRE SOCIETY)

Short title, extent, Commencement, application

1. (a) These rules may be called the Rules of the Indian Council of Forestry Research & Education (ICFRE)
- (b) In their scope and application, these Rules extend Headquarters, all the Institutes and other units of ICFRE.
- (c) These Rules shall come into force after approval by the Government of India and with effect from such date as they be specified by the Govt. of India.

Definitions

- 2 (a) "The Society" means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.
- (b) "The Council" means the Indian Council of Forestry Research and Education (ICFRE)
- (c) "Board of Governors" means the body constituted under Rule 17 of these Rules as the Board of Governors of the Society.
- (d) "The President" means the President of the Indian Council of Forestry Research & Education Society.
- (e) "The Director General means the person appointed by the President of the Society with the concurrence of the Govt. of India to be the Director General of ICFRE.
- (f) "Director" means Director of any of the Institutes under ICFRE.
- (g) "The Constituent units of the Society" means the ICFRE Headquarters, its Research Institutes and any other units set up under the Society.
- (h) "Institute" means any of the Research Institutes under ICFRE.
- (i) "Year" means the financial year of the Govt. of India.

Headquarters of the Society

- 3 The Registered Office of the Society shall be situated at FRI campus, P.O. New Forest, Dehradun, Uttaranchal

Admission Qualifications for Membership

4. Admission to the membership of the Society is only by nomination from identified Central/ State/Ministries department/and non-official bodies.

Member of the Society

5. The Society shall consist of the following members:

- (i) Minister-in-charge of the portfolio of Forests, Govt. of India - President.
- (ii) Secretary, Ministry of Environment & Forests - Member.
- (iii) Secretaries in-charge of the following Ministries/Department/ Organization's of Govt. of India or any other officer from these Ministries / Department/ Organizations, designated as ex-officio Member of the Society.

Expenditure,
Science and Technology,
Rural Development,
Agriculture,
Bio-Technology,
Non Conventional Energy Sources, Planning Commission.
- (iv) Director General of Forests.
- (v) Director General, Indian Council of Agricultural Research (ICAR)
- (vi) Director General, Council of Scientific & Industrial Research (CSIR).
- (vii) Chairman, University Grants Commission (UGC).
- (viii) Two Vice-Chancellors of Agriculture Universities imparting forestry education (To be nominated).
- (ix) Director, Wildlife Institute of India.
- (x) Director, Indian Institute of Forest Management.
- (xi) 4 Principal Chief Conservators of Forests (To be nominated).
- (xii) 2 Managing Directors of Forest Development Corporations (To be nominated).
- (xiii) 4 Scientists/Foresters from Research Institutes under ICFRE (To be nominated).
- (xiv) 2 Representatives of Forest Based Industries (To be nominated).
- (xv) All Directors of the Research Institutes under ICFRE.
- (xvi) Director, Indira Gandhi National Forest Academy.
- (xvii) **2 retired Forest Officers not below the rank of the PCCF (to be nominated)*
- (xviii) **2 members representing non Government organizations (to be nominated)*

(xix) *3 eminent persons in the field of Ecology/Forestry (to be nominated)

(xx) **Progressive Farmers (to be nominated)

(xxi) Director General, ICFRE Member Secretary

The representations may be by name or by designation. Wherever nominations are made, these would be made by the President of the Society.

Register of members.

6. The Society shall maintain a roll of members indicating their full names, addresses and occupations and every member shall sign the same. If a Member or the Society changes his address he shall notify his new address to the Director General, ICFRE who shall have the entry in the roll of members change accordingly. Where, however, a member does not notify any change of address to the Secretary of the Society, his address as given in the roll of members, shall be deemed to be his correct address.

Rights of a Substituted Member

7. Should any member of the Society be unable to attend a Member meeting of the Society, the President shall be at liberty to appoint his nominee as a substitute to take his place at that meeting of the Society such substitutes shall have all the rights and privileges of a member of the Society for that meeting only.

Termination of Ex-officio membership

8. Where a person becomes a member of the Society by virtue of his office or appointment, which he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.

Termination of Membership

9. (a) Membership of the Society shall stand terminated on the happening any of the following events:-
- (i) On the expiry of the period of membership for which nominated;
 - (ii) Death, resignation, insolvency, lunacy or conviction for a criminal offence, involving moral turpitude.
 - (iii) When a member himself declines to serve on the Society or his employer refuses to grant him permission to serve on the Society;
 - (iv) When a member does not attend three consecutive meetings of the Society without proper leave of the President.

The President may at any time terminate the membership of any one or more of the members or at one and the same time terminate the membership of all members other than the ex-officio members without assigning any reason. Upon such termination, the vacancies shall be

filled in accordance with the relevant provisions of these Rules. A member whose membership is terminated shall be eligible for re-nomination.

Terms of Membership

10. Subject to the provisions of Rules 7 and 8, a nominated member of the Society shall hold office for a period of two years from the date of his nomination or till his successor is appointed whichever is later.

Filling of Casual vacancy and its terms

11. If a casual vacancy arises during the two year period referred to in Rule 9 above, such vacancy shall be filled in like manner as the original and its term vacancy and the person nominated/ appointed to fill the vacancy shall, subject to the provisions of Rule 7 and 8, hold office for the un-expired portion of the two years.

Resignation from membership and date of its effect

12. When a member desires to resign his membership of the Society, he shall forward his letter of resignation to the Member-Secretary who forthwith submit the same for the consideration of the President. The resignation shall take effect from the date of its acceptance by the President.

Validation of Act by Members etc.

13. The Society shall function notwithstanding any vacancy in its body and no act or proceeding of the Society shall be invalid merely by reason of such vacancy or any defect in the appointment of any of its members.

Powers of the Society

14. The Society shall have, subject to such restrictions as the Government of India may import and to such guidelines as the Government of India may issue from time to time in this behalf, full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objects enunciated in the Memorandum of Association of the Society.

Review of progress and performance of the Constituent

15. The Society shall review in its meeting at least once a year the progress and performance of the constituent units of the society and give such policy directions as it may deem fit to the Board of the Governors and the units and the Constituent units of the Society.

Notice of Meetings

16.
 - a) A notice or any other information may be served upon a member of the society either personally or by sending it through post in an envelope addressed to such member at his address as noted in the roll of members.
 - b) The Society shall meet at least once in a year on such date and at such time and place as may be determined by the President.

- c) The President shall convene a special general meeting of the society on a written requisition of not less than one third of the total members of the Society.
- d) All meetings of the Society shall be called by notice in writing to be given by the Member Secretary.
- e) Every notice calling meeting of the Society shall state the date, time and place of the meeting and shall be served upon every member of the Society not less than fifteen clear days, before the day appointed for the meeting.
- f) Any notice or other communication issued through post shall be deemed to have been served on the day five days after the day on which letter, envelope or a wrapper containing the said notice or communication is posted, provided the notice has been sent under certificate of posting.
- g) One third of the members of the Society shall form a quorum.

Board of Governors

17. The General superintendence, direction and control of the affairs of the society and its income and property shall be vested in the Board of the Governors. The composition of the Board will be as follows:

(i)	Secretary (E&F)	-	Chairman
(ii)	Director General of Forests & Special Secretary to the Govt. of India	-	Vice Chairman
(iii)	Secretary, Science & Technology	-	Member
(iv)	Director General, ICAR	-	Member
(v)	Director General, CSIR	-	Member
(vi)	Chairman, UGC	-	Member
(vii)	Two Vice Chancellors of Universities imparting forestry education .	-	Member
(viii)	One representative of forest based industries	-	Member
(ix)	2 Principal Chief Conservators of Forests	-	Member
(x)	2 Directors of the Research Institutes of the Council	-	Member
(xi)	Joint Secretary & Financial Adviser, Ministry of Environment & Forests.	-	Member
(xii)	Two scientists/ foresters from ICFRE	-	Member
(xiii)	Director, IIFM	-	Member

(xiv)	Director, FSI	-	Member
(xv)	Director, Wildlife Institute of India	-	Member
(xvi)	Director, Indira Gandhi National Forest Academy	-	Member
(xvii)	Director General, ICFRE	-	Member-Secretary.

Nomination of Members shall be by rotation.

Terms of members

18. The member of the Board of Governors shall hold office for a period of two years except the ex-officio members whose terms of appointment are controlled by the concerned appointing authority.

Cessation or termination of membership

19. A member of the Society or the Board shall cease to be such a member if he (a) dies, or (b) resigns his membership, or (c) becomes of unsound mind, or (d) becomes insolvent, or (e) is convicted of a criminal offence involving moral turpitude, or (f) he is removed by the President of the Society from membership of the Society, or (g) if, he accepts full time appointment in the Institute (This provision is, however, not applicable in the case of D.G., ICFRE, Director of the Research Institutes and four Scientists/Foresters from Indian Council of Forestry Research & Education, (h) if he fails to attend three consecutive meetings of the Society or the Board of Governors without the leave of the Chairman.

Substitution Membership

20. An ex-officio member shall be at liberty to appoint and authorize a representative to take his place at a meeting of the Board of Governors and such representative shall have all the rights and privileges of the member of the Board of Governors.

Function

21. The affairs and funds of the Society shall be management administered, directed and controlled, subject to Rules, Byelaws and orders of the Society, by the Board of Governors.

Powers

22. (a) The Board of Governors shall exercise all executive and financial powers of the Society including those vested in or conferred or may be conferred on it by or under any statute subject, nevertheless, in respect of expenditure to such limitations as Government of India from time to time may impose.

- (b) In particular and without prejudice to the generality of the foregoing provisions the Board of Governors shall have the power subject to the provisions of these Rules and Bye-laws framed there under to: -
- (i) Consider the annual and supplementary budgets placed before it by the Member Secretary, from time to time and pass them with such modifications as may be deemed necessary.
 - (ii) Encourage the pursuit of learning particularly relating to forestry, forest product and related Sciences and for the purpose, fund scholarships, prizes, medals, awards etc. and certificates and other academic titles.
 - (iii) Create posts, categories of posts subject to limitation of Rule 14 and appoint personnel in the Council.
 - (iv) determine the conditions of service of the employees of the Council, fix their remuneration and define their duties.
 - (v) prescribe the cadre strength of Scientists for the Council as a whole with the apportionment for individual or group of disciplines for each institute for a period of five years at a time.
 - (vi) subject to limitation of Rule 14, determine the proportion of posts in different grades or groups of grades in scientific and technical posts.
 - (vii) enter into arrangements with the Government of India and through it with foreign and international agencies and organizations, for securing and/or accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with the objects of the Society or the policy of the Government of India.
 - (viii) take over, acquire by purchase, gift, exchange, lease or hire or otherwise from Government of India and through the Government from foreign and international agencies and organizations, the State Government and other public or private bodies or organization or individuals, institutions, libraries laboratories and museums, collections, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions where under it is concluded are inconsistent with the objects of the Society or the Policy of the Government of India.
 - (ix) The Board of Governors may, by resolution, appoint Boards, committees, Sub-Committees and panels consisting of persons who may or may not be members of the Board of Governors or employees of the Council, for such purposes and periods and with such powers and on such terms as it may deem fit.
 - (x) dissolve, reconstitute and/or substitute all or any Board, Committee, sub-Committee or panel, functioning or set up under sub-rule (ix) above and issue such directions to them as it may deem fit and necessary.

- (xi) delegate by a Resolution such administrative, financial and other powers to the Chairman of the Board and the Director General or any other officers of the Council, as it may consider necessary and proper.
- (xii) **In the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing Body of ICFRE on the financial matters beyond the delegated powers of the Ministry of Environment, Forests & Climate Change the matter will be referred to the Minister, (Environment, Forests & Climate Change) and the Finance Ministry for decision.*

Delegation of powers to the Directors of Institutes

23. The Board of Governors may delegate to the Director General of ICFRE/Directors of the Institutes/ Laboratories such powers for their functioning, as may be prescribed by Resolution.

Powers to frame, amend or repeal bye-laws on certain matters

24. Subject to the provisions of these rules and with the approval of the Government of India, the Board of Governors shall have the power to for the administration and management of the affairs and funds of the Society and in particular to provide for the following matters: -
- (i) preparation and sanction of budget estimates, sanctioning expenditure, execution of contracts, investment of funds of the society, purchase, sale or change of such investments and maintenance of accounts and their audits.
 - (ii) procedure for recruitment and training, examination, assessment, clearance of probation, confirmation and promotion of personnel, to and in the service of the council.
 - (iii) terms and tenure of appointment and assignments, emoluments, allowances, rules of discipline and other condition of service of the employees of the council.
 - (iv) terms and conditions governing :
 - (a) the grant of scholarships, fellowships etc.
 - (b) deputations within the country and abroad.
 - (c) grants-in-aid for research schemes/projects and Forestry Education.
 - (d) Establishment of research Centres
 - (v) such other matters as may be necessary or incidental to the administration of the affairs and funds of the Society.

Frequency of meeting

25. The Board of Governors shall meet as often as necessary, and in any event, at least once in each half of the year.

Notice for Meetings and its service

26. All meetings of the Board of Governors shall be called by notice in writing given by the Member-Secretary. Every notice calling a meeting of the Board of Governors shall state the date, time and place of the meeting and shall be served upon every member of the Board of Governors not less than fifteen clean days before the day appointed for the meeting.

Validation of proceedings meeting

27. Any inadvertent omission to give notice to or non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

Chairman of the meeting

28. Meeting of the Board of Governors shall be presided over by the Chairman. In his absence the Vice-Chairman shall preside over the meeting.

Quorum of meeting

29. One third members of the Board of Governors, present in person or through their representatives, shall constitute the quorum for meeting of the Board of Governors.

Determination of matters by majority vote

30. Each member of the Board of governors shall have one vote. The matters to be determined shall be decided by the majority votes provided that in the event of there being equality of votes on any question to be decided by the Board of Governors; the Chairman shall have a casting vote.
31. The Director General, ICFRE shall be the Chief Executive Officer of the Society.
32. Appointment to the post of Director General, ICFRE shall be made by the President of the Society with the concurrence of Government of India from a panel to be drawn up by a Search-cum-Selection Committee to be constituted for the purpose from amongst the eminent Foresters/ Scientists, with following eligibility and qualifications:-
- A) Officers/Scientists of the Central/State Governments/Universities/Recognized Research Institutes/Semi-Government or Autonomous Organizations serving in the pay scale of HAG Rs.67,000-79,000/- (annual increment @3%) or equivalent grades or above, should *not be above 57 years of age*, which the Competent Authority may relax in cases where the age of superannuation has been increased by the Government of India/State Governments/ Autonomous Bodies/ Government Undertakings, and possessing the following qualifications.

B) For Scientists:

- (a) First class Post Graduate degree in Forestry/Botany/Agriculture or other related Sciences or equivalent OR First Class Bachelor's degree in Engineering or Technology from a recognized University or Institution.
- (b) A minimum of 30 years of service with reference to the date of appointment as Group 'A' Scientist having background in Forestry Research which should include administrative experience for at least 5 years.
- (c) Evidence of published research papers

Desirable: Directorate in Forestry or other related sciences.

C) For members of Indian Forest Service:

- (a) An officer of the Indian Forest Service serving at the level of Additional Principal Chief Conservator of Forests or above in a State Government/U.T. Administration and having completed 30 years of service with reference to the year of allotment.
- (b) Should have atleast 5 years experience in Forestry Research OR 3 years experience in Forestry Research and 2 years experience in Forestry Education/ Forestry Extension.

Desirable: Directorate in Forestry or other related sciences.

Term

33. The term of the Director General, ICFRE will normally be for a period of three years or till the age of superannuation or till further orders whichever is earlier.

Other terms and conditions

34. The other terms and conditions of Director General, ICFRE would be determined by Board of Governors in consultation with Govt. of India.

Other terms and conditions

34. The other terms and conditions of Director General, ICFRE would be determined by Board of Governors in consultation with Govt. of India.

Powers and Functions

- 35 (a). Subject to any order that may be passed by the Government of India, the President of the Society and the decisions of the Board of Governors, the Director General as the Chief Executive Officer of the Society shall be responsible for: -
- (i) the proper administration of the affairs and funds of the Society;
 - (ii) Prescribing the duties of all employees of the Council,
 - (iii) Exercising supervision and disciplinary control over the work and conduct of all employees of the Council;

- (iv) Coordinating and exercising general supervision over all research activities in the sphere of forests and forest products, research and forest education; and
 - (v) advising the Govt. of India, state Governments and the administration of Union Territories on all matters connected with forestry research and education referred to him
- (b) The Director General may, in writing, delegate such of his powers as he may consider necessary to any other officer of the Council.

Appointment of Directors of Research Institutes

36. **The Director General would be assisted by the Deputy Director Generals and Director (Research) of ICFRE Hqrs. and Directors of Research Institutes of ICFRE and other officials. The appointment to the posts of the Deputy Director General, Director (Research) and Directors of the Institutes and Scientist 'G' shall be made by the President of the ICFRE Society on the recommendations of the search-cum-selection committee with the concurrence of the Ministry. Any deviation from the recommendations of the Search-cum-Selection Committee will require the approval of the Appointments Committee of the Cabinet (ACC).*

However, the Deputy Director General and Directors in position on deputation and Scientist 'G' working on regular basis on the date of amendment would continue to hold the post(s) as per the terms and condition of their present appointment.

Establishment and maintenance of offices, Institutes etc.

37. The Society shall take over, establish and maintain its own office, research Institutes and laboratories, regional and sub-stations etc.

Recruitment Rules

38. **Recruitment and appointment to the various posts in the Council shall be made in accordance with the Recruitment Rules framed or to be framed for the purpose in the Council and duly approved by the Board of Governors provided that appointment of Director General, Deputy Director General, Director (Research), ICFRE, Directors of the Institutes and Scientist 'G' in the Institutes under the ICFRE shall not be done without the concurrence of the Govt. of India/Ministry.*

Funds of the Society

39. The funds of the Society shall consist of the following:
- (i) Lump-sum and recurring grant made by the Govt. of India.
 - (ii) Contributions from other sources.
 - (iii) Income from investments and other sources.

Bankers of the Society

40. State Bank of India, Group of Banks or other nationalized Banks.

Unless otherwise authorized by the President or Chairman of Board of Governors, no new account shall be opened.

No amount shall be withdrawn from the Society's account in a Bank except by cheques signed and countersigned by such officers as may be duly empowered in this behalf by DG, ICFRE.

Auditors

41. The accounts of the Society shall be audited by such person or persons as may be nominated for the purpose from time to time by the Govt. of India in consultation with the Comptroller and Auditor General of India.

Annual Reports

42. An Annual Report on the working of the Society and all work undertaken by its constituent units during the year shall be prepared by the Board of Governors for information of the members of the Society and together with audited accounts of the Society along with the Auditor's report thereon it shall be placed before Society at its Annual General Meeting. After adoption of the Report by the Society, the Member Secretary would forward the Report to the Govt. of India for laying it on the Tables of the Houses of Parliament.

Seal of the Society

43. The Society shall have a seal, which shall be used in accordance with the bye-laws that the Society may make in this behalf, its use being generally limited to in cases where under any law or convention or custom, it is necessary for the Society to affix it on a document.

Alteration or extension of the purpose of the Society

44. Subject to the approval of Govt. of India, previously obtained, the Society may alter or extend the purpose for which it is established or be amalgamated either wholly or partially with any other Society by following the under mentioned procedures: -
- (a) The Board of Governors shall convene a special meeting of the members of the Society, according to these Rules for the consideration of the said proposition;
 - (b) The Board of Governors shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
 - (c) Such report shall be delivered or sent by post to every member of the Society at least 15 clear days prior to the said special General Meeting.

- (d) Such proposition shall be deemed to have been agreed to if voted for by not less than 2/3rd of the members of the Society present and voting and also by not less than 2/3rd of the total members voting whether in person or by proxy.

Alteration/Amendment of Rules

45. The Rules of the Society may with the previous sanction of the govt. of India be altered at any time by a resolution passed by a majority of the members of the Society at a meeting of the Society convened for the purpose.

Change of name of the Society

46. The Society, may with the previous sanction of the Govt. of India, change its name by a resolution passed by majority of the members of the Society at any meeting of the Society convened for the purpose. The membership of one body will not be bar to the membership of other bodies.

We, the following members of the Governing Body certify that the rules of the Society given above are correct copy thereof.

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION, DEHRADUN

BYE-LAWS

GENERAL

1. These Bye-laws may be called the Bye-laws of the Indian Council of Forestry Research & Education.
2. The Bye-laws should be read with the Memorandum of Association and Rules and Regulations of the Indian Council of Forestry Research & Education and definitions therein are applicable here also.

I A. ADMINISTRATION AND LEGAL

3. The general administration of the Society shall be looked after by the Secretary Indian Council of Forestry Research & Education or an Officer nominated by Director General, ICFRE whose responsibilities shall include:-
 - i) assisting the Director General in maintaining the records of proceedings of the Society, the Board of Governors and its Committees.
 - ii) assisting the Director General in the custodianship of records and such other properties of the Society.
 - iii) assisting the Director General in issuing of all notices, convening meetings of the Society Board of Governors and other Working Committees appointed by the authorities of the Society.
 - iv) assisting the Director General in conducting the official correspondence of the Society, Board of Governors or Working Committees etc.
 - v) assisting the Director General in representing the Society in all legal suits or proceedings by and against the Society, and performing such other duties as may be specified in these rules, bye-laws or working rules, from time to time by the authorities of the Society.
 - vi) assisting the Director General in entering into agreements, signing documents and authenticating records on behalf of the Society and exercising such other powers and performing such other duties as shall be prescribed by the rules, regulations, bye-laws etc. of the Society.
 - vii) assisting the Director General in general administration, personnel management, security etc., of the Society.
 - viii) any other functions as may be assigned to him by the Director General from time to time.

B. FINANCE AND ACCOUNTS

PREPARATION OF BUDGET ESTIMATES

3. a) Not later than the First August of each year, the Director General shall prepare detailed estimates of receipts and expenditure and the anticipated opening and of

closing balance the Society for the ensuing financial year. These estimates shall be prepared in two parts.

Part I Relating to capital works and other items of capital nature.

Part II Relating to income and expenditure on revenue account including a detailed personnel budget. A performance budget should also be attached to it.

4. Should it be proposed, during the course of the financial year to finance any scheme approved by the Board of Governors which has not been included in the estimates for that year, the sanction of the Board of Governors shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from the Govt. or by re-appropriation within the sanctioned estimates.

SANCTION OF THE BUDGET ESTIMATES

5. In the first week of August every year, the Director General shall place the Budget Estimates for the ensuing financial year before the Board of Governors for sanction. The Budget Estimate approved by the Board of Governors shall thereafter be submitted to the Govt. of India for sanction of grant-in-aid not later than the 30th September in each year.
6. One copy of the finally sanctioned estimates shall be supplied to the Controller of Accounts, Ministry of Environment & Forests. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
7. The approval of the Board of Governors is necessary to all schemes proposed to be financed from the funds of the Council.

APPROPRIATION

8. The funds of the Society shall not be appropriated unless approved by the Competent Authority as designated by the Board of Governors for expenditure on any item under these bye-laws.
9. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director General. All expenditure within the budget grant shall be approved and sanctioned by the Director General or by one or more members of the staff authorized for the purpose by the Board of Governors.
10. The format of budget will be as formulated by the Board of Governors with the approval of the Government of India.

REAPPROPRIATION

11. The Director General shall have power to re-appropriate funds from one unit of appropriation to another subject to the following:
 - i) Re-appropriation to augment the provision under the head "Salaries, Wages, Allowances, etc." shall require the prior consent of the Board of Governors.

- ii) No re-appropriation shall be made from the Head of Capital expenditure to the Head of Revenue Expenditure.
- iii) Re-appropriations within the Heads of Capital/New services, expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board of Governors.

EXPENDITURE SANCTION

- 12. No expenditure from the funds of the Society shall be incurred without the sanction of the competent authority.
- 13. Subject to the general superintendence and the control of Board of Governors and subject to adequate budget provisions, the Director General shall have full powers to sanction the details of expenditure on any sanctioned scheme.
- 14. For the efficient functioning of the Council the Director General may delegate powers to other staff for sanction of expenditure. Such delegation of powers shall be reported to the Board of Governors.
- 15. Expenditure in excess of the net appropriation for the year shall require the sanction of the Board of Governors.
- 16. Sanction to the expenditure will not become final until there has been appropriation of funds under these bye-laws to cover it.

PERMANENT ADVANCE

- 17. A permanent advance of a sum to be fixed from time to time by the Director General may be kept with officers as may be determined by the Director General for cash payments, Imprest for field stations etc.

CONTRACTS

- 18. All agreements, contracts etc., which may be necessary for the proper conduct of business of the Society shall be executed on behalf of the Society by the Director General or an Officer of the Society authorized by the Board of Governors for the purpose.
- 19. Director General shall take appropriate legal advise before finally approving the form and substance of all contracts.
- 20. Director General shall sue and be sued in the name of the Society and shall have the power to initiate and defend suites or other proceedings on behalf of the Society and shall be competent on behalf of the Society to compromise, settle or refer to arbitration any dispute relating to any contracts or transactions of the Society.

INVESTMENTS

- 21. The funds of the Society may be invested in only such manner as may be prescribed by the Board of Governors.

22. All investments of the funds of the Society shall be made in the name of the Society. All purchases, sales or alterations of such investment shall be effected on the authority of the President or a Member of the Board of Governors designated by him for the purpose. All contracts transfer deeds or other documents necessary for purchasing selling or altering the investment of the Society Funds should be executed by the Director General on behalf of the Society. The safe custody of receipts will remain in the personal charge of an officer designated by the Director General. The receipts will be verified once in six months with the Register of the Securities maintained and a certificate of verification will be recorded by another officer of the Society in the Register.
23. The Director General or any other person as may be authorized by the Director General on his behalf shall maintain a Register of securities held by the Society in which any transactions effecting the securities shall be recorded.

DRAWAL OF FUNDS

24. Receipts :

All money received for/or on behalf of the Society shall be placed in a current account or savings bank account or fixed deposit account in the name of the Society with the Union Bank of India/or any other Nationalized Bank as may be directed by the Board of Governors or any other person authorized by the Board of Governors and issue receipts for the same.

25. **Tariff for testing and other services rendered by the Society shall be as fixed by the Board of Governors. The Board of Governors has authorized the Director General, ICFRE for fixation/revision of tariff for testing and other services rendered by ICFRE, from time to time.*

25. Payments:

Payments made by and on behalf of the Society exceeding Rs.500/- shall be made by Cross or Accounts payee cheque, as far as possible. All cheques will be signed by officers as may be authorized by the Director General or by the Head of the Unit.

27. All cheque Books will be kept in the personal custody of an officer of the Society as may be authorized by the Director General or the Board of Governors.
28. All claims of Pay, Allowances, Travelling Allowances, Contingent Expenditure, Capital Expenditure etc. will be presented in the form of bills. All bills will be checked and passed for payment by the Accounts Officer/Finance Officer or a regular officer nominated by Director General, Indian Council of Forestry Research & Education.
29. Payment will be made by means of Demand Draft/Cheque/Cash, as the case may be.

ACCOUNTS

30. The accounts of the Society shall be maintained in such a form and annual statement of accounts compiled in such a form, as may be prescribed by the Govt. of India.

31. The Society shall have full time services of a qualified Finance/Accounts Officer/ or a regular officer nominated by the Director General, Indian Council of Forestry Research & Education whose responsibilities shall include:
- a) assisting the Director General in the preparation of the annual budget and balance sheets of the Society.
 - b) assisting the Director General in the correct maintenance of all accounts as prescribed by the Government.
 - c) assisting the Director General in evolving suitable procedures for procurement of goods and service;
 - d) assist the Director General in ensuring the correctness and propriety of all the expenses incurred by the Society.
 - e) assist the Director General in such areas as cash management, cost control, tariff setting, collection of receipt and also in the observance of the correct financial and account procedure.
 - f) any other responsibilities that may be assigned from time to time by the Director General.
32. The Finance/Accounts Officer so nominated/appointed shall apply a check of the nature of pre-audit of all payment from the funds of the Society and maintain the Registers.

ANNUAL ACCOUNTS AND RESULTS OF AUDIT

33. The accounts of the Society shall be subject to an annual audit by an Accountant General or a Chartered Accountant appointed by the Board of Governors in consultation with the Government of India and any expenditure incurred in connection with such audit shall be payable by the Society to the Chartered Accountant. The remuneration payable to the Auditors shall be determined by the Board of Governors.
34. The Ministry of Environment & Forests, Government of India may conduct audit through its internal finance wing as and when it is found necessary.
35. The audit shall ensure observance of the following stipulations of the Central Government.
- i) Proper accounts of expenditure incurred from Government Grants and all other sources be maintained.
 - ii) An adequate system of internal check and control should exist to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence and in accordance with procedures laid down by the research projects, the full costs of which are payable by the sponsor, in accordance with the working rules of the Society for contract appointment. Such appointments shall be reported to the Board of Governors at the earliest possible opportunity.

- iii) A proper record be maintained of all assets acquired from Government grants and all other sources together with the cost of acquisition against each item.
- iv) Proper store accounts and maintenance of consumable stores be kept and physical verification under proper supervision be carried out at periodical intervals.
- v) A system of reporting to the Board of Governors be followed on loss of cash, stores and other assets after proper investigation.

To achieve these tasks, the Accountant General/Chartered Accountant shall have the right to demand production of accounts books, connected vouchers and other documents.

- 36. The accounts of the Society as certified by the Accountant General/Chartered Accountant and along with his comments, if any shall be forwarded annually to the Board of Governors and to the Government.
- 37. All sanctions, orders of delegation of power to competent authorities under the Rules & Regulations or these bye-laws effecting the accounts of the Society shall be reduced to writing and be made available for the auditors.

II. POSTS & APPOINTMENTS

- 38. In respect of the employees of the Society the Board of Governors will lay down, in the form of working rules:
 - a) Categories, designations, pay scales and allowances.
 - b) Recruitment procedures.
 - c) Terms and conditions of service including superannuation and terminal benefits.
 - d) Conduct rules and disciplinary rules.

In this regard, the Board of Governors shall take into account what obtains for similar categories in comparable scientific institutions and the general instructions issued by the Central Government from time to time.

- 39. Subject to the provisions contained in Rule 38 of the Rules & Regulations of the Society, Director General shall be the appointing authority to all other categories of officers and staff. Provided that the Director General may prescribe an Officer not lower in rank than that of a Senior Group 'A' level for making appointment to Group 'C' & Group 'D' posts in the Society.
- 40. Equal opportunities shall be provided to all by advertising the vacancies of posts and/or notifying the employment exchanges, scientists pool etc.

41. In the filling up of posts due reservation for Scheduled Caste and Scheduled tribe candidates will be made in accordance with the procedure laid down by the Government of India.
42. The Director General shall be competent to engage Scientists/Technicians on contract in respect of research projects, the full costs of which are payable by the sponsor, in accordance with the working rules of the Society for contract appointment. Such appointments shall be reported to the Board of Governors at the earliest possible opportunity.
43. The Director General shall be competent to engage Scientists/Technicians in respect of normal research projects to the extent contract services have been provided in the Scheme/project approved by the Board of Governors and in accordance with the working rules for contract employment.

HONORARY FELLOWS

44. The Director General may appoint Honorary Fellows. Honorary fellowships may be conferred on eminent Scholars in recognition of their distinguished contribution of knowledge in subjects in which the Society is interested or on persons who have rendered eminent service to the Institute or on persons who have made a noteworthy and lasting contribution to the cause of research. Honorary Fellows shall enjoy such privileges as may be decided by the Director General, ICFRE.

VISTING PROFESSORS, VISITING SCIENTISTS, FELLOWSHIPS, ETC.

45. Scholars may be invited or admitted to the Society as visiting Professor, Experts, Research Associates, for participating in the work of the Society. Visiting Professors, Experts, Research Associates may be paid such honoraria as may be decided by the Director General from time to time.

III. OTHER MATTERS OF ADMINISTRATION & MANAGEMENT SCIENTIFIC CONFERENCES

46. Members of staff may be deputed by the Director General to attend Scientific Conferences, Symposium and Congresses in India and for a specialized training work of the Society.
47. The participation of officers and staff of ICFRE in conference / seminar / congress workshop/ training/ deputation in India and abroad shall be with the prior approval of D.G., ICFRE. Director General will also permit availing of fellowship /scholarships/grants/special programme aid etc. For going abroad DG will require permission of the Chairman, Board of Governors.

FELLOWSHIPS, SCHOLARSHIPS, GRANTS-IN-AID SPECIAL PROGRAMME ETC.

48. In order to carry out the objectives of the Society as set forth in Memorandum of Association, the Board of Governors may institute scholarships and fellowships, sponsor and finance deputations within the country and abroad, give grant-in-aid, establish research schemes and projects and special research Centres in its own establishments or

- in research institutions, universities technical and technological colleges and industrial establishments.
49. The Director General may invite Scientists in India actively engaged in research in the field of interest to deliver lecture and participate in the activities of the Society.
 50. The terms and conditions governing activities under rule 24 shall be laid down by the Board of Governors from time to time.
 51. Scholarships and Fellowships shall be restricted to Indian citizens normally residing in India.

GENERAL

52. The Director General may delegate such powers that may be considered necessary in the expediency of work to other officers of the Society.
53. Subscription to the Society in respect of Ex-officio members will be paid by the Society.
54. These Bye-laws can be altered by the Board of Governors with the prior approval of the Government of India.
- 55.a **Except in regard to matters for which specific provision has been made in the Rules, Bye-laws, Regulations or Orders made or issued by the ICFRE Society. The service and financial Rules framed by the Government of India and such other Rules and Orders issued by the Government of India from time to time, shall apply mutatis mutandis to the employees of ICFRE Society in regard to matters concerning their conditions of service.*
 - b. **Notwithstanding anything contained in this Bye-laws, Board of Governors shall have the power to relax the requirement of any rule mentioned in (a) above of this Bye-laws to such extent and subject to such conditions as may be considered necessary*

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWER TO DIRECTOR GENERAL, INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION AND DIRECTORS OF INSTITUTE OF ICFRE

A. ADMINISTRATIVE POWERS

1. The powers of the Head of Department in Central Government under the Fundamental Rules (FR), Supplementary Rules (SR), Account code and other rules and regulations as ammended from time to time shall vest in Director General, Indian Council of Forestry Research & Education and the Directors of the Institutes of ICFRE, subject to the condition that where, if any, specific delegations have already been made by the Government to Director General, ICFRE and where specific delegation made hereto, such specific provision shall prevail.
2. The Director General shall have the powers to appoint a person in any category of posts in accordance with the Recruitment Rules duly approved by the Board of Governors provided that appointment of Director General, ICFRE and Directors of the Institutes under ICFRE shall not be done without the concurrence of Government of India, and Directors will have the powers to appoint a person in any capacity upto the pay scale of Rs.5500-9000.
3. Director General, ICFRE and **Directors of the Institutes* may authorize exercise of the powers vested in them by this delegation, to subordinate authority as is necessary to the proper conduct of the business of the Council/Institute. Director General, ICFRE and *Directors of the Institute* will continue to be responsible for the correctness, regularity and propriety of the powers exercised by the subordinate authority.
4. All administrative powers not specifically delegated to any authority by or under this delegation, shall vest in the Director General, Indian Council of Forestry Research & Education.

(B) FINANCIAL POWERS

- (1) The budget of Indian Council of Forestry Research and Education shall be passed by the Board of Governors.
- (2) The expenditure shall be incurred subject to the availability of budget provision within the sanction of Director General or any subordinate authority to whom the powers have been delegated.
- (3) The powers of the Head of the Department in Central Government under the delegation of Financial Powers Rules (DFPR), the General Financial Rules (GFR) and other financial rules and regulations, as ammended from time to time shall vest in the Director General and Directors of the Institutes under it subject to the condition that whether, if any, specific delegations have been made hereto, such specific provision shall prevail.
- (4) The Director General, ICFRE shall have the powers to make re-appropriation of funds from one sub-head to another. No re-appropriation shall be made without the approval of the Board of Governors from the head of Capital to the head of `Programmes

expenditure and vice-versa or in any manner so as of augment the provision and the Head 'Salaries, Wages and Allowances'.

- (5) The Director General, ICFRE and **Directors of Institutes* under ICFRE may authorize subordinate authority to exercise the power vested in him by this delegation, as is necessary to the proper conduct of the business of the Council. Director General, ICFRE will continue to be responsible for correctness, regularity and propriety of the power exercise by the subordinate authority.
- 5(a) **The Directors of Institute under ICFRE may authorize a subordinate authority to exercise the powers vested in him by this delegation, as is necessary to the proper conduct of the business of the Institute. Director of the Institute will continue to be responsible for correctness, regularity and propriety of the powers exercised by the subordinate authority.*
- 5(b) The Deputy Director Generals of ICFRE Headquarters, Dehradun authorize to exercise the financial powers as delegated to and being exercised by the Directors of the Institutes of ICFRE. All the Deputy Director Generals are declared the Heads of Departments for this purpose.
- (6) All financial powers not specifically delegated to any authority by this delegation shall vest in the Director General, ICFRE.

DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO DIRECTOR GENERAL, ICFRE AND DIRECTORS OF INSTITUTES UNDER ICFRE

(A) ADMINISTRATIVE POWERS

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
1.	Grant of special pay to LDC/UDC appointed to the post of Cashier	Full Power	Full Power	Subject to the condition laid down by the Govt. of India. Ministry of Finance and rate prescribed for the purpose from time to time
2.	Powers to dispense with medical certificate and fitness before appointment in individual case (FR-10)	-do-	-do-	In case of employee for whom DG/Director is the appointing authority
3.	Powers to suspend a lien (FR-14)	-do-	-do-	Provided that the DG/Director is the authority to make appointment to the post for which lien is held
4.	Powers to transfer a lien to another post (FR-14(b))	-do-	-do-	Provided that DG/Director is appointing authority for both the posts
5.	Powers to transfer a Govt. servant from one post to another (FR-15)	-do-	-do-	-do-

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
6.	Powers to fix pay and allowances of an employee for the period for which he is treated to be on duty (FR-20)	-do-	-do-	Provided that DG/Director is empowered to make substantive appointment to the post with reference to which the pay and allowances are to be regulated.
7.	Power to sanction annual increment (FR-24)	-do-	-do-	To allow an annual increment in all cases and crossing of efficiency bar for which DG/ Director is appointing authority.
8.	Powers to allow an employee to count extra-ordinary leave for increment (FR-26)	-do-	-do-	Where DG/Director is the appointing authority.
9.	Powers to grant premature increment on the time scale of pay (FR-27)	-do-	-do-	Grant of higher initial pay on an initial appointment not exceeding five increments in the case of direct recruit only where DG/Director is the appointing authority.
10	Power to reduce officiating pay of an employee (FR-35)	Full	Full	Where DG/Director is the appointing authority.
11	Powers to sanction the undertaking of work for which honorarium is offered and grant or acceptance of honorarium (FR-46 (b))	-do-	-do-	The monetary limits for Director is indicated in Sl.No.16
12	Powers to appoint employee to hold temporary post or to officiate more than one post and to fix pay of subsidiary post and the amounts of the compensatory allowance to be drawn.	-do-	-do-	The exercise of the powers will be subject to the conditions laid down in FR-49. For Group 'A' posts power will rest with Board of Governors
13	Power to require a medical certificate of fitness before return from leave (FR-71)	-do-	-do-	Where DG/Director is empowered to grant leave
14	Power to sanction transfer of foreign service in India (FR-110 (e))	-do-	-do-	Where DG/Director is the appointing authority
15	Power to fix foreign service in India	-do-	*Nil	Subject to observance of rules and orders issued by the Ministry of Finance/Home Affairs

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
16	Grant of honorarium (FR-46(b))	Rs.5,000/- per person per annum in each case	Rs.2500 per person per annum in each case	
POWERS UNDER SUPPLEMENTARY RULES				
17	Powers to sanction undertaking of work for which fee is offered and the acceptance of fee SR-11 + SR-12	Full powers except in his own case for which approval of Board of Governors is necessary	Rs.2000 in each case except in his own case for which approval of DG is necessary	In case of recurring fees the limit would apply to the total amount of recurring payment made to an individual in a year subject to provision laid down in SR – 11 and SR – 12
18	Power to decide the shortest of two or more routes (SR-30 (b))	Full	Full	
19	Power to allow mileage allowance to be calculated by the route other than shortest or cheapest (SR-31)	Full	--	Provided that the selection of such route is in the interest of Council.
20	Power to sanction travel by air to non officials 9SR-48 (b)(ii)	Full	--	Subject to observance of economy measures issued by the Ministry of Finance from time to time
21	Power to sanction refund of cancellation charges on air ticket (including himself)	Full	--	--
22	Power to prescribed headquarters of the employees of the Council (SR-59)	Full	--	--
23	Power to define the limits of sphere of the duties of the employees of the Council (SR-60)	Full	--	--
24	Power to decide whether particular absence is on duty (SR-62)	Full	Full	--
25	Power to restrict the frequency and duration of joining time (SR-63)	Full	Full	--
26	Power to grant exemption from the rules limiting a halt on tour to 30 days (SR-73)	Full	--	Subject to provision in SR-73

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
27	Power to sanction TA for journey on tour to employee of the Council who is required while on leave in India to perform any duty for the Council or any public duty at place other than one where he proceeded on leave (SR-135)	Full	Full	TA shall not be granted for journey while proceeding on leave or while returning from leave
28	Power to allow the actual cost of journey to appear for Medical Board preliminary to voluntary retirement and invalid pension SR-160 (b)	Full	Full	--
29	Power to decide the rates of TA admissible to employees of the Council deputed to undergo course of training in India (SR-164)	Full	Full	If the period of training does not exceed 90 days duration and if allowances of an officer deputed for training have been increased to meet the expenses of training he may be allowed TA/DA as a sliding scale as on tour viz. (1) first 30 days full DA (2) beyond 30 days upto 180 days half rate Beyond 180 days nil
30	Power to sanction hire charges when an employee of the Council is provided with means of locomotion at the expenses of Central/State/Public Sector Undertaking etc. but pay all cost of its use or propulsion (SR-183)	Full	Full	--
31	Power to declare who should be controlling officer (SR-191)	Full	--	Subject to provision of SR-182 and 183
32	Power to make rules for the guidance of the Controlling Officer (SR-195 (e))	Full	--	--
33	Powers to accept a certificate signed by any Registered Medical Practitioner as evidence of the fitness of an employee of non-gazetted status (SR-213)	Full	Full	--

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
34	Power to grant leave to an employee of the Council in respect of whom medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty (SR-233)	Full	Full	Where DG/Director is empowered to grant leave.
35	Power to grant maternity leave	Full	Full	Subject to conditions restrictions laid down by the Govt.
36	Power to grant hospital leave	Full	Full	-do-
37	Power to permit the calculation of joining time by route other than that which travelers ordinarily use (SR-296)	Full	Full	--
38	To sanction tour programme and countersignature of TA bill including himself	Full	Full	--
39	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full	Full	--
40	Authorizing an employee of Council to proceed on duty to any part of India	Full	Full	--
POWER TO MAKE APPOINTMENT AND DISCIPLINARY POWERS				
41	Power to make officiating appointment to the vacant post in a vacancy (including those in continuation chain of vacancies) each of one month or more.	Full	--	To be exercised only in very exceptional circumstances
42	Power to make adhoc appointment	Full	Full	--
43	Disciplinary powers	Full	Full	According to Classification Control and Appeal Rules applicable to Central Govt. employee
44	Participation of officers and staff at Conferences/ Symposiums/ Congress/ Training/depurations in India and abroad	Full	<i>*Full powers for nominating officers and staff at Conferences/ Symposiums/ Congress within India</i>	

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
45	Sanction ex-India Leave in respect of Scientists and Officials of ICFRE	Director General, ICFRE is authorized to sanction ex-India Leave to Scientists and Officials of ICFRE excluding All India Service Officers, while visiting abroad in their personal capacity including participation in the International Seminars, Workshops, Meeting, Training etc.	No	The cases of 'All India Service Officers' would be dealt with according to the rules applicable to them.
(B) FINANCIAL POWERS				
1.	Purchase of office and scientific equipment including computers and vehicles purchase as well as replacement (DFPR Srl.No.26 (m)26(b)26(a) 10 and 22.	Full	Full power for purchase of office and scientific equipment except vehicle and where foreign exchange is involved.	
2.	Purchase of books and journals, reprints, periodicals, newspapers etc. (DFPR 15(2))	Full	Full	
3.	Purchase and repairs of furniture and fixtures (DFPR Srl.No.5)	Full	Full	
4.	Incurring of expenditure on publications and journals etc. (Srl.No.14)	Full	Full	
5.	Incurring of expenditure on printing of annual reports technical reports, manual, books, brochures etc.	Full	Rs.50,000/- per annum	
6.	Expenditure on legal matters concerning the Council	Full	Full	

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
7.	Rewards for presentation at official function to staff members' etc.	Full	Full	
8.	Hire of the building for the use of Institute/Council (office-building)	Full	Rs.2,000/- in each case	
9.	Stores required for works (Srl.No.22)	Full	Full	
10	Repairs and removal of machinery and scientific equipment (Srl.No.17)	Full	Full	Subject to the condition that expenditure involved is not of capital nature
11	Maintenance of motor vehicle including payment of insurance charges (Srl.No.10 (ii))	Full	Full	
12	Staff paid from contingency (Srl.No.20)	Full	Full	Staff to be appointed only for work of casual nature subject to restrictions imposed by the Govt./Board of Governors from time to time.
13	Purchase of stationary for official use	Full	Full	
14	Purchase of liveries and badges for staff (Srl.No.23)	Full	Full	
15	Expenditure on advertisement	Full	Full	
16	Payment of electricity, water, telephones, house taxes and other taxes payable under the law	Full	Full	
17	Expenditure on postage including speed post and Courier service and telegram and commission of money-order and bank drafts	Full	Full	
18	Power to sanction subsidy as financial assistance to departmental canteens (Srl.No.2)	Full	Full	
19	Condemnation of type-writers and other stores	Full	Full	
20	Freight and demurrage/warfare charges	Full	Full	
21	Write off stores (other than motor vehicles)	Full	Full	

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
22	Power to write off irrecoverable losses of stores/public money including losses of stamps.	Full	The powers to the Directors will be Rs.10000/- for loss of stores not due to theft, fraud or negligence in each and Rs.2500 in each other cases.	
23	Advance payments against supply	Full	Full	Subject to provision of GFR-256 and 258
24	Power of incurring contingent expenditure not specifically covered under any sub-item mentioned therein in each case	Full	Recurring Rs.4000/- per annum in each case. Non-recurring Rs.10000/- per annum in each case.	
25	Purchase and repairs of bicycle	Full	Full	
26	Conveyance hired	Full	Full	
27	Repairs and alteration to hire and requisitioned buildings	Full	Rs.5000/- per annum for non-recurring and Rs.1000/- per annum recurring	
28	Indent, contracts and purchase	Full	Full	
29	Miscellaneous expenditure of unusual nature	Full	<i>*Rs.1000/- in each case</i>	
30	Investigation of arrears claims up to six years of its becoming due.	Full. Powers may be exercised subject to provision GFR and orders of the GoI.	Full	Up to 3 years of its becoming due.
31	To execute contracts/deeds and other instruments for and on behalf of Board of Governors	Full	Subject to approval of the DG, ICFRE	

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
32	Form of Surety Bond to be executed by the employees of ICFRE handling cash/stores etc. and acceptance thereof:	Full	Full	As per Central Govt. rules
33	Grant of advance for purchase of conveyance	Full	Full	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time
34	Grant of advance of pay and TA on transfer	Full	Full	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time
35	Grant of advance for purchase of warm clothing and table fans	Full	Full	-do-
36	Grant of advance of official tours and LTC	Full	Full	-do-
37	Grant of festival advance	Full	Full	-do-
38	Grant of advance in connection with natural calamities	Full	Full	-do-
39	Grant of advance in connection with law suits to which ICFRE is a party	Full	Full	-do-
40	Grant of advance to ICFRE employee for departmental expenses	Full	Full	To the extent sanctioning authority is competent
41	Grant of temporary advance and withdrawal from the provident fund rules	Full	Full	Subject to the conditions admissibility laid down under provident fund rules.
42	Grant of advance in lieu of leave salary	Full	Full	--
43	Grant of house building advance	Full	Full	Subject to the conditions laid down under HBA rules applicable to Central Govt. employees and to the extent of the budget provision approved by the Board of Governors
44	Sanction of pension to ICFRE employees	Full	Full	Where DG/Director is the appointing authority
45	Grant of OTA allowance	Full	Full	Subject to the conditions and restrictions laid down by the Govt. from time to time.
46	Sanction of fellowship in ICFRE	Full	Full	As per approved rules and budget provision
47	Sanction of Forest Advance	Full	Full	--
48	Sanction of research grants	Full	Full	--

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
49	Civil Works (Departmental including fencing)	Full	The powers of the Directors will be Rs.1,00,000/- in each case	--
50	To accord administrative approval/ expenditure sanction for estimates of work	Full	Directors will have powers upto Rs.5,00,000/- for non-residential and Rs.1,00,000/- for residential in each case	--
51	Sanction of telephone for officers in ICFRE in office as well as at the Residence	Full	Full for office telephones only subject to economy orders issued by Ministry of Finance	--
52	Incurring expenditure on serving of lunch in the official meeting	Full	--	--

GENERAL CONDITION

1. The exercise of these powers will be subject to observance of Govt. instructions on the subject.
2. The powers which have not been delegated to Director General, ICFRE may vest with the Board of Governors of ICFRE.
3. Director of Institutes may exercise powers delegated to Heads of Department in respect of items which have not been listed.
4. Powers of Director of the Institutes in excess of these delegated to them may be exercised by them with the approval of Director General, ICFRE to the extent that such excess falls within the delegated authority of the Director General, ICFRE.

RULES AND REGULATIONS FOR DEPUTATION OF IFS/SFS OFFICERS IN THE INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION AND INSTITUTES UNDER IT

1. The posts of Conservator of Forests and Deputy Conservation of Forests of Indian Council of Forestry Research and Education are to be filled on deputation from amongst the officers belonging to the Indian Forest Service/State Forest Service. The IFS officer on deputation to the council would be treated on Foreign Service terms and filled under Non-Central Staffing Scheme. The All India Service Officer(s) appointed on deputation would get grade pay/deputation pay in accordance with the DOPT O.M. No.20011/2010/AIS-II dated 29th March 2012 amended from time to time.
2. The Board of Governors shall be the controlling authority for the purpose of appointment against these posts. The appointment shall be made on the recommendations of the Selection Board of the Indian Council of Forestry Research and Education from out of a Panel of names received from the Government of India in respect of the IFS and from State Governments concerned in respect of the SFS officers. No IFS/SFS officer will be considered for appointment in ICFRE without clearance from the cadre controlling authority.
3. The constitution of the Selection Board shall be as below:-

I.	Director General, ICFRE	Chairman
II.	D.D.G./Chairman (Recruitment Board) or any other officer to be nominated by Director General, ICFRE	Member
III.	<i>*Two Dy. Director General/Two Directors of Institutes of ICFRE</i>	2 Member
IV.	Two Experts of repute to be nominated by Director General, ICFRE	Member
V.	<i>**Representative of the MoEF to be nominated by the Ministry</i>	Member

***The Secretary, ICFRE will function as Non-member Secretary of the Selection Board*

4. All vacancies will be notified along with the specific duties, responsibilities required qualifications and experience required to the State Forest Departments/Principal Chief Conservator of Forests and nominations/ applications invited. Government of India would forward to DG, ICFRE names of suitable officers for consideration of the Selection Committee. The particulars of the officers will be collected in the proforma prescribed for the purpose as in appendix II.
5. The normal period of deputation of officers appointed to these posts shall be as below:-

(A) *Posts of the rank of Conservator of Forests or equivalent & above* - *5 years*

(B) Posts of the rank of Deputy Conservator of Forests or equivalent - 4 years

6. Deputation period may be extended upto a maximum period of two years for the post of Conservator of Forests, three years for the post of Deputy Conservator of Forests in case of IFS officer, and as per prevailing rules of Government of India in case of non-IFS officer for the post of Deputy Conservator of Forests by DG, ICFRE, in the interest of the Council, with the prior approval of the cadre controlling authority, i.e., Government of India in case of IFS officers and State Government concerned in case of non-IFS officers. The period of deputation, however, may be curtailed at the discretion of the DG, ICFRE.
7. The officers so appointed will be entitled to all allowances admissible at the station of their posting under Central Government Rules and orders as admissible from time to time.
8. In case the officers appointed on deputation opt for absorption in the ICFRE on completion of the term, subject to their fulfilling the eligibility conditions for such absorption, the ICFRE may forward proposal for such absorption to Government of India in case of IFS officers and to State Government concerned in respect of SFS officers. After the approval of the authorities concerned, the officer concerned shall be inducted into the service of the ICFRE as Scientist at the appropriate level and on such absorption, the service rendered by him while on deputation with the ICFRE shall count for purposes of review and promotion to the next higher grade.
9. The officers already working in Indian Council of forestry Research and Education on deputation on the date these rules come in force shall continue to be governed by the deputation terms on which they had been posted to ICFRE.
10. The period of deputation already completed in the ICFRE before notification of these rules plus the period of deputation under these rules shall be subject to the provisions of Rule 5 read with Rule 6.
11. ICFRE, shall pay the leave salary, pension contribution etc. to the department/Govt. from whom the services of deputationist are borrowed as admissible under Foreign Service terms and orders of Government of India.
12. The posts at the level of the Conservator of Forests/Dy. Conservator of Forests shall be filled by suitable officers having requisite qualifications and experience.

RECRUITMENT RULES FOR GROUP 'A' SCIENTIFIC POSTS

In exercise of the powers conferred by the proviso of Rule 38 read with Rules 22(iv) and 24(ii) of the ICFRE Rules and in supersession of all the rules in so far as they relate to the scientific posts in Indian Council of Forestry Research and Education in the pay scale of Pay Band-3: Rs.15600-39100, grade pay Rs.5400 and above, except things done or omitted to be done before such supersession, the method of recruitment/ promotion for Group 'A' scientific posts in the ICFRE and the institutes under it is described below:-

1. Short title and commencement

- 1.1 Scientific Posts Rules, 2011
- 1.2 The rules shall come into force from the date of 01.01.2011
- 1.3 Amend & append Group 'A' Scientific Posts Rules-2011

2. Designations and grades of the scientific posts

The designations and grades of all the scientific Group 'A' posts in the Indian Council of Forestry Research and Education and its institute under it shall be as follows:-

Scientist 'B'	-	PB-3 (Rs.15600-39100), grade pay Rs.5400
Scientist 'C'	-	PB-3 (Rs.15600-39100), grade pay Rs.6600
Scientist 'D'	-	PB-3 (Rs.15600-39100), grade pay Rs.7600
Scientist 'E'	-	PB-4 (Rs.37400-67000), grade pay Rs.8700
Scientist 'F'	-	PB-4 (Rs.37400-67000), grade pay Rs.8800
Scientist 'G'	-	PB-4 (Rs.37400-67000), grade pay Rs.10000

3. Recruitment Norms

- 3.1.1 The essential educational qualification for all the posts shall be as specified in **Annexure -I** and shall be in the first class or equivalent.
- 3.1.2 The experience specified in Annexure-I for all the posts shall be the experience acquired after obtaining the essential educational qualifications.
- 3.1.3 Recruitment shall be by promotion, deputation, absorption, short term contract or by direct recruitment. The particular method of recruitment for each vacancy shall be decided by the Director General, Indian Council of Forestry Research and Education (DG, ICFRE). Whenever the posts are to be filled up by direct recruitment, the posts shall be advertised through website, print and electronic media or any other appropriate method as deemed fit by the Director General, ICFRE.
- 3.1.4 Age limit for direct recruitment

The upper age limit for scientists shall be as under:

Grade of Scientists	'B'	'C'	'D'	'E'	'F'	'G'
Maximum age limit (years)	30	35	40	45	50	55

There shall be no age limit in respect of Scientists/Officers already working in ICFRE. In case of Government servants other than those working in ICFRE, the age limit shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard. The upper age limit in case of candidates belonging to SC/ST/OBC and Physically Handicapped

categories shall be relaxable in accordance with the orders issued by the Central Government from time to time.

- 3.2 The crucial date for determining the age limit shall be the closing date for the receipt of application from candidates in India (other than those in Andaman & Nicobar Islands, Lakshadweep, Lahaul, Spiti and Pangi Sub-division of Chamba district (HP), Leh, Laddakh of J&K, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Tripura, Manipur, Nagaland)

4. Induction

- 4.1 Persons holding scientific posts on a regular basis in Indian Council of Forestry Research and Education and its institutes on the date of commencement of these rules shall be deemed to have been appointed to the post from the date of their initial appointment to the post they are holding on regular basis. All Scientists so inducted shall continue to carry the scales of pay they are eligible on the date of commencement of these rules and shall be eligible for review for the next higher grades, as per rules, after completing minimum residency period of satisfactory qualifying service in their grades.

5. Recruitment, review and promotion

- 5.1 Filling up the vacant posts through direct recruitment for Scientist 'B' and 'C' shall be through written examination and the interview, and for Scientist 'D' and above only through interview to be organized by the Recruitment Board of ICFRE. Appropriate Departmental Recruitment Committee shall be constituted for considering the eligibility of candidates for Recruitment as follows:-

Composition of Departmental Recruitment Committee:-

- | | | |
|---|---|------------------|
| 1. DG, ICFRE/Any person nominated by DG, ICFRE | - | Chairman |
| 2. Two DDGs of ICFRE/Director of ICFRE institutes
To be nominated by DG, ICFRE | - | 2 Members |
| 3. Three outside experts to be nominated by DG, ICFRE | - | 3 Members |
| 4. One representative belonging to SC/ST | - | Member |
| 5. Joint Secretary to the Government of India (FE Division) | - | Member |
| 6. Assistant Director General (Recruitment Board) | - | Member Secretary |

- 5.1.1 Chairman to be nominated by Director General should be at least two levels above the level of the post for which selection is to be made.
- 5.1.2 Experts nominated by the Director General shall be at least one level above the level of the post for which selection is to be made
- 5.1.3 ADG (Recruitment Board), ICFRE may abstain from the meeting of Departmental Recruitment Committee held for the post carrying pay scale higher than the present pay scale of ADG (Education).
- 5.2 An Annual Work Report format to capture scientific content of work performed shall be as per **Annexure-II**. The Annual Work Report format (Part A of Annexure II including quantified self assessment of S&T output in Annexure –III) shall be filled up by the scientists along with the ACR/APAR, and shall get reported upon by the reporting officer in format (Part B of Annexure II). The institute Director shall also record his comments

on the report of the reporting officer in the format (Part B of Annexure II itself). The assessment reports of Internal Screening Committee (internal peer group) shall be in format (Part 'C' of Annexure-II) at the time of consideration.

- 5.3 The format on 'Annual Work Report' will not replace the regular system of recording ACR/APAR. The assessment by the Internal Screening Committee shall be based on the Annual Work Report and ACR/APAR.
- 5.4 The FCS in position in ICFRE shall continue, and promotions under the FCS shall be limited to posts carrying a grade pay of Rs.10000/- or lower.
- 5.5 There shall be two level of assessment for FCS. The first one would be at the internal level for screening purpose and second level shall have majority of external members.

5.6 Level Assessment

An Internal Screening Committee shall be constituted by the DG, ICFRE for evaluation of Annual Work Reports vis-à-vis the criteria for up-gradation under FCS. All scientists eligible and who meet the benchmark of 'Good' for Scientist 'C' and 'Very Good' for Scientist 'D' and above would be screened in. The Internal Screening Committee would make assessment on the scientific content of work done by the Scientist in Part 'C' of the reporting format and the same would be made available to the Assessment Board. The Committee shall evaluate work of the scientists on the basis of Annual Work Report and ACR/APAR in the scale of 1 to 100.

The Internal Screening Committee to be constituted by the DG, ICFRE shall be as under:-

- | | | |
|--|---|------------------|
| 1. DDG of ICFRE Hqrs./ A person nominated by DG, ICFRE | - | Chairman |
| 2. Two Directors of ICFRE institute | - | 2Members |
| 3. Director (Research), ICFRE Hqrs. | - | Member |
| 4. One Scientist 'F'/'G' of ICFRE/Institute | - | Member |
| 5. One representative belonging to SC/ST | - | Member |
| 6. ADG (Recruitment Board), ICFRE | - | Member Secretary |

The Committee may co-opt one representative from the Department of Space/Atomic Energy or DRDO.

- 5.6.1 The members of Internal Screening Committee shall be at least one level above the scientists being assessed.
- 5.6.2 The grading for the purpose of level one screening on the basis of assessment of Annual Work Report and APAR shall be as under:-

Sl. No.	Marks in APAR	Corresponding grade in Part 'B'	Grade for screening
1	90 – 100	1 -10% amongst top 1 – 10	Excellent
2.	67-89	10 – 33% amongst top 11 – 33	Very Good
3.	50 to 66	33 – 50% amongst top 34 – 50	Good
4.	25 – 49	50 – 75% amongst top 51 – 75	Average
5.	Below 25	Bottom 25% below 25	Poor

5.7 Level 2 Assessment

5.7.1 The Assessment Board shall document specifically through one page summary, the specific content of the work done justifying the merit for consideration under FCS. The Assessment Board/Departmental Peer Review Committee shall undertake Level 2 assessment for assessment of Scientists for the suitability of Scientist 'F'/Scientist 'G'. The Assessment Board/ Departmental Peer Review Committee shall specifically certify that the scientists recommended met with all the criteria for in-situ upgradation under FCS.

5.7.2 The Assessment Board considering the majority of external members possessing expertise in the relevant field shall be constituted by the DG, ICFRE. The Assessment Board shall be comprised of following:-

- | | | | |
|----|---|---|-----------|
| 1. | DG, ICFRE/A person nominated by DG, ICFRE | - | Chairman |
| 2. | One DDG/Director (Research), ICFRE Hqrs/
Director of ICFRE Hqrs. | - | Member |
| 3. | Three external experts in the relevant field | - | 3 Members |
| 4. | One representative belonging of SC/ST | - | Member |

The Assistant Director General (Recruitment Board) shall provide secretarial assistance to the Assessment Board.

5.7.3 Chairman to be nominated by Director General should be at least two levels above and level of the post for which selection is to be made. Experts nominated by the Director General shall be at least one level above the level of the post for which selection is to be made.

5.7.4 While making assessment by the Assessment Board greater emphasis shall be given on achievement as evaluated by the Internal Screening Committee rather than seniority.

5.8 Field experience in research and development and/or experience in implementation of such scientific projects are compulsory for promotion of scientists recruited to the posts to higher grades under FCS. The assessment of such scientists shall be based on the scientific activities performed by them during their respective residency period.

5.8.1 The criteria for field experience for different scientific activities will be either of the four elaborated here under:

- (a) Fundamental/basic research: Original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application; working in scientific laboratories/ institutes, period spent on doctoral/ post doctoral degrees in basic research after joining an organization, etc. would constitute field experience for the purpose of FCS.
- (b) Applied research: Investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective working in scientific laboratories/ institutes, period spent on doctoral/ post doctoral degrees in applied research after joining an organization etc. would constitute field experience for the purpose of FCS.

- (c) Experimental development: Application of scientific knowledge directed towards producing new or substantially improved materials, devices, products, processes, systems or services; 'field experience' would depend on the work profile of the Institutes of ICFRE. The defining factor would be that the work is not of routine use of scientific knowledge but involves application of scientific knowledge for creation of new/innovative systems, practices, models etc.
- (d) The S&T activities which are directly linked to R&D in terms of promoting the scientific activities and services. Working in R&D laboratories and institutions, scientific projects being operated in mission mode, working on international collaboration R & D projects etc. would constitute the field experience under FCS.

5.8.2 Scientific Post

It the one, the incumbent of which is a 'Scientist or Engineer' defined as below in a scientific institution/ organization declared as 'Scientific Department' as defined above and is engaged in creating new scientific knowledge on innovative engineering, technological or which is involved predominantly in professional research work and development.

5.8.3 Scientists and Engineers

Persons,

- Who possess academic qualification of at least Master's degree in Natural/ Agricultural Sciences or Bachelor's degree in Engineering/ Technology/ Medicine; and
- Hold scientific posts as defined above

6.0 Criteria and Procedure of Assessment for Promotion

Assessment for promotion by the Assessment Board shall be done twice a year, that is, before 1st January and 1st July of every year. Those who have completed or will complete the residency period in a post during the period of three months before or three months after the date of 1st January or 1st July, as the case may be, will be considered as on that date for review for promotion to the next higher grade. All the posts covered under FCS shall carry the following uniform pay bands, grade pays, designation and minimum residency period linked to the performance:-

Pay Band and grade pay	Designation	Minimum residency period linked to performance
PB-3 (Rs.15600-39100) grade pay Rs.5400	Scientist 'B'	3 years
PB-3 (Rs.15600-39100) grade pay Rs.6600	Scientist 'C'	4 years
PB-3 (Rs.15600-39100) grade pay Rs.7600	Scientist 'D'	4 years
PB-4 (Rs.37400-67000) grade pay Rs.8700	Scientist 'E'	5 years
PB-4 (Rs.37400-67000) grade pay Rs.8900	Scientist 'F'	5 years
PB-4 (Rs.37400-67000) grade pay Rs.10000	Scientist 'G'	--

- 6.1 The effective date of promotion for those found eligible for promotion shall be due date of eligibility as on 1st January or 1st July of that year as the case may be. The review process should be initiated at least three months before the due dates.

- 6.2 The implementation of FCS will not require ACC approval, as promotion/ up-gradation within autonomous bodies does not come under the purview of ACC.
- 6.3 In case an eligible Scientist not being physically available due to deputation of Foreign Service in India or Abroad, his/her case shall be considered in the immediate review falling on his return.
- 6.4 A person holding a scientific post not found fit for promotion after any review shall become eligible for the next review only after a lapse of one year from the date of such review.
- 6.5 A scientific eligible under FCS shall be considered for upgradation under FCS. Exceptionally meritorious candidates with all outstanding grading in overall assessment of Annual Work Report and ACR/APAR may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion, limited to a maximum of two occasions in their entire career. However, the assessment under FCS for next grade would only be three times and thereafter the scientist would be covered under modified ACP Scheme according to provisions of that scheme.
- 6.6 The modified ACP as approved for Central Government Civilian employees would also be applicable to scientists covered under FCS. This is expected to provide an alternate channel for development for scientists and is expected to maintain the rigors of assessment required for assessment under FCS.
- 6.7 The scientist who has been granted any grade under MACP can be considered for next grade under FCS according to the eligibility and other provisions of FCS. Some illustrations are given below for clarity.
- 6.7.1 A Scientist 'B' is considered but does not get upgradation under the FCS. He would be entitled to the grade of Scientist 'C', 'D' and 'E' on completion of 10/20/30 years of service subject to provisions of MACP notified vide OM No.35034/3/2008-Estt.(D) dated 19th May 2009.
- 6.7.2 A Scientist 'B' gets upgradation to Scientist 'C' under FCS in second chance after 4 years. After prescribed residency, he does not qualify under FCS for three successive years for upgradation to Scientist 'D'. After completion of ten years in the grade pay of Scientist 'C', i.e., after 14 years of service he is upgraded to Scientist 'D' under MACPS. After prescribed residency of 4 years in Scientist 'D', he would again be considered for upgradation to Scientist 'E' under FCS. In case he does not qualify for three successive years, he would be upgraded to Scientist 'E' after completion of 10 years in the grade pay of Scientist 'D', i.e., after 24 years of service. Further upgradation to Scientist 'F' and Scientist 'G' would only be under FCS as the scientist would have got three upgradations and no further upgradation under MACPS would be permissible.
- 6.7.3 If a scientist gets three up-gradation under the FCS Scheme, there would be no claim for any further up-gradation under MACPS, as this Scheme only allows three financial upgradation on completion of 10, 20 and 30 years.
- 6.8 Scientists doing management/ administrative work should not be considered for upgradation under FCS they should only be given benefit of upgradation under MACP.
- 7. Computation of service for review**
- 7.1 All regular service rendered in a post shall be counted for the purpose of review and promotion to next higher grade.

- 7.2 The period spent for training /assignment in India and aboard under nomination by the ICFRE shall be counted towards the residency period for review and promotion to next higher grade.
- 7.3 The period spent on deputation/foreign service to another scientific post, which helps a scientist to acquire scientific experience in a diverse setup and the necessary experience now made mandatory for promotion to senior scientific posts, as well as the period of study leave or any other leave taken for improving the academic accomplishments, shall count towards the residency period for review and promotion to next higher grade. However, the period spent on deputation/foreign service to a non-scientific post and the period of extra ordinary leave availed on the personal grounds including medical leave to the extent adversely effecting S&T works shall not be counted towards the residency period.
- 7.4 In case of scientist recruited by deputation and later absorbed, the service rendered by him while on transfer/deputation in ICFRE and the Institute shall count for the purpose of review and promotion to next higher grade.

8. Probation

Probation for all direct recruitment as well as those promoted from Group 'B' Research Officer posts to Scientist 'B' shall be for a period of one year extendable twice by a period of a maximum of 6 months on each occasion. In case of non-issuance of notification of confirmation even after the period of probation is over, the scientist shall be deemed to have been confirmed.

9. Filling up of vacancies arising due to promotion or vacation, resignation, superannuation, etc. of the post by a scientist:
- 9.1 A scientist promoted after the assessment, shall carry the post with him, consequently no vacancy will be caused.
- 9.2 Where a vacancy is caused due to a scientist vacating a post by superannuation, resignation, death etc.
- 25% of the vacancies shall be filled by promotion at Scientist 'B' level form amongst the Research Officers possessing, Master degree in science and having rendered 3 years regular service as Research Officer in Indian Council of Forestry Research and Education or Institutes under it, on the recommendations of the Departmental Review Committee. In case, a promoted candidate declines three promotion in a row, he/she shall be debarred permanently from future consideration for promotion in ICFRE/Institutes.
 - 75 percent of the vacancies shall be filled by direct recruitment or by deputation or by absorption as the case may be Direct Recruitment shall normally be made all the level of Scientist 'B' (PB-3: Rs.15600-39100, Grade Pay Rs. 5400). Whenever, need exists or arises, the direct recruitment at other levels may also be done with the approval of the Chairman, Board of Governors, ICFRE.

10. Avenue for promotion

A scientist will be eligible for promotion up to and including the level of Scientist 'G' through the process of assessment under the FCS/MACPS.

11. Deputation from/to outside agencies to/from ICFRE

Where the services of Scientist have been obtained on deputation from outside the period of such deputation to ICFRE shall be initially for a period of three years which may be extended,

with the approval of the Director General, ICFRE for two years on year-to-year basis. No scientist shall be held on deputation in Indian Council of Forestry Research and Education for a period exceeding five years.

12. Scientists of ICFRE/its institute going on deputation to other Government organization may be given due lien as per Government rules.

13. Power to relax

Where the Board of Governors is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons with the prior approval of MoEF, Govt. of India as and when required.

14. The reservation for SC/ST/OBC/ Physically Handicapped shall be made in accordance with the Government of India' guidelines issued from time to time. Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes, OBC, Ex-Servicemen, Physically Handicapped and other special categories of persons in accordance with orders issued by the Central Government from time to time.

15. Benefit of added years of service

The benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 shall be applicable to all the posts covered by these rules.

16. General conditions

- (i) The pay of the Scientists in the higher grade on promotion shall be fixed according to Fundamental Rules of the Government of India.
- (ii) In the matter of nominating an SC/ST/OBC member for the Assessment Board for level two assessment the procedure prescribed by the Government of India shall be followed.
- (iii) The Services of scientists appointed on temporary basis and are on probation may be terminated by either party giving to the other a notice of period not less than one month. The services of temporary scientist may also be terminated without notice by payment of a sum equivalent to his/her one month salary (Basic pay plus D.A.) in lieu of notice. The service of temporary scientist against whom an enquiry or disciplinary proceeding is pending or contemplated, may not, however, be terminated by virtue of these rules unless otherwise decided by the appointing authority.
- (iv) The appointing authority may accept a shorter period notice from a scientist
- (v) The pay of superannuation for the scientists will be 60 years. The Board of Governors may grant extension in special cases with the prior approval of MoEF&CC, Govt. of India.
- (vi) Scientists shall perform such duty as may be entrusted to him/her and shall, to the best of their ability, carry out the directions of the Board of Governors or Director General or Director of the Institute or of any other officers to whose authority he may be subject to, according to the rules and bye-laws of the Society.

- (vii) During the period of service every scientist shall observe, obey and abide by the rules of the Society and bye-laws made from time to time by the Board of Governors and all standing orders passed by the Director General or Director of Institute.
- (viii) In all service matters, the decision of the Director General and/or Board of Governors as the case may be shall be final. For posts/vacancies connected with scientific disciplines not covered so far under these rules, suitable qualification would be prescribed by Director General at the time of advertisement, and selection to the posts would accordingly be made.
- (ix) The Board of Governors shall have powers to relax, amend and repeal any or all these rules with prior approval of MoEF&CC, Government of India provided that such amendment repeal shall not affect the previous operation of these rules or notifications or orders made or anything done or any action taken there under.
- (x) Any matter not specified here in above, the scientist of the Council will be governed by the relevant rules/orders issued by the Government of India from time to time.
- (xi) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Ladakh Division of Jammu and Kashmir, Lahu and Spiti District and Pangal sub-Division of Chamba District of Himachal Pradesh, Andman & Nicobar Islands and Lakshadweep.
- (xii) Direct recruits may be given a higher initial start than the minimum of the scale to which they are appointed in deserving cases if so recommended the Departmental Recruitment/Review Committee with the prior approval MoEF&CC, Govt. of India. However, such an initial start shall not exceed to advance increments over the minimum of the scale.
- (xiii) In Annexure-I giving the details of norms of recruitment to Scientific posts +3, +4 denote minimum number of years of experience required in addition to the essential educational qualifications.
- (xiv) Specific essential educational qualification for a specific disciplines will decided at the time of filling up of a post based on the job recruitments.
- (xv) For direct recruitment at the level of Scientist 'C' and above, a Ph.D. Degree in the relevant subject is essential, in addition to other specified essential educational qualification/experience.
- (xvi) For direct recruitment for the posts of Scientist 'E' and above, the essential educational qualification and experience shall be the same as applicable to the scientist of the Council for promotion to these grades.
- (xvii) Service rendered in the field of forestry will be treated as relevant experience for posts for which such experience is considered appropriate by the Council.

ANNEXURE – I

In exercise the powers conferred by the provision of Rule 38 read with 22 (b) (v) of the ICFRE Society, the Director General, ICFRE, with the approval of the Board of Governors, is pleased to amend and append Group 'A' (Scientific Posts) Rules, 2011 as follows :-

1.	Name of Post	Scientist 'B'
2.	Number of Posts	280* (2014) ICFRE Headquarter 10 Forest Research Institute 90 Arid Forest Research Institute 24 Tropical Forest Research Institute 32 Institute of Wood Science & Technology 32 Rain Forest Research Institute 30 Centre for Forestry Research & Human Resource Development 06 Institute of Forest Genetics & Tree Breeding 30 Himalayan Forest Research Institute 10 Institute of Forest Productivity 10 Institute of Forest Biodiversity 06 (* Subject to variation dependent on workload)
3.	Classification	Scientific
4.	Pay band and grade pay or pay scale	Pay band-3: Rs. 15,600-39,100 plus grade pay Rs. 5,400/-
5.	Whether selection post or non selection post	Non selection
6.	Age limit for direct recruitment	Not exceeding 30 years. Age relaxation upto 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Essential : Possess academic qualification of at least first class Master's degree in Natural/Agricultural Science or Bachelor's degree in Engineering/Technology/Medicine from a recognized University. (The exact subject of specialization and the area in which the experience is required, shall be indicated on each occasion at the time of recruitment)
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of promotion, if any	One year (for direct recruits only)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	75% By direct recruitment, (210 posts) 25% By promotion (70 posts)
11.	In case or recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion from Research Officer Grade-I possessing Master degree in science and having 3 years regular service as Research Officer Grade-I in ICFRE and its Institutes.

12.	If a Departmental Promotion/Selection Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Any Deputy Director General, Indian Council of Forestry Research and Education other than Chairman, Recruitment Board - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' Officer from any other Ministry or department of the Central Government - Member Three subject expert of the relevant subject - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

Part A
ANNUAL WORK REPORT
SELF ASSESSEMENT BY THE OFFICER REPORTED UPON

1. Name
2. Designation
3. Area of S&T Function
4. Brief Description of S&T work function
5. S&T output indication for assessment and measurement of work function (as appropriate to the officer) : To be selected from the Annexure III
6. Enumeration of major outputs from S&T Function as per Annexure III
7. Innovation content of work done (about 100 words)
8. Major impact reported during the financial year (if any) for work done during previous three years.
9. Scientific and technological methodologies used in the work Function
10. Suggestions (if any) for work functions based on new or emerging scientific principles
11. New technologies if any introduced by the officer in work plan/Functions
12. Any other highlight of special S&T content to the work
13. One page summary of the scientific and technical elements in the work done during the financial year
14. Quantified S&T outputs as per the selected indicators (as per Annexure III)

Signature of the scientist reported upon

Date:

ANNEXURE II

Part – B

ASSESSMENT BY THE REPORTING AUTHORITY

1. Accuracy of the S&T work report as per Annexure III
 - a. Generally accurate
 - b. Modifications needed (please specify)
2. Scientific merit (rank) of the work done as per Annexure III
Amongst top 1-10, 11-33, 34-50, 51-75 and below 25.
3. Short summary of the innovative content of the work done
4. General assessment of the scientific work report (in brief)
5. Final grading
Amongst top 1-10, 11-33, 34-50, 51-75 and below 25.

Signature of the Reporting Officer

Date :

COMMENTS OF DIRECTOR OF INSTITUTE ON THE ASSESSMENT OF REPORTING OFFICER

Signature of Director

Date

Part – C

INTERNAL PEER GROUP REVIEW REPORT

1. Grading of the S&T content of work reported as per Annexure III

2. Specific Innovation elements recognized
 - a)
 - b)
 - c)

3. Relative Assessment of the work reported via-a-vis peers in the area
Amongst top 1-10, 11-33, 34-50, 51-75 and below 25.

4. Assessment of the work done during the residency period
5. Specific highlights of the S&T content of the work done

6. Overall grading of the S&T work report for the residency period
Amongst top 1-10, 11-33, 34-50, 51-75 and below 25.

Signature of the Members of the Peer Group

Date

SELF ASSESSMENT
(As prescribed by DoPT)

(Annexure to Annual Work Report to be initiated by the Scientists being assessed)

1. Lectures delivered in universities/seminars/industry meets
 - a. Enrolled
 - b. Invited
2. Books edited or written
3. Research Publications
4. State-of the Art Reports prepared on the subject handled or otherwise
5. Annual reports prepared
6. Internal reports generated
7. New S&T areas/gaps identified for enlarging the scope of the existing schemes
8. New S&T identified and nurtured and S&T inputs added to ongoing schemes
9. Data bases prepared for Scientific handling of the projects
10. Scientific and evidence based initiatives taken to enlarge the infrastructures base of research and development across the country
11. Identifications of New Areas for demonstration of technologies and follow up
12. Project Monitoring Parameters evolved and deployed
13. Technology Intelligence/assessment report prepared for S&T
14. S&T inputs provided to Inter-Ministerial discussion in various committees
15. Number of projects scientifically evaluated for closure during the year
16. Networked Programmes initiated (please give numbers and salient features of your contribution)
 - a. Between lab to lab
 - b. Lab and Industry
 - c. Bilateral
 - d. Multilateral
17. Policies/Bills prepared during the year

RECRUITMENT AND PROMOTION RULES FOR ADMINISTRATIVE STAFF

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION SOCIETY
(AN AUTONOMOUS BODY OF THE MINISTRY OF ENVIRONMENT AND FORESTS)

NOTIFICATION

In exercise of the powers conferred by the proviso of Rule 38 read with sub-section (b) (iv) of Section 22 and sub-section (ii) and (iii) of section 24 of the Rules of the Indian Council of Forestry Research and Education Society and in supersession of all the existing recruitment rules in so far as they relate to the Administrative posts in the Indian Council of Forestry Research & Education (ICFRE), the Board of Governors of ICFRE makes the following rules with the concurrence of the Government of India:

1. Short title and commencement
 - (a) *These rules may be called the Indian Council of Forestry Research & Education Administrative Officers and Staff Recruitment, Rules 2012.*
 - (b) *These Rules shall come into force on the date of their publication.*
2. Definitions In these Rules, unless the context otherwise requires:-
 - (a) "The Society" means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.
 - (b) "The Council" means the Indian Council of Forestry Research and Education and its institutes.
 - (c) "Board of Governors" means the body constituted as the Board of Governors of the Society under Rule 17 of Rules of the Indian Council of Forestry Research and Education.
 - (d) "The President" means the President of the Indian Council of Forestry Research & Education Society.
 - (e) "The Director General, Indian Council of Forestry Research and Education" means the person appointed by the President of the Society with the concurrence of the Government of India to be the Director General of Indian Council of Forestry Research and Education.
 - (f) "Director of Institute" means Director of any of the Institutes under Indian Council of Forestry Research and Education.
 - (g) "The Constituent units of the Society" means the Indian Council of Forestry Research and Education, Headquarters its Institutes under the Society.
 - (h) "Institute" means any of the Institutes under Indian Council of Forestry Research and Education.

- (i) "Employee" means any officer or official appointed as a staff of the Society as shown in Column (2) of Schedule-I and Schedule II appended to these Rules.
- (j) "post" means all administrative posts mentioned in para 12 and Schedule I appended to these Rules.
3. Provision with respect to existing employees: - All officers/officials who are employees of the society at the commencement of these rules shall be deemed to have been appointed to the corresponding posts specified in para 12 and Schedule I appended to these rules.
4. Officers and officials of the society: Officers and officials of the society are the persons appointed as a staff of the society and whose pay is debitible to the funds of the society and to the corresponding posts specified in para 12 and Schedule I appended to these rules.

This shall not apply to:

- (a) persons not in whole time employment.
- (b) persons paid out of contingency.
- (c) persons paid otherwise than on a monthly basis including those paid only on a piece rate basis.
- (d) re-employed employees of the society.
- (e) such other categories of persons as may be specifically excluded either wholly or in part by the Board of Governors with the prior approval of Government of India.
- (f) persons whose services are obtained on deputation basis/foreign service terms and conditions.
5. Number, classification, scale of pay, method of recruitment, age-limit and other qualifications:- The name of the posts, their number, classification and scales of pay, the method of recruitment, age-limits, qualifications and other matters relating to said posts, shall be as specified in Columns (2) to (13) of the Schedule I appended to these rules.
6. Appointing Authority:
- (i) Deputy Director General (Administration) of Indian Council of Forestry Research and Education shall be the appointing authority for the posts in pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- and below at the Indian Council of Forestry Research and Education Headquarters.
- (ii) Director of the respective institutes shall be the appointing authority for the posts in pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- and below in the institute.

(iii) Director General, Indian Council of Forestry Research and Education shall be the appointing authority for the posts in the pay scale higher than pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/-.

7. Seniority: will be as per the seniority rule of the council:

(i) A separate common seniority list and roster in respect of all posts in pay scale higher than the pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- shall be maintained by the Indian Council of Forestry Research and Education, Headquarter.

(ii) A separate common seniority list and roster in respect of all posts in pay band-2: Rs.9,300-34,800 plus grade pay of Rs.4,200/- and below shall be maintained by Directors of the concerned institutes in respect of posts in that institute.

8. Tenure for deputation: The deputation period shall normally be three years extendable upto five year on year to year basis subject to concurrence of lending authority.

9. Saving: Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, other backward classes, Physical Handicapped persons, and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

10. Disqualification: The furnishing of false information or suppression of any factual information at the time of appointment of service in the society would disqualify and render the unfit for employment in the society.

If furnishing of false information or suppression of any factual information comes to notice at any time during the service of employee, his/her services would be liable to be terminated.

11. Power to relax: Where the Board of Governors is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any provisions of these rules with respect to any class or category of persons with the prior approval of Government of India.

12. Administrative posts in the Indian Council of Forestry Research and Education (An Autonomous Body of the Ministry of Environment and Forests) and their pay band plus grade pay.

Schedule – I

Sl. No.	Name of post	Pay Band with Grade Pay	No. of Posts
1.	Sr. Administrative Officer	Pay band-3: Rs. 15,600-39,100 plus grade pay Rs. 7,600/-	01
2.	Financial Advisor	Pay band-4:Rs. 37,400-67,000 plus grade pay Rs. 8,700/-	01
3.	Under Secretary	Pay band-3:Rs. 15,600-39,100 plus grade pay Rs. 6,600/-	08
4.	Accounts Officer	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,800/-	04
5.	Section Officer	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	25
6.	Sr. Private Secretary	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,800/-	01

7.	Private Secretary	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	21
8.	Stenographer Grade-I	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	33
9.	Stenographer Grade-II	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	14
10.	Assistant	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	91
11.	Upper Division Clerk	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	101
12.	Lower Division Clerk	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 1,900/-	123
13.	Hindi Officer	Pay band-3: Rs. 15,600-39,100 plus grade pay Rs. 5,400/-	03
14.	Junior Hindi Translator	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	05
15.	Store Officer	Pay band-2: Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	01
16.	Head Store Keeper	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-	02
17.	Senior Store Keeper	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	04
18.	Store Keeper	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,000/-	15
19.	Security Officer	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-	01
20.	Driver (Special Grade)	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-	03
21.	Driver Grade-I	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-	10
22.	Driver Grade-II	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-	23
23.	Driver (Ordinary Grade)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 1,900/-	26
24.	Office Facilitator (Karyalaya Suvidha Karta) OR Office Attendant (Karyalya Prichark)/ Mali/ Chowkidar/ Cleaner/ Ward Assistant/ Sanitation Attendant/ Dhobi	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 1,800/-	485

Schedule II

1.	Name of Post	Senior Administrative Officer
2.	Number of Posts	01* (2012) Indian Council of Forestry Research and Education (Headquarter) – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-3 Rs.15,600-39,100 plus grade pay Rs.7,600/-
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation including short term contract
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion: Promotion from the post of Under Secretary in the pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/- with 5 years regular service in the post. Deputation: Officer of Indian Forest Services/Central Secretariat Services in the analogous pay scale/pay band plus grade pay or with 5 years regular service in the pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/-. Preferentially having experience of establishment, accounts and stores.
12.	If a Departmental Promotion Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Financial Adviser
2.	Number of Posts	01* (2012) Indian Council of Forestry Research and Education Headquarter - 01 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-4: Rs.37,400-67,000/- plus grade pay Rs.8,700/-
5.	Whether selection post or non-selection post	“Selection”
6.	Age limit for direct recruitment	Not applicable.
7.	Educational and other qualifications for direct recruits	Not applicable.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By deputation including short term contract
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	By deputation: An Indian Audit & Accounts service officer having 13 years experience with respect of year of allotment. or An officer of sub-ordinate Accounts service under Government of India having 16 years experience including at least 10 years in the pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/- or Fellow of Institute of Cost/Chartered Accountant of India or equivalent degree with 10 years experience in audit and accounts and budget in Government/Semi Government/ Autonomous organizations/public sector undertaking/ Government bank or insurance company.
12.	If a Departmental Promotion Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Deputy Director General (Administration), ICFRE - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, ICFRE - Member A Group 'A' officer from any other Ministry or Department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of the Post	Under Secretary
2.	Number of Posts	08* (2012) ICFRE Hqrs. – 02 Forest Research Institute – 01 Forest Research Institute University - 01 Institute of Wood Science & Technology – 01 Arid Forest Research Institute -01 Tropical Forest Research Institute – 01 Institute of Forest Genetics and Tree Breeding– 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-3: Rs.15,600-39,100 plus grade pay Rs.6,600/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion: Section Officer in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600 with 7 years regular service in the grade
12.	If a Department Promotion Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Accounts Officer
2.	Number of Posts	04* (2012) ICFRE Hqrs.- 01 Forest Research Institute – 01 Institute of Forest Genetics & Tree Breeding – 01 Arid Forest Research Institute – 01 *Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	By deputation including short term contract.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	By deputation: Officers of central government/autonomous bodies/public sector undertakings possessing bachelor degree from a recognized university and holding analogous posts or having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and 2 years regular service in the pay band-2 Rs.9,300-34,800 plus grade pay Rs.4,600/- or having knowledge of cash and accounts with a certificate from Institute of Secretariat Training and Management in this regard, and 6 years regular service in the pay band-2 Rs.9,300-34,800 plus grade pay Rs.4,200/-
12.	If a Departmental Promotion Committee exists, what is its composition	Deputy Director General (Administration), ICFRE - Chairman Director of the Institute - Member Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, ICFRE - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of the Post	Section Officer
2.	Number of Posts	25* (2012) Indian Council of Forestry Research and Education Headquarter – 08 Forest Research Institute University – 02 Forest Research Institute – 08 Tropical Forest Research Institute – 01 Arid Forest Research Institute – 01 Institute of Forest Genetics & Tree Breeding – 01 Institute of Wood Science & Technology – 01 Rain Forest Research Institute - 01 Himalayan Forest Research Institute – 01 Institute of Forest Productivity – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600
5.	Whether selection post or non-selection post	Non selection
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion: Assistant with 5 years regular service in the pay band - 2:Rs.9300-34,800 plus grade pay Rs.4200/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Deputy Director General (Administration), - Chairman Indian Council of Forestry Research and Education Director of the Institute - Member Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Senior Private Secretary
2.	Number of Posts	01* (2012) Indian Council of Forestry Research and Education Headquarter - 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,800/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Private Secretary in the pay scale of pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600/- with 2 years regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is its composition	Deputy Director General - Chairman (Administration), Indian Council of Forestry Research and Education Director of the Institute - Member Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Private Secretary
2.	Number of Posts	21* (2012) Indian Council of Forestry Research and Education Headquarter – 13 Forest Research Institute – 02 Tropical Forest Research Institute – 01 Institute of Forest Genetics & Tree Breeding – 01 Arid Forest Research Institute – 01 Rain Forest Research Institute – 01 Institute of Wood Science & Technology – 01 Himalayan Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Steno Grade-I in the pay scale of pay band-2: Rs.9,300-34,800 plus grade payRs.4,200 with 5 years regular service in the grade .
12.	If a Departmental Promotion Committee exists, what is its composition	Deputy Director General - Chairman (Administration), Indian Council of Forestry Research and Education Director of the Institute - Member Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Steno Grade-I
2.	Number of Posts	33* (2012) ICFRE Headquarter - 01 Forest Research Institute – 04 Tropical Forest Research Institute – 08 Institute of Forest Genetics and Tree Breeding – 04 Arid Forest Research Institute – 04 Rain Forest Research Institute -05 Institute of Wood Science & Technology – 04 Himalayan Forest Research Institute – 02 Institute of Forest Productivity – 01 (*Subject to variation dependent on workload)
I	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion from Stenographer Grade-II in the scale of pay band-1: Rs.5,200-20,200 plus grade pay Rs.2400/- having 10 years regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/ Under Secretary - Member (Forest Establishment), Ministry of Environment and Forests One Head of Division of the concerned Institute - Member In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Stenographer Grade-II
2.	Number of Posts	14* (2012) Forest Research Institute – 04 Tropical Forest Research Institute – 05 Rain Forest Research Institute – 02 Institute of Wood Science & Technology – 02 Institute of Forest Genetics & Tree Breeding – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time
7.	Educational and other qualifications for direct recruits	(1) 12 th Class certificate from a recognized Board (2) Should possess a minimum speed of 80 words per minute in Stenography English/Hindi on the basis of competitive examination to be conducted by the concerned Director of the Institute (3) Certificate Course in computer applications – typing speed 5 key depression for each word.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	Composition of Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/ Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member One Head of Division of the concerned Institute - Member In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member

		A Group 'A' officer from any other Ministry or department of the Central Government	Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable	

1.	Name of Post	Assistant
2.	Number of Posts	91* (2012) IICFRE Headquarter - 10 Forest Research Institute – 44 Tropical Forest Research Institute – 06 Institute of Forest Genetics and Tree Breeding – 05 Arid Forest Research Institute – 06 Rain Forest Research Institute -05 Institute of Wood Science & Technology – 05 Himalayan Forest Research Institute – 05 Institute of Forest Productivity – 05 *Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion: From Upper Division Clerks in pay band-1: Rs.5200-20200 plus grade pay Rs.2400/- having 10 years regular service in the grade
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/ Under Secretary - Member (Forest Establishment), Ministry of Environment and Forests One Head of Division of the concerned Institute Member In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group 'A' officer from any other ministry or department of the Central Government Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Upper Division Clerk
2.	Number of Posts	101* (2012) ICFRE Headquarter - 10 Forest Research Institute – 51 Tropical Forest Research Institute – 06 Institute of Forest Genetics and Tree Breeding – 06 Arid Forest Research Institute – 06 Rain Forest Research Institute -06 Institute of Wood Science & Technology – 06 Himalayan Forest Research Institute – 05 Institute of Forest Productivity – 05 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	90% By promotion 10% By Limited Departmental Competitive Examination
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	(1) 90% by Promotion from Lower Division Clerk in the pay band-1:Rs.5,200-20,200 plus grade pay Rs.1,900/- in the respective Institute with 8 years regular service in the grade. (2) 10% on the basis of limited departmental competitive examination to be conducted by the Director of Institute for Lower Division Clerks of the respective Institute with 5 years regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/ Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group 'A' officer from any other ministry or department of the Central Government - Member

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable
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1.	Name of Post	Lower Division Clerk
2.	Number of Posts	123* (2012) Indian Council of Forestry Research and Education Headquarter - 10 Forest Research Institute – 36 Tropical Forest Research Institute – 19 Institute of Forest Genetics and Tree Breeding – 10 Arid Forest Research Institute – 10 Rain Forest Research Institute -10 Institute of Wood Science & Technology – 18 Himalayan Forest Research Institute – 05 Institute of Forest Productivity – 05 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900
5.	Whether selection post or non-selection post	“Non-Selection”
6.	Age limit for direct recruitment	Not below 18 years of exceeding 27 years, age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	(i) 12 th class certificate from recognised Board. (ii) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter or typing speed of 35 words per minute in English or 30 words per minute in Hindi on computer
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Yes, to the extent indicated in Col.10
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(1) 85% by direct recruitment (2) 10% vacancies shall be filled on the basis of departmental qualifying examination amongst the Group 'C' staff, who possess 12 th class pass certificate from recognised board and have rendered 3 years regular service in the pay band-1:Rs.5,200-20,200/- plus grade pay of Rs.1,800. The maximum age limit for eligibility for examination is 45 years. (50 years of age for the SC/ST) (3) 5% of the vacancies shall be filled on seniority cum fitness basis from Group 'C' employees who have three years regular service in posts with the grade pay of Rs.1,800/-

11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	As stated in Col.10
12.	Composition of Departmental Promotion Committee for confirmation	<p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/ Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member</p> <p>Head of Division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Hindi Officer
2.	Number of Posts	03* (2012) Forest Research Institute – 01 Tropical Forest Research Institute – 01 Arid Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-3: Rs.15,600-39,100 plus grade pay Rs.5400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation including short term contract
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	<p><u>By Promotion:</u> From Hindi Translator (Junior) with 8 years regular service in the pay band-2:Rs.9,300-34,800 plus grade pay Rs.4,200/- working in Indian Council of Forestry Research and Education or any Institute under it.</p> <p><u>By deputation:</u> Officer from the central Government/State Government/ Government undertaking/autonomous body possessing following educational qualifications:-</p> <p>Master's degree from a recognized University in Hindi / English with English/Hindi as compulsory/elective subject or as medium or examination at degree level.</p> <p>OR</p> <p>Master's degree from a recognised University in any subject other than Hindi / English, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as compulsory/elective subject at the degree level;</p> <p>OR</p> <p>Master's degree of a recognised University in any subject other than Hindi / English, with Hindi/English medium and Hindi/English as a compulsory/elective subject as a medium of examination at degree level;</p> <p>OR</p> <p>Bachelor’s degree of a recognized university with Hindi and English as compulsory/elective subjects or either of the two</p>

		<p>as medium of examination and the other as a compulsory/ elective subject, plus a recognized diploma/certificate course in translation from Hindi to English and vice-versa or two years experience of translation of work from Hindi to English and vice versa.</p> <p>(1) holding analogous posts or (2) with 8 years regular service as Jr. Hindi Translator in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/- and possessing educational qualification as stated above.</p>
12.	If a Departmental Promotion Committee exists, what is its composition	<p>Director General Indian Council of Forestry Research and Education - Chairman</p> <p>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member</p> <p>Director Forest Education - Member</p> <p>Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other Ministry or department of the Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Junior Hindi Translator
2.	Number of Posts	05* (2012) Forest Research Institute – 01 Institute of Forest Genetics and Tree Breeding – 01 Arid Forest Research Institute – 01 Rain Forest Research Institute – 01 Institute of Wood Science & Technology – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not exceeding 30 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Master's degree from a recognized University in Hindi / English with English/Hindi as compulsory/elective subject or as medium of examination at degree level. OR Master's degree from a recognised University in any subject other than Hindi / English, with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as compulsory/elective subject at the degree level; OR Master's degree of a recognised University in any subject other than Hindi / English, with Hindi/English medium and Hindi/English as a compulsory/elective subject as a medium of examination at degree level; OR Bachelor's degree of a recognized university with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/ elective subject, plus a recognized diploma/certificate course in translation from Hindi to English and vice-versa or two years experience of translation of work from Hindi to English and vice versa.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion	Direct Recruitment

	or by deputation/absorption and percentage of the vacancies to be filled by various methods	
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	Composition of Departmental Promotion/Recruitment Committee for Composition	<p>Departmental promotion committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute - Chairman</p> <p>Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member</p> <p>Head of division of the concerned Institute - Member</p> <p>In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other ministry or department of the Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Stores Officer
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation including short term contract
11.	In case of recruitment by promotion/ deputation/absorption grades from which promotion /deputation/absorption to be made	By Promotion: Promotion from amongst the Head Stores Keeper in the pay scale of pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800 with 11 years regular service in the grade. By deputation: (i) Officers of Central government/ autonomous bodies/ public sector undertaking holding analogous posts or Store Keeper with 11 years regular service in the pay scale of pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800 possessing a bachelor degree from recognized university. 3 years experience of maintenance of stores and accounts
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other - Member

		ministry or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Head Store Keeper
2.	Number of Posts	02* (2012) Forest Research Institute – 02 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion: Promotion of Senior Store Keeper in the pay scale of pay band-1: Rs.5,200-20,200 plus grade pay plus grade pay of Rs.2,400/- with 5 years regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Senior Store Keeper
2.	Number of Posts	04* (2012) Forest Research Institute – 03 Rain Forest Research Institute-01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion of Store Keeper in pay band- 1: Rs.5,200-20,200 plus grade pay of Rs.2,000/- with 5 years regular service in the grade.
12.	If a Department Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Store Keeper
2.	Number of Posts	15* (2012) Forest Research Institute – 10 Institute of Forest Genetics and Tree Breeding – 02 Rain Forest Research Institute – 01 Institute of Wood Science & Technology – 01 Institute of Forest Productivity – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1 : Rs.5,200-20,200 plus grade pay Rs.2,000/-
5.	Whether selection post or non-selection post	“Selection”
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government Servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	12 th pass from a recognized Board.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	Composition of Department Promotion Committee exists, what is its composition	Departmental promotion Committee for considering confirmation consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Security Officer
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600
5.	Whether selection post or non-selection post	“Selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By deputation including short term contract.
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	By deputation: Officers of central government/ autonomous bodies/public sector undertaking (i) Holding analogous post in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600/- possessing a bachelor degree from recognised university. or (ii) Caretaker in the pay band-1 Rs.5,200-20,200 plus grade pay of Rs.2,800/- having 11 years regular service in the grade and having experience in security matters of estate and its management or ex-serviceman from defences/ paramilitary forces having 8 years experience of control and maintenance of government property and security of estate management.
12.	If a Department Promotion Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other ministry or department of the Central Government - Member

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable
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1.	Name of Post	Driver Special Grade
2.	Number of Posts	03* (2012) Indian Council of Forestry Research and Education Headquarter – 02 Forest Research Institute - 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion from Driver Grade-I with 06 years regular service in the grade in the pay scale of pay band-1: Rs.5,200-20,200 plus grade pay of Rs.2,800/-.
12.	If a Department Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status - Member Under Secretary, Indian Council of Forestry Research and Education - Member

		A Group 'A' officer from any other ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Driver Grade I
2.	Number of Posts	10* (*Subject to variation dependent on workload) Indian Council of Forestry Research and Education Headquarter - 02 Forest Research Institute – 04 Tropical Forest Research Institute – 03 Institute of Wood Science & Technology – 01
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion from Driver Grade II having 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay of Rs.2,400/-
12.	If a Department Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status - Member Under Secretary, Indian Council of Forestry Research and Education - Member

		A Group 'A' officer from any other ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Driver Grade II
2.	Number of Posts	23* (2012) Indian Council of Forestry Research and Education Headquarter - 01 Forest Research Institute – 06 Tropical Forest Research Institute -03 Arid Forest Research Institute-01 Institute of Forest Genetics & Tree Breeding – 05 Rain Forest Research Institute – 02 Institute of Wood Science & Technology – 02 Himalayan Forest Research Institute – 03 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion from Driver (Ordinary Grade) having 08 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-.
12.	If a Department Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other - Member

		ministry or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Driver (Ordinary Grade)
2.	Number of Posts	26* (2012) Forest Research Institute – 18 Tropical Forest Research Institute – 01 Arid Forest Research Institute – 01 Institute of Wood Science & Technology -04 Institute of Forest Productivity – 02 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Essential: i. Matriculation from recognised Board. ii. Possession of a valid driving license for motor cars. iii. Experience of driving a motor car for three years or more. Desirable: Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles)
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Department Promotion Committee exists, what is its composition	Department promotion Committee for considering confirmation consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forests Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status Under Secretary, Indian Council of Forestry - Member Research and Education

		A Group 'A' officer from any other ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Multi Tasking Staff
2.	Number of Posts	485* (2012) Forest Research Institute – 290 Tropical Forest Research Institute – 42 Institute of Forest Genetics & Tree Breeding – 31 Arid Forest Research Institute – 20 Rain Forest Research Institute – 27 Institute of Wood Science & Technology – 30 Himalayan Forest Research Institute – 12 Institute of Forest Productivity – 33 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,800
5.	Whether selection post or non-selection post	Not applicable
7.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the instructions or orders issued by the Government of India from time to time.
8.	Educational and other qualifications for direct recruits	Essential: a. 10 th standard pass certificate from recognized board/ school Desirable b. 3 years or more experience in relevant trade.
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10.	Period of probation, if any	Two years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
13.	If a Department Promotion Committee exists, what is its composition	Department promotion Committee for considering confirmation consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forests Head of Division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/ post One Lady Member of appropriate status Under Secretary, Indian Council of Forestry - Member

		Research and Education A Group 'A' officer from any other Ministry or - Member Department of the Central Government
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

RECRUITMENT AND PROMOTION RULES FOR TECHNICAL STAFF

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION SOCIETY (AN AUTONOMOUS BODY OF THE MINISTRY OF ENVIRONMENT AND FORESTS)

NOTIFICATION

In exercise of the powers conferred by the proviso of Rule 38 (read with sub-section (b) (iv) of Section 22 and sub-section (ii) and (iii) of section 24 of the Rules of the Indian Council of Forestry Research and Education Society and in supersession of all the existing recruitment rules in so far as they relate to the Technical posts in the Indian Council of Forestry Research & Education (ICFRE), the Board of Governors of ICFRE makes the following rules with the concurrence of the Ministry of Environment and Forests:

2. Short title and commencement

- (a) *These rules may be called the Indian Council of Forestry Research & Education, Technical Officer and Staff Recruitment Rules 2012.*
- (b) *These Rules shall come into force on the date of their publication.*

2. Definitions In these Rules, unless the context otherwise requires:-

- (a) "The Society" means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.
- (b) "The Council" means the Indian Council of Forestry Research and Education and its institutes.
- (c) "Board of Governors" means the body constituted as the Board of Governors of the Society under Rule 17 of Rules of the Indian Council of Forestry Research and Education.
- (d) "The President of Society" means the President of the Indian Council of Forestry Research & Education Society.
- (e) "The Director General Indian Council of Forestry Research and Education" means the Officer appointed by the President of the Society with the concurrence of the India to be the Director General of Indian Council of Forestry Research and Education.
- (f) "Director of Institute" means Director of any of the Institutes under Indian Council of Forestry Research and Education.
- (g) "The Constituent units of the Society" means the Indian Council of Forestry Research and Education Headquarters, its Institutes under the Society.

- (h) "Institute" means any of the Institutes under Indian Council of Forestry Research and Education.
- (iii) "Employee" means any officer or official appointed as a staff of the Society as shown in Column (2) of para 12 and Schedule I appended to these Rules.
- (j) "post" means all technical posts mentioned in para 12 and Schedule I appended to these Rules.
3. Provision with respect to existing employees: - All officers/officials who are employees of the Society at the commencement of these Rules shall be deemed to have been appointed to the corresponding posts specified in para 12 and Schedule I appended to these Rules.
4. Officers and officials of the Society: Officers and officials of the Society are the persons appointed as a staff of the Society and whose pay is debitable to the funds of the Society and to the corresponding posts specified in para 12 and Schedule I appended to these Rules.

This shall not apply to:

- (a) Persons not in whole time employment.
- (b) Persons paid out of contingency.
- (c) Persons paid otherwise than on a monthly basis including those paid only on a piece rate basis.
- (d) Re-employed employees of the Society.
- (e) Such other categories of persons as may be specifically excluded either wholly or in part by the Board of Governors with the prior approval of Government of India.
- (f) Persons whose services are obtained on deputation basis/Foreign service terms and conditions.
5. Number, Classification, Pay band and grade pay or pay scale, Method of Recruitment, Age-limit and Other Qualifications: The name of the posts, their number, classification and scales of pay, the method of recruitment, age-limits, qualifications and other matters relating to said posts, shall be as specified in Columns (2) to (13) of the Schedule I appended to these Rules.
6. Appointing Authority:
- (i) Deputy Director General (Administration) of Indian Council of Forestry Research and Education shall be the appointing authority for the posts in pay band-2: Rs.9,300-34,800 with Grade Pay of Rs.4,200/- and below at the Indian Council of Forestry Research and Education Headquarters.
- (ii) Director of the respective institutes shall be the appointing authority for the posts in pay band-2: Rs.9,300-34,800 with Grade Pay of Rs.4,200/- and below in the institute.

(iii) Director General, Indian Council of Forestry Research and Education shall be the appointing authority for the posts in the pay scale higher than PB-2: Rs.9,300-34,800 with Grade Pay of Rs.4,200/-.

7. Seniority: As per the seniority rule of the Council

(i) A separate common seniority list in respect of all posts in pay scale higher than the pay band 2: Rs.9,300-34,800 with Grade Pay of Rs.4,600/- shall be maintained by the Indian Council of Forestry Research and Education Headquarter.

(iv) A separate common seniority list in respect of all posts in pay band- 2: Rs.9,300-34,800 with Grade Pay of Rs.4,200/- and below shall be maintained by Directors of the concerned institutes in respect of posts in that institute.

8. Tenure for Deputation: The deputation period shall normally be three years extendable upto five year on year to year basis subject to concurrence of lending authority.

9. Saving: Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, other backward classes, Physical Handicapped persons, and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

10. Disqualification: The furnishing of false information or suppression of any factual information at the time of appointment of service in the Society would disqualify and to render the unfit for employment in the Society.

If furnishing of false information or suppression of any factual information comes to notice at any time during the service of employee, his/her services would be liable to be terminated.

11. Power to relax: Where the Board of Governors is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any other provisions of these rules with respect to any class or category of persons with the prior approval of Government of India.

SCHEDULE I

POSTS IN THE INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION AND SCALES OF PAY

Sl. No.	Name of post	Pay Band with Grade Pay	No. of Posts
25.	Research Officer Grade I	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600	62
26.	Research Officer Grade-II	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200	30
27.	Research Assistant Grade-I	Pay band-1:Rs.5,200-20,200 plus grade pay Rs.2,800/-	156
28.	Research Assistant Grade II	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	155
29.	Technical Assistant Group C	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,000/-	140
30.	Research Assistant-I (Pulp & Paper)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	01

31.	Research Assistant-II (Pulp & Paper)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	03
32.	Machine Operator	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	03
33.	Research Assistant-I (Electrical & Mechanical)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	05
34.	Research Assistant-II (Electrical & Mechanical)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	08
35.	Tech. Assistant (Electrical) and Technical Assistant (Mechanical)	Pay band-1:Rs. 5,200-20,200 Plus grade pay Rs.1,900/-	22
36.	Research Assistant-I (Wood Workshop)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	04
37.	Research Assistant-II (Wood Workshop)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	07
38.	Technical Assistant (Wood Workshop)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	18
39.	Logging Instructor	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-	06
40.	Research Assistant (Assistant Logging Instructor)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	06
41.	Logging Inspector	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	06
42.	Assistant Machine Operator	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	08
43.	Chief Librarian	Pay band-4:Rs. 37,400-67,000 plus grade pay Rs.8,900/-	01
44.	Senior Library and Information Officer	Pay band-3:Rs. 15,600-39,100 plus grade pay Rs.7,600/-	01
45.	Librarian	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-	03
46.	Library Information Assistant	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-	15
47.	Chief Artist	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-	01
48.	Research Assistant Grade-I (Photography)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	02
49.	Research Assistant-II (Photography)	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	04
50.	Artist Grade-III	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	04
51.	Draftsman Grade-I	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-	01
52.	Draftsman Grade-II	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	01
53.	Junior Draftsman Grade-III	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	01
54.	Tracer	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	02
55.	Senior Foreman Printing	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-	01
56.	Foreman Printing	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	01
57.	Assistant Foreman Printing/ Senior Machine-man	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	05
58.	Compositor	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,000/-	04
59.	Machine-man/Copy Holder/Etcher	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	03
60.	Pharmacist	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	04
61.	Sister In-charge Grade-I	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-	01
62.	Staff Nurse	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-	05
63.	Radiographer	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	01
64.	Laboratory Assistant-I	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-	01
65.	Assistant Conservator of Forests	Pay band-3: Rs. 15,600-39,100 plus grade pay	01

		Rs.5,400/-	
66.	Forest Range Officer	Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-	15
67.	Deputy Ranger	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-	12
68.	Forester	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-	22
69.	Forest Guard	Pay band-1:Rs. 5,200-20,200 plus grade pay Rs.1,800/-	35

As per records, it is to certify that the numbers of posts indicated in the Schedule I and Schedule II are correct in accordance with available sanctioned strength of the Council inclusive of merging/clubbing and restructuring of posts in ICFRE.

Schedule II

1.	Name of Post	Research Officer Grade-I
2.	Number of Posts	62* (2012) Forest Research Institute – 31 Tropical Forest Research Institute – 06 Institute of Forest Genetics & Tree Breeding – 05 Arid Forest Research Institute – 06 Rain Forest Research Institute – 04 Institute of Wood Science Technology - 04 Himalayan Forest Research Institute – 03 Institute of Forest Productivity – 03 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,600
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not exceeding 30 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Qualification for Direct Recruitment: Essential – Master's Degree in Science in the relevant subject from a recognized University. Desirable- 3 years' research/practical experience in the subject concerned or 3 years' practical field experience of preparing working plans, silviculture research etc. (The exact subject of specialization and the area in which the experience is required, shall be indicated on each occasion at the time of recruitment).
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years (for direct recruits only)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	75% By Promotion 25% By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion of Research Officer Grade-II having 5 years regular service in the pay band-2:Rs.9,300-34,800 plus grade pay Rs.4,200/- and possessing B.Sc. degree in Science or Diploma in Engineering, or Research Assistant Grade-I having 11 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800/- and possessing B.Sc. degree in science or diploma in engineering.
12.	If a Departmental Promotion/	

	Recruitment Committee exists, what is its composition	<p>Director General, Indian Council of Forestry Research and Education - Chairman</p> <p>Any Deputy Director General, Indian Council of Forestry Research and Education other than Chairman, Recruitment Board - Member</p> <p>Director Forest Education - Member</p> <p>Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other Ministry or department of the Central Government - Member</p> <p>Three subject expert of the relevant subject - Members</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable.

1.	Name of Post	Research Officer Grade-II
2.	Number of Posts	30* (2012) Forest Research Institute – 12 Tropical Forest Research Institute – 03 Institute of Forest Genetics & Tree Breeding – 04 Arid Forest Research Institute – 03 Rain Forest Research Institute – 03 Institute of Wood Science Technology - 02 Himalayan Forest Research Institute – 01 Institute of Forest Productivity – 02 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion of Research Assistant Grade-I having 6 years regular service in the pay band-1: Rs.5,200=20,200 plus grade pay Rs.2,800/-
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry or department of the - Member

		Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade-I
2.	Number of Posts	156* (2012) Forest Research Institute – 59 Tropical Forest Research Institute – 21 Institute of Forest Genetics & Tree Breeding – 15 Arid Forest Research Institute – 15 Rain Forest Research Institute – 17 Institute of Wood Science Technology - 13 Himalayan Forest Research Institute – 10 Institute of Forest Productivity – 6 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Master’s Degree in Science in the relevant subject from a recognized University.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years (for Direct Recruits only)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	75% by Promotion 25% by Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion of Research Assistant Grade-II (General) having 05 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other - Member

		Ministry or department of the Central Government
13.	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade-II
2.	Number of Posts	155* (2012) Forest Research Institute – 50 Tropical Forest Research Institute – 23 Institute of Forest Genetics & Tree Breeding – 20 Arid Forest Research Institute – 15 Rain Forest Research Institute – 20 Institute of Wood Science Technology - 14 Himalayan Forest Research Institute – 05 Institute of Forest Productivity – 08 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	B.Sc. Degree in Science in the relevant subject from a recognized University.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years (for Direct Recruits only)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	75% By Promotion 25% By Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion of Technical Assistant Group ‘C’ (General) having 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,000/-.
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry - Member

		or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Technical Assistant Group 'C'
2.	Number of Posts	140* (2012) Forest Research Institute – 50 Tropical Forest Research Institute – 16 Institute of Forest Genetics & Tree Breeding – 14 Arid Forest Research Institute – 14 Rain Forest Research Institute – 17 Institute of Wood Science Technology - 10 Himalayan Forest Research Institute – 06 Institute of Forest Productivity – 13 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,000/-
5.	Whether selection post or non-selection post	“Non Selection”
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	12 th pass with Science from a recognized Board
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years (for Direct Recruits only)
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	(4) 90% by Direct Recruitment (5) 10% vacancies shall be filled on the basis of departmental qualifying examination amongst the Group 'C' staff having 3 years regular service in the pay band-1:Rs.5,200=20,200 plus grade pay of Rs.1,800/- possessing 12 th class pass certificate with science from government recognised board and, the maximum age limit for eligibility for examination is not exceeding 45 years. (5 years of age relaxation for the SC/ST).
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion on the basis of departmental qualifying examination amongst the Group 'C' staff having 3 years regular service in the pay band-1:Rs.5,200=20,200 plus grade pay of Rs.1,800/- possessing 12 th class pass certificate with science from government recognized board and, the maximum age limit for eligibility for examination is not exceeding 45 years. (5 years of age relaxation for the SC/ST).
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member

		<p>In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other Ministry or department of the Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade-I (Pulp & Paper)
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,800
5.	Whether selection post or non-selection post	“Non Selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Research Assistant Grade -II (Pulp & Paper) having 5 years regular service in the pay band-1: Rs.5200-20200 plus grade pay Rs.2400.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, Indian Council of Forestry Research and Education - Member

		A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade-II (Pulp & Paper)
2.	Number of Posts	03* (2012) Forest Research Institute – 03 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,400
5.	Whether selection post or non-selection post	“Non Selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Machine Operator with 8 years regular service in the pay scale of pay band-1: Rs.5,200-20,200 with Grade Pay Rs.1,900/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member

		A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Machine Operator
2.	Number of Posts	03* (2012) Forest Research Institute – 03 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.1,900/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	(i) Matriculation from a Government recognized Board (ii) I.T.I. certificate in the mechanical trade from a recognized Institution
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable
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1.	Name of Post	Research Assistant Grade-I (Electrical & Mechanical)
2.	Number of Posts	05* (2012) Forest Research Institute { Foreman (Electrical) – 01 Foreman (Mechanical) – 03 Foreman (Motor Mechanic) - 01 } (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,800
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Research Assistant Grade-II (Electrical / Mechanical) having five years regular service in the pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,400/- .
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member

		A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade -II (Electrical & Mechanical)
2.	Number of Posts	08* (2012) Forest Research Institute { Research Assistant Grade-II (Electrical) – 02 } { Research Assistant Grade-II (Mechanical) - 06 } (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion for Research Assistant Grade-II (Electrical): From Technical Assistant (Electrician) having 8 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-. Promotion for Research Assistant Grade-II (Mechanical): Form Technical Assistant (Mechanical) having 8 years regular service in the grade i.e., Fitter/Turner/ Moulder/ Welder/ Black Smith in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable
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1.	Name of Post	Technical Assistant (Electrician) Technical Assistant (Mechanical)			
2.	Number of Posts	22* (2012) Forest Research Institute Technical Assistant. (Electrician) – 02 Technical Assistant (Mechanical) – 20: <table style="border: none; margin-left: 20px;"> <tr> <td style="font-size: 3em; vertical-align: middle;">{</td> <td style="padding-left: 10px;"> Technical Assistant (Fitter) – 11 Technical Assistant (Turner) – 02 Technical Assistant (Moulder) – 01 Technical Assistant (Welder) – 01 Technical Assistant (Black Smith) – 01 Technical Assistant (Mason) - 04 </td> <td style="font-size: 3em; vertical-align: middle;">}</td> </tr> </table> (*Subject to variation dependent on workload)	{	Technical Assistant (Fitter) – 11 Technical Assistant (Turner) – 02 Technical Assistant (Moulder) – 01 Technical Assistant (Welder) – 01 Technical Assistant (Black Smith) – 01 Technical Assistant (Mason) - 04	}
{	Technical Assistant (Fitter) – 11 Technical Assistant (Turner) – 02 Technical Assistant (Moulder) – 01 Technical Assistant (Welder) – 01 Technical Assistant (Black Smith) – 01 Technical Assistant (Mason) - 04	}			
3.	Classification	Not applicable			
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-			
5.	Whether selection post or non-selection post	Not applicable			
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.			
7.	Educational and other qualifications for direct recruits	12 th pass from Government recognized Board and Industrial Training Institute's certificate in the relevant trade from recognized Institution Or three years experience in the relevant field for the post(s) of Technical Assistant (Welder/Black Smith/Mason)			
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable			
9.	Period of probation, if any	Two years			
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable			
12.	If a Departmental Promotion Committee exists, what is its	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member			

	composition	(Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

*The post(s) of Technical Assistant (Welder/Black Smith/Mason) are isolated Posts having no promotional channel. However, as and when the incumbents to the post of (Welder/Black Smith/Mason) retire, the said posts will get merged in the post of Technical Assistant (Fitter/Turner/Moulder/Electrician).

1.	Name of Post	Research Assistant Grade- I(Wood Workshop)
2.	Number of Posts	04* (2012) Forest Research Institute - 04 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion from Research Assistant Grade -II (Wood Workshop) with 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry - Member

		or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade –II (Wood Workshop)
2.	Number of Posts	Forest Research Institute 07* (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs,2,400/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion from Technical Assistant (Wood Workshop) (i.e. Carpenter/Polisher/Timber Overseer/ Saw Fitter/Cabinet Maker) with 8 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Technical Assistant (Wood Workshop) (Carpenter/Polisher/Timber Overseer/Saw Fitter/Cabinet Maker)
2.	Number of Posts	18* (2012) Forest Research Institute { Carpenter - 13 Polisher - 01 Timber Overseer - 01 Saw Fitter - 01 Sawyer - 01 Cabinet Maker - 01 } (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Matriculation from Government recognized Board and Industrial Training Institute's certificate in Carpenter trade from a recognized Institution
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Not applicable
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	The composition of Department Promotion/Recruitment Committee (for considering confirmation) consisting of: Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member

		<p>and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status</p> <p>Under Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group 'A' officer from any other Ministry or department of the Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Logging Instructor
2.	Number of Posts	06* 2012) Forest Research Institute 06 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9300-34800 with Grade Pay Rs.4600/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	<u>Promotion:</u> Promotion of Assistant Logging Instructor with 11 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry - Member Research and Education A Group ‘A’ officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service	Not applicable

	Commission is to be consulted in making recruitment	
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1.	Name of Post	Research Assistant Grade-I (Assistant Logging Instructor)
2.	Number of Posts	06*(2012) Forest Research Institute 06 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,800/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Logging Inspector having 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which	Not applicable

	Union Public Service Commission is to be consulted in making recruitment	
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1.	Name of Post	Logging Inspector
2.	Number of Posts	06* (2012) Forest Research Institute 06 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion from Assistant Machine Operator/Junior Mechanic with 8 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry - Member Research and Education A Group ‘A’ officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Assistant Machine Operator
2.	Number of Posts	08*(2012) Forest Research Institute 08 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not less than 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for Government servants in accordance with the instructions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	12 th Standard Pass from Government recognized Board, and Industrial Training Institute's Certificate in the relevant trade from a recognized Institutions or Certificate course in operation and maintenance of mechanical logging equipment and devices.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion Committee/Recruitment exists, what is its composition	The Departmental promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status

		Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Librarian
2.	Number of Posts	03* (2012) Forest Research Institute – 01 Institute of Forest Genetics & Tree Breeding – 01 Arid Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2, Rs.9,300-34,800 with grade pay Rs.4,600/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion from Librarian Information Assistant with 5 years regular service in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/- working in Indian Council of Forestry Research and Education and its Institutes.
12.	If a Department promotion Committee exists, what is its composition	<p>Director General, Indian Council of Forestry Research and Education - Chairman</p> <p>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member</p> <p>Director Forest Education - Member</p> <p>Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group ‘A’ officer from any other Ministry or department of Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Library Information Assistant
2.	Number of Posts	15* (2012) Forest Research Institute – 02 Tropical Forest Research Institute – 02 Institute of Forest Genetics & Tree Breeding – 01 Arid Forest Research Institute – 03 Rain Forest Research Institute – 03 Institute of Wood Science and Technology – 03 Himalayan Forest Research Institute – 01 *Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1, Rs.9300-34800 plus grade pay Rs.4200
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Graduate from recognized University with Bachelor's degree in Library Science from recognized University.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Direct recruitment
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	The Department promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forests - Member Head of Division of concerned Institute - Member In case of recruitment to 10 (ten) or more posts and lady candidates are expected to be available for the

		service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or Department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Chief Artist
2.	Number of Posts	01*(2012) Forest Research Institute (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 with Grade Pay Rs.4,600/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion of Research Assistant (Photography) with 11 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800/-.
12.	If a Department promotion Committee exists, what is its composition	<p>Director General, Indian Council of Forestry Research and Education - Chairman</p> <p>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member</p> <p>Director Forest Education - Member</p> <p>Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group ‘A’ officer from any other Ministry or department of Central Government - Member</p>
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Research Assistant Grade-I (Photography)
2.	Number of Posts	02* (2012) Forest Research Institute 02 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 with Grade Pay Rs.2,800
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Research Assistant Grade-II (Photography) with 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making	Not applicable

	recruitment	
1.	Name of Post	Research Assistant Grade-II (Photography)
2.	Number of Posts	04*(2012) Forest Research Institute – 03 Institute of Forest Genetics and Tree Breeding – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Artist Grade-III with 8 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service	Not applicable

	Commission is to be consulted in making recruitment	
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1.	Name of Post	Artist Grade-III
2.	Number of Posts	04* (2012) Forest Research Institute – 04 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	(1) 12 th Standard Pass from a recognized Board or its equivalent (2) A certificate of Fine Arts from a recognized Institute
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member

13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable
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1.	Name of Post	Draftsman Grade-I
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9300-34800 plus grade pay Rs.4200/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion of Draftsman Grade-II with 6 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry - Member Research and Education A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Draftsman Grade-II
2.	Number of Posts	01*(2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion of Junior Draftsman Grade-III with 5 years regular in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Junior Draftsman Grade-III
2.	Number of Posts	01* (2012) Forest Research Institute 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Tracer with 8 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which	Not applicable

	Union Public Service Commission is to be consulted in making recruitment	
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1.	Name of Post	Tracer
2.	Number of Posts	02* (2012) Forest Research Institute – 02 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	1. 12 th Standard Pass from Government recognized Board 2. Certificate in Draftsmanship from a Government recognized Institute
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	Department promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member

		Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Senior Foreman Printing
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Foreman Printing with 6 years regular in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800/-.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Foreman Printing
2.	Number of Posts	01* (2012) Forest Research Institute 01 (*Subject to variation dependent on workload)
2.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800
5.	Whether selection post or non-selection post	“Non selection”
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Not applicable
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
12.	In case of recruitment by promotion/ deputation/ absorption grades from which promotion / deputation/ absorption to be made	Promotion of Assistant Foreman (Printing) with 5 years regular service in the pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/- possessing matriculation certificate from Government recognize Board/school.
13.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member

		Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
14.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Assistant Foreman (Printing)
2.	Number of Posts	05* (2012) Forest Research Institute 05 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400/-
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Compositor having 5 years regular service in the pay band-1:Rs.5,200-20,200 plus grade pay Rs.2,000/- Or Copy Holder/Etcher/Machine-man/Compositor having 8 years regular service in the band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Compositor
2.	Number of Posts	04* (2012) Forest Research Institute – 04 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,000
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	(1) 12 th Standard Pass from a recognized Board (2) 3 years experience in modern printing machines in a printing press
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion Committee exists, what is its composition	Department promotion Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry - Member

		Research and Education A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Machine-man/Copy Holder/Etcher
2.	Number of Posts	03* (2012) Forest Research Institute-03 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900
5.	Whether selection post or non-selection post	“Selection”
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	(1) 12 th Pass from a recognized Board (2) 3 years experience in the relevant field
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	Department promotion Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, Indian Council of Forestry - Member

		Research and Education A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Pharmacist
2.	Number of Posts	04*(2012) Forest Research Institute – 04 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,800. After completing 02 years regular service non-functional grade in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/- will be given.
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	1. 12 th pass from Government recognized Board 2. Diploma in Pharmacy from Government recognized Institute 3. Registered as a Pharmacist in any State Pharmacy Council under the Pharmacy Act 1948.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	Department promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member

		Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Sister in-charge (Grade-I)
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	From Staff Nurse in the pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/- with 2 years of regular service in the grade.
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group ‘A’ officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Staff Nurse
2.	Number of Posts	05* (2012) Forest Research Institute – 05 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-2: Rs.9,300-34,800 plus grade pay Rs.4,200/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	(1) 12 th Pass in Science from Government recognized Board (2) Diploma in Nursing and registered as Nurse in any State Nursing Council
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion Committee/Recruitment exists, what is its composition	Department promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, ICFRE - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Radiographer
2.	Number of Posts	01*(2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Essential: Diploma in Radiography from a Government recognized Institute. Desirable: One year experience
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	Department promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry - Member

		or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Laboratory Assistant-I
2.	Number of Posts	01* (2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5200-20200 plus grade pay Rs.2,800/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Essential: Diploma in Medical Laboratory Technology from a Government recognized Institute Desirable: One year experience in the Medical Laboratory.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	Department promotion/recruitment Committee (for considering confirmation) consisting of:- Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status - Member

		Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Assistant Conservator of Forests
2.	Number of Posts	01*(2012) Forest Research Institute – 01 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-3: Rs.15,600-39,100 plus grade pay Rs.5,400
5.	Whether selection post or non-selection post	“Non selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation or short term contract
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	<u>Promotion:</u> Promotion of Forest Range Officer with 8 years regular service in the pay band-2: Rs.9,300-20,200 plus grade pay Rs.4,600/- and having graduate degree with Forest Ranger’s Training. <u>By deputation:</u> Deputation of an officer holding analogous post in any State Forest Department or Forest Range Officer in the grade pay Rs.4,600/- having 8 years regular service in the grade with graduate degree and Forest Ranger Training.
12.	If a Departmental Promotion Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member Secretary, ICFRE - Member A Group ‘A’ officer from any other Ministry or department of Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Forest Range Officer
2.	Number of Posts	15* (2012) Forest Research Institute – 03 Tropical Forest Research Institute – 01 Institute of Forest Genetics and Tree Breeding – 02 Arid Forest Research Institute – 01 Rain Forest Research Institute - 02 Institute of Wood Science & Technology – 01 Himalayan Forest Research Institute – 02 Institute of Forest Productivity – 03 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.9,300-34,800 plus grade pay Rs.4,600
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Promotion failing which by deputation including short term contract
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	Promotion: Promotion of Deputy Ranger with 12 years regular service in the pay band-1: Rs.5,200-20,200 grade pay Rs.2,400/- By deputation : Forest Ranger/Deputy Ranger having successfully completed training from rangers college, with more than three years experience from the State Forest Departments.
12.	If a Departmental Promotion Committee exists, what is its composition	Director General, Indian Council of Forestry Research and Education - Chairman Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member Director Forest Education - Member Joint Secretary (Forest Establishment), Ministry of Environment and Forests - Member

		Secretary, Indian Council of Forestry Research and Education	-	Member
		A Group 'A' officer from any other Ministry or department of Central Government	-	Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable		

1.	Name of Post	Deputy Ranger
2.	Number of Posts	12* (2012) Forest Research Institute – 04 Rain Forest Research Institute -01 Institute of Wood Science & Technology – 01 Himalayan Forest Research Institute – 04 Institute of Forest Productivity – 02 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.2,400
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion failing which by deputation including short term contract
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion: Foresters in the pay band-1:Rs.5,200-20,200 plus grade pay Rs.1,900/- with 8 years regular service in the grade and have completed training from the Foresters Training College.. Deputation: Analogous posts or having successfully completed training from rangers college with more than three years experience from the State Forest Departments
12.	If a Departmental Promotion Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary (Forest Establishment), Ministry of Environment and Forest - Member Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry - Member

		Research and Education A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Forester
2.	Number of Posts	22*(2012) Forest Research Institute – 06 Rain Forest Research Institute -02 Institute of Wood Science & Technology – 01 Institute of Forest Genetics and Tree Breeding-01 Himalayan Forest Research Institute – 08 Institute of Forest Productivity – 04 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,900/-
5.	Whether selection post or non-selection post	“Non Selection”
6.	Age limit for direct recruitment	Not applicable
7.	Educational and other qualifications for direct recruits	12 th Pass from Central/State Board
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years (For direct recruit only):- Subject to successful completion of six months in-service Forestry Training Course from recognized Institute in the probation period.
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	75% By Direct Recruitment 25% By Promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/ absorption to be made	Promotion of Forest Guard in the pay band-1:Rs.5,200-20,200 plus grade pay Rs.1,800/- having 3 years regular service in the grade.
12.	If a Departmental Promotion/Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts and lady candidates are expected to be available for the service/post One Lady - Member

		Member of appropriate Status Under Secretary, Indian Council of Forestry Research and Education - Member A Group 'A' officer from any other Ministry or department of the Central Government - Member
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

1.	Name of Post	Forest Guard
2.	Number of Posts	35* (2012) Forest Research Institute – 12 Institute of Forest Genetics and Tree Breeding – 01 Rain Forest Research Institute -04 Institute of Wood Science & Technology – 02 Himalayan Forest Research Institute – 08 Institute of Forest Productivity – 08 (*Subject to variation dependent on workload)
3.	Classification	Not applicable
4.	Pay band and grade pay or pay scale	Pay band-1: Rs.5,200-20,200 plus grade pay Rs.1,800/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruitment	Not below 18 years or exceeding 27 years. Age relaxation up to 5 years will be allowed for the departmental candidates. Relaxable for government servants in accordance with the institutions or orders issued by the Government of India from time to time.
7.	Educational and other qualifications for direct recruits	Essential: a. 10 th Pass from Government recognized Board b. Certificate in Fire Fighting Desirable a. Home Guard training b. Experience in relevant trade.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes	Not applicable
9.	Period of probation, if any	Two years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Direct Recruitment
11.	In case of recruitment by promotion/deputation/ absorption grades from which promotion / deputation/ absorption to be made	Not applicable
12.	If a Departmental Promotion/ Recruitment Committee exists, what is its composition	Director of the concerned Institute - Chairman Director/Deputy Secretary/Under Secretary - Member (Forest Establishment), Ministry of Environment and Forest Head of division of the concerned Institute - Member In case of recruitment to 10(ten) or more posts - Member and lady candidates are expected to be available for the service/post One Lady Member of appropriate Status Under Secretary, Indian Council of Forestry - Member Research and Education

		A Group 'A' officer from any other Ministry - Member or department of the Central Government
13.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment	Not applicable

RULES AND REGULATIONS FOR APPOINTMENT ON DEPUTATION TO THE POSTS OF THE DEPUTY DIRECTOR GENERALS, ICFRE AND DIRECTORS OF THE ICFRE INSTITUTES

In exercise of the power conferred by proviso of Rule 36 and 38 (read with Rules 22 (iv), 24 (ii) and 24 (iii) of the ICFRE Society, Board of Governors of Indian Council of Forestry Research and Education hereby approves Recruitment Rules in supersession of all the rules for the appointment on deputation to the posts of Deputy Director General (s) in ICFRE, Dehradun and Director's of Research Institutes of Indian Council of Forestry Research at Dehradun, Coimbatore, Bangalore, Jabalpur, Jorhat and Jodhpur in the HAG scale of Rs.67,000-79,000/- and Director (Research), ICFRE, Dehradun and Directors of Regional Institutes at Shimla and Ranchi in the pay scale of PB-4: Rs.37,400-67,000 with Grade Pay of Rs.10,000/-.

1. Short title and commencement

1.1 The rules may be called the ICFRE Group 'A' (Deputy Director Generals and Directors) Recruitment Rules 2010.

1.2 They shall come into force on the date of notification by the Council.

2. Designation and pay scale of the posts Deputy Director General and Directors

2.1 The designations and grades of all the posts of the Deputy Director Generals in ICFRE and Directors of the Institutes under it shall be as follows:

(A) Deputy Directors General, ICFRE Head Quarter, Dehra Dun

(i)	DDG (Admin.)	01 post	HAG Rs.67,000-79,000
(ii)	DDG (Education)	01 post	HAG Rs.67,000-79,000
(iii)	DDG (Research)	01 post	HAG Rs.67,000-79,000
(iv)	DDG (Extension)	01 post	HAG Rs.67,000-79,000

(B) Directors of the Forest Research Institute under ICFRE

(i)	Director, FRI, Dehradun	01 post	HAG Rs.67,000-79,000
(ii)	Director, IFGTB, Coimbatore	01 post	HAG Rs.67,000-79,000
(iii)	Director, IWST, Bangalore	01 post	HAG Rs.67,000-79,000
(iv)	Director, TFRI, Jabalpur	01 post	HAG Rs.67,000-79,000
(v)	Director, RFRI, Jorhat	01 post	HAG Rs.67,000-79,000
(vi)	Director, AFRI, Jodhpur	01 post	HAG Rs.67,000-79,000

(C) Director (Research), ICFRE (Hqr.), Dehradun and Directors of Regional Institutes under ICFRE

(i)	Director (Research), ICFRE (Hqrs)	01 post	PB-4: Rs.37,400-67,000 with Grade Pay Rs.10,000
(ii)	Director, HFRI, Shimla	01 post	PB-4: Rs.37,400-67,000 with Grade Pay Rs.10,000

(iii) Director, IFP, Ranchi 01 post PB-4: Rs.37,400-67,000
with Grade Pay Rs.10,000

2.2 **Head Quarters:** The Head quarter (s) of all posts shall be as defined in rule 2.1. The Director General, ICFRE, with the approval of the MoEF&CC, shall transfer the incumbent from one post to other, as and when circumstances, so warrant. However, the officer appointed would be liable to serve any where in India.

3. Recruitment Norms:

3.1 The essential and desirable qualifications for all the posts shall be as specified in Appendix I and II.

3.2 Recruitment shall be by deputation whenever the posts are to be filled up, the posts shall be advertised in the Newspapers or by such appropriate methods as the Director General, ICFRE deems fit.

3.3 Age limit for recruitment on deputation:-

The upper age for the eligible candidates stated shall not be exceeding 57 years.

The crucial date of determining the age limit shall be the closing date for receipt of applications.

4. Search-cum-Selection Committee

4.1 The Search-cum-Selection Committee for the selection shall be constituted in accordance with DoPT O.M. No.AB.1470/11/2004-Estt.(RR), dated 30th July, 2007 as amended from time to time.

5. Tenure:

5.1 The tenure of deputation shall ordinarily be five years or till superannuation, whichever is earlier and as per guidelines of the Government of India.

6. “Cooling off” requirement:

6.1 “Cooling off”, period for the posts shall be as per guidelines of the Government of India.

7. Debarment:

7.1 If an officer given an appointment to the post does not report either on his own volition or at the instance of the Cadre authority, he would be debarred from consideration for a post for a period of 5 years.

General Conditions:

1. The pay of the officers shall be fixed according to Fundamental Rules of the Government of India.
2. Every officer shall perform such duty as may be entrusted to him/her and shall, to the best of his/her ability, carry out the directions of the Board of Governors or Director

- General, ICFRE or of any other persons to whose authority may be subject to, according to the rules and bye laws of the Society.
3. During the period of service every officers shall observe, obey and abide by the rules of the Society and bye laws made from time to time by the Board of Governors and all standing orders passed by the Director General, ICFRE
 4. In all service matters the decision of the Director General and/or Board of Governors, as the case may be, shall be final.
 5. The Board of Governors shall have powers to relax, amend and repeal any or all these rules provided that such amendment, repeal shall not affect the previous operation of these rules or notifications or orders made or anything done or any action taken thereunder.
 6. In this regard any matter not specified here in above, the officers of the Council will be governed by the relevant rules/orders issued by the Govt. of India from time to time.

NORMS FOR RECRUITMENT TO THE POSTS OF DEPUTY DIRECTOR GENERALS IN THE PAY SCALE OF HAG Rs.67,000-79,000 IN ICFRE (HEAD QUARTER), DEHRADUN

1. Deputy Director General (Research)

A. For Members of Indian Forest Service:

A.1 Essential Qualifications:

A serving member of Indian Forest Service having completed 26 years of service with reference to year of allotment, who has at least 5 years research experience on posts in Forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the officer has held charge of regular post in Forestry Research concurrently.

A.2 Desirable Qualifications:

1. Doctoral Degree.

OR

B. For Scientists:

B.1 Essential Qualifications:

A candidate having First Class Masters Degree in Basic Sciences/Agriculture & Allied Sciences/Forestry & Allied Sciences and other related disciplines from a recognized University, with 26 years of service with reference to the date of appointment as Group 'A' Scientists and who has 15 years experience in Forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the Scientist has held charge of a regular post in Forestry Research concurrently.

B.2 Desirable Qualifications:

1. Doctoral Degree.

2. Deputy Director General (Extension)

A. For Members of Indian Forest Service:

A.1 Essential Qualifications:

A serving member of Indian Forest Service having completed 26 years of service with reference to year of allotment.

A.2. Desirable Qualifications:

1. Doctoral Degree
2. Knowledge of modern extension methodology and Information and Communication Technology.
3. Experience in Forestry Research, Extension & Education.

OR

B. For Scientists:

B.1 Essential Qualifications:

A candidate having First Class Masters Degree in Basic Sciences/Agriculture & Allied Sciences/Forestry & Allied Sciences/Social Science from a recognized University with 26 years of service with reference to the date of appointment as Group 'A' Scientist, and who has 15 years experience in Forestry Research/Extension or Education. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the Scientist has held charge of a regular post in the required fields concurrently.

B.2 Desirable Qualifications:

1. Doctoral Degree.
3. Knowledge of modern extension methodology and Information and Communication Technology.

3. Dy. Director General (Administration)

A. For Members of Indian Forest Service:

A.1 Essential Qualifications:

A serving member of Indian Forest Service having completed 26 years of service with reference to year of allotment.

OR

B. For Scientist:

B.1 Essential qualifications:

A candidate having First Class, Masters Degree in Basic Sciences/ Agriculture/Forestry/Management/Social Sciences from a recognized University with 26 years of service with reference to the date of appointment as Group 'A' Scientist, and who has 15 years experience in Forestry Research/Extension or Education.

B.2 Desirable Qualifications: For both members of Indian Forest Service and Scientists:

1. Working experience of Personnel/Administrative/Financial matters at senior level in the Government or similar Research/Educational organization.
2. Experience in preparation of budget and its control, maintenance of organizational accounts.
3. Conversant with all Government Rules and Regulations regarding financial and administrative matters of the Government/Autonomous bodies including audit of Accounts.

4. **Dy. Director General (Education)**

A. For Members of Indian Forest Service:

A.1 Essential Qualifications:

A serving member of Indian Forest Service having completed 26 years of service with reference to year of allotment.

A.2. Desirable Qualifications:

1. Doctorate degree
2. Experience in Forestry Education and Extension
3. Teaching experience in Forestry discipline.

OR

B For Scientist:

B.1 Essential qualifications:

A candidate having First Class, Masters Degree in Basic Sciences/Agriculture & Allied Sciences from a recognized University with 26 years of service with reference to the date of appointment as Group 'A' Scientist, and who has 15 years experience in Forestry Research/Extension or Education. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required experience, unless the Scientist has held charge of a regular post in required fields concurrently.

B.2 Desirable Qualifications:

1. Doctoral Degree.
2. Teaching experience in Forestry discipline.

Appendix-II

NORMS FOR RECRUITMENT TO THE POST OF DIRECTOR OF INSTATES AT DEHRADUN, COIMBATORE, BANGALORE, JABALPUR, JORHAT AND JODHPUR IN THE PAY SCALE OF Rs. 67,000-79,000 AND DIRECTOR (RESEARCH), ICFRE (HQ), DEHRADUN AND DIRECTORS OF THE REGIONAL INSTITUTES AT SHIMLA AND RANCHI IN THE PAY SCALE OF PB-4 Rs.37,400-67,000 WITH GRADE PAY RS.10,000/-

1. Director, Forest Research Institutes at Dehradun, Coimbatore, Bangalore, Jabalpur, Jorhat and Jodhpur (Pay Scale : HAG Rs.67,000-79,000)

A. For Members of Indian Forest Service:

A.1 Essential Qualifications:

A serving member of Indian Forest Service having completed 26 years of service with reference to year of allotment, who has at least 5 years research experience on posts in Forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the officer has held charge of regular post in Forestry Research concurrently.

A.2 Desirable Qualifications:

2. Doctoral Degree.

OR

B. For Scientists:

B.1 Essential Qualifications:

A candidate having First Class Masters Degree in Basic Sciences/Agriculture & Allied Sciences/Forestry & Allied Sciences and other related disciplines from a recognized University, with 26 years of service with reference to the date of appointment as Group 'A' Scientists and who has 15 years experience in Forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the Scientist has held charge of a regular post in Forestry Research concurrently.

B.2 Desirable Qualifications:

1. Doctoral Degree.

2. Director (Research), ICFRE (Hqr.), Dehradun (pay Scale PB-4: Rs.37,400-67,000/- with Grade pay of Rs.10,000/-

The post is exclusively earmarked for appointment of Indian Forest Service (IFS) officers on deputation in ICFRE Hqrs., as duties require coordination with the State Forestry Departments.

A-1 Essential Qualification:

A serving member of Indian Forest Service having completed 19 years of service with reference to year of allotment, who has worked for at least 3 years on the posts in Forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the Scientist has held charge of a regular post in Forestry Research concurrently.

A.2 Desirable Qualification:

1. Doctoral Degree

3. Director(s) of Regional Institutes at Shimla and Ranchi (Pay Scale PB-4: Rs.37,4000-67,000 with Grade pay Rs.10,000)

A. For Members of Indian Forest Service:

A.1 Essential Qualifications:

A serving member of Indian Forest Service having completed 19 years of service with reference to year of allotment, who has worked for at least 3 years on the posts in forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the Scientist has held charge of a regular post in Forestry Research concurrently.

A.2 Desirable Qualifications:

1. Doctoral Degree

OR

B. For Scientists:

B.1 Essential Qualifications:

A candidate having First Class, Masters Degree in Basic Sciences/Agriculture & allied Sciences/Forestry & allied Sciences and other related disciplines from a recognized University with 19 years of service with reference to the date of appointment as Group 'A' Scientist, and who has 10 years experience in Forestry Research. The time spent in obtaining Ph.D. degree shall not be counted towards this minimum required research experience, unless the Scientist has held charge of a regular post in Forestry Research concurrently.

B.2 Desirable Qualifications:

- Doctoral Degree

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (GENERAL PROVIDENT FUND) REGULATIONS

1. Name & Scope of the Fund :

- a) The name of the Fund shall be “The Indian Council of Forestry Research and Education General Provident Fund”.
- b) There shall be a single fund for whole ICFRE and its account shall be maintained at the ICFRE Head Quarters, Dehradun by Controller (Accounts).

2. Extent of application and date of effect of the Regulations

- a) These Regulations shall apply uniformly to all employees of the Council and shall operate w.e.f. 01.04.94. Accounts already dealt with by PA.O., so far will be transferred to ICFRE and accumulation of each employee in the respective account on transfer to ICFRE will be shown as opening balance of GPF of the particular employee in ICFRE, w.e.f. from 01.01.94 rights and liabilities of the G.O.I. under the existing fund shall become the right and liabilities of the ICFRE Society herein after named.
- b) Since ICFRE has adopted GPF Cum Pension Scheme of the GOI, GPF rules framed by GOI on the subject will apply to the employees of the Council multis-mutandis as amended from time to time with the exception that all functions hitherto being performed by PAO will be performed by Controller (Account) Pension Cell, ICFRE.

3. Definitions :

Definition of Family – ‘Family’ includes, spouse, parents, children (including adopted child/ward), minor brothers, unmarried sisters, deceased son’s widow and children and where no parents of the subscriber is alive, a paternal grandparent. For a male subscriber more than one wife is included, but a judiciously separated wife is excluded, unless the subscriber expresses in writing otherwise. A female subscriber may exclude her husband from her family for this purpose.

All other definitions given under Central Govt. GPF rules will adhere to these regulations.

4. Executive Instructions

Constitution of the Fund as an Irrevocable Trust.

The fund shall be constituted as a “Trust which shall be irrevocable. No money belonging to the fund shall be recoverable by the ICFRE Society under any pretext what-so-ever, nor shall the ICFRE have any lien or charge of any description on the same save as here in provided.

5. Assets of the Fund

The fund shall consist of:

- a) Lump-sum amount of the GPF accumulations including interest, of the employees who have permanently been absorbed in the ICFRE Society, to be transferred by GOI, PAO to be credited to the new GPF of the Council.

- b) Contribution to be made by the employees of the ICFRE Society in the shape of regular monthly contribution to the fund.
- c) Accumulations received from any other Provident Fund, where, transfers are permitted by these rules.
- d) Interest/dividends and profits which may accrue on contribution and investments, Bank deposits as admissible under the rule.
- e) Sums appropriated or forfeited to the Fund under these rules.

6. Administration and Management of the Fund :

- a) Subject to the provision of sub-clause (b) below, the fund and its administration and Management shall be vested in Trust consisting of the following
 - 1) DG, ICFRE or his nominee - Chairman
 - 2) Director (Finance) - Member
 - 3) Controller (ACC) ICFRE - Member Secy.
 - 4) Secretary, ICFRE - Member
 - 5) One staff representative of employee of each Institute Advance Centre under ICFRE to be elected as per **Annexure-I**
- b) The Board shall be a body corporate under the name of Indian Council of Forestry Research & Education, GPF Board of Trustees having perpetual succession and common seal and shall by the said name sue and be sued.
- c) The Chairman of the Board may exercise a casting vote.
- d) Controller (Accounts) ICFRE, shall function as its Executive Officer to deal with all matters pertaining to administration, management and accounting of the fund and other day to day routine work on behalf of the Board in accordance with these Regulations and in the manner as may be directed by the Board except such matters as may be specifically reserved for disposal and decision by the Board. The Executive Officer may be assisted by necessary staff for the efficient discharge of his functions. Controller (Accounts) shall also functions as the Secretary of the Board and will participate in its deliberations but shall not be entitled to vote. It shall be the duty of the Executive Officer to convene meetings, keep records thereof, take necessary steps to ensure maintenance of accounts in a proper way carry out the decisions of the Board and perform such duties as may be assigned to him by the Board.
- e) Quorum & Disposal of Business:
 - (i) Four trustees of whom at least two shall be from the employees representative, shall constitute a quorum at any meeting.
 - (ii) If at any meeting the number of trustees is less than the required quorum the Chairman shall adjourn the meeting to a date not later than 7 days from the date of the original meeting informing the trustees of the date, time and place of the adjourned meeting and it shall thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of trustees present.

(iii) No act or proceeding of the Board shall be deemed to be invalid merely by reason of vacancy, or any defect in the constitution of the Board.

(iv) Members attending the Board meeting shall be treated as on tour.

(f) Functions of the Board of Trustees :

(A) The Board of Trustees shall interalia, decide the following matters :-

(i) Difference or disputes which may arise on any matter under these Regulations either as to the interpretation thereof or as to the rights and obligations of the ICFRE Society and/ or of the members.

(ii) Investment of moneys of the Funds as are excepted to be surplus to the requirements of the Fund from time to time.

(iii) Raising of moneys as may be required for the purpose of the Fund by sale, hypothecation or pledge of the investment wholly or partly.

(iv) Fixation of rate of interest to be credited to member's account, which will not be less than the rate of interest applicable to GOI, GPF at any time.

(B) The Board shall maintain such accounts. Submit such returns, make such investments, provide for such facilities for inspection and arrange for payment of such inspection charges under the Act as the Provident Fund Commissioner concerned direct from time to time.

(g) Cost of administering of the Fund :

The cost, charges and expenses of administering the Fund including the payment of inspection charges and of the determination of any question arising under these Regulations or otherwise, and all expenses incurred by the Board in the discharge of their duties, shall be borne by the ICFRE, Society.

(h) Term of Office :

(i) The Chairman and other members of the Board who represent the ICFRE Society on the Board shall hold their office as Trustees for such time as they continue to hold their respective offices under the ICFRE. The terms of office of every other trustee shall be three years, commencing from the date on which he is declared elected as trustee save as hereinafter provided.

Provided that any such trustee shall notwithstanding the expiry of the said period of three years, continue to hold office until the name of his successor is notified.

(ii) An outgoing trustee shall be eligible for re-nomination/reelection.

(iii) A trustee may resign his office by a letter addressed to the Chairman and his office shall become vacant from the date from which the resignation is accepted.

(iv) If a trustee fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman of the Board, he shall cease to be a trustee. Provided that the Chairman may on his own motion or an application made by such trustee in his behalf restore the trustee to his office if he is satisfied that there were reasonable grounds for the absence.

(v) If any member of the Board ceases to be an employee of the ICFRE or is transferred within the ICFRE institutes he shall forthwith cease to be a Trustee. The vacancy so caused shall be filled in by the concerned Director. Such a Trustee shall hold office for the remainder of the term of the trustee in whose he is nominated/elected.

(vi) A causal vacancy caused by death, resignation or any other reason shall be filled in accordance with these Regulations and a trustee filling such a vacancy shall hold office for the remainder of the term of the trustee in whose place he is nominated or elected as the case may be.

(i) Disqualification for Trusteeship and Removal :

- (i) A person shall be disqualified for being a trustee :
- a) If he is declared to be of unsound mind by a competent court; or
 - b) If he is un-discharged insolvent; or
 - c) If he has been convicted of an offence involving moral turpitude.
- (ii) If any question arises whether any person is disqualified under clauses(a) it shall be referred to the Provident Fund Commissioner concerned for decision whose decision on the question shall be final.
- (iii) The Chairman may remove from office any trustee if in his opinion such trustee has ceased to represent the interest which he purports to represent on the Board.

Provided that no such trustee shall be removed unless a reasonable opportunity is given to him and also to the body whom he represents, of making representation against the proposed action. A report in this behalf shall be sent to the Provident Fund Commissioner concerned.

(i) Meetings :

- (i) The Board shall meet at such place and at such time as may be appointed in this behalf by the Chairman of the Board. The Chairman may, whenever, if thinks fit, and shall within fifteen days of the receipt of a requisition in writing from not less than three members of the Board, call a meeting thereof.
- (ii) Notice of not less than 15 days from the date of posting, containing the date, time and place of every ordinary meeting together with a list of business to be conducted there at shall be given to every trustee:
Provided that when the Chairman call a meeting for consideration of any matter which in his opinion is urgent any shorter notice given by the Chairman and considered by him to be reasonable, shall be deemed sufficient.
- (iii) The Chairman and in his absence the Deputy Director General (A) shall preside at every meeting of the Board. In the absence of both of them the trustee shall elect one of the members to preside over the meeting and the person so elected shall exercise all the powers of the Chairman at that meeting.

(k) Minutes of Meetings :

- (i) The minutes of the meeting of the Board showing interalia names of trustees present there at shall be circulated to all the trustees not later than fifteen days from the date of the meeting. The minutes shall thereafter be recorded in the minutes book.
- (ii) The records of the minutes of each meeting shall be signed by the Chairman after confirmation with such modification as may be considered necessary at the next meeting.

(l) Conduct of Business of the Board :

- (i) All orders and other instruments shall be made and executed in the name of the Board and shall be authenticated by such person and in such manner as the Board may specify.
 - (ii) All contracts and assurances of property shall be made and executed in the name of the Board and shall be executed on behalf of the Board by the Executive Officer.
7. **Eligibility :** All Indian Council of Forestry Research and Education (ICFRE) employees with one year's service, all permanent Council employees will have to subscribe compulsorily at a minimum of 6% of pay (maximum 100% pay) every month are to subscribe from the following month, i.e., recovery commencing from the pay for the month following the one in which they complete one year's service. Temporary Council employees likely to continue for more than a year in service may subscribe any time before one year. No recovery should be made during the last three months service before superannuation. (For employees retiring on 31st January subscriptions are not to be recovered from the pay for November, December & January.

Note 1 – Persons transferred from the State Government/Corporate body can subscribe immediately on joining service if they had completed one year's service in their respective departments/organizations.

8. **Procedure to be followed by Head of Office** – The Head of Office is required to send to Controller (Accounts), ICFRE statement in duplicate by 15th of every month with particulars of employees eligible to subscribe to GPF three months hence for allotment of account number (in the prescribed form from Appendix 1). The duplicate copy of the statement will be returned by the Controller (Accounts), ICFRE duly completed with account number allotted to the official. However, in the case of temporary employees choosing to subscribe before one year, applications are to be forwarded to Controller (Accounts), ICFRE for allotment of account numbers. In any case subscription should be recovered only after the account numbers are allotted.

9. **Nominations –**

- (i) **Submission of nominations** – Every employee of the Council should submit nomination in the prescribed form (Appendix 2) along with appendix for allotment of GPF No. while an employee not having family may nominate any other person, the nomination should be in favour of family member(s) only in the case of one having family. The nomination given in favour of any one other than the family member will become invalid on acquiring a family. If the nomination is made in favour of more than one person the proportionate share in which the amount will be payable should be specified clearly in the relevant column. At any time the nomination made may be cancelled by the Controller (Accounts), ICFRE. Revised nomination may be sent to the Controller (Accounts), ICFRE through the Head of Office. Change of nomination is permitted even after retirement but before the final payment is made. Every nomination takes effect from the date it is received by the Controller (Accounts), ICFRE.
- (ii) **Action by the Head of Office** – Nomination submitted by the officials should be carefully scrutinised by the Head of Office before forwarding the same to Controller (Accounts), ICFRE and it should be ensured that the instruction contained in the nomination form as also the provisions in the GPF Rules are complied with to avoid complications at a later stage. A copy of the nomination may be kept in Part II of the Service Book of the officials. Receipt of

acknowledgement from Controller (Accounts), ICFRE should be watched and kept on record.

- (iii) Noting GPF Account Number in Service Book – As soon as the account number is allotted by the Controller (Accounts), ICFRE this should be entered in the Service Book of the official.

10. Subscriptions –

- (i) Rates – The amount of subscription should be fixed by each employees in whole rupees subject to a minimum of 6% of pay and maximum of 100% pay. The subscription will be rounded off to the nearest rupee even if it happens to be less than 6%. For this purpose pay drawn on 31st March will be taken into account for subscription during the ensuring financial year. For subscribers joining services during the year and start subscribing to the GPF, pay drawn on the date of joining the Fund is taken into account. The rate of subscription need not be varied consequent on revision of pay during the year, except when required under specific orders e.g., on revision of pay scales on the recommendations of Pay Commission.
- (ii) Charge of amount of subscription – A subscriber may choose to reduce the amount of subscription once during the year and/or enhance the amount twice in a year, subject to the minimum/maximum limits prescribed.
- (iii) Recovery of subscription – Recovery should commence from the pay for the month following the one which a temporary employee completes one year service. During periods of suspension recovery is not to be made. During EOL/HPL an officials may, at his option in writing not subscribe to the Fund. On reinstatement he may similarly opt for recovery of arrear subscription due for the period of suspension.

11. Interest -

- (i) The rate of interest as allowed by Central Govt. to its employees will also be allowed on GPF deposits in this Council at any time. Interest will be calculated on monthly balances and credited to the subscribers account on the last day of the financial year. Interest calculated will be rounded off, fraction of a rupee less than 50 paise ignored and 50 paise and above rounded to the next rupee. If there has been delay in the drawl of pay/leave salary and consequently in the recovery of subscriptions, the interest on such subscription is payable from the month in which the Pay/leave salary was due irrespective of the month in which it was actually drawn.
- (ii) In the case of final payment on quitting service or on retirement or on the death of an employees interest is payable up to the end of the month preceding that in which payment is made or up to the end of six months after the month of quitting service whichever is earlier. There is provision for payment of interest beyond six months if delay is not attributable to the subscriber and after full investigation into the causes for delay in settlement of the claim over six months. In such cases the D.G., (ICFRE), ICFRE, GPF Trust may authorised payment of interest upto one year or beyond on the merit of the case.

(iii) In cases of superannuation six months period will be counted excluding the succeeding month, i.e., if the retirement is on 31st November, six months will be from January to June, since the official is deemed to have quitted service on 1st December.

(iv) If GPF accumulations are paid to the family of missing Council employee interest is to be allowed upto a maximum of 6 months from the date the report from the police has been obtained by the family that the employee has not been traced.

12. **Advances:-** An advance upto three months pay or half the amount at credit, whichever is less may be sanctioned by the Head of Office to a subscriber for one or more of the following reasons : (Advance in the case of Head of Office will be sanctioned by the next higher authority).

(a) to pay expenses in connection with the illness, confinement or a disability, including the travelling expenses of the subscriber and members of the family/or any person actually dependant on him:

(b) to meet cost of higher education including the travelling expenses of the subscriber and member of his family or any person actually dependant on him in the following cases:

(i) for education outside India for academic, technical, professional or vocational course beyond the High School stage, and

(ii) for any medical, engineering or other technical or specialized course in India beyond the High School State, provided that the course of study is for not less than three years.

Note:- Courses of study for which advances may be given and the list of Institutions recognized under Homoeopathic/Unani/Ayurvedic System of Medicine may be taken as same as approved by the GOI for sanction of GPF for this purpose.

(c) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with betrothal or marriages, funerals or other ceremonies

Note:- Advances is admissible separately for betrothal ceremony and marriage.

Advance is admissible for the first annual Shraddh ceremony whether performed within a month from the date of death as in West Bengal or after one year from the date of death as in other places. Advance is not admissible for other annual ceremonies.

(a) to meet the cost of legal proceedings instituted by or against the subscriber, any member of his family or any person actually dependant on him; this may be availed in addition to any advance for the same purpose from any other Government source;

(b) to meet the cost of the subscriber's defence where he engages a legal practioner to defend himself in an enquiry in respect of any alleged official misconduct on his part;

- (c) to make deposit for booking a car/scooter as detailed under para.10 for withdrawals.

Note:- Production of documentary proof for drawl of advance should not be insisted upon. It would suffice if the applicant gives sufficient details in support of t he application.

13. Special Advance:-

- (i) An advance in excess of 50% of the amount at credit, or three months pay, or involving recovery in more that 24 instalments, or when the earlier advance is not fully recovered is treated as Special Advance. This can be sanctioned by Heads of Departments.
- (ii) If the Special Advance is sanctioned before the completion of the earlier advance, the balance of the previous advance remaining outstanding will be added to the amount sanctioned as special advance and the total consolidated amount recovered in suitable number of instalment not exceeding 36.

Note:- Advance is not to be sanctioned during the last three months of service before superannuation.

14. **Recovery:-** Recovery of the advance in not more than 24 instalments should commence from the pay for the month following the one in which the advance is drawn. Recovery of the Special advance in not more than 36 instalments will also be made in the same way but it should be ensured that there is no break in the recovery of the earlier advance and the special advance. In other words the special advance will be sanctioned and the instalments fixed after taking into account the instalment to be recovered in the next month against the earlier advance.

15. **Withdrawals:-** Authorities competent to sanction Special Advances as mentioned in para.8 above can sanction withdrawals from GPF for one or more of the following purposes, if advances for the same purpose is not drawn at the same time.

(A) After completion of 20 years of service or within 10 years of superannuation, whichever is earlier –Withdrawal is normally allowed upto 50% of the amount at credit or six months pay, whichever is less, and in special cases upto 75% of the amount at credit for:-

- (a) meeting the cost of higher education, etc., as per Rule 12 (1) vide-para 7(b) above;
- (b) meeting the expenditure in connection the betrothal/marriage ceremony of the subscriber of his sons/daughters, or any other female relation actually dependant; (marriage and betrothal are treated separately for the purpose); and
- (c) meeting expenses on the illness etc., as per Rule 12 (1) (a) – vide- Para 7 (a) above.

(B) At any time during the service – Withdrawal is allowed upto 90% in special cases for:-

- (a) Building or acquiring a suitable house or ready-built flat for his residence including the cost of the site or any payment towards allotment of a plot or flat by the DDA, State Housing Board or a House Building Society;
- (b) Repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence;
- (c) Purchasing a house-site for building a house thereon for residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
- (d) Reconstructing or making addition or alternations to a house or a flat already owned or acquired by a subscriber
- (e) Renovations, additions or alternations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Council/Govt. At place other than the place of duty; and
- (f) Constructing a house on a site purchase under clause (c)

Note: -1. Withdrawals for construction/purchase of a house or flat or site or for addition/alternations to a house/flat already owned, will be subject to the condition that the total of such withdrawal and advance availed from other Government sources should not exceed the maximum limit cost of ceiling prescribed under the House Building Advance Rules.

1. Withdrawal for construction/purchase of house or flat or site will be permissible even if the subscriber had taken a loan from Government for acquiring an ancestral house at a place other than the place of duty.
2. Withdrawal for construction of house/flat or additions/alternations to own house/flat or ancestral house will be sanctioned only after submission of a plan duty approved by the local authorities, if the plan is actually got to be approved.
3. Withdrawal for repayment of loan taken for construction/purchase of house/flat under clause (b) will be limited to 3/4ths of the balance at credit plus withdrawal made under clause (a) reduced by the amount of withdrawal. For example if the withdrawal already sanctioned for construction/purchase etc., is Rs.50,000 the amount asked for now for repayment of loan under clause (b) is Rs.15,000, and the amount at credit of Rs.30,000 the entitlement will be worked out as under:

$$\frac{3}{4} \times (30,000+50,000), \text{ i.e., } 60,000(-)50,000=10,000$$

Hence withdrawal under clause (b) will be allowed only upto Rs.10,000.

4. Withdrawal for purchase/construction of house/flat under clause (a) or for additions/alterations to an existing house will be allowed even if the house-site or house is in the name of the spouse provided the spouse is the first nominee to receive the GPF accumulations as per the nomination made by the subscriber.

- (g) Within 12 months before the date of subscriber's retirement on superannuation-Withdrawal is allowed upto 90% of the amount at credit without linking to any purpose.
 - (h) Once during the course of a financial year-Withdrawal is allowed of an amount equal to one year's subscription towards Group Insurance Scheme for the Council employees.
 - (i) For those with 15 years service or are due to retire on superannuation within 5 years and once during service.
 - (j) Withdrawal upto Rs.50,000 is allowed for purchase of motor car for officers with basis pay + NPA+ Stagnation increment not less than Rs.3,500, and
- (ii) Withdrawal upto Rs. 8,000 is allowed for purchase of motor cycle/Scooter for officers with basic pay + NPA+Stagnation increment not less than Rs.1,500 subject to certain conditions.
- (iii) Withdrawal in respect of the Officers at (i) above upto Rs. 10,000 for making deposit for booking a car and upto Rs.500 for making deposit for booking a scooter/motor cycle for officers at (ii) above, will be permitted subject to the condition that this amount will be taken into account for the purpose of overall ceiling prescribed for withdrawal for purchase.

Note – For those whose service falls short of the prescribed limit of 15 years by not more than 6 months, Head of Departments may sanction advance for purchase of car/scooter, which may be converted as withdrawal on their completing the 15 year period of service.

16. Only one withdrawal for the same purpose – Only one withdrawal shall be allowed for the same purpose under Rule 15 of GPF Rules. The following are exceptions:

- (i) Marriage or education of different children or illness on different occasions are treated as different purposes;
- (ii) A further addition or alteration to a house or flat covered by a fresh plan duly approved is treated as separate purpose;
- (iii) Second or subsequent withdrawal for construction/purchase of house/flat under Clause (a) or (f) will be allowed subject to the limits under Note 4 below para 10.
- (iv) In case of payment to DDA, State Housing Boards or House Building Societies, etc. required to be made in instalments, withdrawal is allowed for each instalment.

17. Withdrawal not permissible for more than on house – A subscriber who has been sanctioned withdrawal for house building purpose once cannot be sanctioned withdrawal again for similar purposes at the same or another place. If an advance drawn for house building purposes is converted into withdrawal it is treated as withdrawal for this purpose.

18. Utilization – The subscriber is required to satisfy the sanctioning authority within a specified period (normally six months) that the amount withdrawn has been utilized for the purpose for which it was drawn, otherwise the amount withdrawn becomes refundable.

19. Conversion of advance into withdrawal –

- (i) An advance (or advance) drawn under Rule 12 may be converted as withdrawal subject to fulfillment of the conditions under Rules 15 and 16, viz., purposes, limits, etc.,

prescribed. For the purpose the outstanding balance(s) of earlier advances will be taken into account as credit along with the amount at credit on the date of conversion.

- (ii) The outstanding amount of earlier advance(s) may be taken into account together with the amount at credit on the date of conversion for the purpose of calculation of the limits for grant of withdrawal.
- (iii) If more than one advance was drawn earlier for the same purpose there is no objection to their conversion into withdrawal separately in relaxation of the provision for grant of withdrawal only once for the same purpose.
- (iv) Earlier advance taken for marriage of a female relation whether dependent or not can be converted into withdrawal through the condition of dependency is to be fulfilled for grant of withdrawal.

20. Final Payment of GPF accumulations –

- (i) Final payment of GPF accumulations arises in the following events ;
 - a) Resignation, termination of service discharge for want of vacancy, dismissal and removal from service; or
 - (b) Retirement; or
 - (c) Death
- (ii) Resignation, etc. – In the case of resignation, termination of service, etc. as per sub-clause (a) above, the amount standing to the credit of the subscriber with accrued interest will be paid to him on receipt of application in the prescribed Form I (Appendix 3). The application received will be forwarded to the Controller (Accounts), ICFRE by the Head of Office in Part II duly completed. Payment received from Controller (Accounts), ICFRE by cheque/Bank Draft will be disbursed to the person concerned.
- (iii) Retirement – The application should be submitted one year prior to retirement and again after retirement. The application in Form 1 (Annexure 3) may be submitted immediately on the discontinuance of subscription and three months time is available for Controller (Accounts), ICFRE to finalize and make payment on the date of retirement. In such cases the official will complete Parts I and II and forward the application to the Controller (Accounts), ICFRE and payment received from Controller (Accounts), ICFRE may be disbursed to the official.
- (iv) Death – (a) In the case of death during service the amount becomes payable to the nominee/nominees. The Head of Office should ascertain with reference to the details in the nomination submitted by the official if the nomination(s) subsists. Either a nominee may not be alive, or the status of the nominee would have changed, i.e., minor brother would have become a major unmarried sister would have married etc., in which case nomination does not subsist. If valid nomination exists, the Head of Office should obtain application in Form (Appendix 5) from the nominee (separately if more than one nominee exist) and forward the same to the Controller (Accounts), ICFRE after completing the prescribed certificates.
 - (b) If the official did not submit any nomination or if the nomination submitted does not subsist the amount standing to the credit of the subscriber will be paid in equal shares to the following surviving members of the family :
 - (1) Wife/wives or husband;

- (2) Minor sons and unmarried daughters (including posthumous child)/widowed daughters;
 - (3) Parents if surviving, if not paternal grandfather;
 - (4) Minor brothers;
 - (5) Unmarried sisters; and
 - (6) Deceased son's wife and her minor sons and unmarried daughters/widowed daughters.
- (c) In the absence of any of the above members of family the amount may be paid in equal shares to the following :-
- (1) major sons;
 - (2) married daughters whose husbands are alive
 - (3) major sons of a deceased son; and
 - (4) married daughters of a deceased son whose husbands are alive.
- (d) The procedure indicated above will also apply in cases where a part of the nomination does not subsist. For example, if the nomination is in favour of mother and wife in equal shares, and if the mother is not alive, the wife will get share of 50% and the remaining 50% will be paid equally to all the surviving members of the family as above.
- (e) The deceased son's wife and children will get only the share, equally divided, which the son would have received under sub-clause (c) above, i.e. where no family members mentioned in sub-clause (b) are surviving.
- (f) Disbursement of GPF moneys to person on behalf of minors – Payment of GPF money due to a minor can be paid to the natural guardian, viz., Hindu Widow or Hindu Widower in full without production of guardianship certificate or indemnity bond unless there is anything concrete to show that interests of such natural guardian are adverse to those of the minor children. In the absence of the natural guardian the amount up to Rs. 10,000 may be paid to the person considered fit by the Head of Office to receive the payment without production of guardianship certificate, but on production of an indemnity bond in the prescribed form signed by two sureties. In addition, the person claiming payment should be asked to produce an affidavit to the effect that he/she is looking after the property/care of the minor. The balance, if any, above of Rs. 10,000/- will be paid on production of probate, letters or certificates by the claimant.
- (g) Payment when the whereabouts of the official is not known – Payment of GPF balance with interest can be paid to the nominee(s) after obtaining (i) a copy of the Police report that the employees has not been traced after all efforts had been made, and (ii) an Indemnity Bond from the nominee/dependants that all payments will be adjusted against the payments due to the employees in case he appears and makes any claim.

21. Recovery of Government dues not permitted – Under Section 3(1) of the Provident Fund Act, 1925, any amount due to Council by a subscriber cannot be recovered from the GPF accumulations even with his consent. However the whole amount due to the Council employees or the nominee(s) may be paid and without any compulsion the payees may remit the Council dues separately.

22. 'No Demand Certificate' not necessary – For payment of GPF balance at credit with interest 'no demand certificate' should not be insisted upon.

23. Reinstatement after dismissal – If a dismissed employees is reinstated in service and if the GPF money have been paid in the meantime, he should, if so required, refund the entire amount plus interest at the prescribed rate and the refunded amount will be credited to his GPF account Reinstatement order should contain provision accordingly.

24. Transfer of balances –

- (i) On transfer from one department to another – The balance of GPF/CPF moneys including interest will be transferred by the Controller (Accounts), ICFRE to the new account in the case of transfer of the subscriber from one department to another in Central Govt. service.
- (ii) The above provision applies to transfers to State Government departments with their consent for transfer of balances.
- (iii) On transfer to corporate bodies – On transfer of an official to a body corporate owned or controlled by Government or an autonomous organization, registered under the Societies Registration Act, 1860, without any break, and with proper permission, the balances may be transferred to the new account in that organization. If such transfer of money is accepted by the corporate body subject to fulfilment of certain conditions, e.g., completion of probation, etc., the balances may be retained with the Council and transferred with up-to-date interest as and when they are accepted. In case they do not have any PF Scheme the balance may be paid to the subscriber immediately on leaving Council service.
- (iv) On transfer to a Public Enterprises – The balances may be transferred to the new account, if the Public Enterprises gives consent. Otherwise the amount may be paid to the official.

25. Deposit Linked Insurance Scheme – Under the Scheme, an additional amount equal to the average balance in the account during the 36 months preceding the month of death is payable subject to a maximum of Rs. 30,000 and subject to the following conditions as it prevails in GPF rules of Govt. of India as amended from time to time.

- (i) The average balance at the credit of such subscriber should not be less than the minimum given below :-

	Min. Monthly Balance
(a) For person who has held for the greater part of the 3 years a post with max. pay of Rs. 4000/- or more	Rs. 12,000/-
(b) –do- Rs. 2,900 or more but less than Rs. 4,000	Rs. 7,500/-
(c) –do- Rs. 1,151 or more but less than Rs.2,900	Rs. 4,500/-
(d) –do- less than Rs. 1, 151	Rs. 3,000/-

- (ii) The subscriber should have put in at least 5 years service at the time of death (including service in the Central/State Government/Corporate body from which credits have been transferred).

2. While calculating average monthly balance during the 36 months the balance at the end of March as also at the end of the month preceding the month of death will interest credited. The average monthly balance will be rounded to the nearest rupee.

3. Death taking place before midnight of the last working day should be treated as death in service entitling the nominee of the subscriber to the benefit of this Scheme.

4. The Head of Office in the case of Group 'D' will make payment of this additional amount at the time of making final payments of GPF balance, without any formal sanction.

5. **Payment due under DLI Scheme in respect of missing employees** In the case of missing employees payment due under DLI Scheme can be made to the nominee/heirs after expiry of a period of seven years following the month of disappearance of the subscriber provided the claimants produce a proper and indisputable proof of death or a decree of the court that the employee concerned shall be presumed to be dead as laid down in Section 108 of the Indian Evidence Act.

6. **Scheme admissible** – The Deposit-Linked Insurance Scheme is admissible to those subscriber, transferred enmasse on conversion of a Government department into an autonomous organization, if opted by them.

7. **Not admissible** – The Scheme is not admissible to contract officers.

8. **Government dues recoverable** – The statutory provision available for GPF for exemption from recovery of Council dues is not applicable for DLI Scheme. Hence any dues to the Council are recoverable from the payments made under the Scheme.

9. **Maximum limit to be applied on the average** – The maximum limit of Rs.30,000 prescribed should be applied on the average worked out for 36 months and not on the balance every month.

26. **Discontinuance of subscription for the last 3 months not to affect entitlement-** Through for administrative convenience recovery of subscriptions are discontinued during the last three months of service the official continues to be a subscriber during this period and this will not affect payment under the Scheme.

27. **Guidelines to D.D.O.**

Please refer Appendix – 2

28. **Banking and Investment to the Fund Money :**

(a) All moneys received in the Fund account and not invested as per Regulation shall be deposited by the Executive Officer in the UBI, FRI. The deposits with the Bank may, according to the requirements of the Fund from time to time, be on current account. Savings Bank Account, call deposits, fix deposits or any other favourable terms offered by approved Bank.

(b) The amount of Provident Fund shall be invested as per pattern prescribed by the GOI from time to time.

29. Balance Sheet and Audit :

- (a) Soon after the 31st day of March in each year, a Balance Sheet shall be prepared as on the 31st March. The Balance Sheet be placed before the Board.
- (b) The Balance Sheet and the accounts shall be audited yearly by the same auditors who are normally appointed by the ICFRE to audit the account of the Council.
- (c) A copy of audited Balance Sheet alongwith the compliances of the audit objections shall be submitted to the Provident Fund Commissioner concerned every year.

30. Transfer of Member's Account :

- (a) In the event of a member permanently leaving the service of the ICFRE Society and taking up employment in an establishment, the amount standing to his credit with interest thereon in the Fund, shall be transferred to the trustee of the Provident Fund in such establishment alongwith a statement of account and nomination and if any, duly re-assigned in favour of the transferee's provident fund.
- (b) In the event of a member permanently leaving the service of the ICFRE Society and taking up employment in an establishment to which the Act does not apply the amount standing to his credit with interest thereon shall be transferred for credit to his account in the provident fund of the establishment in which he is re-employed, if the employee so desires and the rules in relation to that provident fund permit such transfer.

31. Circumstances in which Accumulations in the Fund are Payable to a Member :

- (a) A member may withdraw the full amount standing to his credit in the Fund :
 - (i) On retirement from service after attaining the age of superannuation;
 - (ii) On treatment of service in the case of mass or individual retrenchment provided that in the case of individual retrenchment the provision to sub-regulation (b) below will apply;
 - (iii) On retirement on account of permanent and total incapacity for work due to bodily or mentally infirmity duly certified by the medical authority prescribed by the Board.
 - (iv) Immediately before migration from India for permanent settlement abroad.
- (b) In case other than those specified in sub-regulation (a) above a member may be permitted to withdraw the amount standing to his credit below provided he has not been employed for a continuous period of not less than six months immediately preceding the date on which he makes the application for withdrawal, in an establishment to which the Employee; Provident Fund Act, 1952 applies. A declaration in writing made by the member affirming the fact of un-employment as aforesaid may be accepted as proof thereof.

GUIDELINES TO DRAWING AND DISBURSING OFFICERS

1. **Responsibility** – The responsibility for making necessary deductions regularly and correctly in respect of subscriptions to Provident Fund devolves on the drawer of the bill viz., Drawing and Disbursing Officer.

It is therefore expected of each DDO to be well conversant with the provisions in ICFRE GPF rules to ensure carrying out the responsibility entrusted to him. The following guidelines, given in a nutshell, will help in this regard.

2. **Guidelines –**

- (a) **Recoveries :**

- (1) Ensure that the names of officials eligible to subscribe to GPF three months hence are indicated in the monthly statement to be sent to Controller (Accounts), ICFRE. The numbers allotted are to be noted and the recovery commended from the pay bill for the month following the one in which the official completes one year.
 - (2) Amount of subscription should not be less than 6% and more than 100% of pay and should be in whole rupees.
 - (3) Discontinuance of subscription during EOL/HPL, etc., will be only on the written request of the official.
 - (4) Ensure that change in the rate of subscription is not permitted more than once for reduction and more than twice for enhancement.
 - (5) Subscription recovered from the pay bill for a month are to be accounted for as credits in the subsequent months.

- (b) **Subscription numbers :**

- (6) Ensure that the GPF A/C numbers allotted by Controller (Accounts), ICFRE was immediately noted in the service book of the officials.
 - (7) Maintain a register to show the up-to-date list of subscriber with account numbers, with changes noted periodically in the case of transfers, etc.
 - (8) Keep a watch on the allotment of fresh account number in the case of officials transferred from other places after accounts are transferred to the Controller (Accounts), ICFRE.

- (c) **Nominations:**

- (9) Ensure that nomination is furnished by every subscriber. There is only one form prescribed for use by all officers. Before forwarding the nominations to Controller (Accounts), ICFRE they are to be carefully scrutinized. Persons having family should not nominate others. If more than one person is shown as nominee the proportion of shares should be indicated. Other instructions printed in the nomination form are to be followed. Receipt of nominations and their being forwarded to Controller (Accounts), ICFRE may be noted in the Register of subscriber. Ensure revision of nominations if any information affecting the earlier nomination comes to notice, e.g., death of the nominee, etc.

(d) Recovery Schedules :

- (10) Ensure preparation of recovery schedules in Form Appendix Separate schedules to be prepared for accounts with different pre-fixers i.e., cases of subscribers whose accounts have not been transferred. Only after new account numbers are allotted to them by the Controller (Accounts), ICFRE concerned their names can be included in the main schedule.
- (11) Totals of all schedules attached with a pay bill should agree with the totals appearing in the Pay Bill.
- (12) Reasons for discontinuance of recovery of subscription should be given in the first schedule where discounted, e.g., transfer, resignation, retirement, etc.
- (13) Ensure that no recovery is made until the account number is allotted. For late allotment of account number recovery of arrear subscription should be made.

(e) Group 'D' staff recoveries

- (14) If the pay of the Group 'D' staff temporarily promoted to Group 'C' post is drawn in Group 'C' bill only a certificate of deduction as followed for Group 'D' should be furnished. If the official is promoted on a regular basis or at least is likely to continue in Group 'C' post for one year he will be allotted a new number by Controller (Accounts), ICFRE and the name noted in the recovery schedule.

(f) Withdrawals

- (15) Form Appendix is to be used for drawal of advances, withdrawals, and for payment under DLI scheme. A copy of the sanction order/authorization from Controller (Accounts), ICFRE should be attached with the bill.
- (16) Ensure that advances/withdrawals are permitted strictly as per provisions in GPF Rules. In the case of disallowance, if any, by Controller (Accounts), ICFRE the amount should be recovered promptly, or the order suitably revised.

(g) Final Payment

- (17) Ensure that the nomination made by the officials valid on the date of death of the subscriber. While payment to the nominee(s), if the nomination(s) subsists, present no difficulties, payment in the absence of valid nomination should be made as per the procedure prescribed upto first Rs. 10,000/- being paid to de-facto guardian after obtaining the required bond duly signed by two sureties. In the case of natural guardian the bond is not necessary and the limit of Rs. 10,000/- would not apply. Step-mother is not treated as natural guardian.
- (18) In the case of missing persons payment should be made to the nominee(s) only after obtaining police report that the person is not traceable.

(h) Distribution of pass books :

- (19) Ensure pass books are issued to all Group A,B,C & D staff. Instructions for completion of pass book entries at the end of every financial year, recording transfer endorsements etc., should be followed as per Govt. of India orders in this respect.
- (20) Ensure that the annual statement of GPF credits at the end of each financial year is received from Controller (Accounts), ICFRE in respect of each subscriber and handed over to him with Instructions that discrepancy, if any noticed, should be intimated within a month. In case of any discrepancy the DDO should help in the

immediate settlement by the Controller (Accounts), ICFRE with reference to pay bill registers, etc., maintained in the office.

TRUST DEED OF PENISON FUND TRUST OF INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (ICFRE), P.O. NEW FOREST DEHRADUN, UTTARAKHAND

This trust Deed is made this day of 02nd day of June, 2011 between **Indian Council of Forestry Research and Education Society (ICFRE)** an autonomous body under the Ministry of Environment, Forests & Climate Change (MoEF&CC). Government of India registered under the Societies Registration Act, 1860 with Registration No. 596/1990-91, dated 12.03.1991, having its Head Office at P.O. New Forest, Dehradun, Uttarakhand (hereinafter called “ICFRE” which expression shall unless repugnant to on inconsistent with the context include its successors and assigns) through its Secretary Mr. Sudhanshu Gupta S/o Late Shri. H. L. Gupta, R/o ICFRE Post Office New Forest, Dehradun (Uttarakhand) of the one part.

AND

The Trustees of the “ICFRE Pension Fund Trust” (Notified by the Government of India vide Ministry of Environment and Forests Notification No. 2-24/2006-FE, dated 01.05.2008) through its Trustee/Controller Mr. B. D. Joshi S/o Late Sh. S. R. Joshi, R/o ICFRE, P.O. New Forest, Dehradun (Uttarakhand) of the other part.

The Government of India, MoEF vide its Notification No. 2-24/2006-FE dated 01.05.2008 created ICFRE Pension Fund Trust for the Management and Administration of ICFRE Pension Fund.

And whereas a Pension Fund has been created in ICFRE in accordance with the approval of the Competent Authority in the MoEF conveyed vide MoEF letter No. 2-6/FE dated 03.03.1994.

And whereas the ICFRE Pension Fund shall have its sole purpose of the payment of Pension, Family Pension and other retirement dues of the employees of ICFRE as provided in the relevant rules. The Fund shall be pensionary benefits only in India. It shall not allow to be utilized, under any circumstances for any purpose other than payment of pension and other retirement dues.

And whereas MoEF laid down the terms and conditions of employment of Central Government Employees absorbed in the ICFRE vide letter No. 2-1/FE dated 31.07.1992, According to this, ***the service rendered by the Central Government Employees prior to their absorption in ICFRE would count for pension in the ICFRE and the Government will discharge its commitment to meet pensionary benefits as provided in Para 1(i) of the Department of Pension and Pensioners' Welfare O.M. No. 4/8/85-P&PW dated 30.10.1986 by paying in lump sum as one time payment, the pro-rata pension/service gratuity/terminal gratuity and DCRG.***

The ICFRE Pension Fund Trust Bye-Laws annexed to this deed are intended for regulating “ICFRE Pension Fund” as an approved superannuation fund within the meaning of Part –B of the Fourth Schedule of Income Tax Act, 1961. The nature and purpose of the ICFRE Pension Fund Trust shall be as under :-

- (i) It shall be an irrevocable Trust;
- (ii) The Pension Fund shall be a fund established under an irrevocable Trust in connection with a trade or undertaking carried out in India, and not less than 90% (ninety percent) of the employees shall be employed in India.
- (iii) The fund shall have for its sole purpose the provision of annuities for employees in the trade of undertaking on their retirement at or after a specified age or on their becoming

- incapacitated prior to such retirement, or for the widows, children or dependents of persons who are or have been such employees on the death of those persons;
- (iv) The employer in the trade or undertaking shall be a contributor to the fund; and
 - (v) All annuities pension and other retirement dues granted from the fund shall be payable only in India.

And whereas the ICFRE Pension Fund Trust Bye Laws apply to the absorbed employees holding the posts in ICFRE and regular employees appointed during the period from 01.06.1991 to 31.12.2003. The Bye-Laws shall also apply to the ICFRE regular employees who are on deputation to other Central/State/Public Sector undertakings. However, not less than 90% of total employees shall be employed in India. If this upper limit is raised or decreased in the Part-B of the Fourth Schedule of the Income Tax Act, 1961, it will be deemed to have been amended accordingly in this Trust Deed.

And whereas the ICFRE Pension Fund Trust shall be inter-alia decide the matter regarding difference or disputes which may arise on any matter under the bye-laws annexed either as to the interpretation thereof as to the rights and obligations of the ICFRE Society and or the members, investment of Pension Fund, to explore possibilities to raise the fund, to strive for placing sufficient sums in the ICFRE Pension Fund to make due payments to the beneficiaries.

And whereas the trustee as specified in Government of India, MoEF&CC Notification No. 2-24/2006-FE dated 01.05.2008 have agreed for Administration and Management of the ICFRE Pension Fund Trust for the purpose under the direction set forth herein:-

NOW THIS INDENTURE WITNESS AS FOLLOWS:-

- (1) All the terms used in the deed shall have the same meaning as defined in Bye-Laws annexed to this deed.
- (2) The name of Trust shall be “Indian Council of Forestry Research and Education Pension Fund” having office of the Trust at ICFRE (Headquarters), P.O. New Forest, Dehra Dun (Uttarakhand) having perpetual succession and common seal, and the term “Trustees” shall mean the Trustees notified by the Ministry of Environment and Forests, Government of India.
- (3) The power to appoint the Trustees shall be vested with the Ministry of Environment and Forests, Government of India except the representatives of ICFRE employees. The representatives of ICFRE employees shall be elected in accordance with the procedure laid down by ICFRE for the purpose.
- (4) The Director General, ICFRE who is the Chief Executive Officer (CEO) of the “ICFRE” Pension Fund Trust” shall deal with all matters pertaining to management and accounting of the Fund on behalf of the “ICFRE Pension Fund Trust” except such matters as may specifically reserved for disposal and decision by the Trust. The Controller of Accounts, ICFRE shall look after the day routine work on behalf of the Chief Executive Officer in accordance with the bye-laws, relevant rules and as per instructions/guidelines issued by the CEO from time to time.
- (5) All contracts and assurance of property shall be made and executed in the name of the “ICFRE Pension Fund” and shall be executed by the CEO/Authorized Officer on behalf of the Trust.
- (6) The Trustees shall not be entitled to any remuneration and shall work in honorary capacity.
- (7) A Trustee shall not use or deal with the Trust property for his own profit or for any purpose unconnected with the Trust.

- (8) This deed and any variation there to shall be governed by the Laws of India and the Trust shall have to be located in India.
- (9) Fund Trust” and Secretary of Indian Council of Forestry Research and Education Society (ICFRE) has executed this deed on behalf of ICFRE the first party.
- (10) That the ICFRE Pension Fund Trust Bye-laws are the integral part of this Trust Deed.
- (11) That this Deed is valued at Rs. 10,000/- for the purpose of registration, on which proper stamp duty of Rs. 750/- is being paid by this Trust Deed.

Annexure to Trust Deed
INDEX

Sl. No.	Particulars	Page No.
1.	Glossary of abbreviations	01
2.	Introduction of ICFRE Pension Fund Trust	02
3.	Short Title and Commencement	03
4.	Application	03-04
5.	Definitions	04-05
6.	Creations, nature, source and purpose of the fund	05-07
7.	Purpose of creation, composition, functions of ICFRE PFT	07-08
8.	Power to nominate the Trustees	08
9.	Function of the ICFRE Pension Fund Trust and constitution of Investment Committee	09-10
10.	Term of office of the Trustees/ Members of Investment Committee	10-11
11.	Disqualification for Trustees/Members of Investment Committee	11-12
12.	Meetings/Quorum	12-13
13.	Minutes of the Meeting	14
14.	Conduct of Business	14-15
15.	Functions of the CEO	16
16.	Duties of the Controller of Accounts, ICFRE	16-17
17.	Remuneration to the Trustees/ Investment Committee Members	17
18.	Operation of Bank Accounts and Disbursement of Pensionary benefits	17-18
19.	Balance Sheet and Audit	18
20.	Cost of management of fund	18

GLOSSARY OF ABBREVIATIONS

Abbreviation	Expanded form
C&AG	Comptroller and Auditor General of India
CEO	Chief Executive Officer
DCRG	Death-cum-Retirement Gratuity
ICFRE	Indian Council of Forestry Research and Education
MoEF&CC	Ministry of Environment Forests & Climate Change, Government of India
O.M.	Office Memorandum

“INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION (ICFRE) PENSION FUND TRUST BYE-LAWS”

INTRODUCTION

Indian Council of Forestry Research and Education, Dehra Dun (ICFRE), a subordinate office of the Ministry of Environment and Forests (MoEF), was constituted as an autonomous body w.e.f. 1 June 1991 vide registered as such under the Societies Registration Act, 1860.

According to the MoEF letter No. 2-10/92-FE, dated 31 July 1992, the Central Government Employees working in ICFRE were absorbed into the services of the ICFRE w.e.f. 1 April 1993 on the basis of their option. Such employees were compulsorily to be governed by the CCS (Pension) Rules, 1972 and amendments thereon made by the Government from time to time. The employees directly recruited by the ICFRE from 01.06.1991 to 31.12.2003 shall be governed by the Pension Rules as adopted by ICFRE.

ICFRE in consultation with the MoEF, Government of India and with the approval of the Board of Governors adopted General provident Fund cum Pension Scheme as per rules and regulations of the Government of India. All Pension/Family Pension rules and regulations framed by the Government of India as amended from time to time and such other rules and orders issued by the Government of India on the subject are applicable to the ICFRE employees mutatis mutandis, with the exception that all functions hitherto being performed by the MoEF are now being performed by the ICFRE.

For the purpose of smooth and uninterrupted disbursement of pension and other retirement benefits to the ICFRE employees a Pension Fund and Pension Cell were created in the ICFRE with the approval of the Board of Governors of ICFRE Office Memorandum No. 58-21/93-ICFRE dated 21 March 1994.

1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Bye-Laws may be called Indian Council of Forestry Research and Education (ICFRE) Pension Fund Trust Bye-laws.
- 1.2 These Bye-laws shall come into force from 1 May 2008 i.e. the date of notification of creation of ICFRE Pension Fund Trust issued by the Government of India, Ministry of Environment and Forests (MoEF) vide Notification No. 2-24/2006-FE dated 1 May 2008.
- 1.3 These Rules are intended for regulating “ICFRE Pension Fund” as an approved superannuation fund within the meaning of Part-B of the Fourth Schedule of Income Tax Act, 1961.

2. APPLICATION

The ICFRE Pension Fund Trust Bye-laws shall apply to the absorbed employees and the employees directly recruited on regular basis by the ICFRE on or before 31 December 2003. These Bye-laws shall also apply to the ICFRE regular employees appointed on or before 31

December 2003, and who are on deputation to other Central/State/Public Sector Undertakings. These Bye-laws shall not apply to:-

- (i) Persons in casual and daily rated employment;
- (ii) Persons paid from contingencies;
- (iii) Persons employed on contract;
- (iv) Persons employed on re-employment;

3. DEFINITIONS

In these rules, unless the context otherwise requires –

- 3.1 “Absorbed employees” means Central Government Employees working in ICFRE, who were absorbed w.e.f. 1 April 1993 and thereafter on the basis of their option for absorption in the service of ICFRE after the becoming an autonomous body.
- 3.2 “Chief Executive Officer” means the Director General, ICFRE.
- 3.2 “Controller “ means Controller of Accounts, Pension Cell, ICFRE.
- 3.3 “Employees” means employees of Central Government absorbed in the services of ICFRE w.e.f. 1 April 1993 and thereafter on the basis of their option, and also the employees recruited directly on regular basis on or before 31 December 2003 by the ICFRE.
- 3.5 “Fund” mean by the ICFRE Pension Fund.
- 3.6 “Government” means the Central Government.
- 3.7 “ Pro-rata Pension” means the pensionary benefits transferred by the Ministry of Environment and Forest in respect of Central Government employees absorbed into the services of ICFRE w.e.f. 1 April 1993 and thereafter.
- 3.8 “Relevant Rules” means Central Civil Services (Pension) Rules, 1972 as amended from time to time by Central Government and adopted by ICFRE for its employees.
- 3.9. “Trust” means the Trust for the ICFRE Pension Fund.
- 3.10. “Trustee” means a Trustee notified by the MoEF in respect of ICFRE Pension Fund.
- 3.11. “Authorized Officer” means the Officer authorized by the CEO, ICFRE Pension Fund Trust.

4. CREATION, NATURE, SOURCE AND PRUPOSE OF ICFRE PENSION FUND TRUST

4.1 Creation of the Fund

- 4.1.1. MoEF laid down the terms and conditions of employment of employees to be absorbed under ICFRE vide letter No. 2-10/FE dated 31 July 1992. According to this letter, the service rendered by the Central Government Employees prior to their absorption in ICFRE would count for pension in the ICFRE and the Government will discharge its commitment to meet pensionary liabilities as provided in para 1 (i) of the Department of Pension and Pensioners' Welfare O.M. No. 4/8/85-P&PW dated 30 October 1986 by paying in lump sum as one time payment, the pro-rata pension/service gratuity/Terminal Gratuity and DCRG.
- 4.1.2. MoEF vide letter No. 2-6/FE dated 3 March 1994 conveyed the approval of the Competent Authority for the creation of ICFRE Pension Fund in the ICFRE. Approval of the Board of Governors of ICFRE for the creation of Pension Fund was also obtained and circulated vide ICFRE Office Memorandum No. 58-21/93-ICFRE dated 21 March 1994.

4.2. Nature of the Trust

ICFRE Pension Fund Trust shall be an irrevocable Trust in connection with a trade or undertaking carried on in India.”

4.3. Source of the Fund

- (i) One time lump-sum payment of pro-rata Pensionary benefits payable by the MoEF, in respect of Central Government employees absorbed in the services of the ICFRE w.e.f. 1 April 1993 and thereafter;
- (ii) Accrued interest / returns from the deposits/investments of amount in the Fund.
- (iii) Revenue earned by the ICFRE and grant to be arranged from MoEF. However, grant from the Grant-in-aid would be arranged with due approval of the BoG and MoEF.

“ICFRE shall employ not less than ninety percent employees in India.

4.4. Purpose of the Fund

- 4.4.1. The Fund shall have its sole purpose of the payment of Pension, Family Pension and other retirement benefits to the employees of ICFRE as provided under the relevant rules. The Fund shall be utilized only for smooth and uninterrupted disbursement of the said pensionary benefits only in India.
- 4.4.2. The Fund shall not be allowed to be utilized, under any circumstances for any purpose other than payment of Pension and other retirement dues for which this fund has been created.

5. Purpose of creation, composition, functions etc. of ICFRE PensionFund Trust

5.1 Purpose of creation of the Trust

The management of the ICFRE Pension Fund shall be vested with ICFRE Pension Fund Trust.

5.2 Composition of the Trust

5.2.1. The composition of ICFRE Pension Fund Trust shall be as follows:-

1. Secretary to the Government of India,
Ministry of Environment and Forests. - Chairperson
2. Director/Deputy Secretary (EV),
Ministry of Finance. Govt. of India - Trustee
3. Director (Pension and Welfare),
Ministry of Personnel, Public Grievances
And Pensions, Govt. of India - Trustee
4. Director (Social Security),
Ministry of Labour and Employment,
Govt. of India - Trustee
5. Director (IFD),
Ministry of Environment and Forests,
Government of India - Trustee
6. Director (FE),
Ministry of Environment and Forests,
Government of India - Trustee
7. Director General,
Indian Council of Forestry Research and
chief Education, Dehradun -Trustee-cum-
Executive Officer
8. Deputy Director General (Administration)
Indian Council of Forestry Research and
Education, Dehradun - Trustee
9. Controller of Accounts,
Indian Council of Forestry Research and
Education, Dehra Dun. - Trustee
10. One representative from Group A and B
Officers, ICFRE. - Trustee
11. One representative from Group C and D
Officials, ICFRE. - Trustee

5.2.2. One special invitee can also be co-opted by the Chief Executive Officer (CEO) for attending a particular meeting of the Trust. However, the invitee will not be entitled to cast his vote.

5.3 Power to nominate the Trustee-

Power to nominate the Trustees except the ICFRE employees' representative shall be vested with MoEF&CC. The representative of ICFRE employees shall be elected as per procedure laid down by ICFRE for the purpose (Annexure I).

5.4 Functions of the ICFRE Pension Fund Trust and constitution of Investment Committee

- 5.4.1. The Trust shall, inter-alia, decide the difference or disputes which may arise on any matter under these bye-laws either as to the interpretation thereof or as to the rights and obligations of the ICFRE, ICFRE employees and the Trustees. The decision of the Trust shall be final and binding in this regard.
- 5.4.2. The Trust shall regularly review the fund corpus once in a year in its meeting, and shall take measures to raise its size to cope up with the increased pensionary liabilities of retired employees.
- 5.4.3. For the purpose of investment of amount under ICFRE Pension/Fund to earn maximum returns in the financial instruments/ securities only as per the guidelines issued by the Ministry of Finance, Government of India from time to time on the subject, and to explore possibilities of raising the fund corpus, the Investment Committee shall be as under –
- | | |
|---|--------------------|
| 1. DG, ICFRE and CEO, ICFRE Pension Fund Trust | - Chairman |
| 2. Director (IFD) and Trustee of ICFRE PFT
Ministry of Environment and Forests,
Government of India | - Member |
| 3. Deputy Director General (Admin.)
ICFRE and Trustee of ICFRE PFT. | - Member |
| 4. Financial Advisor and Chief Accounts Officer
ICFRE. | - Member |
| 5. Controller of Accounts ICFRE and Trustee of
ICFRE PFT | - Member Secretary |
| 6. <u>Two Investment expert (s)</u> to be co-opted by IFD/MoEF | |
- 5.4.4. The Trust shall be kept informed of the decision taken by the Investment Committee and action taken thereupon.
- 5.4.5. The Trust shall also review the audited balance sheet alongwith compliance of audit objections thereof and also compliance of the audit objections raised by the Comptroller and Auditor General of India (C&AG).

5.5. Terms of Office of the Trustees/ Members of Investment Committee

5.5.1 The Chairperson and other Trustee of the ICFRE Pension Fund Trust except the representatives of ICFRE employees shall be the Trustee of ICFRE Pension Fund Trust for such time as they continue to hold their respective offices unless replaced by the MoEF&CC. The term of office of every other Trustee i.e. ICFRE employees' representatives will be two years from the date of their election as Trustee provided that-

- (i) An outgoing Trustee shall be eligible for re-election;
- (ii) A member may resign his office by submitting the resignation letter addressed to the CEO, and his office shall become vacant from the date of acceptance of his resignation by the Chairperson of the ICFRE Pension Fund Trust;
- (iii) If a member representative of ICFRE employees fails to attend two consecutive meetings of the ICFRE Pension Fund Trust without obtaining leave of absence, he shall cease to be a Trustee and a new Trustee shall be elected in his place as per laid down procedure.

5.5.2. The Chairperson and other members of Investment Committee except the co-opted member (s) shall be the members of the committee for such time as they continue to hold their respective offices unless replaced by the Trust.

5.6. Disqualification of Trustees/ Members of Investment Committee and their removal

5.6.1. A person shall be disqualified for being an ICFRE Pension Fund Trustee/ Member of Investment Committee.

- (i) If he/she is declared insolvent by a court of law; or
- (ii) If he/she has been convicted of criminal offense(s).

5.6.2. If any question arises whether any person is disqualified under clause 5.6.1. above, the matter shall be referred to the Chairperson of the Trust for decision, whose decision shall be final and binding.

5.6.3. The Trust may remove from office any Trustee, if in its opinion such Trustee has ceased to represent the interest of the Trust. Provided that no such Trustee shall be removed unless a reasonable opportunity is given in writing to him/ her and also to the body whom he/ she represents, of making representation against the proposed action.

5.7 Meetings/ Quoram

5.7.1. Ordinary, the meetings of the ICFRE Pension Fund Trust shall be held once in a financial year. The Chairperson on receipt of a requisition in writing from the CEO shall decide the date, time and venue of the meeting.

5.7.2. Every Trustee shall be informed not less than fifteen (15) days before the date of meeting, the date, time and venue of the meeting and supplied with a last of business to be conducted provided that when the Chairperson calls a meeting for consideration of any matter which in his opinion is urgent, any shorter notice considered by the Chairperson to be reasonable shall be deemed sufficient.

5.7.3. Chairperson and six of Trustees with mandatory presence of two Trustees from outside the ICFRE shall constitute the quorum of the meeting of the Trust. If there is no quorum at the expiration of fifteen minutes after the time fixed for the meeting shall be adjourned to another such time on the same day or such other date that the Chairperson may fix.

The Trustees other than the representatives of ICFRE employees can either be present in person in the meeting or through their representative(s). The nomination for a representative should be by a written authority of the Trustee for the particular meeting only and the representative shall either be of equal level or one rank below. The representative can cast the vote on behalf of the Trustees.

5.7.4. The meetings of Investment Committee shall be held once in every six months or earlier, if the situation so demands as decided by the Chairperson.

5.7.5. Every member of the Investment Committee shall be informed in writing about the date, time and venue of the meeting by the Member Secretary of the Committee well before a reasonable time, deemed sufficient by the Chairperson.

5.7.6. Mandatory presence of one of the Co-opted Investment Expert(s) and three other members including the Chairperson shall constitute the quorum for the meeting of the Investment Committee.

5.8. MINUTES OF THE MEETING

5.8.1. The minutes of all the Meeting of the Trust/ Investment Committee showing inter-alia names of Trustees/ Member present, with due approval from the Chairperson of the meeting, shall be circulated to all the Trustees/ Members. The Minutes of the meetings of the Trust/ Investment Committee shall thereafter be recorded in the minutes book which shall be open to inspection, during office hours, by any Trustee/ member free of cost.

5.8.2. The records of the minutes of each meeting shall be signed by the Chairperson and the same shall be ratified with such modification as may be considered necessary at the next meeting.

5.9. CONDUCT OF BUSINESS:-

5.9.1. A decision of the majority of the Trustees at the meeting shall be the decision of the Trust and shall be final and binding. Each Trustee or his authorized representative present in the meeting shall be entitled to one vote on any matter arising there, and in case of a tie, the Chairperson of the ICFRE Pension Fund Trust may exercise a second or a casting vote, so that the decision making process of the Trust is not hampered.

The Trustees shall be at liberty to pass a resolution by circulation provided that the text of such resolution is evidenced in writing and passed by majority of total number of Trustees.

- 5.9.2. All orders and the instruments shall be made and executed in the name of the ICFRE Pension Fund Trust and shall be authenticated by such person and in such manner as the Trust may specify.
- 5.9.3. The Trust shall have perpetual and common seal, which shall not be affixed to any instrument except with authority of a resolution of the Trust, and save as otherwise directed by the Trust or by the Chairperson. Any document which bears the seal of the Trust shall be signed on behalf of the Trust by the CEO or a Trustee authorized in this behalf by a resolution passed by the Trust.
- 5.9.4. All contracts and assurance of property shall be made and executed in the name of the ICFRE Pension Fund Trust and shall be executed on behalf of the Trust by the CEO or Authorized Officer.
- 5.9.5. A Trustee/ Member of the Investment Committee shall not use or deal with the Trust property for his own profit or for any purpose not connected with the Trust.
- 5.9.6. The Trustee of the ICFRE Pension Fund Trust/ Members of Investment Committee shall abide by the ICFRE Pension Fund Trust Bye-laws.

5.10. FUNCTION OF THE CHIEF EXECUTIVE OFFICER

The Director General, ICFRE shall be the Chief Executive Officer (CEO) of the ICFRE Pension Fund Trust and shall deal with all matters pertaining to the management and accounting of the Fund on behalf of the ICFRE Pension Fund Trust, except such matters as may be specifically reserved for disposal and decision by the Trust. The Director General, ICFRE being the Chief Executive of the ICFRE Pension Fund Trust shall also convene the meeting of ICFRE Pension Fund Trust.

5.11. DUTIES OF THE CONTROLLER OF ACCOUNTS, PENSION CELL, ICFRE

- 5.11.1. The Controller of Accounts, Pension Cell, ICFRE shall look after day to day routine work on behalf of the CEO in accordance with these Bye-laws, relevant rules and as per instructions/ guidelines issued by the CEO from time to time.
- 5.11.2. It shall be the duty of the Controller of Accounts, Pension Cell to-
 - (i) Convene the meetings of the ICFRE Pension Fund Investment Committee as per directions of the CEO;
 - (ii) Keep records of the meetings;
 - (iii) Get the proceedings of the meetings authenticated;
 - (iv) Obtain the signature of the Trustees/ Members present in the meeting of the Trust/ Investment Committee and;

- (v) Apprise the Trustees/ Members of the Investment Committee of the proceedings of the previous meeting.

5.11.3. The Controller of Accounts, Pension Cell also ensure –

- (i) The maintenance of accounts of the Fund properly;
- (ii) To carry out the decision of the Trust/ Investment Committee and;
- (iii) Perform such duties as may be assigned to him by the CEO from time to time.

5.11.4. The Controller of Accounts, Pension Cell, ICFRE shall be assisted with adequate staff, as decided by the Trust, for the management of the Fund.

5.12. REMUNERATION TO THE TRUSTEES/ INVESTMENT COMMITTEE MEMBERS

5.12.1. Trustees/ Members of Investment Committee except Co-opted members attending the Pension Fund Trust/ Investment Committee meetings shall be treated on duty shall be paid traveling/ daily allowance from their respective employers.

5.12.2. Co-opted members of the Trust/ Investment Committee shall be paid remuneration as decided by the Trust from time to time.

6. OPERATION OF BANK ACCOUNTS AND DISBURSEMENT OF PENSIONARY BENEFITS

6.1. Union Bank of India, FRI Branch is the authorized Bank to disburse monthly payments of the pension and other pensionary benefits out of the Fund on the basis of Pension Payment Order issued by the Controller of Accounts, Pension Cell, ICFRE.

6.2. The Bank shall also ensure that :-

- (i) Further monthly pension is disbursed is disbursed to each pensioner only after obtaining life certificate from them during the month of November each year;
- (ii) Monthly accounts of all disbursements are forwarded to the Controller of Accounts by 10th of subsequent month.

7. BALANCE SHEET AND AUDIT:-

7.1. The balance sheet of the fund shall be prepared by the Controller of Accounts, and shall be authenticated by the CEO by the 31st July of every year.

7.2. The Balance Sheet and the accounts shall be audited by 31st of August by the auditors appointed by the ICFRE on the recommendation of C&AG, as well as by the CAG during annual audit of the Council.

- 7.3. Audited Balance Sheet alongwith the compliance of the audit objections shall be placed in the following meeting of the ICFRE Pension Fund Trust.
- 7.4. The accounts of the Fund shall also be subject to audit by the Internal Audit Wing of ICFRE.

8. COST OF MANAGEMENT OF FUND:-

The expenses of management of the Fund arising under these Bye-laws or otherwise, and all expenses incurred by the Trust/ Investment Committee in the discharge of their duties shall be borne by the ICFRE out of its regular budget and in no case shall be charged on the Fund.

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION PENSIONERS HEALTH SCHEME – (ICFREPHS)

Indian Council of Forestry Research and Education Pensioners Health Scheme has been introduced on _____ day of _____ month in the year 2012 for extending the medical facilities to the retired employees of the Indian Council of Forestry Research and Education (ICFRE) Society and their dependent family members.

CHAPTER- I

ICFRE PENSIONERS HEALTH SCHEME

1. Short title, extent, Commencement, application

- (a) The scheme may be called the Indian Council of Forestry Research & Education Pensioners' Health Scheme. (ICFREPHS), 2012
- (b) The Scope and application of this Scheme shall extend to ICFRE Headquarters, all the Institutes and other units under ICFRE
- (c) The scheme applies to all retired employees/family pensioners (and their dependent family members) of ICFRE who opt for the Scheme. However, the Scheme shall not apply to employees who opted to remain with the Central Government and are covered by the Central Government Health Scheme (CGHS).

Definitions

2. (a)	“The Society” means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860
(b)	“The Council” means the Indian Council of Forestry Research and Education (ICFRE)
(c)	“Board of Governors” means the body constituted under Rule 17 of these Rules of Society.
(d)	“The President” means the President of the Indian Council of Forestry Research & Education Society.
(e)	“The Director General” means the person appointed by the President of the Society with the concurrence of the Govt. of India to be the Director General of ICFRE.
(f)	“Director” means Director of any of the Institutes under ICFRE
(g)	“The Constituent units of the Society” means the ICFRE Headquarters, its Institutes and any other units set up under the Society
(h)	“Institute” means any of the Institutes under ICFRE
(i)	“Year” means the financial year of the Govt. of India
(j)	“Authorized Medical Attendant (AMA)” means the Medical Officer authorized by the ICFRE as Medical Attendant for the area or AMA as defined under CS(MA) Rules, 1944 as amended from time to time.
(k)	“Pensioner” means the retired employee of ICFRE Society or the family pensioners getting pension/family pension from ICFRE Society.
(j)	“Patient” means beneficiary to whom this scheme applies and who has fallen

	ill.
(k)	Authorized Hospital” means a dispensary / hospital authorized by the Ministry of Health & Family Welfare and New Forest Hospital, Dehradun.
(l)	“Treatment” means the use of all medical and surgical facilities under the Scheme.
(m)	“Family” means as defined by the Ministry of Health & Family Welfare in their Health Scheme..

CHAPTER- II

PROVISIONS FOR ICFRE PENSIONERS' UNDER ICFRE PENSIONERS HEALTH SCHEME (ICFREPHS)

1. Persons Eligible under the scheme:

The ICFRE Health Scheme shall apply to all pensioners and family pensioners of ICFRE who opt for the ICFREPHS and their family members. However, the Scheme shall not apply to employees who opted to remain with the Central Government and are covered under Central Government Health Scheme (CGHS). The benefits of the Scheme will be as per entitlement. The Scheme will be operated by the ICFRE through its headquarters and various institutes under it.

2. Facilities under ICFRE Pensioners' Health Scheme:

The facilities available under scheme mainly include-

- a) Outdoor treatment through dispensaries/polyclinic/hospital, maternity Centre, etc.
- b) Supply of drugs/reimbursement of the cost of drugs.
- c) Lab. and X-Ray investigations.
- d) Domiciliary visits (provided the pensioner resides within 3 km of the New Forest Hospital)
- e) Specialist consultation in selected Centres and Polyclinics/Hospitals, etc.
- f) Hospital services at Government Hospitals and other recognized Hospital as provided in the Health Scheme of Ministry of Health and Family Welfare. It includes OPD, hospitalization, specialized investigations and treatment, etc.
- g) Specialized treatment in specialized hospital for diseases like Cancer, TB, Polio and Mental diseases.
- h) Super specialty treatment, e.g. kidney transplant and coronary artery by pass graft (CABG), etc.
- i) Facilities for dental treatment.
- j) The reimbursement will be as per actual or on the basis of applicable Central Government approved rates/package rates, whichever is less.

Facilities not covered under ICFREPHS:

- a) Treatment in hospitals not recognized by the Ministry of Health & Family Welfare.
- b) Private Nursing Home.
- c) Treatment outside India.
- d) Administration of routine injections at one's residence.
- e) Dressing of wound at one's residence.

- f) Supply of artificial appliances, e.g., dentures, spectacles, contact lens, etc.
- g) Orthodontic treatment and denture.
- h) Treatment for obesity due to ingenious factors.

3. ICFRE Pensioners' Health Scheme Contribution:

The Pensioners / Family Pensioner willing to avail Medical Facilities under ICFREPHS shall have to contribute the amount detailed below in accordance with the corresponding Grade Pay drawn at the time of retirement/death:-

Sl. No.	Grade Pay drawn at the time of retirement	Contribution rate per month
1.	Upto Rs.1650/- per month	Rs.50/- per month
2.	Rs.1800/-, 1900/-, 2000/-,2400/-, and Rs.2800/- per month	Rs.125/- per month
3.	Rs.4200/- per month	Rs.225/- per month
4.	Rs.4600/-, Rs.4800/- and Rs.6600/- per month	Rs.325/- per month
5.	Rs.7600/- and above per month	Rs.500/- per month

In case of death of the pensioner / family pensioner who has deposited lifelong contribution towards the scheme, the dependent family members of such pensioner / family pensioner will continue to get the benefits of the scheme.

Pensioners who are members of ICFREPHS and do not opt for OPD facilities are entitled to a fixed medical allowance of Rs.300/- p.m. which may be revised from time to time as per orders of the Ministry of Health & Family Welfare.

- 3.1. Contributions received from members of this scheme shall be credited to the relevant head of account of ICFRE and ICFRE shall finance the scheme.
- 3.2. The amount of contribution shall be payable by the pensioners from the date they opt for the scheme and shall be revised from time to time as per the applicable rates of contribution under Scheme approved by the Ministry of Health in its Medical Health Schemes.
- 3.3. The Pensioners / Family Pensioners may opt to pay one time ICFREPHS Contribution and the amount payable will be ten times the annual contribution payable at the time of retirement. The amount of one time contribution or contribution by exercising option to avail medical facilities under ICFREPHS shall be deposited in the **revenues** of ICFRE.
- 3.4. Family pensioners may contribute on the basis of last "grade pay" drawn by the deceased employee and avail the same medical facilities as admissible under this Scheme.
- 3.5. An identity card will be issued to all beneficiaries of ICFREPHS.
- 3.6. The functioning of the medical Scheme will be annually reviewed by the Board of Governors.
- 3.7. Condition of dependency shall be the same as provided in Section 2(m) of Chapter-I.

4. IDENTITY CARDS:

The pensioners availing ICFRE Pensioners Health scheme shall be issued Identity Cards by the ICFRE headquarter , on which a family photograph is affixed for easy identification of the beneficiaries i.e. their eligible family members.

The Card will have joint photograph of the pensioner and his/her dependent family members certified by him/her. The pensioners are required to apply in the prescribed forms to the Competent Authority, for issue of ICFREPHS Identity Cards, alongwith the following attested documents for scrutiny:

1. Copy of pension payment order,
2. Proof of residential address,
3. Proof of age of son/daughter whose names are to be added in ICFREPHS card as dependent children.
4. Group photo in triplicate whose names are to be enclosed in ICFREPHS card including dependent children
5. An undertaking regarding the dependency of the parents.
6. For loss of identity card, the beneficiary should lodge a complaint with the police and report the matter to the Director, Institute/Deputy Director General (Administration), ICFRE Hqrs., as the case may be. Duplicate Card will be issued on submission of Rs.100/- by way of a postal order/DD in favour of Drawing and Disbursing Officer, ICFRE.
7. In case of mutilation of Identity Card, the beneficiary should submit an application to the Director, Institute/Deputy Director General (Administration), ICFRE Hqrs., as the case may be, along with mutilated card. Duplicate card will be issued on submission of Rs.100/- by way of postal order/DD in favour of Drawing and Disbursing Officer, ICFRE.

5. TRAVELLING ALLOWANCE:

Pensioners permitted for treatment in another city, if such treatment is not available in the same city on the advice of the Government Specialists, shall be entitled for travelling allowance restricted to the distance up to the referral hospital available in the nearest city by the shortest route. In case of any deviation, prior permission of the Director of the Institute/DDG (Admin), ICFRE may be obtained.

Ambulance charges shall be reimbursed to the beneficiaries provided that:

- (i) The doctor treating the patient certifies in writing that conveyance of patient by any other mode would definitely endanger the patient's life or would grossly aggravate his/her condition, and
- (ii) The journey is undertaken within the same city.

6. MEDICAL ADVANCE:

Medical advance in respect of treatment for himself/herself and dependent members of his/her family will be paid as per the Government approved rates (area specific) direct to the hospital on receipt of a certificate/ estimate from the treating physician/Medical Superintendent of a Govt./recognized Hospital as follows :

- i. Rs. 10000/- or the amount recommended by the physician, whichever is less for indoor treatment in hospital and outpatient treatment for diseases like T.B., Cancer etc.
- ii. In case of major illness like By-pass Surgery, Kidney Transplant etc., the advance may be limited to 80% of the package deal wherever it exists or the amount demanded by the hospital concerned in other cases and the balance payable on final adjustment. The amount of package deal will be subject to the ceiling prescribed by Ministry of Health & Family Welfare in its health Scheme. The receipt of the advance payment made to the authorized hospital shall be submitted to the concerned institute/ICFRE within fifteen days.
- iii. The medical advance shall be sanctioned by the Director of the Institute/Deputy Director General (Admin) from where the concerned pensioner/ family pensioner has exercised the option.
- iv. The pensioner must submit the adjustment bill within one month from the date of discharge from the hospital, failing which the amount would be recovered from his pension/family pension, based on undertaking given by him/her, while seeking medical advance.
- v. The Director of each Institute/Deputy Director General (Administration), ICFRE will maintain proper records for the advance granted to the beneficiaries of ICFREPHS and its timely adjustment. It will be centrally monitored by Deputy Director General (Admin), ICFRE Hqrs. and a six monthly report will be placed before the Board of Governors of ICFRE.

CHAPTER-III

MEDICAL FACILITIES:

The ICFREPHS provides medical services at the level of Govt. hospital / dispensary, and authorized hospitals by Ministry of Health for its Medical Health Scheme. All pensioners of ICFRE covered under ICFREPHS and their dependent family members can avail the following facilities:-

The beneficiary shall be provided the reimbursement for the outpatient care, emergency services, necessary drugs, investigations, specialist consultation and treatment in super specialty hospitals as per provision where an ICFRE pensioner/ family pensioner and his / her dependent family member is entitled to receive medical attendance.

The amount paid by him/her on account of such medical attendance shall, on production of a bill and certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him/her by the ICFRE and its Institutes as per actual or applicable rates prescribed by the Ministry of Health in its Health Schemes, whichever is less.

The following benefits would be extended to the beneficiaries:

- a. Admission in the hospitals / dispensaries under authorized hospitals approved by Ministry of Health & Family Welfare in its Health Schemes, according to entitlement/ norms.
 - b. If the medical officer-in-charge/ AMA of the authorized hospital and dispensary feels that specialized treatment is required, he / she will refer the patient to the Recognized referral hospital providing such specialized treatment.
 - c. In case of emergency treatment, the pensioner and his/her dependent family members will be entitled to the same benefits as prescribed by the Ministry of Health & Family Welfare in its Health Schemes.
 - d. In case of super specialty treatment like coronary bypass surgery, angiography, angioplasty, cancer treatment etc., the benefits as prescribed by the Ministry of Health & Family Welfare in its Health Schemes shall be made applicable to the beneficiaries.
- 1.2. Benefits to the retired employees of ICFRE are prospective in nature and 'pensioner' who has opted for the Scheme shall only be entitled to avail the benefits after becoming a member of the ICFREPHS. Facility of the Scheme shall be made only in case the pensioner is a member of the Scheme. Pensioners who are members of ICFREPHS and do not opt for the OPD facilities are entitled to a fixed medical allowance of Rs.500/- p.m. which may be revised from time to time as per orders of the Ministry of Health & Family Welfare.

2. Mode of providing Medicines:-

- a. In case of chronic illness requiring prolonged treatment, medicines may be supplied/ purchased for one month at a time. However, in case of beneficiaries with chronic conditions requiring prolonged treatment, the same may be dispensed

upto three months also on the decision of the specialist of a Government approved hospital.

- b. For the beneficiaries residing in Dehradun, the OPD facility shall be available at New Forest Hospital, Dehra Dun.
- c. The Competent Authority who is sanctioning payment for the supply/ purchase of medicines shall satisfy himself about the genuineness of the claim and may seek empty wrappers from the concerned patient.

2.1 OPD Treatment:

Specialist / Super Specialist treatment in Recognized super specialty hospitals shall be available on the advice of the CMO/ MO in charge of authorized hospital for a period not exceeding three months in each instances and reimbursement shall be as per provision prescribed by the Ministry of Health & Family Welfare in its Health Schemes. Therefore, the expenditure on treatment exceeding the limit prescribed by the Ministry of Health & Family Welfare has to be borne by the beneficiary from his/her own resources.

2.2. Indoor Treatment:

Indoor treatment as per entitlement shall be available in Authorized hospital during non-emergent conditions on the advice of the concerned AMA. Follow up treatment subsequent to any specialized procedure or for illness shall ordinarily be valid for the period prescribed by the Ministry of Health & Family Welfare in its Health Schemes.

2.3. Treatment in emergent conditions:

- a. In emergent conditions beneficiary can go to any of the nearest Hospital without being formally referred by AMA /authorized hospital.
- b. Treatment in private hospitals not authorized under the scheme in medically emergent conditions will also be admissible when treatment is necessitated in such Hospitals being situated nearest to the place of illness/trauma and when no other recognized facility is available nearby or due to circumstances beyond the control of the beneficiary.
- c. Ambulance charges shall be reimbursed to the beneficiaries provided that:
 - (i) the doctor treating the patient certifies in writing that conveyance of patient by any other mode would definitely endanger the patient's life or would grossly aggravate his/her condition, and
- d. Follow-up treatment subsequent to any emergent treatment/procedure or for the illness shall be in authorized hospital.
- d. The reimbursement of the medical claim covered under clause (b) above shall be made within the ceiling of rates prescribed by the Ministry of Health & Family Welfare in its Health Schemes.

CHAPTER-IV

1. SETTLEMENT OF MEDICAL CLAIMS:-

1.1 The medical settlement/reimbursement claim under the Scheme to the beneficiaries will be made as per the option exercised by the beneficiary through the concerned ICFRE Institute/ Centre (from where ICFREPHS card holder has retired).

2 Application for settlement of medical claims

The beneficiary should make an application to the concerned authority for claiming reimbursement of medical expenditure and settlement of any advance. The claim should be filed within 3 months of discharge from the hospital. The application should be made along with the following documents:-

- i. Checklist, Form as per Annexure-I
- ii. All original bills
- iii. Photocopy of identity card.
- iv. Discharge summary of the hospital
- v. A detailed list of all medicines, laboratory tests, investigations, number of doctors visits etc. with dates.
- vi. Self-explanatory letter from the beneficiary, explaining the emergency circumstances, if applicable
- vii. Photocopies of claim papers and an affidavit on stamp paper, in case original papers have been lost.
- viii. Affidavit on stamp paper by claimant, no objection from any other legal heirs on stamp papers and copy of death certificate, in case of death of the card holder.
- ix. Original prescription slip and diagnostic report

Authorities concerned may verify and check the claims based on original prescription slip and the diagnostic report. In case of any doubt, verification can be done from the hospital concerned.

1.3 Power to settle the medical claim

- i. The Director of the Institute/Deputy Director General (Administration), ICFRE will have the power to settle the medical claim upto Rs.50,000/- at a time and for bills exceeding Rs.50,000/- and upto Rs.2 lakh, the Director General and beyond Rs.2 lakh, BOG of the ICFRE will have the power to settle the medical claim in respect of the beneficiaries. This ceiling will not be applicable in case of package rates for cancer, by-pass surgery, kidney transplant etc. which will be settled as per the ceiling of the rates prescribed by the Ministry of Health & Family Welfare in its health scheme.

- 1.4 The Doctor of the Institute/Deputy Director General (Administration), ICFRE will keep a proper record of the medical claims, advances and their settlement. The details of medical advances and their settlement should be immediately forwarded by the Director of the Institute to the Deputy Director General (Administration), ICFRE for centralized monitoring.
- 1.5 A centralized monitoring of the sanction/adjustment of the advance in respect of each advance granted to the beneficiaries and their adjustment will be carried out by the Deputy Director General (Administration), who in turn shall lay all sanctions to beneficiaries before Board of Governors.

CHAPTER –V

RESTRICTION AND CONCESSION:

- 1.1. The jurisdiction regarding all Court cases in respect of ICFREPHS and its beneficiaries shall be at Dehradun
- 1.2. The power to relax or extend medical treatment facilities to ICFRE pensioners, if any, not covered under the provisions adopted by the ICFRE shall be vested with the Board of Governors of ICFRE with the approval of the Ministry of Environment, Forests and Climate Change, New Delhi
- 1.3. In case of any doubt, verification can be done from the hospital concerned.
- 1.4. The benefits of the Scheme are prospective in nature, i.e., only after becoming a member of the Scheme by the beneficiaries.

GUIDELINES FOR ESTABLISHMENT, SELECTION AND OPERATIONALIZATION OF CHAIRS OF EXCELLENCE IN INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION, DEHRADUN

Abbreviations:

ADG (Education)	-	Assistant Director General (Education)
DDG (Education)	-	Deputy Director General (Education)
DDG (Research)	-	Deputy Director General (Research)
DG, ICFRE	-	Director General, Indian Council of Forestry Research and Education
Director, FRI	-	Director, Forest Research Institute
FGRMN	-	Forest Genetic Resource Management Network
FRIDU	-	Forest Research Institute Deemed University
FRI	-	Forest Research Institute
ICFRE	-	Indian Council of Forestry Research and Education
IFGTB	-	Institute of Forest Genetics and Tree Breeding
Ph.D.	-	Doctor of Philosophy

1. Introduction

Indian Council of Forestry Research and Education (ICFRE), an apex body in the national forestry research system, has been undertaking the holistic development of forestry research through need based planning, promoting, conducting and coordinating research, education and extension covering all aspects of forestry in synchrony with its vision “to generate, preserve, disseminate and advance knowledge, technologies and solutions for addressing the issues related to forests and promote the linkages arising out of interactions between people, forests and environment on a sustained basis through research, education and extension. The Council deals with the solution based forestry research in tune with the emerging issues in the sector, including global concerns such as climate change, conservation of biological diversity, combating desertification and sustainable management and development of resources.

The ICFRE has its presence throughout the country with its eight research institutes and four research centres located in different bio-geographical regions of the country to cater to the forestry research needs of the nation.

Forest Research Institute, Dehradun, a premier institute in forestry and environment in the country for more than a century was conferred the status of a Deemed to be University in December 1991. It aims at generating and disseminating knowledge in forestry sector to the young students through Doctoral, Post Graduate and Diploma courses in forestry and allied sciences.

In its quest for excellence, ICFRE has been taking several initiatives in frontier areas of Forestry Research and Education. In consonance with these initiatives, with a view to attract eminent personalities and researchers to facilitate qualitative enhancement in research and education, it has been decided to award Chairs of Excellence (CoE) in ICFRE, the apex Research and Development organization. To begin with, following four Chairs of Excellence are to be established:-

- (i) Forest and Climate Change
- (ii) Forest Biometrics and Productivity Management
- (iii) Biodiversity and Ecology, and
- (iv) Forest Genetics Resource Management Network (FGRMN)

The three Chairs of Excellence on Forest & Climate Change, Forest Biometrics and Productivity Management and Biodiversity and Ecology are to be established at FRI, Deemed University, Dehradun and aim in the bringing eminence in forestry research, and facilitate development of academic pool in the long run. The programme is intended to enhance research, education and training capacity of scientists, forestry personnel and students by bringing them in contact with national/ international subject specific experts.

The fourth Chair of Excellence in Forest Genetics Resource Management Network (FGRMN) is to be established at the Institute of Forest Genetics and Tree Breeding, Coimbatore which aims at attracting eminent personalities and outstanding researchers for coordinating, integrating and formulating integrated Forest Genetics Resource conservation and management strategies of the country. This will facilitate effective linkages with other national and international organizations to provide much needed impetus of forest tree genetics resource

information and research network in the country. The Chair will also facilitate education in this field and assist in enhancement of local academic pool in the long run.

2. DETAILS OF CHAIRS OF EXCELLENCE

2.1 Forest and Climate Change:

The unique ability of forests to simultaneously reduce greenhouse gas (CHG) emissions, capture and store carbon, and reduce the vulnerability of people and other ecosystem to climate change make them significant in changing climate regime. However forests are increasingly becoming vulnerable to markedly changing climate regime as their resilient and adaptive capacity is exceeded. There is an urgent need to understand and assess the vulnerabilities of forests and their adaptation to changing climate in the local context of economic, social, political, and environmental circumstances in order to ensure and maintain the long-term mitigation potential of forests.

The Chair shall develop synergies between ICFRE and other national and international institute of repute working in the field of climate change and forestry by facilitating, strengthening and developing research networks and collaboration; formulation of research projects and concepts; assisting in the identification of funding resources in the form of scholarships, research funds, exchange visits; capacity building of various stakeholders; exploring employment opportunities; and, dissemination of information in the related field.

2.2 Forest Biometrics and Productivity Management

Champion and Seth Forest Type classification has under gone changes over time due to ecological succession, biotic interference etc. and if we are to know out present forest wealth, its quality and its future, we need to fill up the gaps. The institution of the Chairs on forest biometrics and productivity management shall go a long way to achieve the above objectives as well as lay foundation for future.

The brief objectives of Chair shall be knowing the latest area under the different Forest Types, working out the productive capacity of forests in term of growth, biomass, round timber and carbon sequestration, preparation of yield and volume tables for important timber and non timber species, determination of site quality indices of different sites in the country, working out the total growing stock of various species in the country, and also working out the increments put up by various species in different agro-climatic zones.

Chairs being qualified experts, shall also conduct lectures, workshops and seminars in their field of study, guide advance research in their fields, provide pro bono community services, including consulting functions (such as advising government, non-profit organizations and others), teach campus based or online courses with the help of instructional technology, and train graduate/ post graduate students/ research scholars.

2.3 Biodiversity and Ecology

India has been recognized as one of the world's top 12 mega biodiversity nations. In flora the country can boast of 45,000 species and accounts for 15 percent of the known world plants. The loss of biological diversity is a global crisis. There is hardly any region on the earth that is not facing ecological catastrophes. It is reported that the current rate of biodiversity loss is the fastest ever. To conserve the rich biodiversity of our diverse ecosystems that are threatened

by different anthropogenic stresses, our research endeavors need to be focused towards ecosystem restoration.

There is need to increase resilience of ecosystem, understand the factors limiting succession at each point of its progress and understand the dynamics of native plants and study the factors allowing them to be resistant to most pests and diseases. The visiting Chair “Biodiversity and Ecology” is a step in the direction of stabilizing the ecosystems and the ecosystem services.

2.4 Forest Genetics Resource Management Network (FGRMN)

To attract eminent personalities and outstanding researchers for coordinating integrating and formulating Forest Genetics Resource (FGR) conservation and management strategies of the country “Professor of Eminence Chair” shall be established. The Chair on FGRMN will help coordinate integrated Forest Genetics Resource conservation and management to provide the needed impetus to forest tree genetics resources information and research network in the country. The Chair will also facilitate education in the field of management and conservation of Forest Genetics Resource as well as assisting in enhancement of local academic pool in the long run.

The ICFRE has identified fields and objectives that will provide opportunities for enhancement of research, education and training capacity in key areas of institutional priorities, which will contribute substantively in achievement of institutional goals. The Chairs will be utilized for meeting the challenges of new emerging research and academic issues.

3. The four Chairs of Academic excellence are proposed to be established out of the corpus fund of Rs.8.00 crores @ Rs.2.00 crores per Chair and the interest generated from the corpus fund shall be used for operationlization of the Chairs.

4. Objectives of Establishment of Chairs

4.1 FRIDU Chairs at Dehradun

- To bring in high quality academicians and professionals in the field of forestry.
- To create regional, national and international impact in the concerned areas of research and education.
- To enhance the employability of forestry students and promote avenues for young researchers in frontier areas.
- To develop the ability of scientists to attract resources.
- To strengthen collaborative research activities.

4.2 IFGTB Chair at Coimbatore

- The Chair shall endeavor to establish a world class centre in FGRMN leading to the formation of National Bureau for Forest Tree Genetics Resources.

- The Chair will provide needed technical support to improve the quality of research in Forest Genetics Resource Management

5. Scope of work

5.1 FRIDU, Dehradun

- Help develop FRIDU as a center of excellence in forestry education and research
- Contribute to the development of academic pool
- Bring national and international perspective in theme areas
- Assist networking with the institutions, organizations and individual resources in the theme areas
- Develop capacity building modules
- Help in career advancement of students and enhance the employment avenues for forestry professional and young researchers
- Develop teaching aids and materials
- Deliver lectures and participate in different academic programmes of the University
- Contribute to meet the challenges of new emerging research and academic issues
- Help improving research writing and publications

5.2 IFGTB, Coimbatore

- Facilitate formulation and coordination of integrated Forest Genetics Resource conservation and management strategies of the country.
- Help develop effective linkage with other national and international organizations to give impetus to forest tree genetics resource information and research network in the country.
- Contribute to education in the field of management and conservation of Forest Genetic Resource as well as assisting in enhancement of local academic pool in the long run.
- Bring about qualitative changes in research programmes.
- Networking with the institutions, organizations and individual resources in the specific areas.
- Develop capacity building of scientists, Research fellows and Forest Officials on Forest Genetic Resource Management.

6. Eligibility Criteria

The nominee should be scholar of nationally and internationally recognized eminence and his/her contribution should have made a difference to the discipline. The difference to discipline could be judged in terms of formulating new paradigm, hypothesis, concept etc., which has been recognized by peer group academics through publications and other forms of research output. He/She must have

- Master degree in the relevant subject
- 20 years of Forestry Research/Academic experience, having guided at least five scholars for Ph.D. in the relevant field OR a person having experience of 10 years in Forestry Research/ Academics in the relevant field and 10 years field forestry.

- Evidence of active involvement in research or number/fellow of various national and international academic Councils.
- Research and education orientation of National/International level.
- Publication in National and International journals.

7. Nationality

The person appointed to the Chair may be Indian or foreign national.
(Foreign National is subject to clearance by the Ministry of External Affairs)

8. Age

The person holding the position of Chair shall not be more than 70 years.

9. Accounting procedure

The accounting procedure shall be as per Rules for “ICFRE Corpus Fund for establishment of Chairs of Excellence”

10. Selection Criteria

10.1 The selection to the Chairs shall be made through open advertisement giving wide publicity through website and other means.

10.2 The selection shall be made through six members selection committee to be constituted by the Chancellor of the FRI Deemed University/DG, ICFRE

10.3 The composition of the Committee for the Chairs at FRIDU, Dehradun shall be as below:-

DG, ICFRE or a person authorized by him	-	
Chairman		
Three outside experts on the subject	-	3
Members		
DDG (Education), ICFRE/DDG (Research), ICFRE	-	
Member		
Director, FRI, Dehradun	-	Member
Secretary		

10.3.1 The composition of the Committee for the Chairs at IFGTB, Coimbatore shall be as below:-

DG, ICFRE or a person authorized by him	-	Chairman
Three outside experts on the subject	-	3 Members
DDG (Research), ICFRE	-	Member
Director, IFGTB, Coimbatore	-	Member Secretary

- 10.4 The Committee may, if necessary, call upon the person/persons shortlisted for making a presentation and interaction with the selection committee.
- 10.5 The Selection Committee shall recommend a panel of names in order of merit for the Chairs of Excellence.
- 10.6 Chancellor of the FRI Deemed University/Director General ICFRE shall be the final appointing authority.

11. Honorarium and Facilities

- The remuneration to be paid to the Chair shall be in the form of FRIDU/IFGTB Chair Fellowship
- The amount of the fellowship shall be a consolidated amount to the maximum of Rs.80,000/- per month. Taxes etc. shall be deducted as per prevalent rules of the Government of India.
- The fellowship shall be paid by the FRIDU, Dehradun/IFGTB, Coimbatore as the case may be.
- Subject to availability, accommodation may be provided to the Chair in the Scientists hostel FRI Dehradun/ Campus of IFGTB, Coimbatore on usual payment of fees.
- The Chair shall be allowed travelling expenses as per ICFRE Rules.
- The Chair shall be provided a office space and secretarial assistance by the FRIDU, Dehradun/IFGTB, Coimbatore as the case may be.

12. Review

- 12.1 The progress/performance of the work assigned to the Chairs in the FRIDU, Dehradun shall be reviewed by a Committee to be constituted by the Chancellor, FRIDU, Dehradun. The constitution of the Committee shall be as below:-

Vice Chancellor of the University	-	Chairman
One Outside subject expert	-	Member
Assistant Director General (Education)	-	Member
Dean, FRI Deemed University	-	Member Secretary

The review Committee shall assess the performance of the Chair twice a year. The report of the performance should also be submitted to the Chancellor of the FRI University for his information.

- 12.2 The progress/ performance of the work assigned to a Chair at IFGTB, Coimbatore shall be reviewed by a Committee to be constituted by the DG, ICFRE. The constitution of the Committee shall be as below:-

Director, IFGTB, Coimbatore	-	Chairman
One outside subject expert	-	Member
Director (International Cooperation)	-	Member
Head, FGRMN, IFGTB	-	Member Secretary

The Review Committee shall assess the performance of the Chair twice a year. The report of the performance should also be submitted to the Director General, ICFRE for his information.

13. General Conditions:

- A memorandum of agreement shall be signed for each Chair separately between the FRI Deemed University/IFGTB, Coimbatore as the case may be and the person appointed to the Chair.
- The duration of the Chair shall be up to the period of 12 months extendable by a maximum period of up to 12 months.
- The Chair may leave the position giving one month advance notice or organization may decide to discontinue the services of the Chair giving one month advance notice.
- The duration of the Chair may be curtailed by the Director General, ICFRE on the recommendation of the Vice Chancellor of the FRI Deemed University/ Director, IFGTB, Coimbatore
- Head quarter of the Chair shall be at FRI deemed University Dehradun/ IFGTB Coimbatore as the case may be. However, the Chair shall be liable to serve at any institute/ centre of ICFRE.
- Administrative authority shall be the Vice Chancellor, FRI Deemed University, Dehradun/ Director, IFGTB, Coimbatore as the case may with reference to all administrative matters including leave and institutional medical facilities.
- All the materials, modules, course curricula etc. developed by the Chair shall be the property of the ICFRE.

14. Relaxation

Powers to amend/repeal any of the clauses of these guidelines shall vest with the Director General, ICFRE.

15. Arbitration

- 15.1 In case of any dispute, the Chancellor FRI Deemed University/ DG, ICFRE shall be the sole arbitrator.
- 15.2 All the disputes arising out of the provisions of these guidelines or otherwise shall be subject to jurisdiction of the Council for Chairs at Dehradun and at Coimbatore for Chair at Coimbatore.