



सत्यमेव जयते



CITIZEN'S CHARTER



**ICFRE-INSTITUTE OF FOREST PRODUCTIVITY
(Indian Council of Forestry Research & Organisation)**

Ranchi-Gumla N.H-23, Lalgutwa

Ranchi – 835303

Jharkhand

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INTRODUCTION

ICFRE-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 & GCR	mishray@icfre.org	9425410796
2.	Shri Pramod Chand Lakra	Deputy Conservator of Forests & OIC, ERS, Sukna (West Bengal)	lakrapc@icfre.org pramodchandlakra@gmail.com	7350293334
3.	Miss. Rathna V	Scientist-B	rathnav@icfre.org	7019474125
4.	Shri Ravi Shankar Prasad	Chief Technical Officer	prasadrs@icfre.org	9934140917
5.	Smt. Sumita Sircar	Assistant Chief Technical Officer	sirkars@icfre.org	9835125583
6.	Shri Anirban Roy	Senior Technical Officer	roya@icfre.org	9835143699
7.	Shri Kanai Lal De	Technical Officer	dekl@icfre.org	9835916896
8.	Shri Amit Kumar Saha	Technical Officer	sahaak@icfre.org	8986809046
9.	Shri Mahesh Kumar	Technical Assistant	maheshk@icfre.org	9431352904
10.	Shri Pawan Kumar Sinha	Technical Assistant, FRC, Mandar, Ranchi	sinhapk@icfre.org	7991158270
11.	Shri Prashant Kumar	Technical Assistant, FRC, Mandar, Ranchi	prashant@icfre.org	7631091184
12.	Shri Manish Kumar	Technical Assistant, ERS, Sukna (West Bengal)	manishk@icfre.org	9334373514
13.	Shri Vikash Kumar	Forest Guard, ERS, Sukna (West Bengal)	vikashk@icfre.org	6287648092
14.	Shri Raju Sharma	Senior Technician, ERS, Sukna (West Bengal)	sharmaj@icfre.org	8436501246
15.	Shri Rohit Kumar	Forest Guard, FRC, Mandar, Ranchi	krohit@icfre.org	7562930089

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.	Shri Aditya Kumar	Scientist-E & Head;	aditya@icfre.org	9431821677
2.	Dr. Animesh Sinha	Scientist-F, Vigilance Officer & Legal Officer	sinhaa@icfre.org	9431564462
3.	Shri Manoj Gowda M	Scientist-B	mgowda@icfre.org	8722495523
4.	Shri D. N. Pandey	ACTO & OIC, FREC, Hajipur (Bihar)	pandeydn@icfre.org	7277890926
5.	Shri Sushit Banerjee	Technical Officer	sushitb@icfre.org	9431186702
6.	Shri Sanjeev Kumar	Technical Officer, FREC, Jadia (Bihar)	ksanjiv@icfre.org	9905397813
7.	Shri Subhash Prasad	Senior Technical Assistant	subhashp@icfre.org	9931191357
8.	Shri Atanu Sarkar	Technical Assistant	sarkara@icfre.org	9470511269
9.	Shri K. S. Munda	Technical Assistant	mundaks@icfre.org	9430355774
10.	Shri H. S. Vidyarthi	Senior Technician, FREC, Jadia (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, geoinformatics, 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.	Dr. Sharad Tiwari	Scientist-G & Head	tiwaris@icfre.org	9431766404
2.	Shri Anshuman Das	Scientist-C	das_a@icfre.org	8250856331
3.	Ms. Bablee Kumari Singh	Scientist-B	bablees@icfre.org	7667161744
4.	Dr. Shambhu Nath Mishra	Chief Technical Officer	mishrasn@icfre.org	7717727714
5.	Shri Rajeev Ranjan	Senior Technical Officer	ranjanr@icfre.org	9470524550
6.	Shri Arvind Kumar	Senior Technical Officer	arvind@icfre.org	9430302880
7.	Shri Satish Kumar	Technical Officer	satishkumar@icfre.org	8051072395
8.	Shri Rakesh Kumar Sinha	Senior Technical Officer	sinhark@icfre.org	9835704537
9.	Shri Umesh Kumar Yadav	Technical Assistant	yadavuk@icfre.org	9430789357
10.	Shri Jitu Tirkey	Senior Technician	jitu@icfre.org	9431588590

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. Amit Pandey	Director & Head	Dir_ifp@icfre.org	0651-2526140
2.	Smt. Ruby S. Kujur	Scientist-C	kujurrs@icfre.org	8651739376
3.	Shri Arvind Kumar	Senior Technical Officer	arvind@icfre.org	9430302880
4.	Shri Binod Ram	Technical Assistant	bram@icfre.org	9430701198
5.	Shri Suraj Kumar Singh	Forest Guard	sksigh@icfre.org	9835991569
6.	Shri Sachin Kumar	Forest Guard	skumar@icfre.org	6204871751

5. FACILITIES AND SERVICES DIVISION

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

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-G & 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.	Shri Nishar Alam	Chief Technical Officer	nishara@icfre.org	8011112109
5.	Shri Basant Kumar	Technical Assistant	kbasant@icfre.org	9431366149

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.	Smt. Ruby S. Kujur	Scientist-C & Purchase Officer	kujurrs@icfre.org	8651739376
2.	Shri Ravi Shankar Prasad	Chief Technical Officer & Store Officer	prasads@icfre.org	9934140917
3.	Shri Ram Kumar Mahto	Technical Officer	mahtork@icfre.org	9006713048
4.	Ms. Jyotsana Priya	Store Keeper	jpriya@icfre.org	9709117496
5.	Shri J. K. Chakraborty	Senior Technician	jkchakraborty@icfre.org	9733501472

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-E & Vehicle Officer	chandras@icfre.org	9425410814
2.	Shri Ravinder Raj Lall	Chief Technical Officer & Estate Officer	lalrr@icfre.org	9334329555
3.	Shri Anirban Roy	Senior Technical Officer	roya@icfre.org	9835143699
4.	Shri Basant Kumar	Technical Assistant & Care Taker	kbasant@icfre.org	9431366149
5.	Shri Sunny Nayak	LDC	snayak@icfre.org	7273817479
6.	Shri Ganga Ruhidas	Driver	dasgr@icfre.org	9709060217
7.	Shri Deepak Kumar Mahto	Driver	dmehto@icfre.org	9835448674
8.	Shri Baljeet Singh	Driver	singhb@icfre.org	7988174950
9.	Shri Alok Ranjan Singh	Forest Guard	ralok@icfre.org	8388010228
10.	Shri Sunil Kumar	Forest Guard	sunilk@icfre.org	7488046396

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. Amit Pandey	Scientist-G, Director & Chairman	dir_ifp@icfre.org	0651- 2526140
2.	Mrs. Ruby S. Kujur	Scientist-C & Hindi Adhikaari	kujurrs@icfre.org	8651739376
3.	Shri Ashutosh Kumar Pandey	Section Officer & Member	pandeyak@icfre.org	9430114539
4.	Shri Ram Kumar Mahto	Technical Officer & 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.	Shri 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.	Shri Suraj Kumar	Senior Technical Assistant	suraj@icfre.org	9334904219

2. Establishment Section

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Shri Ashutosh Kumar Pandey	Section Officer	pandeyak@icfre.org	9430114539
2.	Shri Amit Kumar Saha	Technical Officer	sahaak@icfre.org	9431583674
3.	Shri Dinesh Prasad	UDC	prasadd@icfre.org	9470944189
4.	Shri Ashish Kumar	LDC	kashish@icfre.org	7519761785

3. Accounts Section

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Shri Rajeev Ranjan	Senior Technical Officer & DDO	ranjanr@icfre.org	9470524550
2.	Smt. Sumita Chakraborty	Assistant	chakarabortys@icfre.org	9431584926
3.	Shri Karam Singh Munda	Technical Assistant	mundaks@icfre.org	9430355774
4.	Shri Ajit Kumar	UDC	ajit@icfre.org	9031978143
5.	Smt. Rani Sujata Minz	UDC	minzrs@icfre.org	9835541182
6.	Shri Mukesh Kumar	LDC	mukeshk@icfre.org	8434878881
7.	Shri Bivhaw Kumar Thakur	Technical Assistant	thakurbk@icfre.org	9546586380

4. Diary and Dispatch Section

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Shri Pradeep Kumar Gupta	Technical Assistant	guptap@icfre.org	8967037190

5. Watch & Ward

The Section Team

S. No	Name of Officer	Designation	e-mail ID	Contact No.
1.	Shri Ravinder Raj Lall	CTO & Watch & Ward Officer	lalrr@icfre.org	9334329555
2.	Shri L.C. Das	MTS	daslc@icfre.org	9933008072
3.	Shri Bijoy Krishna Das	MTS	dasbk@icfre.org	9932524139
4.	Shri Ramesh Oraon	MTS	oraonr@icfre.org	-
5.	Shri B.K. Lamgade	MTS	lamgadebk@icfre.org	9641210401
6.	Shri Akhilesh Kumar	MTS	akhileshk@icfre.org	8409394257
7.	Shri Abhimanyu Kumar	MTS	akumar@icfre.org	7779997864
8.	Shri Harsh Mohan	MTS	hmohan@icfre.org	7004695822
9.	Mrs. Eram Ehsan	MTS	eram@icfre.org	8092135370
10.	Shri Mohit Satpathy	MTS	msatpathy@icfre.org	7979883949
11.	Shri Ajaharuddin Ansari	MTS	ajahar@icfre.org	7274974344
12.	Shri Anand Kishore	MTS	akishore@icfre.org	7004641538
13.	Shri Rohit Kumar Pandey	MTS	krohit@icfre.org	8984661615
14.	Ms. Swati Kumari	MTS	skumari@icfre.org	7903806979
15.	Shri Ranveer Kumar Ratnakar	MTS	rkratnakar@icfre.org	7541847549
16.	Shri Manjeet Bharti	MTS	mbharti@icfre.org	7488920973
17.	Shri Tinku Kumar	MTS	tinku@icfre.org	7004817534
18.	Shri Aman Kumar Verma	MTS	amankv@icfre.org	8173846835
19.	Shri Balmiki Pandit	MTS	bpandit@icfre.org	7000369915
20.	Shri Kumar Gaurav	MTS	gauravk@icfre.org	9508744219
21.	Shri Shiv Kumar	MTS	shivk@icfre.org	8092547254
22.	Shri Pramod Kumar	MTS	kpramod@icfre.org	9572117400
23.	Shri Balbir Singh	MTS	balbir@icfre.org	9588197276
24.	Md. Javed Ansari	MTS	mjansari@icfre.org	8210521944

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	Assistant Chief Technical Officer	sirkars@icfre.org	9835125583
3.	Shri Kanai Lal De	Technical Officer	dekl@icfre.org	9835916896
4.	Shri Arbind Kumar Singh	Technical Assistant	singhak@icfre.org	9234594431

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	Dr. S. N. Mishra (Forest Ecology and Climate Change Division)	mishrasn@icfre.org 7717727714
4.	Development and Sale of clones / seedlings	Dr. Aditya Kumar, Scientist-E & Head (Genetics and Tree Improvement Division)	sinhaa@icfre.org 9431564462
5.	Sale of Stick lac obtained from our Nucleus Broodlac farm	Ms. Ruby S Kujur, Scientist-C & OIC (Education)	kujurrs@icfre.org 8651739376
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	Ms. Ruby S Kujur, Scientist-C & OIC (Education)	kujurrs@icfre.org 8651739376
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
 ICFRE-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, ICFRE-Institute of Forest Productivity, Ranchi	kujurrs@icfre.org	8651739376
2.	Smt. Sumita Sircar	Assistant Chief Technical Officer, ICFRE-Institute of Forest Productivity, Ranchi	sirkars@icfre.org	9835125583
3.	Smt. Sumita Chakraborty	Assistant, ICFRE-Institute of Forest Productivity, Ranchi	chakarabortys@icfre.org	9431584926
4.	Smt. Susmita Das	Scientist-D, CTR&TI, Nagri, Ranchi	sdas_122@rediffmail.com	9431531356

c. Grievance Redressal Officer for persons with Disabilities

Shri Nishar Alam
Chief Technical Officer
ICFRE-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

Shri Nishar Alam
Chief Technical Officer
ICFRE-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
ICFRE-Institute of Forest Productivity, Ranchi
e-mail: mishray@icfre.org
Contact No.: 9425410796

Name and Contact details of Public Information Officer:

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

Name and Contact details of Vigilance and Legal Officer:

Dr. Animesh Sinha
Scientist-F
ICFRE-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 Station (FRES), 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 Station (FRS), 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. Under, big bamboo nursery programme supported by National Bamboo Mission (NBM), propagation of superior genotypes of bamboos and their stock build up are being taken up and demonstration trials of more than 12 bamboo species has been established..

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 Administrative Scientist/Staff of Research and Extension Centres of the Institute are as follows:-

Sl. No.	Sub Centre	Address	Contact and Telephone No. of administrative scientists	Email & Contact No.
1.	Forestry Research and Extension Station, Hajipur, Bihar	Near Reliance Petrol Pump, N.H-19, Jadia, Hajipur – 844101 (Vaishali)	Dr. Animesh Sinha, Scientist-F	sinhaa@icfre.org 9431564462
2.	Environmental Research Station, Sukna, West Bengal	P.O- Sukna, Dist.: Darjeeling, PIN- 734009 (West Bengal)	Dr. Sharad Tiwari, Scientist-G	tiwaris@icfre.org 9424640551
3.	Forest Research Station, Mandar, Ranchi	Near Bazaar Tanr, Mandar, Ranchi- 835214 (Jharkhand)	Dr. Yogeshwar Mishra, Scientist-G	mishray@icfre.org 9425410796
4.	Nucleus Brood Lac Farm, Chandwa, Latehar Jharkhand	Village- Chandwa, P.S- Chandwa, Dist- Latehar, (Jharkhand), PIN-829203	Dr. Aditya Kumar, Scientist-E	aditya@icfre.org 9431821677

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.

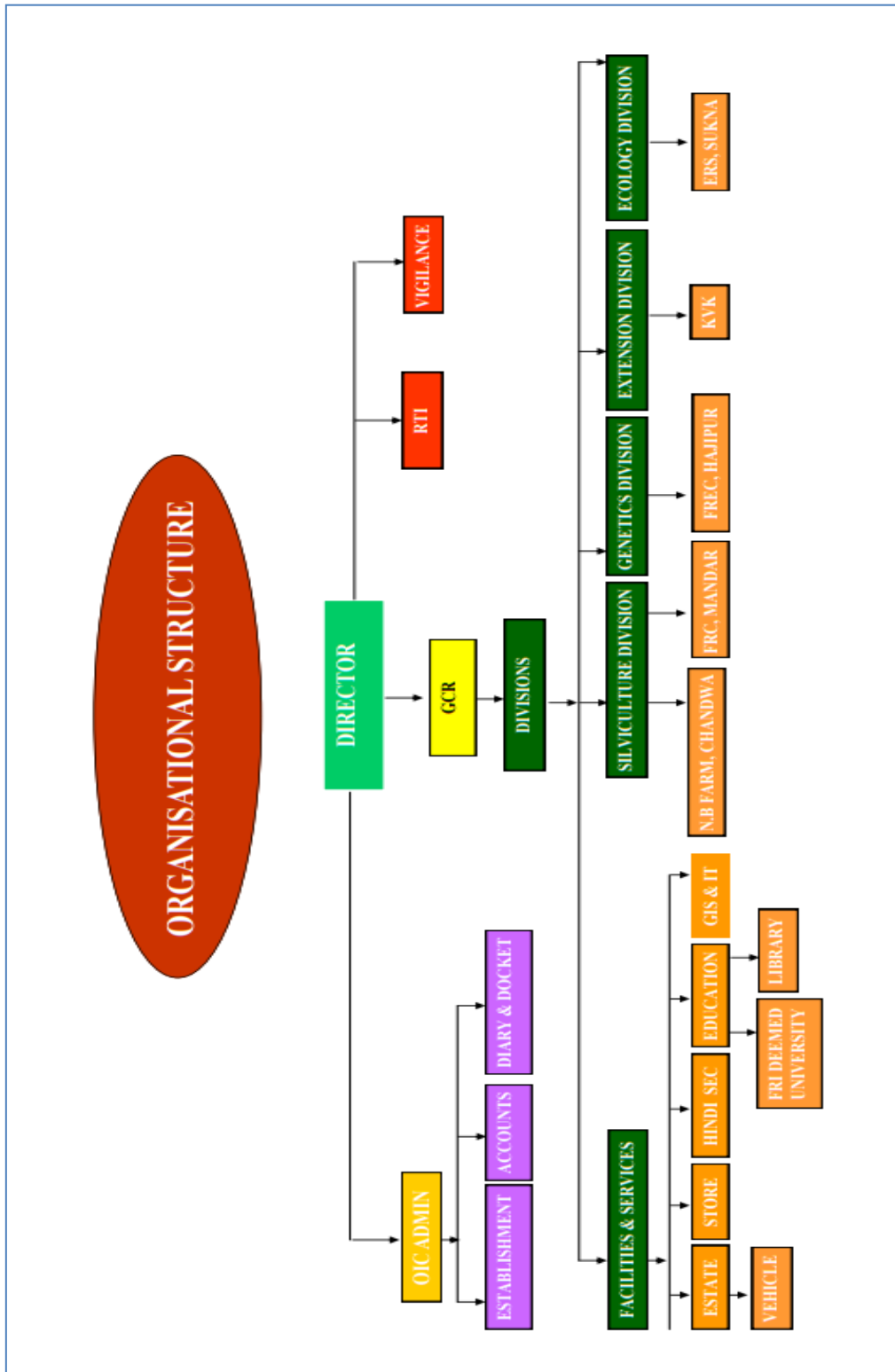
CONCLUSION

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. Amit Pandey
Director
ICFRE-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.

ICFRE-INSTITUTE OF FOREST PRODUCTIVITY, RANCHI

Contact details

Sl. No.	Employee Name	Designation	Pay Level (VII CPC)	Mobile No.	E-mail	Divisions/Duties
1.	Dr. Amit Pandey	Scientist-G/ Director	Level-14	9410350114	pandeya@icfre.org ; amiticfre@gmail.com	DIRECTOR
2.	Dr. Yogeshwar Mishra	Scientist-G	Level-14	06260057051	mishray@icfre.org	GCR & Head, Silviculture and Forest Management
3.	Dr. Sharad Tiwari	Scientist-G	Level-14	9424640551	tiwaris@icfre.org	Head, F & S and Forest Ecology & Climate Change Division
4.	Dr. Animesh Sinha	Scientist – ‘F’	Level- 13A	9431564462	sinhaa@icfre.org	Genetics & Tree Improvement Division & Vigilance Officer
5.	Dr. Aditya Kumar	Scientist-E	Level-13	9431821677	aditya@icfre.org	Head Genetics & Tree Improvement Division
6.	Shri P. C. Lakra	DCF	Level-13	7350293334	lakrapc@icfre.org	OIC, ERS, Sukna
7.	Shri Subash Chander	Scientist-E	Level-13	9425410814	chandras@icfre.org	F & S Division
8.	Mrs. Ruby S. Kujur	Scientist – ‘C’	Level-12	9709128049	kujurrs@icfre.org	Facilities & Services, Education
9.	Shri Anshuman Das	Scientist – ‘C’	Level-11	8250856331	das_a@icfre.org	Forest Ecology & Climate Change Division
10.	Ms. Rathna V	Scientist – ‘B’	Level-10	7019474125	rathnav@icfre.org	Silviculture and Forest Management
11.	Ms. Bablee Kumari Singh	Scientist – ‘B’	Level-10	7667161744	bablees@icfre.org	Forest Ecology & Climate Change Division
12.	Shri Manoj Gowda M	Scientist – ‘B’	Level-10	8722495523	mgowda@icfre.org	Genetics & Tree Improvement Division
13.	Shri R. S. Prasad	Chief Technical Officer	Level-12	9934140917	prasadr@icfre.org	Silviculture and Forest Management
14.	Shri Rajeev Ranjan	Senior Technical Officer	Level-10	9470524550	ranjanr@icfre.org	Forest Ecology & Climate Change Division
15.	Smt. Sumita Sircar	Assistant Chief Technical Officer	Level-11	9835125583	sirkars@icfre.org	Silviculture and Forest Management Research section (GCR Office)
16.	Shri Satish Kumar	Technical Officer	Level-7	8051072395	satishkumar@icfre.org	Forest Ecology & Climate Change Division
17.	Shri R. K. Sinha	Senior Technical Officer	Level-10	9835704537	sinhark@icfre.org	Silviculture and Forest Management FRC, Mandar
18.	Shri Arvind Kumar	Senior Technical Officer	Level-10	9430302880	arvind@icfre.org	Forest Ecology & Climate Change Division
19.	Shri K. L. De	Technical Officer	Level-7	9835916896	dekl@icfre.org	Silviculture and Forest Management
20.	Shri A. K. Saha	Technical Officer	Level-7	8986809046	sahaak@icfre.org	Silviculture and Forest Management Establishment Section
21.	Shri P. K. Sinha	Technical Assistant	Level-5	9934582265	sinhapk@icfre.org	Silviculture and Forest Management FRC, Mandar
22.	Shri Prashant Kumar	Technical Assistant	Level-5	9334020552	prasant@icfre.org	Silviculture and Forest Management FRC, Mandar
23.	Shri Raju Sharma	Senior Technician	Level-4	9474390360	sharmaj@icfre.org	Silviculture and Forest Management ERS, Sukna

Sl. No.	Employee Name	Designation	Pay Level (VII CPC)	Mobile No.	E-mail	Divisions/Duties
24.	Dr. S. N. Mishra	Chief Technical Officer	Level-12	9431105365	mishrasn@icfre.org	Facilities & Services Estate & Vehicle Officer; Forest Ecology & Climate Change Division
25.	Shri Nishar Alam	Chief Technical Officer	Level-12	8011112109	nishara@icfre.org	Facilities & Services, IT Cell
26.	Shri Anirban Roy	Senior Technical Officer	Level-10	9835143699	roya@icfre.org	Facilities & Services Vehicle
27.	Smt. R. S. Minz	UDC	Level-5	9835541182	minzrs@icfre.org	Account Section
28.	Shri R. R. Lal	Chief Technical Officer	Level-12	9334329555	lalrr@icfre.org	Facilities & Services; & Estate Officer
29.	Miss Jyotsana Priya	Store Keeper	Level-3	9709117496	jpriya@icfre.org	Facilities & Services; Store
30.	Shri R. K. Mahto	Technical Officer	Level-7	9006713048	mahtork@icfre.org	Facilities & Services; Store, Hindi Cell
31.	Shri Manish Kumar	Technical Assistant	Level-5	9334373514	kumarmanish@icfre.org	ERS, Sukna
32.	Shri Basant Kumar	Technical Assistant	Level-5	9431366149	kbasant@icfre.org	Facilities & Services Care Taker
33.	Shri Sunny Nayak	LDC	Level-2	7273817479	snayak@icfre.org	Facilities & Services; Estate
34.	Shri Binod Ram	Senior Technician	Level-4	9430701198	bram@icfre.org	Facilities & Services
35.	Shri Ganga Ruhidas	Driver Grade-II	Level-4	9709060217	dasgr@icfre.org	Facilities & Services
36.	Shri Baljeet Singh	Driver (Ordinary Grade)	Level-2	7988174950	singhb@icfre.org	Facilities & Services
37.	Shri Deepak Kumar Mahto	Driver (Ordinary Grade)	Level-2	9835448674	dmehto@icfre.org	Facilities & Services
38.	Shri Suraj Kumar	Senior Technical Assistant	Level-6	9334904219	suraj@icfre.org	PS to Director
39.	Shri J. K. Chakraborty	Senior Technician	Level-4	9733501472	chakrabortyj@icfre.org	Extension Purchase & Store
40.	Shri Umesh Kumar Yadav	Technical Assistant	Level-5	9430789357	yadavuk@icfre.org	Forest Ecology & Climate Change Division
41.	Shri P. K. Gupta	Technical Assistant	Level-5	8967037190	guptap@icfre.org	Extension Diary & Docket
42.	Shri Bibhaw Kumar Thakur	Technical Assistant	Level-5	9546586380	thakurbk@icfre.org	Extension Accounts section (DDO)
43.	Shri Jitu Kumar Tirkey	Senior Technician	Level-4	9431588590	jitu@icfre.org	Extension Diary & Docket
44.	Shri Arbind Kumar Singh	Technical Assistant	Level-5	9234594431	singhak@icfre.org	Extension GCR's Office
45.	Shri D. N. Pandey	STO	Level-10	7277890926	pandeydn@icfre.org	Genetics & Tree Improvement and OIC FREC, Patna
46.	Shri Sushit Banerjee	Technical Officer	Level-7	9431186702	sushitb@icfre.org	Genetics & Tree Improvement
47.	Shri Sanjeev Kumar	Technical Officer	Level-7	9905397813	kumarsanjiv@icfre.org	Genetics & Tree Improvement FREC, Patna
48.	Shri Shubhas Prasad	STA	Level-6	9931191357	prasadsbhas@icfre.org	Genetics & Tree Improvement
49.	Shri K. S. Munda	Technical Assistant	Level-5	9430355774	mundaks@icfre.org	Genetics & Tree Improvement Accounts Section

Sl. No.	Employee Name	Designation	Pay Level (VII CPC)	Mobile No.	E-mail	Divisions/Duties
50.	Shri Atanu Sarkar	Technical Assistant	Level-5	9470511269	sarkara@icfre.org	Genetics & Tree Improvement
51.	Shri Mahesh Kumar	Senior Technician	Level-4	9431352904	maheshk@icfre.org	Silviculture & Forest Management Div.
52.	Shri H. S. Vidyarthi	Senior Technician	Level-4	9431661159	vidyathih@icfre.org	Genetics & Tree Improvement FREC, Patna
53.	Shri Ashutosh Kumar Pandey	Section Officer	Level-7	9430114539	pandeyak@icfre.org	Establishment section; & OIC (Admin)
54.	Smt. Sumita Chakravarty	Assistant	Level-7	9431584926	chakrabortys@icfre.org	Accounts section
55.	Shri Dinesh Prasad	LDC	Level-3	9470944189	prasadd@icfre.org	Establishment section
56.	Shri Ajit Kumar	UDC	Level-5	9031978143	ajit@icfre.org	Accounts section
57.	Shri Mukesh Kumar	LDC	Level-2	8434878881	mukeshk@icfre.org	Accounts section
58.	Shri Ashish Kumar	LDC	Level-2	7519761785	kashish@icfre.org	Establishment section
59.	Shri Rohit Kumar	FG	Level-2	7562930089	krohit@icfre.org	FRC, Mandar, Ranchi
60.	Shri Suraj Kumar Singh	FG	Level-2	9835997569	sksingh@icfre.org	N.B. Farm Chandwa
61.	Shri Vikash Kumar	FG	Level-2	7654202016	vikashk@icfre.org	ERS, Sukna
62.	Shri Shri Alok Ranjan Singh	FG	Level-2	9905626572	ralok@icfre.org	IFP, HQ.
63.	Shri Sachin Kumar	FG	Level-2	6204871751	skumar@icfre.org	N.B. Farm Chandwa
64.	Shri Sunil Kumar	FG	Level-2	7488046396	sunilk@icfre.org	IFP, HQ.
65.	Shri L. C. Das	MTS	Level-4	9933008072	daslc@icfre.org	Admin
66.	Shri Bijoy Krishna Das	MTS	Level-4	9932524139	dasbk@icfre.org	Watch & Ward
67.	Shri Ramesh Oraon	MTS	Level-3	--	oraonr@icfre.org	Genetics & Tree Improvement
68.	Shri B.K. Lamgade	MTS	Level-3	9332418300	lamgadebk@icfre.org	ERS, Sukna
69.	Shri Harsh Mohan	MTS		7004695822	hmohan@icfre.org	Watch & Ward
70.	Shri Akhilesh Kumar	MTS	Level-1	9641210401	akhileshk@icfre.org	Watch & Ward
71.	Shri Abhimanyu Kumar	MTS	Level-1	8409394257	akumar@icfre.org	Watch & Ward
72.	Mrs. Eram Ehsan	MTS	Level-1	8092135370	eram@icfre.org	Watch & Ward
73.	Shri Mohit Satpathy	MTS	Level-1	7979883949	msatpathy@icfre.org	Watch & Ward
74.	Shri Ajaharuddin Ansari	MTS	Level-1	7274974344	ajahar@icfre.org	Watch & Ward
75.	Shri Anand Kishore	MTS	Level-1	7004641538	akishore@icfre.org	Watch & Ward
76.	Shri Rohit Kumar Pandey	MTS	Level-1	8984661615	krohit@icfre.org	Watch & Ward
77.	Ms. Swati Kumari	MTS	Level-1	7903806979	skumari@icfre.org	Watch & Ward
78.	Shri Ranveer Kumar Ratnakar	MTS	Level-1	7541847549	rkratnakar@icfre.org	Watch & Ward
79.	Shri Manjeet Bharti	MTS	Level-1	7488920973	mbharti@icfre.org	Watch & Ward
80.	Shri Tinku Kumar	MTS	Level-1	7004817534	tinku@icfre.org	Watch & Ward
81.	Shri Aman Kumar Verma	MTS	Level-1	8173846835	amankv@icfre.org	Watch & Ward
82.	Shri Balmiki Pandit	MTS	Level-1	7000369915	bpandit@icfre.org	Watch & Ward
83.	Shri Kumar Gaurav	MTS	Level-1	9508744219	gauravk@icfre.org	Watch & Ward
84.	Shri Shiv Kumar	MTS	Level-1	8092547254	shivk@icfre.org	Watch & Ward

Sl. No.	Employee Name	Designation	Pay Level (VII CPC)	Mobile No.	E-mail	Divisions/Duties
85.	Shri Pramod Kumar	MTS	Level-1	9572117400	kpramod@icfre.org	Watch & Ward
86.	Shri Balbir Singh	MTS	Level-1	9588197276	balbir@icfre.org	Watch & Ward
87.	Md. Javed Ansari	MTS	Level-1	8210521944	mjansari@icfre.org	Watch & Ward
88.	Shri Shaquib Fateh	MTS	Level-1	7325023212	fatehshaquib@gmail.com	Watch & Ward