



सत्यमेव जयते



CITIZEN'S CHARTER



INSTITUTE OF FOREST PRODUCTIVITY
(Indian Council of Forestry Research & Organisation)
Ranchi-Gumla N.H-23, Lalgutwa
Ranchi – 835303
Jharkhand

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INTRODUCTION

Institute of Forest Productivity (IFP), Ranchi is a research institute functioning under the aegis of the Indian Council of Forestry Research and Education (ICFRE), Dehradun, an apex body in the national forestry research system. The institute caters to the forestry research needs of the eastern region of the country under its jurisdiction for the states of Jharkhand, West Bengal and Bihar, encompassing more than 42000 Km² of forest area falling under six agro-ecological zones and having six main forest types. Since coming into existence as a full fledged research institute in 1993, the institute has initiated steady steps to address a wide range of problems borne and accentuated by vast stretches of degraded forests, dwindling species richness especially those of medicinal plants, bamboos and canes; heavy pressure of mining and numeral industrial development processes.

The main predecessor of the Institute of Forest Productivity was Directorate of Lac Development (under the Forest Research Institute, Dehradun from 1987 to 1993) and has a legendary past in, that it is the successor of Indian Lac Cess Committee that was formed in pre independence days in 1935 when the commercial significance of lac was well recognized. With re-organization of forestry research and education in India and formation of the Indian Council of Forestry Research and Education (ICFRE), the Institute of Forest Productivity was allocated responsibilities to undertake forestry research in the states of Jharkhand, Bihar and West Bengal.

The Institute also functions as one of the Study Centre of the FRI Deemed University, Dehradun for M.Sc students and Ph.D research scholars. To facilitate the R&D works the institute is equipped with a library, video conferencing facility, soil laboratory, molecular biology laboratory, medicinal garden and bamboosetum.

VISION

“Increasing forest cover and enhancing forest productivity.”

MISSION

As an institution under the aegis of Indian Council of Forestry Research and Education (ICFRE), Dehradun, the institute endeavors to fulfill and achieve the mission of its Council, as follows:

1. Updating, developing and providing knowledge, skill, technology and experiences to support development in forestry sector in accordance with priorities of National Forestry Research Plan (NFRP) and National Forest Policy for sustainable forest development.
2. To undertake, coordinate, promote and aid forestry research, extension and education.
3. Developing packages of technology and practices according to the needs of different stakeholders so as to contribute towards sustainability and promote these technologies through aggressive marketing.
4. Focusing research efforts on priorities as identified in NFRP (National Forestry Research Plan).
5. Optimizing the use of research resources e.g. financial, human and infrastructure through establishing and nurturing symbiotic networking with other institutions of ICFRE providing a core of such network at national and regional level.

MANDATE

1. To undertake and promote forestry research, education and extension, leading to scientific and sustainable management of forest resources.
2. To provide scientific advice to the central and state governments aiding informed decision making in matters of national and regional importance and international commitments and to address forestry research needs.
3. To provide technical assistance and material support to states, forest dependent communities, forest based industries, tree & NTFP growers and other stakeholders in their forestry based programmes for conservation and sustainable use of forest resources.
4. To undertake research in silviculture and forest management for development of natural and artificial regeneration practices, including nursery & plantation techniques.
5. To develop appropriate cultivation, harvest and postharvest techniques for important NTFP and lesser known tree species.
6. To undertake research on forest productivity, eco-restoration and rehabilitation of mined out areas & other stressed/degraded/difficult sites.
7. To undertake research on genetic improvement for productivity enhancement of economically important species.
8. To undertake research and knowledge management on various aspects of forests, viz., forest soils, invasive species, forest fires, insect pests and diseases.
9. To develop, upscale, disseminate and share of appropriate technologies to end-users through innovative extension strategies and capacity building programmes.
10. To undertake all such activities as necessary, incidental and conducive to attainment of the objectives of the Council.

CORE RESEARCH AREAS

1. Ecological reclamation of mined overburdens and stressed sites.
2. NTFPs and cash crops of forest origin including Lac and Tasar.
3. Development of agro-forestry models suitable for different agro-climatic zones and cropping patterns in eastern India.
4. Community based natural resources management and documentation of indigenous traditional knowledge.
5. Tree improvement programme employing molecular and biotechnological tools and vegetative propagation approaches.

RESEARCH DIVISIONS OF THE INSTITUTE

1. SILVICULTURE AND FOREST MANAGEMENT DIVISION

The division conducts research on the dynamics of tree growth for enhanced productivity in important forestry species of the region, development of modern nursery practices and macropropagation protocols for a number of forestry and medicinal plant species. The division regularly imparts training and education in various aspects of plant molecular biology, tree physiology and biochemistry, modern nursery techniques, medicinal plant cultivation and clonal propagation to various stakeholders.

Mandate of Silviculture and Forest Management Division

- Resource assessment and sustainable management of important forest species.
- Development of nursery and plantation techniques of important forest tree species.
- Research on seed collection, processing and storage of important forestry species.
- Phyto-chemical evaluation of NTFPs including medicinal plants for their sustainable utilization and income generation.
- Development of appropriate cultivation and harvesting practices of important NTFPs for livelihood generation.
- Development of post harvest and value addition techniques of NTFPs.
- To conduct research, extension and education activities for enhancement of productivity of NWFP species and cash crops of forest origin.

The Division Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Dr. Yogeshwar Mishra	Scientist-G & Head	mishray@icfre.org	9425410796
2.	Sh. Pramod Chand Lakra	Deputy Conservator of Forests & OIC, ERS, Sukna (West Bengal)	lakrapc@icfre.org pramodchandlakra@gmail.com	7350293334
3.	Sh. Ravi Shankar Prasad	Chief Technical Officer	prasads@icfre.org	9934140917
4.	Smt. Sumita Sircar	Senior Technical Officer	sirkars@icfre.org	9835125583
5.	Sh. Anirban Roy	Technical Officer	roya@icfre.org	9835143699
6.	Sh. Kanai Lal De	Technical Officer	dekl@icfre.org	9835916896
7.	Sh. Amit Kumar Saha	Senior Technical Assistant	sahaak@icfre.org	9431583674
8.	Sh. Mahesh Kumar	Senior Technician	maheshk@icfre.org	9431352904
9.	Sh. J. N. Mahata	Nursery Attendant (MTS)		9835710550
10.	Sh. Pawan Kumar Sinha	Technical Assistant, FRC, Mandar, Ranchi	sinhapk@icfre.org	7991158270
11.	Sh. Prashant Kumar	Technical Assistant, FRC, Mandar, Ranchi	prashant@icfre.org	7631091184
12.	Sh. Dawa Sherpa	UDC, ERS, Sukna (West Bengal)	serpad@icfre.org buddhasherpa@gmail.com	7318826738
13.	Sh. Dewas Lama	UDC, ERS, Sukna (West Bengal)	lamad@icfre.org lamadewas61@gmail.com	9002460024
14.	Sh. B. K. Lamgade	Nursery Attendant (MTS), ERS, Sukna (West Bengal)		9641210401
15.	Smt. Kalpana Sundas	Laboratory Attendant (MTS), ERS, Sukna (West Bengal)		8116170880
16.	Sh. Raju Sharma	Senior Technician, ERS, Sukna (West Bengal)		8436501246

2. GENETICS AND TREE IMPROVEMENT DIVISION

The division is engaged in the development of micro and macro propagation protocols of important tree species, bamboos and medicinal plants. Tree improvement research work on oil-yielding trees such as *Derris indica*, *Madhuca latifolia* and *Jatropha curcas* are also being carried out. Variability/ productivity and growth dynamics studies in relation to soil properties in bamboo species of Bihar, Jharkhand and West Bengal are underway. Assessment of Genotype X Environment Interactions in *Eucalyptus tereticornis*, *Eucalyptus camaldulensis*, *Melia dubia*, *Dalbergia latifolia* and *Populus deltoids* is also being done.

Mandate of Genetics and Tree Improvement Division

- Exploration and ex-situ conservation of forest genetic resources.
- Recovery of endangered species through biotechnological interventions.
- Investigation on genetic variability of traits of economic importance of forest species.
- Genetic improvement for enhancement of productivity and quality of forest species.
- Development of mass propagation techniques for superior/ elite materials and their clonal evaluation.

The Division Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Dr. Animesh Sinha	Scientist-F & Head	sinhaa@icfre.org	9431564462
2.	Dr. Aditya Kumar	Scientist-D & OIC, FREC, Hajipur (Bihar)	aditya@icfre.org	9431821677
3.	Sh. D. N. Pandey	Senior Technical Officer, FREC, Jadua (Bihar)	pandeydn@icfre.org	7277890926
4.	Sh. Sushit Banerjee	Technical Officer	sushitb@icfre.org	9431186702
5.	Sh. Sanjeev Kumar	Technical Officer, FREC, Jadua (Bihar)	ksanjiv@icfre.org	9905397813
6.	Sh. Subhash Prasad	Senior Technical Assistant	subhashp@icfre.org	9931191357
7.	Sh. Atanu Sarkar	Technical Assistant	sarkara@icfre.org	9470511269
8.	Sh. K. S. Munda	Technical Assistant	mundaks@icfre.org	9430355774
9.	Sh. Ramesh Oraon	Nursery Attendant (MTS)	oraonr@icfre.org	-
10.	Sh. H. S. Vidyarthi	Senior Technician, FREC, Jadua (Bihar)	vidyarthih@icfre.org	9431661159

3. FOREST ECOLOGY AND CLIMATE CHANGE DIVISION

The Forest Ecology and Climate Change division of the institute is a sister concern of Forest Research Institute, Dehradun where the study of forest ecology started since 1906 in India. The FECC division of the institute is a pioneer in the field of ecological studies in Eastern and Central India. Study of climate change, change in biodiversity, threat of invasive species, shift of species, development of ecological models for eco-restoration of mined out areas, especially iron ore and coal mines are some of the works carried out by the division. In recent years, the division has carried out Environmental Impact Assessment for different Stakeholders of the country. The study of above ground and below ground biodiversity, soil vegetation interrelationships, along with documentation of traditional indigenous knowledge for natural resource management using latest available technologies of remote sensing, geo-informatics, long-term earth observation data and spatial database management are regular activities of the division. The division has a full flagged ISO certified soil laboratory for testing on basic parameters, major nutrients, micro nutrients and heavy metals present in soil.

Mandate of Forest Ecology and Climate Change Division

- Assessment and conservation of biodiversity
- Environmental impact assessment
- Eco-restoration and rehabilitation of mined out areas and other stress sites
- Soil-vegetation interrelationship for health improvement stability and productivity of ecosystem

- Recycling of wastes for soil health improvement
- Optimization of nutrient use in forestry
- Documentation of traditional knowledge for natural resource management

The Division Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Sh. Sanjeev Kumar	Scientist-E & Head	bhatiask@icfre.org	9798967363
2.	Sh. Anshuman Das	Scientist-B	das_a@icfre.org	8250856331
3.	Dr. Blessing Roy Suchiang	Scientist-B	royb@icfre.org	9862148172
4.	Dr. Shambhu Nath Mishra	Chief Technical Officer	mishrasn@icfre.org	7717727714
5.	Sh. Rajeev Ranjan	Technical Officer	ranjanr@icfre.org	9470524550
6.	Sh. Satish Kumar	Technical Officer	satishkumar@icfre.org	8051072395
7.	Sh. Rakesh Kumar Sinha	Technical Officer	sinhark@icfre.org	9835704537
8.	Sh. Arvind Kumar	Technical Officer	arvind@icfre.org	9430302880
9.	Sh. Umesh Kumar Yadav	Senior Technician	yadavuk@icfre.org	9430789357

4. EXTENSION DIVISION

Extension is an integral and extremely important part of any development activity and success of any project or technology developed solely depends upon how effectively it has been made available to the target users. Unless the technology or product developed is reached among end users, it is of no use. Since its inception the extension division has actively involved in dissemination of knowledge and developed technology among farmers, SFDs, forest based industries of the region by means of publication, interaction and training.

Mandate of Extension Division

- Promotion of improved forestry practices in eastern India by introducing promising models and technical support.
- Development of effective and innovative/extension methodology for dissemination of research findings and technological packages of the institute to stakeholders.
- Promotion and facilitation of partnerships, networking, and collaborations with other institutions, industries, and organizations.

The Division Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Dr. Nitin Kulkarni	Director & Head	dir_ifp@icfre.org	0651- 2526140
2.	Sh. S. N. Vaidya	Chief Technical Officer	vaidyasn@icfre.org	8986723504
3.	Sh. B. D. Pandit	Technical Officer	panditbd@icfre.org	9431338396
4.	Sh. Suraj Kumar	Senior Technical Assistant	suraj@icfre.org	9334904219
5.	Sh. Binod Ram	Senior Technician	bram@icfre.org	9430701198

5. FACILITIES AND SERVICES DIVISION

Head of Division: Dr. Sharad Tiwari, Scientist-F

i. Information Technology (IT) and Geographic Information System (GIS) Division

The IT & GIS Division works with the following objectives:

- To plan and develop IT oriented research projects in the field of forestry and allied sciences.
- In order to keep pace with the changing trends of information technology, time to time assessment of the existing IT infrastructure and plan for regular updation.
- To develop and maintain an integrated portal of the institute.
- To conduct computer awareness training courses at institute level.
- To monitor the implementation of e-governance project.
- To ensure smooth functioning of local area network (LAN) and provide online facilities to the users.
- To manage video conferencing sessions.

The institute has taken lead in the implementation of e-Governance program envisaged by ICFRE. At present we are having 61 numbers of computers. Each and every official of the institute is having computer facility at their desk and all these computers are connected through 100 MBPS LAN. The institute's network is connected to headquarter ICFRE and other institutes of ICFRE, through Layer-3 Multi Protocol Label Switching (MPLS) VPN. MPLS-VPN is being used to access Indian Forestry Research & Information System (IFRIS) applications, videoconferencing, FTP and other Intranet applications.

Mandate of IT and GIS Division

- Development of information management system for data archival retrieval, analysis and dissemination.
- Forest conservation and monitoring studies employing GIS and remote sensing.
- Development of spatial decision support systems for interpretation and evaluation of vegetation and land use.
- Coordination and implementation of various IT related policy issues.
- Conduct IT awareness programs for the end users.

The Division Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Dr. Sharad Tiwari	Scientist-F & Head	tiwaris@icfre.org	9431766404
2.	Smt. Ruby S. Kujur	Scientist-C	kujurrs@icfre.org	8651739376
3.	Dr. Shambhu Nath Mishra	Chief Technical Officer	mishrasn@icfre.org	7717727714
4.	Sh. Nishar Alam	Chief Technical Officer	nishara@icfre.org	8011112109
5.	Sh. Basant Kumar	Technical Assistant	kbasant@icfre.org	9431366149
6.	Sh. Bijoy Krishna Das	MTS	--	9932524139

ii. Store and Purchase Section

Functions of Store and Purchase Section

- Procurement of scientific equipment, office equipment, chemicals, glassware and other consumables.
- Receipt, storage and safe custody of equipments/materials.
- Issue and disposal of the equipments/materials as per rules and regulations laid down by the institute and in consonance with GFR 2017 provisions so as to support the R&D activities of the Institute.
- Processing of indents for procurement of equipments/materials and placement of purchase orders.
- Procurement of indented items through Government e-Market Place (GeM) of Govt. of India.
- Receipt of materials, PSR entries, opening of the consignments, stock entry and issue of materials.
- Auction of condemned materials/items of store.
- Reconciliation of Asset Register/PSR with Accounts.

The Section Team

S. No.	Name of Officer	Designation	e-mail ID	Contact No.
1.	Sh. Ravinder Raj Lall	Chief Technical Officer	lalrr@icfre.org	9334329555
2.	Sh. Ram Kumar Mahto	Senior Technical Assistant	mahtork@icfre.org	9006713048
3.	Ms. Jyotsana Priya	Store Keeper	jpriya@icfre.org	9709117496
4.	Sh. J. K. Chakraborty	Sr. Technician	jkchakraborty@icfre.org	9733501472
5.	Sh. Abhimanyu Kumar	MTS	akumar@icfre.org	7779997864

iii. Estate Section (Security/Vehicle/Guest House/Quarter/Nursery)

Functions of Estate Section

1. 24x7 security arrangement at the Institute.
2. Regular CCTV surveillance.
3. To ensure proper record of the land, office buildings, nursery and research centres/ plots of the institute.
4. To maintain files of general administration, civil works and services including construction and maintenance, minor works, maintenance of institute etc.
5. Timely disposal of outstanding bills, i.e., electricity, telephone, contractual staff, security guards, water etc. of the institute and centres.
6. Maintenance of official vehicles.
7. Maintenance and management of infrastructure facilities situated in the premises of the institute.

The Section Team

S. No.	Name of Officer	Designation	e-mail ID	Contact No.
1.	Shri Subash Chander	Scientist-D	chandras@icfre.org	9425410814

2.	Dr. Shambhu Nath Mishra	Chief Technical Officer	mishrasn@icfre.org	7717727714
3.	Sh. Anirban Roy	Technical Officer	roya@icfre.org	9835143699
4.	Sh. Basant Kumar	Technical Assistant	kbasant@icfre.org	9431366149
5.	Sh. Manish Kumar	Technical Assistant	manishk@icfre.org	9334373514
6.	Sh. Sunny Nayak	LDC	snayak@icfre.org	7273817479
7.	Sh. Akhilesh Kumar	MTS	akhileshk@icfre.org	8409394257
8.	Sh. Ganga Ruhidas	Driver	dasgr@icfre.org	9709060217
9.	Sh. Deepak Kumar Mahto	Driver	dmehto@icfre.org	9835448674
10.	Sh. Baljeet Singh	Driver	singhb@icfre.org	7988174950

iv. Hindi Section

Functions of the Rajbhasha Karyanvayan Samiti

1. Implementation and coordination of all matters relating to the progressive use of Hindi at the Institute.
2. Ensure implementation of rules and regulations laid down by the Department of Official Language, Government of India.
3. Organizing meetings of the Rajbhasha Karyanvayan Samiti and ensuring compliance with the decisions taken in the meeting.
4. Promoting Hindi in official work at the institute.
5. Ensuring Unicode Implementation on all computers.
6. Organizing Hindi workshops in each quarter
7. Assessing and reporting the progressive use of Hindi in every quarter.
8. Organizing Hindi Pakhwara.

Rajbhasha Karyanvayan Samiti

Sl. No.	Name of Officer	Designation	e-mail ID	Contact No.
1.	Dr. Nitin Kulkarni	Director & Chairman	dir_ifp@icfre.org	0651- 2526140
2.	Sh. Sanjeev Kumar	Scientist-E & Member	bhatiask@icfre.org	9798967363
3.	Mrs. Ruby S. Kujur	Scientist-C & Hindi Adhikaari	kujurrs@icfre.org	8651739376
4.	Sh. B. D. Pandit	Technical Officer & Member	panditbd@icfre.org	9431338396
5.	Sh. Ashutosh Kumar Pandey	Assistant & Member	pandeyak@icfre.org	9430114539
6.	Sh. Ram Kumar Mahto	Senior Technical Assistant & Member	mahtork@icfre.org	9006713048

v. Education Section

Functions of Education Section

1. Coordination of the Ph.D programme of the Forest Research Institute Deemed University, Dehradun.
2. Coordination of dissertation training programmes for Under-graduate and Post-graduate students of various organizations at the Institute.
3. Coordination of all matters related to the Library of the Institute.

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Mrs. Ruby S. Kujur	Scientist-C & OIC	kujurrs@icfre.org	8651739376
2.	Sh. Ravinder Raj Lall	Chief Technical Officer	lalrr@icfre.org	9334329555

ADMINISTRATIVE SECTIONS OF THE INSTITUTE

1. Director's Office

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Sh. Dinesh Prasad	LDC & PS to the Director	prasadd@icfre.org	9470944189
2.	Sh. Jitbahan Oraon	MTS	-	8521456627
3.	Sh. Harsh Mohan	MTS	hmohan@icfre.org	7004695822

2. Establishment Section

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Sh. Ashutosh Kumar Pandey	Assistant & Addl. Charge of Section Officer & OIC (Admin)	pandeyak@icfre.org	9430114539
2.	Sh. Parshuram Upadhyaya	Assistant	upadhyayp@icfre.org	9547823939
3.	Sh. Amit Kumar Saha	Senior Technical Assistant	sahaak@icfre.org	9431583674

3. Accounts Section

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Smt. Sumita Sircar	STO & DDO	sirkars@icfre.org	9835125583
2.	Smt. Sumita Chakraborty	Assistant	chakarabortys@icfre.org	9431584926
3.	Sh. Karam Singh Munda	Technical Assistant	mundaks@icfre.org	9430355774
4.	Sh. Ajit Kumar	UDC	ajit@icfre.org	9031978143
5.	Smt. Rani Sujata Minz	UDC	minzrs@icfre.org	9835541182
6.	Sh. Mukesh Kumar	LDC	mukeshk@icfre.org	8434878881
7.	Sh. Bibhaw Kumar Thakur	Senior Technician	thakurbk@icfre.org	9546586380
8.	Sh. L. C. Das	MTS	--	9933008072

4. Diary and Dispatch Section

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Sh. Pradeep Kumar Gupta	Senior Technician	guptap@icfre.org	8967037190
2.	Sh. Jitu Tirkey	Senior Technician	--	9431588590
3.	Sh. Amit Kumar	MTS	kumaramit@icfre.org	9470717283

RESEARCH SECTION OF THE INSTITUTE

Functions of the Research Section

- Coordination of all intramural and extramural research projects of the Institute.
- Compilation of quarterly, half yearly and annual project reports for onward transmission to ICFRE and respective funding agencies.
- Compilation and onward transmission of project completion reports (PCR) to ICFRE and various funding agencies.
- Conducting various research meetings for project submission and approval.
- To conduct meetings, conferences, workshops at regional and national level.
- Reconciliation of research project funds with Accounts.

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Dr. Yogeshwar Mishra	Scientist G & Group Coordinator (Research)	mishray@icfre.org	9425410796
2.	Smt. Sumita Sircar	Senior Technical Officer	sirkars@icfre.org	9835125583
3.	Sh. Kanai Lal De	Technical Officer	dekl@icfre.org	9835916896
4.	Sh. Arbind Kumar Singh	Senior Technician	singhak@icfre.org	9234594431
5.	Eram Ehsan	MTS	eram@icfre.org	

SERVICES

S. No.	Services	Officer(s) responsible for delivery of service	E-mail & Contact details of the Officer(s)
1.	Collaborative Research projects	Dr. Yogeshwar Mishra Scientist-G & Group Coordinator (Research)	mishray@icfre.org 9425410796
2.	Consultancy Services	Dr. Yogeshwar Mishra Scientist-G & Group Coordinator (Research)	mishray@icfre.org 9425410796
3.	Soil Testing	Sh. Sanjeev Kumar Scientist-E & Head (Forest Ecology and Climate Change Division)	bhatiask@icfre.org 9798967363
4.	Development and Sale of clones / seedlings	Dr. Animesh Sinha, Scientist-F & Head (Genetics and Tree Improvement Division)	sinhaa@icfre.org 9431564462
5.	Sale of Stick lac obtained from our Nucleus Broodlac farm	Sh. S. N. Vaidya, Chief Technical Officer	vaidyasn@icfre.org 8986723504
6.	Sale of Publications	Ms. Ruby S Kujur, Scientist-C & OIC (Education)	kujurrs@icfre.org 8651739376
7.	Trainings conducted for various user groups, that include farmers, NGOs, officials of the State Forest Departments	Sh. S. N. Vaidya, Chief Technical Officer	vaidyasn@icfre.org 8986723504
8.	Dissertation trainings for students of universities/institutions	Ms. Ruby S Kujur, Scientist-C & OIC (Education)	kujurrs@icfre.org 8651739376

GRIEVANCE REDRESS MECHANISM

The Grievance Redressal Mechanism has been set up at the institute for monitoring the redressal of grievances. A grievance will be acknowledged immediately and appropriate action taken will be taken after enquiry. Efforts shall be made to redress the grievance within a period of two months. If disposal of a grievance petition is anticipated to take longer than two months, an interim reply would invariably be sent.

a. Name and Contact details of Public Grievance Officer

Dr. Yogeshwar Mishra
Scientist-G & GCR
Institute of Forest Productivity, Ranchi
e-mail: mishray@icfre.org
Contact No.: 9425410796

b. Committee for Sexual Harassment of Women at Workplace {SHWW(PPR) Act 2013}:

S. No	Name of Officer	Designation & Organisation	e-mail ID	Contact No.
1.	Smt. Ruby S. Kujur	Scientist-C, Institute of Forest Productivity, Ranchi	kujurrs@icfre.org	8651739376
2.	Smt. Sumita Sircar	Senior Technical Officer, Institute of Forest Productivity, Ranchi	sirkars@icfre.org	9835125583
3.	Smt. Sumita Chakraborty	Assistant, Institute of Forest Productivity, Ranchi	chakarabortys@icfre.org	9431584926
4.	Smt. Susmita Das	Scientist-D, CTR&TI, Nagri, Ranchi	-	-

c. Grievance Redressal Officer for persons with Disabilities

Sh. Nishar Alam
Chief Technical Officer
Institute of Forest Productivity, Ranchi
e-mail: nishara@icfre.org
Contact No.: 8011112109

d. Settlement of claims for compensation on accidents applicable to ICFRE and its Institutes

Sh. Nishar Alam
Chief Technical Officer
Institute of Forest Productivity, Ranchi
e-mail: nishara@icfre.org
Contact No.: 8011112109

Name and contact details of Link Officer

Dr. Yogeshwar Mishra
Scientist-G & GCR
Institute of Forest Productivity, Ranchi
e-mail: mishray@icfre.org
Contact No.: 9425410796

Name and Contact details of Public Information Officer:

Sh. Sanjeev Kumar
Scientist-E
Institute of Forest Productivity, Ranchi
e-mail: bhatiask@icfre.org
Contact No.: 9798967363

Name and Contact details of Vigilance and Legal Officer:

Dr. Animesh Sinha
Scientist-F
Institute of Forest Productivity, Ranchi
e-mail: sinhaa@icfre.org
Contact No.: 9431564462

STAKEHOLDERS/ CLIENTS

Sl. No.	Stakeholders
1.	General public at large
2.	State Forest Departments
3.	NGOs, Industries, Villagers, Farmers, Students
4.	Universities and other Academic Institutions imparting forestry education
5.	All Central Ministries/ Departments
6.	All Officers of All India Services
7.	All Central And State Government Employees

RESEARCH AND EXTENSION CENTRES**1. Forestry Research and Extension Centre (FREC), Hajipur, Bihar**

The centre was established for providing technology and services to the Environment & Forest Department, Govt. of Bihar for implementation of Agroforestry component of “Integrated Community Based Forest management Project in Bihar” funded by Planning Commission, GoI under the Special Plan for Bihar Component of Rashtriya Sam Vikas Yojana. Agroforestry component was implemented by the Institute. In Phase I, project was implemented in Vaishali district with the plantation target of 76 lacs Poplar as the major species.

2. Environmental Research Station (ERS), Sukna, West Bengal

The centre is well equipped for different data recording facility in selected watersheds. The Meteorological station and observatories at Sonada and Sukna is having Hydro-meteorological recording facilities in Darjeeling district of West Bengal. The centre has also developed an herbal garden and propagation centre for production of QPMs of medicinal plants and creating awareness for end users.

3. Forest Research Centre (FRC), Mandar, Ranchi

It is well equipped with soil testing and biochemistry laboratories. The modern nursery facilities with mist chambers, composting units is also available in the premise of Mandar Research Centre. The centre has vast experimental area with 24.32 hectares comprising progeny trial of *Melia dubia* and other economically important tree species. Recently, big bamboo nursery under the scheme of National Bamboo Mission has been initiated with propagation of superior bamboo stock and various demonstration trials.

4. Nucleus Brood Lac Farm, Chandwa, Latehar

The Nucleus Brood Lac Farm in 17 hectares of land at Chandwa village in Latehar district serves as training cum demonstration centre for training on improved methods of Lac cultivation. Apart from trainings and demonstrations, publicity materials constituting of brochures, pamphlets, handouts and booklets on improved methods of lac cultivation practices are distributed for ready reference.

The details of Research and Extension Centres of the Institute are as follows:-

Sl. No.	Sub Centre	Address	Contact and Telephone No.	Email & Contact No.
1.	Forestry Research and Extension Centre, Hajipur, Bihar	Near Reliance Petrol Pump, N.H-19, Jadia, Hajipur – 844101 (Vaishali)	Dr. Aditya Kumar, Scientist-D & Centre Head	freccatna@gmail.com 9431821677
2.	Environmental Research Station, Sukna, West Bengal	P.O- Sukna, Dist.: Darjeeling, PIN- 734009 (West Bengal)	Sh. P. C. Lakra Dy. Conservator of Forests & Centre Head	ers@icfre.org 7350293334
3.	Forest Research Centre, Mandar, Ranchi	Near Bazaar Tanr, Mandar, Ranchi- 835214 (Jharkhand)	Dr. Yogeshwar Mishra, Scientist-G & Centre Head	mishray@icfre.org 9425410796
4.	Nucleus Brood Lac Farm, Chandwa, Latehar Jharkhand	Village- Chandwa, P.S- Chandwa, Dist- Latehar, (Jharkhand), PIN-829203	Sh. S. N. Vaidya, Chief Technical Officer & OIC	vaidyasn@icfre.org 8986723504

INDICATIVE EXPECTATIONS FROM SERVICE RECIPIENTS

The Institute has identified the following expectations:

(a) From employees of IFP, Ranchi

- Every employee is expected to regard each individual and cooperate with each other in all activities which aim at improvement of the moral, mental and physical well-being of all.
- They shall work on approved guidelines in a methodical and vigilant manner.
- Every employee is expected at all times to maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of the institute and the apex council.

(b) Other stakeholders

- The State Forest Departments of Jharkhand, Bihar and West Bengal is expected to cooperate with the institute in identifying the research problems and sponsoring them to facilitate its solution.
- The NGOs are expected to coordinate with the institute in popularizing the improved methods and techniques among the local farmers.
- Farmers as stakeholders are expected to coordinate and cooperate with the institute in applying the techniques as delivered to them via trainings, field demonstrations, fairs and Kisan melas.
- Students are expected to learn and exhibit disciplined behavior.
- Universities and other Academic Institutions imparting forestry education are expected to coordinate with the institute for dissertation trainings and relevant coordination with respect to increasing environmental awareness among students.

MONTH AND YEAR FOR NEXT REVIEW OF THE CHAPTER

The next review on the Citizen's Charter would be held next year during April-May.

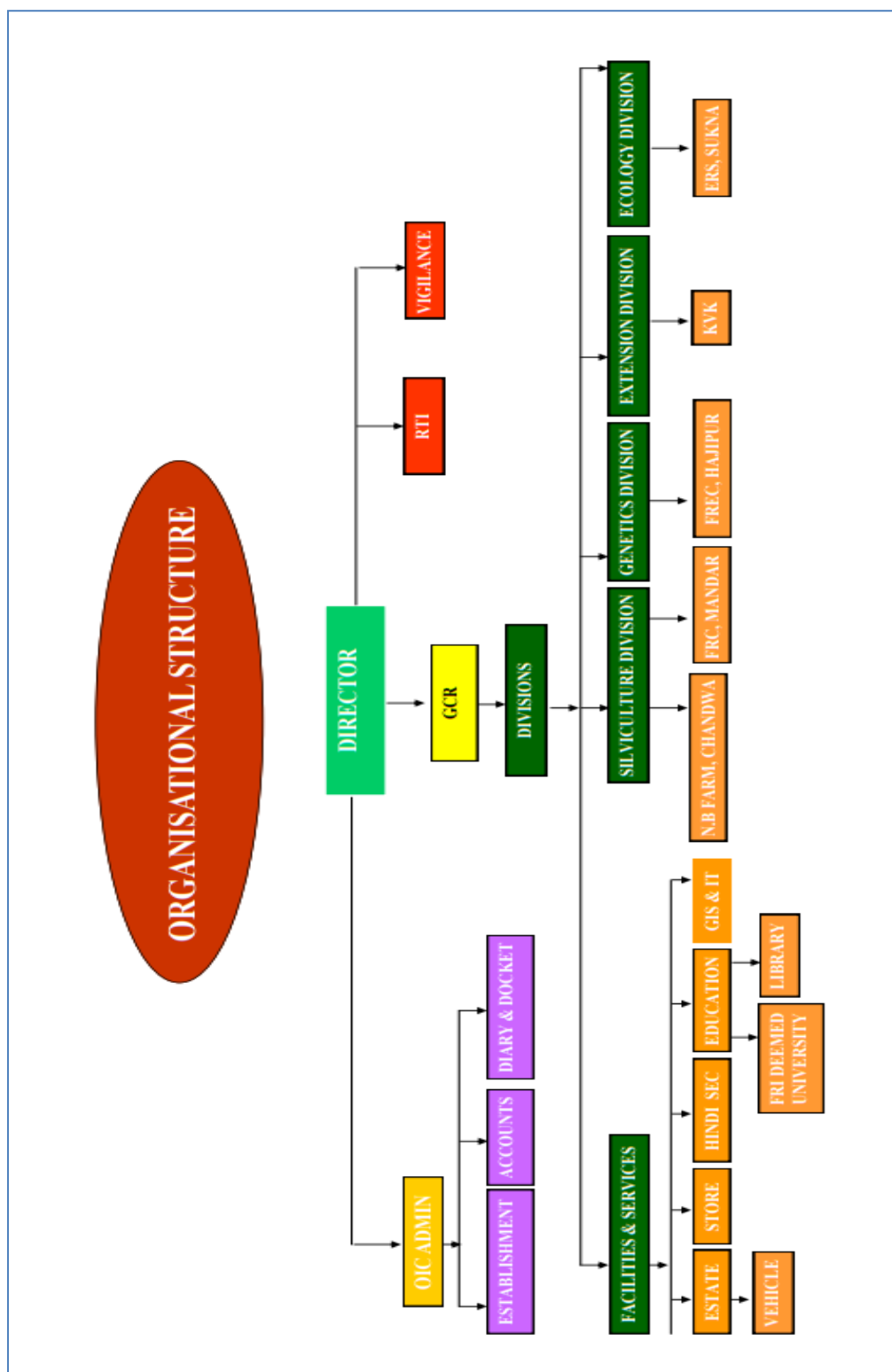
CONCLUSION

As part of the Performance Monitoring and Evaluation System (PMES) of the Government of India for Government Departments, Institute of Forest Productivity, Ranchi under the aegis of the Indian Council of Forestry Research and Education (ICFRE), Dehradun has formulated the Citizen Charter for the Institute. Constant feedback/ suggestions from the recipients/ stakeholders regarding services delivered are most welcome as this would enable us to improve the service delivery mechanism and make us more responsive to your needs.

Feedback/suggestions on the Charter can be sent to –

Dr. Nitin Kulkarni
Director
Institute of Forest Productivity
Ranchi-Gumla N.H-23, Lalgutwa
Ranchi- 835303, Jharkhand
Tel. No.: 0651- 2526140, 0651-2526150
Email: dir_ifp@icfre.org

Fig: Schematic organizational setup of Institute



In compliance to the RTI Act, 2005, following proactive disclosure under Section 4(1) (b) have been made:

Sl. No.	Title	Information
i.	The particulars of its organization, functions and duties	Vision, Mission, Mandate as mentioned in the Citizen's Charter.
ii.	The powers and duties of its officers and employees	Organization Structure and Annexure as mentioned in the Citizen's Charter.
iii.	The procedure followed in the decision making process, including channels of supervision and accountability	IFP (ICFRE) is following rules, regulations & instructions, as approved by BoG with the concurrence of Ministry from time to time and also follows the rules framed by Govt. of India. Compendium of ICFRE is being consulted/referred and followed in day to day work, however, in some cases where the compendium is silent about rules, we are following/applying the rules of Govt. of India and also following the instructions of MoEF&CC.
iv.	The norms set by it for the discharge of its functions	The rules and norms set by Govt. of India/ ICFRE as amended from time to time are being followed.
v.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	IFP (ICFRE) is following rules, regulations & instructions, as approved by BoG with the concurrence of Ministry from time to time and also follows the rules framed by Govt. of India. Compendium of ICFRE is being consulted/referred and followed in day to day work, however, in some cases where the compendium is silent about rules, we are following/applying the rules of Govt. of India and also following the instructions of MoEF&CC. Link to ICFRE Compendium:- https://icfre.gov.in/UserFiles/File/RTI/ICFRE-Compendium_Jun18.pdf
vi.	A statement of the categories of documents that are held by it or under its control	Publication and documents related to Research in forestry
vii.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Involvement of Stakeholders in Formulation of Forestry Research Projects.
viii.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Committees are constituted for specific reasons from time to time.
ix.	A directory of its officers and employees	Annexure as mentioned in the Citizen's Charter.
x.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Annexure as mentioned in the Citizen's Charter.
xi.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	Refer section (xi) in the link https://www.icfre.gov.in/rti
xii.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not Applicable
xiii.	Particulars of recipients of concessions, permits or authorizations granted by it	Not Applicable
xiv.	Details in respect of the information, available to or held by it, reduced in an electronic form	Reports, publications, brochures, books, research reports, project reports
xv.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Library of the institute is functional from 9:00 AM to 5:30 PM on all working days. However, services/facilities of library can be availed only after the official permission from the Director, IFP, Ranchi.
xvi.	The names, designations and other particulars of the Public Information Officers	Refer the Citizen's Charter.
xvii.	Such other information as may be prescribed; and thereafter update these publications every year	All information are updated every year.

INSTITUTE OF FOREST PRODUCTIVITY, RANCHI
Contact details

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