

# COMPENDIUM

# 2018

## VOLUME - I

(Updated upto June 2018)

# RULES AND REGULATIONS



**Indian Council of Forestry Research & Education**  
**Ministry of Environment, Forests and Climate Change**  
**P.O. New Forest, Dehradun – 248 006**





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भारतीय वानिकी अनुसंधान एवं  
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Indian Council of Forestry  
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(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद)  
(An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India)  
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## FOREWORD

The Indian Council of Forestry Research and Education (ICFRE), a society registered under the Societies Registration Act, 1860, is an autonomous body of Ministry of Environment, Forests and Climate Change. The ICFRE was granted autonomy with effect from 01.06.1991.

The council being under the administrative control of Ministry of Environment, Forests and Climate Change, generally follows the rules laid down by the Government of India from time to time. However, as per requirement and to enable it to function in a way to fulfill its mandate, the council with the approval of its Board of Governors has been formulating rules for effective functioning. The ICFRE having completed a journey of around 27 years, the archive of various rules and regulations has grown substantially. The instant effort is about consolidation of all such rules and regulations framed by the ICFRE from time to time which are otherwise available independently in office records.

This compilation named as ICFRE Compendium Rules and Regulations enlists the references of notifications / orders / Board meetings since year 1991 till June 2018. The rules and regulations have been modified as per the amendments / rectifications made from time to time. All measures have been taken to present the rules and regulations in the instant version of the compendium in the form as they should have been after undergoing amendments over a period of time.

I hope that the compilation shall prove to be a useful tool to ensure implementation of rules and regulations at the ICFRE and its Institutes. I take this opportunity to compliment Dr. Rajeev Kumar Tiwari, Secretary, ICFRE and his team for doing all the hard work in bringing out this edition of the compendium.

**Dr. S.C. Gairola**  
**Director General, ICFRE**





सत्यमेव जयते

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सचिव  
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**Secretary**



**भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद**  
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद)  
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**Indian Council of Forestry Research and Education**  
(An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India)  
**P.O. New Forest, Dehradun – 248 006**

## PREFACE

I am glad to present this “Compendium of Rules and Regulations” updated as per notifications / orders issued till 31.03.2018. It’s an endeavor to provide updated information on the Rules / Regulations of ICFRE to all stakeholders. In pursuance of this objective, the circulars/notifications/office orders pertaining to the Rules / Regulations of Indian Council of Forestry Research and Education (ICFRE) are being made available on the website icfre.gov.in. However, for the purpose of offline reference this compilation of ICFRE Rules / Regulations is being brought out. The ICFRE shall strive to bring out such updated compilations annually.

Apart from other rules, this compilation includes the ICFRE Technical Service Rules 2013, Rules for Junior Research Fellows / Senior Research Fellows and Research Associates and also ICFRE Group ‘A’ (Scientific Posts) Rules 2018. The compilation includes the references of meeting of Board of Governors, concerned office orders and notification pertaining to enactment / amendment in respective rules as footnotes. Due care has been taken to format the contents and present them in a comprehensible manner with an elaborate index of the document. Suggestion for improvement in the format and content of this compendium is welcome.

I would also like to place on record, appreciation of the efforts of the officers and staff of Secretary Office, who worked hard to compile the relevant orders issued by the Council till June 2018. I hope that the compilation would be a useful tool for all administrators and staff of the Council.

**Dr. Rajeev Kumar Tiwari**  
**Secretary**



## **DISCLAIMER**

Though all possible care has been taken to ensure accuracy. However, in the event of a conflict between the Rules brought out in the compendium and the Orders / Instructions issued by ICFRE / Government of India on the subject, the latter will prevail.

Any information given herein cannot be cited in any dispute or litigation, nor is it a substitute for a legal interpretation / evidence. The user will be solely responsible for any consequence of the decision taken on the basis of information contained in this Compendium.

It may further be noted that any request for clarification / redressal of grievances etc. should be taken up with the concerned administrative authority.





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## THE MEMORANDUM OF ASSOCIATION<sup>1</sup>

### 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.

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<sup>1</sup> [1<sup>st</sup> meeting of Board of Governors dated 24.07.1991]

- (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,<br>Ministry of Environment & Forests | Ministry of Environment & Forests,<br>Paryavaran Bhawan,<br>C.G.O. Complex, Lodi Road,<br>New Delhi – 110 003. | Chairman      | Govt. service |
| 2.  | Inspector General of Forests to the Govt. of India                    | Ministry of Environment & Forests,<br>Paryavaran Bhawan,<br>C.G.O. Complex, Lodi Road,<br>New Delhi – 110 003. | Vice Chairman | Govt. service |

| Sl. | Name   | Address  | Designation      | Occupation    |
|-----|--|--|------------------|---------------|
| 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, UGC  | 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 TFRD), 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)<sup>2</sup>

## 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,<br>Govt. of India | President |
| (ii) | Secretary, Ministry of Environment & Forests                      | Member    |

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<sup>2</sup> [1<sup>st</sup> meeting of Board of Governors dated 24.07.1991]

|         |  |                     |
|---------|--|---------------------|
| (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.<br>Expenditure,<br>Science and Technology,<br>Rural Development,<br>Agriculture,<br>Bio-Technology,<br>Non Conventional Energy Sources,<br>Planning Commission. | Member              |
| (iv)    | Director General of Forests  | Member              |
| (v)     | Director General, Indian Council of Agricultural Research (ICAR)   | Member              |
| (vi)    | Director General, Council of Scientific & Industrial Research (CSIR)   | Member              |
| (vii)   | Chairman, University Grants Commission (UGC)   | Member              |
| (viii)  | Two Vice-Chancellors of Agriculture Universities imparting forestry education (To be nominated)  | Member              |
| (ix)    | Director, Wildlife Institute of India  | Member              |
| (x)     | Director, Indian Institute of Forest Management  | Member              |
| (xi)    | Four Principal Chief Conservators of Forests (To be nominated)   | Member              |
| (xii)   | Two Managing Directors of Forest Development Corporations (To be nominated)  | Member              |
| (xiii)  | Four Scientists/Foresters from Research Institutes under ICFRE (To be nominated)   | Member              |
| (xiv)   | Two Representatives of Forest Based Industries (To be nominated).  | Member              |
| (xv)    | All Directors of the Research Institutes under ICFRE   | Member              |
| (xvi)   | Director, Indira Gandhi National Forest Academy  | Member              |
| (xvii)  | <i>*Two retired Forest Officers not below the rank of the PCCF (to be nominated)</i>   | Member              |
| (xviii) | <i>*Two members representing non Government organizations (to be nominated)</i>  | Member              |
| (xix)   | <i>*Three eminent persons in the field of Ecology/Forestry (to be nominated)</i>   | Member              |
| (xx)    | <i>**Progressive Farmers (to be nominated)</i>   | Member              |
| (xxi)   | Director General, ICFRE  | Member<br>Secretary |
| (xxii)  | Additional Director General (FC), Ministry of Environment Forests and Climate Change. <sup>3</sup>   | Member              |
| (xxiii) | Additional Secretary & Financial Advisor,  | Member              |

<sup>3</sup> added by the Ministry vide its letter No. 17-14/2016-RT dated 27.04.2016

Ministry of Environment Forests and Climate  
Change<sup>4</sup>

- (xxiv) Deputy Inspector General Forests (RT), Ministry Member  
of Environment Forests and Climate Change<sup>5</sup>

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.

<sup>4</sup> added by the Ministry vide its letter No. 17-14/2016-RT dated 27.04.2016

<sup>5</sup> added by the Ministry vide its letter No. 17-14/2016-RT dated 27.04.2016

### **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 direction 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 impose 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)    | Two Principal Chief Conservators of Forests   | Member        |
| (x)     | Two 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   | Secretary     |
| (xviii) | Additional Director General (FC), Ministry of Environment Forests and Climate Change. <sup>6</sup>      | Member        |
| (xix)   | Deputy Inspector General Forests (RT), Ministry of Environment Forests and Climate Change. <sup>7</sup> | Member        |

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.

<sup>6</sup> added by the Ministry vide its letter No. 17-14/2016-RT dated 27.04.2016

<sup>7</sup> added by the Ministry vide its letter No. 17-14/2016-RT dated 27.04.2016

### **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.<sup>8</sup>

#### **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<sup>9</sup> 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

<sup>8</sup> [Notification No. 58-21/XXXVIII/2008-ICFRE dated 27.06.2008]

<sup>9</sup> [Notification No. 58-21/50/2014-ICFRE dated 16.09.2015]



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:** Doctorate 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:** Doctorate 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<sup>10</sup>

## 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.

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<sup>10</sup> [1<sup>st</sup> meeting of Board of Governors dated 24.07.1991]

## **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 by a Chartered Accountant from a panel of atleast three CAG empanelled Chartered Accountants willing to take up audit of ICFRE and based at Dehradun to be provided / nominated by the Comptroller and Auditor General, Government of India. The remuneration payable to the Auditors shall be determined by the Board of Governors<sup>11</sup>.
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.

<sup>11</sup> [Clause 33 amended vide notification No. 58-21/54/2016-ICFRE dated 22.02.2017]

- 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, ICFRE AND DIRECTORS OF INSTITUTE OF ICFRE<sup>12</sup>**

### **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.<sup>13</sup>
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

<sup>12</sup> [1<sup>st</sup> meeting of Board of Governors dated 24.07.1991, Notification No. 58-21/55/2017-ICFRE dated 25.01.2018 also updated]

<sup>13</sup> [Amended as per Notification Nio. 58-21/95-ICFER dated 04.07.1996]

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.<sup>14</sup>
- 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   |

<sup>14</sup> [Amended as per Notification Nio. 58-21/95-ICFER dated 04.07.1996]

| Sl. | Nature of Power  | Competent Authority and Extent of Power |          | Remarks   |
|-----|--|---|----------|---|
|     |  | Director General                        | Director |   |
|     |  |   |          | 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-  |
| 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   | -do-                                    | -do-     | The exercise of the   |

| Sl. | Nature of Power  | Competent Authority and Extent of Power      |   | Remarks  |
|-----|--|--|---|--|
|     |  | Director General                             | Director                                  |  |
|     | 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. |  |   | 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                                 |
| 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**

| Sl. | Nature of Power   | Competent Authority and Extent of Power  |  | Remarks  |
|-----|---|--|--|--|
|     |   | Director General   | Director   |  |
| 17  | Powers to sanction undertaking of work for which fee is offered and the acceptance of fee SR-11 + SR-12 <sup>15</sup> | Full powers except in his own case for which approval of Board of Governors is necessary | Rs.10000/- 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.   |

<sup>15</sup> [Item Sl. No. 17 - amended in accordance of Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]



| Sl. | Nature of Power   | Competent Authority and Extent of Power |          | Remarks   |
|-----|---|---|----------|---|
|     |   | Director General                        | Director |   |
| 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 prescribe 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   |
| 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     | --  |

| Sl. | Nature of Power  | Competent Authority and Extent of Power |          | Remarks  |
|-----|--|---|----------|--|
|     |  | Director General                        | Director |  |
| 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     | --   |
| 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.   |

| Sl. | Nature of Power  | Competent Authority and Extent of Power |          | Remarks   |
|-----|--|---|----------|---|
|     |  | Director General                        | Director |   |
| 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

| Sl. | Nature of Power   | Competent Authority and Extent of Power |          | Remarks   |
|-----|---|---|----------|---|
|     |   | Director General                        | Director |   |
| 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 |

| Sl. | Nature of Power  | Competent Authority and Extent of Power   |   | Remarks  |
|-----|--|---|---|--|
|     |  | Director General  | Director  |  |
| 44  | Participation of officers and staff at Conferences/ Symposiums/ Congress/ Training/deputations in India and abroad | Full  | Full powers for nominating officers and staff at Conferences / Symposiums / Congress within India <sup>16</sup> |  |
| 45  | Sanction ex-India Leave in respect of Scientists and Officials of ICFRE <sup>17</sup>                              | 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. |

<sup>16</sup> [Amended as per Notification No. 58-21/95-ICFER dated 04.07.1996]

<sup>17</sup> [Notification No. 58-21/50/2014-ICFRE dated 26.11.2014]

**(B) FINANCIAL POWERS**

| Sl. | Nature of Power   | Competent Authority and Extent of Power |   | Remarks   |
|-----|---|---|---|---|
|     |   | Director General                        | Director  |   |
| 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. <sup>18</sup>                                 | Full                                    | Full powers subject to availability of funds.   |   |
| 6.  | Expenditure on legal matters concerning the Council   | Full                                    | Full  |   |
| 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) <sup>19</sup>   | Full                                    | Rs.20,000/- 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  |   |

<sup>18</sup> [Item at Sl. No. 5 – as amended in vide Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]<sup>19</sup> [Item at Sl. No. 8 – as amended vide Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]

| Sl. | Nature of Power  | Competent Authority and Extent of Power |   | Remarks   |
|-----|--|---|---|---|
|     |  | Director General                        | Director  |   |
| 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  |   |
| 22  | Power to write off irrecoverable losses of stores/public money including losses of stamps. <sup>20</sup>                   | Full                                    | Rs.50,000/- for writing off stores not due to theft fraud or negligence in each case and Rs. 10,000/- in each case of theft fraud and negligence. |   |

<sup>20</sup> [Item at Sl. No. 22 - amended in accordance of Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]

| Sl. | Nature of Power  | Competent Authority and Extent of Power                                       |  | Remarks                                 |
|-----|--|---|--|---|
|     |  | Director General  | Director   |   |
| 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 <sup>21</sup> | 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  | *Rs.1000/- in each case  |   |
| 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   |   |
| 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              |

<sup>21</sup> [Item at Sl. No. 24 - amended in accordance of Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]

| Sl. | Nature of Power   | Competent Authority and Extent of Power |          | Remarks  |
|-----|---|---|----------|--|
|     |   | Director General                        | Director |  |
| 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 |



| Sl. | Nature of Power  | Competent Authority and Extent of Power |   | Remarks  |
|-----|--|---|---|--|
|     |  | Director General                        | Director  |  |
| 44  | Sanction of pension to ICFRE employees                     | Full <sup>22</sup>                      | 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  | --   |
| 49  | Civil Works (Departmental including fencing) <sup>23</sup> | Full                                    | Rs.12,50,000/- for non residential and rs 2,50,000/- for residential in each case | --   |

<sup>22</sup> [Powers delegated to the DDG (Admin.), ICFRE vide order No. 57-20/2018-ICFRE dated 05.04.2018]

<sup>23</sup> [Item at Sl. No. 49 - amended in accordance of Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]

| Sl. | Nature of Power  | Competent Authority and Extent of Power |  | Remarks |
|-----|--|---|--|---------|
|     |  | Director General                        | Director   |         |
| 50  | To accord administrative approval/ expenditure sanction for estimates of work <sup>24</sup>                        | Full                                    | <p><u>For administrative approval and expenditure sanction.</u><br/>Rs.12,50,000/- for non-residential Rs.2,50,000/- for residential buildings.</p> <p><u>For Technical Sanction</u></p> <p><i>Non Residential buildings</i><br/>Rs.5,00,000/-</p> <p><i>Residential buildings</i><br/>Rs.2,50,000/-</p> <p>Note:-In case of the work being done departmentally Directors of the Institute will have the power to accord Technical sanction upto Rs.2.50 lakh for residential and Rs.5.00 lakhs for non-residential buildings in each case. Technical sanction for beyond these limits in each case will be obtained from the Technical Departments like CPWD, State PWD, CCU etc.</p> | --      |
| 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                                    | --   | --      |
| 53  | Condemnation and auction of motor vehicles and motor cycle etc. after their stipulated life is over. <sup>25</sup> | Full                                    | Condemnation of vehicles and motorcycles fulfilling the conditions as stipulated in Schedule VII of Power to Write off Loss in Delegation of Financial power Rules 1978. Subsequent auction of the vehicles shall continue to be done with the approval of the DG, ICFRE.  |         |

<sup>24</sup> [Item at Sl. No. 50 - amended in accordance of Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]

<sup>25</sup> [Item at Sl. No. 53 - added in accordance of Notification No. 58-21/55/2017-ICFRE dated 25.01.2018]

**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<sup>26</sup>

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 29<sup>th</sup> 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<sup>27</sup> 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 | Two Directors of Institutes of ICFRE  | 2 Member |
| IV  | Two Experts of repute to be nominated by Director General, ICFRE                                    | Member   |
| v   | Representative of the MoEF to be nominated by the Ministry  | 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

<sup>26</sup> [1<sup>st</sup> meeting of Board of Governors dated 24.07.1991]

<sup>27</sup> [Notification No. 58/21/XXIV/2001-ICFRE dated 18.01.2002]

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.

## ICFRE GROUP 'A' (SCIENTIFIC POSTS) RULES, 2018 <sup>28 29</sup>

In exercise of the powers conferred by the proviso of Rules 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 & Education in the pay scale of Level 10 and above, except things done or omitted to be done before such supersession, the Director General, ICFRE with the approval of the Board of Governors is pleased to amend the ICFRE Group 'A' Scientific Posts Rules in the ICFRE and the Institutes under it with following provisions:

### 1. Short title and commencement

1.1 These rules may be called the Indian Council of Forestry Research & Education Group 'A' (Scientific Posts) Rules, 2018.

1.2 These rules shall come into force from the date of notification.

### 2. Definitions

- (i) "Appointing Authority", in relation to appointment to the posts of Scientists means the Director General, ICFRE.
- (ii) "Board of Governors (BoG)" means the Board of Governors of ICFRE a body constituted under Rule 17 of Rules of the Board of Governors of the ICFRE Society.
- (iii) "Competent Authority" means the Director General, Indian Council of Forestry Research and Education
- (iv) "Council" means the Indian Council of Forestry Research and Education (ICFRE)
- (v) "DDG" means the Deputy Director General of ICFRE
- (vi) "Departmental Peer Review Committee (DPRC)" means the Departmental Peer Review Committee constituted for Level II Assessment under Rule-9.
- (vii) "Director" means the Director of the Institutes under ICFRE
- (viii) "Director General (DG)" means the Director General, ICFRE – a person appointed by the President of the Society with the concurrence of the Govt. of India.
- (ix) "ICFRE" means Indian Council of Forestry Research and Education, a Society registered under the Societies Registration Act, 1860.
- (x) "Institutes" means research institutes under the ICFRE.
- (xi) "Internal Screening Committee (ISC)" means Internal Screening Committee constituted for Level-I Assessment vide Rule-9.
- (xii) "MACP" means to Modified Assured Career Progression
- (xiii) "MFCS" means to Modified Flexible Complementing Scheme.

### 3. Application

These Rules shall apply to the Scientific Group 'A' posts of Scientists from Scientist 'B' to Scientist 'G'

### 4. Name of posts, designations and pay scale:-

The designations and pay scales of the Scientific Group 'A' Posts in the Indian Council of Forestry Research and Education and its Institutes under it shall be as defined in **Table-I**.

<sup>28</sup> [Initially approved in 1<sup>st</sup> meeting of Board of Governors dated 24.07.1991 later amended vide notification No. 31-25/99-ICFRE dated 27.07.2001 and notification No. 58-21/XLIV/2011-ICFRE, dated 24.08.2011, Instant rules notified vide Notification No. 52-6/2016-ICFRE(Vol.II) dated 24.01.2018]

<sup>29</sup> Amendment to Para – 8 and Para 9(iii) of the rules done vide notification No. 52-6/2016-ICFRE (Vol.II) dated 31.05.2018 and have been updated at appropriate place.

**5. Number of Posts**

- (i) The total number of posts of Scientists at the Council is 280.
- (ii) The distribution of posts of Scientists within the ICFRE shall be done by the Director General, ICFRE depending upon the workload of various institutes working under ICFRE.<sup>30</sup>

**6. Educational qualifications and experience**

The educational qualifications and experience required for the posts shall be as specified in **Table-I**.

**7. Method of recruitment:-**

The post will be filled up by Direct Recruitment/Promotion and by Deputation as the case may be.

**7.1 Direct Recruitment**

- (i) The candidates possessing the educational qualifications and experience as specified in the **Table-I** shall be eligible for appointment to the post by direct recruitment.
- (ii) The upper age limit for appointment by direct recruitment to the posts shall be as specified in **Table-II**. Relaxation of five years can be considered for the Departmental candidates of ICFRE, who have completed their probation period.
- (iii) If a departmental candidate is selected for appointment to any post by direct recruitment, such post shall be deemed to have been filled by direct recruitment.
- (iv) Every Scientist who is appointed to the service by direct recruitment shall be on probation for a period of two years which may be extended by the Competent Authority/Appointing Authority in accordance with the instructions issued by the Central Government from time to time. In case, the orders of confirmation are not issued within six months after completion of probation period, the scientist will be treated as confirmed.
- (v) The confirmation of candidates who are on probation shall be considered by the Departmental Recruitment Committee, constituted by the DG, ICFRE.

**7.2 Promotion**

- (i) The minimum educational qualification for promotion to the grade of Scientist 'B' from the eligible feeder grades shall be as specified in **Table-I**.
- (ii) There shall be no upper age limit for promotion.
- (iii) The promotion for the posts of Scientist 'B' shall be made on selection basis having 03 years regular service as Research Officer Grade-I in ICFRE and its Institutes in the Level 7 of Pay Matrix as per 7<sup>th</sup> CPC and possessing educational qualifications and experience as specified in **Table-I** and the eligibility list for promotion shall be prepared with reference to the date of completion of the prescribed qualifying service in their respective grade or post. There shall be one time provision to the extent to allow promotion to only such number of Research Officers Gd I who have opted not to join the Technical Service and are to be retained in the old service to pursue Scientific

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<sup>30</sup> [updated distribution of posts is at Annexure-II]



services with a condition that such quota of promotion in the Scientific Services shall cease to exist soon after these Research Officers Gd I are promoted as Scientist 'B' and hence forth the position of Scientist 'B' shall be filled only through direct recruitment/deputation and only after the vacancy is available on the superannuation of promoted scientists.

- (iv) The probation period for the scientist promoted shall be one year.

### 7.3 By deputation (including short-term contract)

- (i) Scientists/Officers belonging to any other Ministry or Department of the Central Government or a State Government or Union territories or Universities or Public Sector Undertakings or semi-Government or statutory or autonomous organizations or research organizations or institutions funded by the Government may be appointed on deputation, subject to the fulfillment of following requirements, namely:-
- (a) possessing minimum educational qualifications and experience as specified in **Table-I**; and
- (b) holding analogous post on regular basis in the parent cadre or department.

The procedure to be followed shall be as per the details given below, subject to the fulfillment of following requirements, namely:-

- (ii) The upper age limit shall not exceed fifty-five years.
- (iii) Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department shall ordinarily be three years, which may be extended for a further period of two years with the approval of the Competent Authority, in accordance with the instructions or orders of the Central Government issued from time to time.
- (iv) Maximum of 10% post of scientists can be earmarked for filling up on deputation basis in the specified field decided by the appointing authority at the time of recruitment.
- (v) Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.
- (vi) The minimum level of scientists to be appointed on deputation shall be Scientist 'C'.

- 7.4 The experience specified in **Table-I** for the post shall be the experience obtained by the candidate in research and development in academic institution/ industrial or scientific and technological organization after possessing the minimum educational qualifications required for the post.

Provided that the competent authority shall decide on the area of such experience at the time of recruitment.

### 8. In-situ Promotion under Flexible Complementing Scheme.<sup>31</sup>

All Scientists shall be eligible for consideration for in-situ upgradation to the next higher grade under Flexible Complementing Scheme on the following conditions,

<sup>31</sup> Amendment done vide Notification No. 52-6/2016-ICFRE (Vol.II) dated 31.05.2018.

provided that such officers who are doing management or administrative work in the Council shall not be considered for upgradation under Flexible Complementing Scheme, but shall be given the benefits of upgradation under Modified Assured Career Progression Scheme :-

- (i) The Scientists appointed on deputation against an advertised post of Administration/Management nature shall not be eligible for Flexible Complementing Scheme.
- (ii) The Minimum Residency Period linked to Performance for in-situ promotion to the next grade shall be as specified in **Table-III** and while computing such minimum residency period, the following period of service shall count for in-situ promotion to the next higher grade, namely:-
  - (a) the regular service rendered in a post, excluding ad-hoc service or non-qualifying service;
  - (b) the period spent on deputation or foreign service to another scientific post;
 

provided that the period spent on deputation or on foreign service in a non-scientific post shall not count towards the minimum residency period.
  - (c) the period of study leave or any other leave taken for improving the academic accomplishment; and
  - (d) such other period of leave as may be prescribed by the Central Government for this purpose by order or instructions issued from time to time.
- (iii) The assessment for in-situ promotion under the Flexible Complementing Scheme shall be done twice a year; the cases maturing for promotion during January to June of a year shall be taken up for assessment in the month of July of that year and the cases maturing for promotion during July to December of a year shall be taken up for assessment in the month of January of the next year.
- (iv) Where an eligible scientist is not physically available for assessment on account of him being on deputation or on a foreign service or on study leave in India or abroad or for any other reason, his case shall be considered for promotion in the immediate assessment due on his return.
- (v) When a scientist is promoted under the Flexible Complementing Scheme, the post currently held by him shall be upgraded automatically and remain personal to him for the duration of his stay in the in-situ promotion post and consequently, no vacancy shall be caused in the lower grade.
- (vi) The post held by a Scientist under the Flexible Complementing Scheme shall revert back to the original level i.e., Scientist 'B' only after he vacates the higher post on his superannuation or resignation or death or otherwise.
- (vii) All scientists eligible for in-situ promotion under the Flexible Complementing Scheme shall give their self-assessment in the Annual Work Report Format (Part-A) as specified in **Table-IV** Part-A along with the APAR and the same shall be assessed by the reporting officer who shall give report in Part-B Format specified in **Table-IV**.
- (viii) The Internal Screening Committee, to be constituted by the DG, ICFRE shall carry out first level of assessment by evaluating the Annual Work Reports and APAR/AWR of the eligible Scientist and give its report on the scientific content of the work done by such Scientists as per Part-C Format specified in Annual Performance Appraisal Report (APAR) and make its report available

- to the Departmental Peer Review Committee. The minimum benchmark for screening the scientists for in-situ promotion would be 'Very Good'.
- (ix) The Departmental Peer Review Committee (DPRC) shall carry out second level external screening for in-situ promotion of Scientists from grade Scientist 'B' to 'C', Scientist 'C' to 'D', Scientist 'D' to 'E', Scientist 'E' to 'F' and Scientist 'F' to 'G' by holding interview of the screened-in scientists for their in-situ promotion to the next higher grade and recommend the suitability of the scientists to the competent authority.
- (x) The date of in-situ promotion for those found suitable for in-situ promotion to the next higher grade under the Flexible Complementing Scheme (FCS) shall be 1st January or 1st July or the date on which the residency period completed or the date when the Competent Authority approves the in-situ promotion, whichever is later.
- (xi) There shall be no retrospective in-situ promotion.
- (xii) The cases of officers undergoing training or study leave or on deputation in India or abroad shall be considered for in-situ promotion to the next higher grade under the Flexible Complementing Scheme with effect from the date they would have completed the minimum residency period had they not proceeded on training or study leave or on deputation subject to fulfillment of the condition that the period of such training or study leave or on deputation is stated as on duty.
- (xiii) The eligible Scientist shall be given three chances for assessment under the Flexible Complementing Scheme for up-gradation to the next grade and in case such Scientist does not qualify for three successive years or chances, he shall be considered for up-gradation to the next grade under the Modified Assured Career Progression Scheme.
- (xiv) The criteria for field experience for considering in-situ promotion under Flexible Complementing Scheme shall be as specified under the Annexure-I.
- (xv) 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.

## 9. Composition of Committees

### (i) Internal Screening Committee (Level-I Assessment)

- |   |                  |
|---|------------------|
| 1. Deputy Director General of ICFRE Hqrs/ A person Nominated by DG, ICFRE                 | Chairman         |
| 2. Joint Secretary to the Govt. of India (Forest Establishment), MoEF & CC or his nominee | Member           |
| 3. Two Directors of ICFRE Institutes  | 02 Members       |
| 4. The Secretary, ICFRE.  | Member           |
| 5. One Scientist 'F'/'G' of ICFRE/Institute.  | Member           |
| 6. A Group 'A' Officer from any other Ministry or Department of Central Government        | Member           |
| 7. Asstt. Director General (Education & RB), ICFRE  | Member-Secretary |

The quorum for the meeting of a Internal Screening Committee (ISC) shall be two-third members-including the Chairman.

### (ii) Departmental Peer Review Committee (Level-II Assessment)

The Departmental Peer Review Committee consisting of majority of external members possessing expertise in the relevant field shall be constituted by the DG, ICFRE. The Committee shall be comprised of following:-

- |    |  |                  |
|----|--|------------------|
| 1. | Director General, ICFRE/A person nominated by DG, ICFRE                                | Chairman         |
| 2. | Joint Secretary to the Govt. of India (Forest Establishment), MoEF & CC or his nominee | Member           |
| 3. | Director of CSIR/ICAR/reputed organization or his nominee of the Level of HAG Scale    | Member           |
| 4. | One DDG/Director (IC), ICFRE Hqrs./Director of ICFRE Institute                         | Member           |
| 5. | Three external experts in the relevant field   | 03 Members       |
| 6. | A group 'A' Officer from any other Ministry or Deptt. Of Central Government            | Member           |
| 7. | Asstt. Director General (Education & RB), ICFRE  | Member-Secretary |

The quorum for the meeting of DPRC shall be two-third members-including the Chairman and at least two subject experts.

**(iii) Departmental Recruitment Committee for Recruitment/Promotion/Confirmation and Deputations shall be as under:-<sup>32</sup>**

Filling up the vacant post through direct recruitment, promotion and deputation for Scientists as well as confirmation will be done by this committee. The constitution of Departmental Recruitment Committee (DRC) for considering the eligibility of candidates for Recruitment shall be as under:

- |    |  |                  |
|----|--|------------------|
| 1. | Chairman, Recruitment Board, ICFRE   | Chairman         |
| 2. | Representative of MoEF&CC at the level of DIG to be nominated by MoEF&CC             | Member           |
| 3. | Director of CSIR/ICAR/ reputed organization or his nominee of the Level of HAG Scale | Member           |
| 4. | One Director of Institute of ICFRE   | Member           |
| 5. | A Group 'A' officer from any other Ministry or department of the Central Government  | Member           |
| 6. | Three subject expert of the relevant subject   | 03 Members       |
| 7. | Asstt. Director General (Education & RB), ICFRE                                      | Member-Secretary |

The quorum for the meeting of a Departmental Recruitment Committee shall be two-third members-including the Chairman and at least two subject experts.

**10. Disqualifications: No person**

Who has entered into or contracted a marriage with a person having a spouse living, or

- (i) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the said posts: Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

<sup>32</sup> Amendment done vide Notification No. 52-6/2016-ICFRE (Vol.II) dated 31.05.2018.

- (ii) Any other information issued by the Govt. from time to time.

**11. Liability to serve anywhere in India:-**

- (i) The Scientists appointed under these rules shall be liable to serve anywhere in India.
- (ii) The Scientists appointed shall be liable to undergo such training and be detailed on such courses of instruction in India or abroad as the Competent Authority may decide from time to time.

**12. 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 approval of MoEF, Govt. of India as and when required.

**13. Saving**

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 reservations, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with orders issued by the Central Government from time to time in this regard.

**14. General conditions**

- (i) Composition of various committees shall be approved on each occasion by the DG, ICFRE.
- (ii) At least one of the members of the committees should represent the weaker section.
- (iii) Scientists of ICFRE/its institute going on deputation to other Government organization may be given due lien as per Government rules.
- (iv) The pay of the Scientists in the higher grade on promotion shall be fixed according to Fundamental Rules of the Government of India.
- (v) 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.
- (vi) 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 appointing authority may accept a short period notice from a scientist. 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.
- (vii) The age 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.

- (viii) 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 subjected to, according to the rules and bye-laws of the Society.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) 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 by 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.
- (xv) In **Table-I** giving the details of direct recruitment to Scientific posts +3, +7, +11, +16, and +21 denote minimum number of years of experience required in addition to the essential educational qualifications.
- (xvi) The Scientists appointed shall be liable to undergo such training and be detailed on such course of instruction in India or abroad as the Competent Authority may decide from time to time.
- (xvii) Specific essential educational qualification for a specific discipline will be decided at the time of filling up of a post based on the job recruitments.
- (xviii) The Director General, ICFRE will be Competent Authority for approval of recommendations made by various committees (Internal Screening Committee/Departmental Peer Review Committee/Departmental Recruitment Committee)
- (xix) 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.

**Table-I**  
**DESIGNATION, PAY SCALES, EDUCATIONAL QUALIFICATIONS AND EXPERIENCE FOR DIRECT RECRUITMENT**

**FOR SCIENTIFIC POSTS:** The minimum educational qualifications and experience required for scientific posts shall be as under:-

| Designation                                  | Scientist 'B'   | Scientist 'C'  | Scientist 'D' | Scientist 'E' | Scientist 'F' | Scientist 'G' |
|--|---|--|---------------|---------------|---------------|---------------|
| <b>Educational qualifications* (General)</b> | First Class Master's Degree in Natural Science /Agriculture Sciences<br><b>OR</b><br>First Class Bachelor's Degree in Engineering or Technology | First Class Master's Degree in Natural Science/Agriculture Sciences and a Ph.D. degree in the relevant subject/discipline<br><b>OR</b><br>First Class Master's Degree in Engineering or Technology |               |               |               |               |
| <b>Minimum Experience</b>                    |   | +3   | +7            | +11           | +16           | +21           |
| <b>Pay Scale (Level of pay Matrix)</b>       | Level-10  | Level-11   | Level-12      | Level-13      | Level-13A     | Level-14      |

\*To be read with Rule 14 (xvii)

**Table-II**  
**Age limit for Direct Recruits**

The upper age limit for appointment by direct recruitment to the posts specified in column (2) shall be as specified in column (3) of the **Table** below:-

| Sl.No. | Name of Post  | Age limit |
|--------|---------------|-----------|
| (1)    | (2)           | (3)       |
| 1.     | Scientist 'B' | 35 years  |
| 2.     | Scientist 'C' | 35 years  |
| 3.     | Scientist 'D' | 40 years  |
| 4.     | Scientist 'E' | 45 years  |
| 5.     | Scientist 'F' | 50 years  |
| 6.     | Scientist 'G' | 50 years  |

**Table- III**  
**(Minimum Residency period)**

| <b>Sl.No.</b> | <b>Designation</b> | <b>Level of Pay Matrix as per 7<sup>th</sup> CPC</b> | <b>Minimum Residency Period linked to Performance</b> |
|---------------|--------------------|--|---|
| 1.            | Scientist 'B'      | 10   | 03 years  |
| 2.            | Scientist 'C'      | 11   | 04 years  |
| 3             | Scientist 'D'      | 12   | 04 years  |
| 4             | Scientist 'E'      | 13   | 05 years  |
| 5             | Scientist 'F'      | 13A  | 05 years  |
| 6             | Scientist 'G'      | 14   | .....   |



**Table-IV**  
**Annual Work Report**  
**Part-A**  
**SELF ASSESSMENT BY THE OFFICER REPORTED UPON**

1. Name:
2. Designation:
3. Area of Science and Technology function:
4. Brief description of Science and Technology work function:
5. Science and Technology output indicators for assessment and measurement of work function( as appropriate to the officer):
6. Enumeration of major outputs from Science and Technology Function:
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. Specific 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 Science and Technology content in 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 selection indicators:

**Signature of the officer reported upon**

**PART-B**  
**ASSESSMENT BY THE REPORTING AUTHORITY**

1. Accuracy of the Science and Technology work report:
  - (a) Generally accurate
  - (b) Modifications needed (Please specify)
2. Scientific merit of the work done  
1-10%    10-33%    33-50%    50-75%    Bottom 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:  
1-10%    10-33%    33-50%    50-75%    Bottom 25%

**Signature of the Reporting Officer**

**PART-C**  
**INTERNAL PEER GROUP REVIEW REPORT**

1. Grading of the Science & Technology (&T) content of the work reported.
2. Specific innovation elements recognized:-
  - (a)
  - (b)
  - (c)
3. Relative assessment of the work reported vis-à-vis Peers in the area:  
Top 1-10%    10-33%    33-50%    50-75%    Bottom 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.

**Signature of the Members of the Peer Group**

**Annexure (to Annual Work Report)**

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 infrastructure base of research and development across the country.
11. Identification 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. Science and Technology inputs provided to inter-Ministerial discussions in various committees
15. Number of projects scientifically evaluated for closure during the years
16. Networked Programmes initiated (Please given numbers and salient features of your contribution)
  - (a) Between lab to lab
  - (b) Lab to Industry
  - (c) Bilateral
  - (d) Multilateral
17. Policies/Bills prepared during the year
18. Awards/membership of Institutions/Academics
19. Others (please specify)

### A. Criteria for Field Experience

1. Field experience in research and development and experience in implementation of such scientific projects is compulsory for promotion of scientists recruited to the posts in the secretariat of the scientific Ministries or Departments to higher grades under Flexible complementing Scheme.
2. Field experience of at least two years and five years respectively shall be essential for promotion to scientist 'F' and Scientist 'G' grades.
3. The criteria shall cover the aims and objectives of the institution or organization, qualifications of the personnel, qualitative requirements for performance of various types of activities etc.

### B. Scientific Activities and Services

#### (a) Fundamental or Basic research:

- (i) Original investigation to gain new scientific knowledge, not necessarily directed towards any specific practical aim or application;
- (ii) Working in scientific laboratories/ institutes, period spent on doctoral or post doctoral degrees in basic research after joining an organization, etc., shall constitute field experience for the purpose of Flexible complementing Scheme.

#### (b) Applied Research:

- (i) Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective;
- (ii) 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 Flexible Complementing Scheme.

#### (c) Experimental Development:

- (i) 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 Department.
- (ii) 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.

#### (d) Promotion of Science and Technology activities:

- (i) Science and Technology activities which are directly linked to Research and Development in terms of promoting the scientific activities and services.
- (ii) Coordination of Research and Development programmes in environment or forestry or wildlife, national and international network projects in environment or forestry or wildlife, mission node projects, environment or forestry or wildlife regulation and such other works would constitute field experience.

**Distribution of Posts of Scientists** <sup>33</sup>

| Institute / Centre         | Number of Posts | Remarks  |
|----------------------------|-----------------|--|
| ICFRE Hqrs.                | 20              |  |
| FRI, Dehradun              | 68              |  |
| FRI (Deemed University)    | 04              |  |
| CSFER, Allahabad           | 04              |  |
| HFRI, Shimla               | 11              | [ <sup>34</sup> ] 10 + (1 from TFRI)                 |
| IFP, Ranchi                | 10              |  |
| IFGTB, Coimbatore          | 30              |  |
| IWST, Bangalore            | 30              |  |
| IFB, Hyderabad             | 10              | [ <sup>35</sup> ] 8+ (1 from CFRHRD and 1 from AFRI) |
| WBC (Marine) Vishakapatnam | 04              |  |
| RFRI, Jorhat               | 27              |  |
| ARCBR, Mizoram             | 04              |  |
| CFLE, Agartala             | 02              |  |
| TFRI, Jabalpur             | 29              | [ <sup>36</sup> ] 30 - (1 to HFRI)                   |
| CFRHRD, Chhindwara         | 04              | [ <sup>37</sup> ] 5 - (1 to IFB)                     |
| AFRI, Jodhpur              | 23              | [ <sup>38</sup> ] 24 - (1 to IFB)                    |
| <b>TOTAL</b>               | <b>280</b>      |  |

<sup>33</sup> [Distributed vide notification no. 63-19/2015-IFRE dated 04.11.2015]

<sup>34</sup> [One Scientist with post temporarily transferred from TFRI to HFRI vide order no. 35-942/2013-ICFRE dated 16.04.2015. The post shall be restored back in the event of post of Scientist falling vacant at HFRI, Shimla]

<sup>35</sup> [One post from CFRHRD and one from AFRI transferred to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2018]

<sup>36</sup> [One post temporarily transferred to HFRI vide order no. 35-942/2013-ICFRE dated 16.04.2015]

<sup>37</sup> [One post transferred to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2018]

<sup>38</sup> [One from AFRI transferred to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2018]



## **RECRUITMENT AND PROMOTION RULES FOR ADMINISTRATIVE STAFF<sup>39</sup>**

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 of 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 debitable to the funds of

<sup>39</sup> [1<sup>st</sup> meeting of Board of Governors dated 24.07.1991 and revised vide Notification no.63-19/2011-ICFRE dated 21.07.2012]

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 Level 6 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised 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 Level 6 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised 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 Level 6 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised 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 Level 6 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised 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 Level 6 of 7<sup>th</sup> CPC Pay Matrix (Pre-revised 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 | <b>Level 12 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-3: Rs. 15,600-39,100 plus grade pay Rs. 7,600/- ) | 01           |
| 2.      | Financial Advisor          | <b>Level 13 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-4:Rs. 37,400-67,000 plus grade pay Rs. 8,700/-)   | 01           |
| 3.      | Under Secretary            | <b>Level 11 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-3:Rs. 15,600-39,100 plus grade pay Rs. 6,600/-)   | 08           |
| 4.      | Accounts Officer           | <b>Level 8 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,800/-)     | 04           |
| 5.      | Section Officer            | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-)     | 25           |
| 6.      | Sr. Private Secretary      | <b>Level 8 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,800/-)     | 01           |
| 7.      | Private Secretary          | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-)     | 21           |
| 8.      | Stenographer Grade-I       | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-)     | 33           |

| <b>Sl. No.</b> | <b>Name of post</b>     | <b>Pay Band with Grade Pay</b>  | <b>No. of Posts</b> |
|----------------|-------------------------|---|---------------------|
| 9.             | Stenographer Grade-II   | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-)   | 14                  |
| 10.            | Assistant               | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-)   | 91                  |
| 11.            | Upper Division Clerk    | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-)   | 101                 |
| 12.            | Lower Division Clerk    | <b>Level 2 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 1,900/-)   | 123                 |
| 13.            | Hindi Officer           | <b>Level 9 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-3: Rs. 15,600-39,100 plus grade pay Rs. 5,400/-) | 03                  |
| 14.            | Junior Hindi Translator | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-)   | 05                  |
| 15.            | Store Officer           | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2: Rs. 9,300-34,800 plus grade pay Rs. 4,600/-)  | 01                  |
| 16.            | Head Store Keeper       | <b>Level 5 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-)   | 02                  |
| 17.            | Senior Store Keeper     | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-)   | 04                  |
| 18.            | Store Keeper            | <b>Level 3 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,000/-)   | 15                  |
| 19.            | Security Officer        | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,600/-)   | 01                  |
| 20.            | Driver (Special Grade)  | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-2:Rs. 9,300-34,800 plus grade pay Rs. 4,200/-)   | 03                  |
| 21.            | Driver Grade-I          | <b>Level 5 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,800/-)   | 10                  |
| 22.            | Driver Grade-II         | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 2,400/-)   | 23                  |
| 23.            | Driver (Ordinary Grade) | <b>Level 2 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus grade pay Rs. 1,900/-)   | 26                  |

| Sl. No. | Name of post   | Pay Band with Grade Pay  | No. of Posts |
|---------|--|--|--------------|
| 24.     | Multi Tasking Staff<br>[Office Facilitator<br>(Karyalaya Suvidha<br>Karta) OR Office<br>Attendant (Karyalya<br>Prichark)/ Mali/<br>Chowkidar/ Cleaner/<br>Ward Assistant/<br>Sanitation Attendant/<br>Dhobi] | <b>Level 1 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised Pay band-1:Rs. 5,200-20,200 plus<br>grade pay Rs. 1,800/-) | 485          |

## Schedule II

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Senior Administrative Officer</b>  |
| 2.  | Number of Posts   | 01* (2012)<br>Indian Council of Forestry Research and Education (Headquarter) – 01<br>(*Subject to variation dependent on workload)   |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 12 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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.<br>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<br>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member<br>Director Forest Education - Member<br>A Representative of Ministry of Environment, Forests and - Member   |

|     |   |   |
|-----|---|---|
|     |   | Climate Change of appropriate level. <sup>40</sup><br>Secretary, Indian Council of Forestry Research and Education - Member<br>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  |

<sup>40</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Financial Adviser</b>  |
| 2.  | Number of Posts   | 01* (2012)<br>Indian Council of Forestry Research and Education<br>Headquarter - 01<br>(*Subject to variation dependent on workload)  |
| 2.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 13 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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:<br>An Indian Audit & Accounts service officer having 13 years experience with respect of year of allotment.<br><br>or<br>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/-<br><br>or<br>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<br>Deputy Director General (Administration), ICFRE - Member  |

|     |   |   |
|-----|---|---|
|     |   | Director Forest Education - Member<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>41</sup> - Member<br>Secretary, ICFRE - Member<br>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  |

<sup>41</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of the Post  | <b>Under Secretary</b>   |
| 2.  | Number of Posts   | 08* (2012)<br>ICFRE Hqrs. – 02<br>Forest Research Institute – 01<br>Forest Research Institute University - 01<br>Institute of Wood Science & Technology – 01<br>Arid Forest Research Institute -01<br>Tropical Forest Research Institute – 01<br>Institute of Forest Genetics and Tree Breeding– 01<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 11 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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<br>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member<br>Director Forest Education - Member<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>42</sup>          |

<sup>42</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]



|     |   |   |
|-----|---|---|
|     |   | Secretary, Indian Council of Forestry Research and Education - Member<br>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   | <b>Accounts Officer</b>   |
| 2.  | Number of Posts  | 04* (2012)<br>ICFRE Hqrs.- 01<br>Forest Research Institute – 01<br>Institute of Forest Genetics & Tree Breeding – 01<br>Arid Forest Research Institute – 01<br>*Subject to variation dependent on workload)   |
| 3.  | Classification   | Not applicable  |
| 4.  | Pay band and grade pay or pay scale  | <b>Level 8 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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 <sup>43</sup>                         | By deputation: Officers of central government/autonomous bodies/public sector undertakings possessing bachelor degree from a recognized university and holding analogous posts<br>OR<br>Section Officer working in the pay band-2 Rs. 9300-34800/- plus grade pay Rs. 4600 and 2 years regular service and experience of two years of accounting work and having certificate from IST&M<br>OR<br>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 - Chairman<br>(Administration), ICFRE<br>Director of the Institute - Member   |

<sup>43</sup> [Notification No. 63-19/2012-ICFER (R/Rules) dated 013.03.2016]

|     |   |  |
|-----|---|--|
|     |   | <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>44</sup></p> <p>Secretary, ICFRE - 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   |

<sup>44</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of the Post  | <b>Section Officer</b>  |
| 2.  | Number of Posts   | 25* (2012)<br>Indian Council of Forestry Research and Education<br>Headquarter – 08<br>Forest Research Institute University – 02<br>Forest Research Institute – 08<br>Tropical Forest Research Institute – 01<br>Arid Forest Research Institute – 01<br>Institute of Forest Genetics & Tree Breeding – 01<br>Institute of Wood Science & Technology – 01<br>Rain Forest Research Institute - 01<br>Himalayan Forest Research Institute – 01<br>Institute of Forest Productivity – 01<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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 - Chairman<br>(Administration), Indian Council of Forestry Research and Education<br>Director of the Institute - Member<br>A Representative of - Member<br>Ministry of Environment,   |

|     |   |   |
|-----|---|---|
|     |   | <p>Forests and Climate<br/>Change of appropriate<br/>level.<sup>45</sup></p> <p>Secretary, Indian Council<br/>of Forestry Research and<br/>Education - Member</p> <p>A Group 'A' officer from<br/>any other Ministry or<br/>department of the Central<br/>Government - Member</p> |
| 13. | Circumstances in which<br>Union Public Service<br>Commission is to be<br>consulted in making<br>recruitment | Not applicable  |

<sup>45</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Senior Private Secretary</b>   |
| 2.  | Number of Posts   | 01* (2012)<br>Indian Council of Forestry Research and Education<br>Headquarter - 01<br>(*Subject to variation dependent on workload)  |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 8 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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<br>(Administration), Indian Council of Forestry Research and Education<br>Director of the Institute - Member<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>46</sup> - Member<br>Secretary, Indian Council of Forestry Research and Education - Member<br>A Group 'A' officer from any other - Member |

<sup>46</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
|     |   | 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  | <b>Private Secretary</b>  |
| 2.  | Number of Posts   | 21* (2012)<br>Indian Council of Forestry Research and Education<br>Headquarter – 13<br>Forest Research Institute – 02<br>Tropical Forest Research Institute – 01<br>Institute of Forest Genetics & Tree Breeding – 01<br>Arid Forest Research Institute – 01<br>Rain Forest Research Institute – 01<br>Institute of Wood Science & Technology – 01<br>Himalayan Forest Research Institute – 01<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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<br>(Administration), Indian Council of Forestry Research and Education<br>Director of the Institute - Member<br>A Representative of - Member<br>Ministry of Environment, Forests   |



|     |   |   |
|-----|---|---|
|     |   | <p>and Climate Change of appropriate level.<sup>47</sup></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  |

<sup>47</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Steno Grade-I</b>   |
| 2.  | Number of Posts   | 32* (2012) <sup>48 49 50</sup><br>ICFRE Headquarter - 02<br>Forest Research Institute – 04<br>Tropical Forest Research Institute – 07<br>Institute of Forest Genetics and Tree Breeding – 04<br>Arid Forest Research Institute – 03<br>Rain Forest Research Institute -05<br>Institute of Wood Science & Technology – 05<br>Himalayan Forest Research Institute – 01<br>Institute of Forest Productivity – 01<br>(*Subject to variation dependent on workload) |
| I   | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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   |

<sup>48</sup> [Modified vide letter No. 63-19/2012-ICFRE(R/Rules) dated 05.12.2013 with the approval of the Ministry]

<sup>49</sup> [One post transferred from TFRI to IWST vide Order / Corrigendum No. 37-8/2014-ICFRE dated 28.01.2015, 26.03.2015 and 02.09.2016]

<sup>50</sup> [One post of AFRI, Jodhpur abolished vide order No. 31-29/2017-ICFRE dated 17.05.2018 in pursuance to Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord-I/2017, dated 12.04.2017 and MoEF&CCs letter No. 7-1/2015-RT dated 20.09.2017]

|     |   |  |
|-----|---|--|
|     |   | <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>51</sup> - Member</p> <p>One 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, ICFRE - 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   |

<sup>51</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |  |   |
|-----|--|---|
| 1.  | Name of Post   | <b>Stenographer Grade-II</b>  |
| 2.  | Number of Posts  | 10* (2012) <sup>52 53 54 55</sup><br>Tropical Forest Research Institute – 06<br>Rain Forest Research Institute – 02<br>Institute of Forest Genetics & Tree Breeding – 01<br>Institute of Forest Bio-diversity - 01<br>(*Subject to variation dependent on workload)   |
| 3.  | Classification   | Not applicable  |
| 4.  | Pay band and grade pay or pay scale  | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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 <sup>th</sup> Class certificate from a recognized Board<br>(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<br>(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  |

<sup>52</sup> [Modified vide letter No. 63-19/2012-ICFRE(R/Rules) dated 05.12.2013 with the approval of the Ministry]

<sup>53</sup> [One post was delinked from IWST consequent upon upgradation of IFB as an institute vide notification No. 58-21/XLVII/2012-ICFRE dated 07.12.2012, Order No. 35-965/2015-ICFRE dated 08.01.2016 and letter No. 10-6/2011/IWST/Estt./3461 dated 02.02.2016]

<sup>54</sup> [One post was transferred from IWST to TFRI vide office order No. 37-08/2014-ICRE dated 28.01.2015 and corrigendum of even number dated 26.03.2015]

<sup>55</sup> [Four posts of FRI, Dehradun abolished vide order No. 31-29/2017-ICFRE dated 17.05.2018 in pursuance to Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord-I/2017, dated 12.04.2017 and MoEF&CCs letter No. 7-1/2015-RT dated 20.09.2017]

|     |   |  |
|-----|---|--|
| 12. | Composition of Departmental Promotion Committee exists, what is its composition                 | <p>Director of the concerned Institute - Chairman</p> <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>56</sup> - Member</p> <p>One 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, ICFRE - 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   |

<sup>56</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Assistant</b>   |
| 2.  | Number of Posts   | 91* (2012) <sup>57</sup><br>ICFRE Headquarter - 10<br>Forest Research Institute – 46 [44+2] <sup>58</sup><br>Tropical Forest Research Institute – 06<br>Institute of Forest Genetics and Tree Breeding – 05<br>Arid Forest Research Institute – 06<br>Rain Forest Research Institute -05<br>Institute of Wood Science & Technology – 04<br>Himalayan Forest Research Institute – 03 [5-2] <sup>59</sup><br>Institute of Forest Productivity – 05<br>Institute of Forest Bio-diversity – 01<br>*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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   |

<sup>57</sup> [One posts was delinked from IWST consequent upon upgradation of IFB as an institute vide notification No. 58-21/XLVII/2012-ICFRE dated 07.12.2012.]

<sup>58</sup> [Two posts transferred from HFRI to FRI vide order no. 36-1/2013-ICFRE dated 25.06.2015. These posts shall be restored back to HFRI on November 2022 or until further orders.]

<sup>59</sup> [Two posts transferred from HFRI to FRI vide order no. 36-1/2013-ICFRE dated 25.06.2015. These posts shall be restored back to HFRI on November 2022 or until further orders.]

|     |   |  |
|-----|---|--|
| 12. | If a Departmental Promotion Committee exists, what is its composition                           | Director of the concerned Institute - Chairman<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>60</sup> - Member<br>One Head of Division of the concerned Institute Member<br>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<br>Under Secretary, ICFRE - Member<br>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.  |

<sup>60</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Upper Division Clerk</b>   |
| 2.  | Number of Posts   | 101* (2012) <sup>61</sup><br>ICFRE Headquarter - 10<br>Forest Research Institute – 49<br>Tropical Forest Research Institute – 06<br>Institute of Forest Genetics and Tree Breeding – 06<br>Arid Forest Research Institute – 06<br>Rain Forest Research Institute -06<br>Institute of Wood Science & Technology – 04<br>Himalayan Forest Research Institute – 05<br>Institute of Forest Productivity – 05<br>Institute of Forest Bio-diversity – 04<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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<br>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.<br>(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   | Director of the - Chairman<br>concerned Institute   |

<sup>61</sup> [Two posts were delinked from IWST consequent upon upgradation of IFB as an institute vide notification No. 58-21/XLVII/2012-ICFRE dated 07.12.2012. Two post transferred from FRI to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2017]



|     |   |  |
|-----|---|--|
|     | composition   | <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>62</sup> - 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, ICFRE - 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   |

<sup>62</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Lower Division Clerk</b>   |
| 2.  | Number of Posts   | 119* (2012) <sup>63 64</sup><br>Indian Council of Forestry Research and Education<br>Headquarter - 10<br>Forest Research Institute – 33<br>Tropical Forest Research Institute – 18<br>Institute of Forest Genetics and Tree Breeding – 10<br>Arid Forest Research Institute – 10<br>Rain Forest Research Institute -10<br>Institute of Wood Science & Technology – 12<br>Himalayan Forest Research Institute – 05<br>Institute of Forest Productivity – 04<br>Institute of Forest Bio-diversity – 07<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 2 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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 <sup>th</sup> class certificate from recognised Board.<br>(ii) A typing speed of 30 words per minute in English or 25 words per minute in Hindi on manual typewriter<br><br>or<br>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             | (1) 85% by direct recruitment<br>(2) 10% vacancies shall be filled on the basis of departmental qualifying examination amongst the Group 'C' staff, who possess 12 <sup>th</sup> class pass certificate from recognised board and have rendered   |

<sup>63</sup> [Four posts were delinked from IWST consequent upon upgradation of IFB as an institute vide notification No. 58-21/XLVII/2012-ICFRE dated 07.12.2012 and one post was subsumed in IFB upon transfer of WBC to IFB. One post transferred from TFRI and one from IWST to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2017]

<sup>64</sup> [Three posts of FRI, Dehradun and one post IFP, Ranchi abolished vide order No. 31-29/2017-ICFRE dated 17.05.2018 in pursuance to Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord-I/2017, dated 12.04.2017 and MoEF&CCs letter No. 7-1/2015-RT dated 20.09.2017]

|     |   |  |
|-----|---|--|
|     | percentage of the vacancies to be filled by various methods   | 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)<br>(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>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>65</sup> - 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   |

<sup>65</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Hindi Officer</b>  |
| 2.  | Number of Posts   | 03* (2012)<br>Forest Research Institute – 01<br>Tropical Forest Research Institute – 01<br>Arid Forest Research Institute – 01<br>(*Subject to variation dependent on workload)   |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 10 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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  | <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.<br><u>By deputation:</u><br>Officer from the central Government/State Government/ Government undertaking/autonomous body possessing following educational qualifications:-<br><br>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.<br>OR<br>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;<br>OR<br>Master's degree of a recognised University in any subject other than Hindi / English, with Hindi/English |

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|     |   | <p>medium and Hindi/English as a compulsory/elective subject as a medium of examination at degree level;<br/>OR<br/>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.</p> <p>(1) holding analogous posts or<br/>(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<br/>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member<br/>Director Forest Education - Member<br/>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>66</sup> - Member<br/>Secretary, Indian Council of Forestry Research and Education - Member<br/>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   |

<sup>66</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

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|-----|--|--|
| 1.  | Name of Post   | <b>Junior Hindi Translator</b>   |
| 2.  | Number of Posts  | 05* (2012)<br>Forest Research Institute – 01<br>Institute of Forest Genetics and Tree Breeding – 01<br>Arid Forest Research Institute – 01<br>Rain Forest Research Institute – 01<br>Institute of Wood Science & Technology – 01<br>(*Subject to variation dependent on workload)  |
| 3.  | Classification   | Not applicable   |
| 4.  | Pay band and grade pay or pay scale  | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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.<br>OR<br>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;<br>OR<br>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;<br>OR<br>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 or by  | Direct Recruitment   |

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|-----|--|---|
|     | 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>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>67</sup> - 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  |

<sup>67</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Stores Officer</b>   |
| 2.  | Number of Posts   | 01* (2012)<br>Forest Research Institute – 01<br>(*Subject to variation dependent on workload)   |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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.<br>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.<br>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<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>68</sup> - Member<br>Head of Division of the concerned Institute - Member  |

<sup>68</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]



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

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Head Store Keeper</b>   |
| 2.  | Number of Posts   | 02* (2012)<br>Forest Research Institute – 02<br>(*Subject to variation dependent on workload)  |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 5 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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:<br>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<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>69</sup> - Member<br>Head of Division of the concerned Institute - Member<br>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<br>Under Secretary, Indian Council of - Member |

<sup>69</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

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

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Senior Store Keeper</b>  |
| 2.  | Number of Posts   | 04* (2012)<br>Forest Research Institute – 03<br>Rain Forest Research Institute-01<br>(*Subject to variation dependent on workload)  |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>70</sup> - Member<br>Head of Division of the concerned Institute - Member<br>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<br>Under Secretary, Indian Council - Member |

<sup>70</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

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|-----|---|--|
|     |   | of Forestry Research and Education<br>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  | <b>Store Keeper</b>   |
| 2.  | Number of Posts   | 13* (2012) <sup>71 72</sup><br>Forest Research Institute – 7<br>Institute of Forest Genetics and Tree Breeding – 02<br>Rain Forest Research Institute – 01<br>Institute of Wood Science & Technology – 01<br>Institute of Forest Productivity – 01<br>Institute of Forest Bio-diversity – 01<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 3 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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 <sup>th</sup> 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:-<br>Director of the concerned Institute - Chairman<br>A Representative of Ministry of Environment, Forests and - Member  |

<sup>71</sup> [One post transferred from FRI to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2017]

<sup>72</sup> [Two posts of FRI, Dehradun abolished vide order No. 31-29/2017-ICFRE dated 17.05.2018 in pursuance to Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord-I/2017, dated 12.04.2017 and MoEF&CCs letter No. 7-1/2015-RT dated 20.09.2017]

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|     |   | <p>Climate Change of appropriate level.<sup>73</sup></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.  |

<sup>73</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Security Officer</b>  |
| 2.  | Number of Posts   | 01* (2012)<br>Forest Research Institute – 01<br>(*Subject to variation dependent on workload)  |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 7 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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<br>(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.<br>or<br>(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<br>Deputy Director General (Administration), Indian Council of Forestry Research and Education<br>Director Forest Education<br>A Representative of Ministry of Environment, Forests and Climate Change<br>- Chairman<br>- Member<br>- Member<br>- Member   |



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|     |   | of appropriate level. <sup>74</sup><br>Secretary, Indian Council of Forestry Research and Education - Member<br>A Group 'A' officer from any otehr 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   |

<sup>74</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Driver Special Grade</b>   |
| 2.  | Number of Posts   | 03* (2012)<br>Indian Council of Forestry Research and Education Headquarter – 02<br>Forest Research Institute - 01<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 6 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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/-.              |

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| 12. | If a Department Promotion Committee exists, what is its composition                             | Director of the concerned Institute - Chairman<br>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level. <sup>75</sup> - Member<br>Head of Division of the concerned Institute - Member<br>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<br>Under Secretary, Indian Council of Forestry Research and Education - Member<br>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.  |

<sup>75</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Driver Grade I<sup>76</sup></b>   |
| 2.  | Number of Posts   | 10* (2012) <sup>77</sup><br>Indian Council of Forestry Research and Education Headquarter - 01<br>Forest Research Institute – 04<br>Tropical Forest Research Institute – 03<br>Institute of Wood Science & Technology – 01<br>Arid Forest Research Institute – 01<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 5 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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/  | 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/-  |

<sup>76</sup> [Relocation done vide notification no. 63-19/2016-ICFRE (Drivers) dated 29.04.2016]

<sup>77</sup> [Modified vide letter No. 63-19/2012-ICFRE(R/Rules) dated 05.12.2013 with the approval of the Ministry]

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|     | absorption to be made   |  |
| 12. | If a Department Promotion Committee exists, what is its composition                             | <p>Director of the concerned Institute - Chairman</p> <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>78</sup> - 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   |

<sup>78</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Driver Grade II</b>   |
| 2.  | Number of Posts   | 23* (2012) <sup>79</sup><br>Indian Council of Forestry Research and Education Headquarter - 01<br>Forest Research Institute – 04<br>Tropical Forest Research Institute -03<br>Arid Forest Research Institute-01<br>Institute of Forest Genetics & Tree Breeding – 04<br>Rain Forest Research Institute – 02<br>Institute of Wood Science & Technology – 03<br>Himalayan Forest Research Institute – 03<br>Institute of Forest Productivity – 02<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 4 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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  | 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/-.   |

<sup>79</sup> [Relocation done vide notification no. 63-19/2016-ICFRE (Drivers) dated 29.04.2016]

|     |   |  |
|-----|---|--|
|     | grades from which promotion / deputation/ absorption to be made                                 |  |
| 12. | If a Department Promotion Committee exists, what is its composition                             | <p>Director of the concerned Institute - Chairman</p> <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>80</sup> - 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   |

<sup>80</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <b>Driver (Ordinary Grade)</b>   |
| 2.  | Number of Posts   | 19* (2012) <sup>81 82 83 84</sup><br>Forest Research Institute – 7<br>Tropical Forest Research Institute – 01<br>Arid Forest Research Institute – 01<br>Institute of Forest Genetics & Tree Breeding – 02<br>Rain Forest Research Institute – 02<br>Institute of Wood Science & Technology -02<br>Institute of Forest Productivity – 02<br>Institute of Forest Bio-diversity – 02<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable   |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 2 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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:<br>i. Matriculation from recognised Board.<br>ii. Possession of a valid driving license for motor cars.<br>iii. Experience of driving a motor car for three years or more.<br>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   |

<sup>81</sup> [One posts were delinked from IWST consequent upon upgradation of IFB as an institute vide notification No. 58-21/XLVII/2012-ICFRE dated 07.12.2012.]

<sup>82</sup> [Relocation done vide notification no. 63-19/2016-ICFRE (Drivers) dated 29.04.2016]

<sup>83</sup> [One post transferred from IWST to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2018]

<sup>84</sup> [Seven posts of FRI, Dehradun abolished vide order No. 31-29/2017-ICFRE dated 17.05.2018 in pursuance to Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord-I/2017, dated 12.04.2017 and MoEF&CCs letter No. 7-1/2015-RT dated 20.09.2017]



|     |   |   |
|-----|---|---|
| 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   | <p>Department promotion Committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute - Chairman</p> <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>85</sup> - 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  |

<sup>85</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Multi Tasking Staff</b>  |
| 2.  | Number of Posts   | 447* (2012) <sup>86 87</sup><br>Forest Research Institute – 244<br>Tropical Forest Research Institute – 42<br>Institute of Forest Genetics & Tree Breeding – 31<br>Arid Forest Research Institute – 20<br>Rain Forest Research Institute – 225<br>Institute of Wood Science & Technology – 23<br>Himalayan Forest Research Institute – 12<br>Institute of Forest Productivity – 33<br>Institute of Forest Bio-diversity – 17<br>(*Subject to variation dependent on workload) |
| 3.  | Classification  | Not applicable  |
| 4.  | Pay band and grade pay or pay scale   | <b>Level 1 of 7<sup>th</sup> CPC Pay Matrix</b><br>(Pre-revised 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:<br>a. 10 <sup>th</sup> standard pass certificate from recognized board/school<br>Desirable<br>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   | Not applicable  |

<sup>86</sup> [Five posts were delinked from IWST consequent upon upgradation of IFB as an institute vide notification No. 58-21/XLVII/2012-ICFRE dated 07.12.2012 and two post was subsumed in IFB upon transfer of WBC to IFB. Ten post transferred from TFRI to IFB vide order No. 1-24/2017-ICFRE dated 16.03.2017]

<sup>87</sup> [Thirty six posts of FRI, Dehradun and two posts of RFRI, Jorhat abolished vide order No. 31-29/2017-ICFRE dated 17.05.2018 in pursuance to Ministry of Finance, Department of Expenditure OM No. 7(1)/E.Coord-I/2017, dated 12.04.2017 and MoEF&CCs letter No. 7-1/2015-RT dated 20.09.2017]

|     |   |   |
|-----|---|---|
|     | promotion/ deputation/ absorption grades from which promotion / deputation/ absorption to be made |   |
| 13. | If a Department Promotion Committee exists, what is its composition                               | <p>Department promotion Committee for considering confirmation consisting of:-</p> <p>Director of the concerned Institute - Chairman</p> <p>A Representative of Ministry of Environment, Forests and Climate Change of appropriate level.<sup>88</sup> - 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> |
| 14. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment   | Not applicable.   |

<sup>88</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]



## **ICFRE TECHNICAL SERVICES RULES 2013** **(ICFRE Technical Service Rules, 2013, applicable w.e.f. 18.12.2013)<sup>89</sup>**

The Indian Council of Forestry Research & Education is a Society registered under the Societies Registration Act, 1860 vide Registration No. 596/1990-91 dated 12.03.1991 after the approval of Cabinet Note dated 05.06.1990 declaring ICFRE as an autonomous body on the analogy of CSIR and ICAR with DG, ICFRE as the Chief Executive Officer (CEO) from Ministry of Environment and Forests, GOI vide F. No. 1-8/89-RT, dated 22.06.1990. In exercises of the powers conferred by the proviso of Rule 38 (read with sub section (b) (iv) of Section 22 and sub-section (ii) in (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 the Technical posts in the Indian Council of Forestry Research & Education (ICFRE), Ministry of Environment, Forest & Climate Change, Govt. of India approves the following Technical service rules.

### 1. **Short title and commencement –**

- (a) These rules will be called the “Indian Council of Forestry Research & Education Technical Service Rules, 2013” for the recruitment of technical staff and shall come into force w.e.f. 18.12.2013.

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

- (a) "The Society" means the Indian Council of Forestry Research and Education, its Institutes & Centres.
- (b) "The Council" means the Indian Council of Forestry Research and Education, its Institutes & Centres.
- (c) "The Chairman" means the Chairman of the Indian Council of Forestry Research & Education Society.
- (d) "The Director General, Indian Council of Forestry Research and Education" means the person appointed by the Chairman of the Society with the concurrence of the Government of India to be the Director General of Indian Council of Forestry Research and Education.
- (e) "Director of the Institute" means Director of any Institute under Indian Council of Forestry Research & Education.
- (f) "The Constituent units of the Society" means the Headquarters, Institutes and Centres under Indian Council of Forestry Research & Education Society.
- (g) "Institute" means any of the Research Institutes under Indian Council of Forestry Research and Education.
- (h) "Employee" means any officer or official appointed as staff of the Council.
- (i) "Post" means all technical posts mentioned in para 3 of Technical Service Rules.
- (j) "Category" means a set of posts referred to in Rule 3.
- (k) "Technical Service" means, service under which technical staff of ICFRE are covered for their direct recruitments and assessment promotions.
- (l) "Functional Group" means a group of technical staff distinguished to reflect the duties attached to the posts

### 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

<sup>89</sup> [Notification No. 63-19/2016-ICFRE dated 01.03.2017]

have been appointed to the corresponding posts specified in para 3 appended to these Rules.

This rule 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 the persons as may be specifically excluded either wholly or in part by the Board of Governors with the prior approval of Government of India and
- (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 this document.

6. **Disqualification-**The furnishing of false information or suppression of any factual information at the time of appointment in service of the Society would disqualify and render 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 an employee, his/her services would be liable to be terminated.

### 1. **Scope and Nature of the Services**

All posts, the incumbents of which are engaged in performing technical services in support of research and education, whether in Field/lab Research, Maintenance, Workshop, General services and Paramedical constitute the Technical Services. There will be no common cadre. The posts will be borne on the strength of the respective Institutes or the Headquarters of the Council, as the case may be.

### 2. **Date of Coming into Force of the Technical Service Rules**

The Technical Service Rules of ICFRE are applicable w.e.f. 18.12.2013.

### 3. **Categories and Posts of the Services**

- 3.1 The Technical Services for ICFRE Research/Technical personnel are grouped into three Categories consisting of eight posts.

|              |                                |
|--------------|--------------------------------|
| Category I   | Technician                     |
|              | Sr. Technician                 |
| Category II  | Technical Assistant            |
|              | Sr. Technical Assistant        |
|              | Technical Officer              |
| Category III | Senior Technical Officer       |
|              | Asstt. Chief Technical Officer |
|              | Chief Technical Officer        |

- 3.2 Appendix-I indicates the pay scales in Categories- I to III with pay scales as recommended by VI Central Pay Commission.

- 3.3 The technical service rules as mentioned in para 2 are effective from 18.12.2013. However, any existing technical staff who may like to be governed only as per the existing technical staff rules of ICFRE may do so by specifically exercising an individual option in writing to the director of the Institute within 30 days from the date of issue of the order from ICFRE. Any technical employee who have been promoted to the post of Scientist-B from RO-I as on 18.12.2013 and onwards till the issue of order of implementation of technical services, shall be eligible to opt for technical services, subject to the conditions that he/she shall surrender his current post held by him/her from the date when he/she joined. Adjustment of such person into technical services shall be done considering his/her services as previous post of RO-I. Option once exercised shall be irrevocable and final.
- 3.4 Necessary amendments in technical services of ICFRE would be done by adopting suitable changes/improvements in future in order to improve efficiency of the cadre.

#### **4. Functional Classification**

- 4.1 Within each Category, the posts have been functionally classified as follows:
- |           |                          |
|-----------|--------------------------|
| Group I   | Field/Lab Research Staff |
| Group II  | Maintenance Staff        |
| Group III | Workshop Staff           |
| Group IV  | General Staff            |
| Group V   | Paramedical Staff        |
- 4.2 The details of functional classification of the existing posts in the council are given in Appendix-II.
- 4.3 All technical posts under the Council with different designations will be known by their Post designations in respective functional group. However, for the purpose of identification of duties performed by different functionaries, the posts of the persons will be distinguished appropriately to reflect the duties attached to the posts. *For example a post of workshop functional group will be designated by adding specialization within the functional group in bracket after the general name of the post for all the functional group like; Technician (Carpenter), Technician (Electrician), Sr, Technician (Carpenter), Technical Assistant (Mechanical).*

#### **5. Initial Adjustment of the Existing Employees**

- 5.1 The existing permanent and temporary employees appointed through regularly constituted DPC/Selection Committees will be fitted into the new technical posts w.e.f. 18.12.2013.
- 5.2 Existing technical staff will be adjusted/ inducted into the posts/grades of Technical services as per the procedures adopted in Appendix-XII. If any grade doesn't exist in the technical services, an employee will be adjusted to the nearest higher grade.
- 5.3 Government servants, who are on notional foreign service and are holding technical posts under the Council, are not eligible for appointment to the technical services until they opt and are absorbed in the Council's service on a regular basis.

## 6. Career Advancement

Career advancement of technical personnel in their respective categories will be done in the following manner:

- 6.1 There shall be a system of merit promotion from one post to the next higher post irrespective of the occurrence of the vacancies in the higher post or for grant of advance increment(s) in the same post, on the basis of the assessment of performance. The persons concerned will be eligible for consideration for such promotion or for grant of advance increment(s) after completion of the number of prescribed years of service in the grade, as detailed in the succeeding paras.
- 6.2 (i) As per the revised post structure, the entrants of Category I i.e., Technician, Level 3 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1: Rs.5200-20200, GP-Rs.2000/-) would continue to be regulated to the post of Sr. Technician, Level 4 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1: Rs.5200-20200, GP-Rs.2400) after five years of regular service in the grade. However, the Sr. Technician personnel, possessing the qualifications, as prescribed for Category II for direct recruitment, would be eligible for assessment promotion to the post of Technical Assistant, Level 4 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1: Rs.5200-20200, GP-Rs.2800) after five years of regular service, while those not possessing such qualifications shall become eligible for assessment promotion to the post of Technical Assistant only after completing 10 years of service as Sr. Technician. The assessment promotions from Technical Assistant to Sr. Technical Assistant, Level 6 of 7<sup>th</sup> CPC Pay Matrix (pre-revised Pay Matrix PB-2: Rs.9300-34800, GP-Rs.4200) and from Sr. Technical Assistant to the post of Technical Officer, Level 7 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-2: Rs.9300-34800, GP-Rs.4600) shall continue to be regulated at five years interval.
- 6.3 The provisions relating to Category barrier for assessment promotions from Technical Officer of Category II to Sr. Technical Officer of Category III are as follows:
  - (a) The technical personnel holding the post of Technical Officer, Level 7 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-2: Rs.9300-34800, GP-Rs.4600) and possessing essential qualifications, prescribed for Category III for direct recruitment, shall be eligible for assessment promotion to the post of Sr. Technical Officer, Level 10 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-5400) after completing five years of service as Technical Officer.
  - (b) The Technical Officer who do not possess the essential qualifications prescribed for direct recruitment for Category III shall be eligible for assessment promotion to Sr. Technical Officer after completing 10 years of service as Technical Officer provided such technical personnel possess qualifications prescribed for direct recruitment to the post of Technical Assistant of Category II. However, the technical personnel holding the post of Technical Officer who do not possess such the qualifications prescribed for direct recruitment to the post of Technical Assistant of Category II shall not be eligible for further assessment promotion to the post of Sr. Technical officer of Category III.
- 6.4 The assessment promotion of Sr. Technical Officer Level 10 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-5400) to the next higher post



- of Assistant Chief Technical officer Level 11 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-6600) and further assessment promotion of Assistant Chief Technical Officer to the next higher post of Chief Technical Officer Level 12 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-7600) of technical service will be after completion of 5 years of service as Sr. Technical Officer and Assistant Chief Technical Officer respectively.
- 6.5 The first screening of eligible persons for promotion or advance increment(s) in all the categories will be made within one year of the introduction of the technical service rules i.e. 18.12.2013, and thereafter, once a year as early as practicable, after 1 January, in respect of all those who have become eligible for consideration for promotion on or before the last date of the previous year ending 31 December.
- 6.6 Merit promotion or advance increment(s) to the successful personnel will be given with effect from the date following the date of completion of the five years of service in the post/grade.
- 6.7 For determining the eligibility of a person for the grant of merit promotion or advance increment(s), the entire period of the service in the post/grade including the service rendered in the pre-revised scale of pay will be counted.
- (i) The service rendered by an individual in another Institute from where he comes on transfer on compassionate ground will be taken into account for computing the eligibility period of 5 years.
  - (ii) For the purpose of computing the prescribed period for assessment, the period of *ad-hoc* service in the same grade and also the period of leave, including study leave/EOL, and period spent on deputation, will also be counted.
  - (iii) However, it may be added that the following periods are not to be counted for computing the prescribed period of eligibility for assessment/promotion to the next higher post.
    - (a) Period of suspension treated as *dies-non* for all purposes inclusive of assessment under Technical Service Rules;
    - (b) Period of reduction to lower grade as measure of penalty.
- 6.8 The assessment of eligible persons for merit promotion or advance increment(s) in Categories I and II will be done by a Selection Committee, to be constituted by the Appointing Authority. The Chairman of the Committee will be Director of the concerned Institute of ICFRE.
- 6.9 For persons in Category III, the assessment will be done by an Assessment Committee to be constituted in consultation with the Director General, ICFRE.
- 6.10 The assessment system would be based upon the APAR gradings and records of performance of personnel as reflected in the assessment reports/proforma as well as the prescribed benchmark for assessment promotions.
- 6.11 A person who is not found fit for merit promotion or advance increment(s) may be considered again at a subsequent stage or stages.  
*Note: Such persons will be considered every year till such time as they are adjudged suitable for promotion to the next higher grade. The technical personnel once promoted will, however, be eligible for promotion to the next higher grade/grant of advance increment(s) only after completing prescribed period of service in that grade and not earlier.*
- 6.12 The procedure for assessment of persons for grant of merit promotion or advance increments has been detailed in Appendix III.

*Note: Performa for special information to be furnished by technical personnel for their subsequent assessment for grant of merit promotion is given in Appendix VII.*

## 7. Promotion

- 7.1 In accordance with Technical service rules, the 33.3 % promotion quota will be operative only in Category-I at the level of Technician. It is clarified that promotions to the posts of Technician under the Technical service rules are to be made on the basis of selection (s). Essential educational qualification required for promotion (by selection) against 33.3% quota will be (i) Matriculation + 3 years regular service in 1900/- grade pay including two years experience in assisting staff of any functional group of technical services/Scientist in technical works or (ii) Matriculation + 5 years regular service in 1800/- grade pay including two years experience in assisting staff of any functional group of technical services/Scientist in technical works.
- 7.2 As under the existing procedure in force, the vacancy in the event of retirement/death/resignation of the technical personnel, carrying whatever person grade, through assessment promotion in the technical service, shall occur only in the initial grade of his appointment under the service. This will continue to be regulated accordingly.
- 7.2 Promotions will be made on the recommendation of the Selection Committee (s) constituted as per the Revised Composition of Selection Committees/ Departmental Promotion Committees for various posts under different categories under the Council. The details of Selection Committees/Departmental Promotion Committees for promotion, completion of probationary period and confirmation are given in Appendix V.

## 8. Direct Recruitment

- 8.1 Normally, there will be direct recruitment only in the lowest post in each of the three categories. However, direct recruitment to other posts in all the categories may also be done to correct imbalances in the staff composition in those posts.
- 8.2 Direct recruitments will be made to the post of Technician of Cat-I, Level 2 and 3 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1, Rs. 5200-20200, GP-1900 & 2000), Technical Assistant of Cat-II, Level 5 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1, Rs. 5200-20200, GP-2800) and Sr. Technical Officer of Cat-III, Level 10 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-5400).
- 8.3 Direct recruitment to the lowest post in each of the categories II and III i.e. for the post of Technical Assistant of Cat-II, Level 5 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1, Rs. 5200-20200, GP-2800) and Sr. Technical Officer of Cat-III, Level 10 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-5400) will be 100 % against the vacancies except Technician of Cat-I, Level 3 of 7<sup>th</sup> CPC Pay Matrix (pre-revised PB-1, Rs. 5200-20200, GP-2000), wherein DR will be made 66.66%.
- 8.4 The minimum educational qualifications prescribed for different groups of the three categories will be as per Appendix IV.  
*Note: In the case of ex-servicemen, the equivalence for their qualifications with those prescribed in Appendix IV will be decided in consultation with the Director-General of the Resettlement, Ministry of Defense.*
- 8.4 The maximum age limit for direct recruitment for different categories in

Technical Services is as follows:

|              |  |          |
|--------------|--|----------|
| Category I   | Technician<br>Level 2 and 3 of 7 <sup>th</sup> CPC Pay Matrix (pre-revised PB-1, Rs. 5200-20200, GP-1900 & 2000) | 30 years |
| Category II  | Technical Assistant<br>Level 5 of 7 <sup>th</sup> CPC Pay Matrix (pre-revised PB-1, Rs. 5200-20200, GP-2800)     | 30 years |
| Category III | Sr. Technical Officer<br>Level 10 of 7 <sup>th</sup> CPC Pay Matrix (pre-revised PB-3, Rs. 15600-39100, GP-5400) | 35 years |

**Note:**

- (i) *Minimum age for the direct recruitment for Cat. I will be 18 years while for Cat. II and Cat. III, it will be 21 years.*
  - (ii) *There will be no age limit for the employees of the ICFRE for direct recruitment to posts in all the three categories.*
  - (iii) *Age relaxation as per Govt. norms, as amended from time to time, shall be allowed to Scheduled Caste, Scheduled Tribe, OBC, Ex-Service man, Widow, Physically handicap, etc. candidates (whom so ever is/are entitled for age relaxation as per the rules and regulations of Govt. of India).*
  - (iv) *The crucial date for determining the minimum and maximum age in each case will be the closing date for receipt of applications from the candidates in India (other than Andaman & Nicobar and Lakshadweep Islands).*
  - (v) *Scheme of written examination and interview for direct recruitment at entry level posts in different categories are given in Appendix-XI*
- 8.5 The composition of the Selection Committee for direct recruitment to posts covered under the Technical Service Rules will be as detailed in Appendix V.
- 8.6 The appointing authority may appoint eligible persons on deputation basis on usual terms and conditions of deputation in the event of non-availability of suitable candidates otherwise for the appointment on technical posts. Such persons will not be eligible for absorption on permanent basis under the ICFRE system.
- 8.7 The Model qualifications prescribed for different groups of the three categories are given in Appendix IV. Any modifications to this Appendix, if considered necessary, will be made by the ICFRE.

**9. Appointing Authority**

The Appointing Authorities for different posts will be as under:

- (i) Director General, ICFRE    Sr. Technical Officer to Chief Technical Officer
- (ii) Directors of Institutes    Technician to Technical Officer of posts borne on the strength of the institutes

**10. Pay Fixation**

The pay of a person appointed to any post shall be fixed in accordance with such orders as may be applicable to the Council's employees from time to time.

**11. Probation**

11.1 The persons appointed to the respective posts by direct recruitment shall be on probation for 2 years.

11.2 The Appointing authority may extend the period of probation specified in sub-para (1).

**12. Seniority**

There will be no *inter-se* seniority amongst the personnel of the service for the purpose of promotion.

*Note: A notional seniority list, based on the length of service in a post/grade on a regular basis, may be maintained, for each post/grade of the technical service.*

**13. Annual Assessment**

The annual assessment of performance of the persons appointed to the three categories of the technical service will be recorded in the forms (APAR) as given in Appendix VI.

**14. Study Leave**

The Study Leave will be applicable to technical personnel as per the Govt. of India rules.

**15. Cadre strength in Technical Services**

Institute wise cadre strength for all the functional groups in different categories of technical services is given in Appendix X.

**16. Reclassification of Left-over Posts**

While notifying reclassification of posts, it may occur that there are some left-over posts which need reclassification. The institutes may be requested to furnish information thereupon, and the Committee formed under the Chairmanship of DG, ICFRE may consider various proposals received from institutes and submit its report, and the recommendations may be processed for implementation.

**APPENDICES****APPENDIX- I****PAY SCALES OF TECHNICAL SERVICES AS PER VI CPC**

| <b>Category</b> | <b>Technical Post/Grade</b>           | <b>Pay Scales</b>  |
|-----------------|---------------------------------------|--|
| Category I      | <b>Technician</b>                     | Level 2 and 3 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-1: Rs.5200-20200,<br>GP- Rs.1900 & GP-Rs. 2000) |
|                 | <b>Sr. Technician</b>                 | Level 4 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-1: Rs.5200-20200,<br>GP -Rs.2400)                     |
| Category II     | <b>Technical Assistant</b>            | Level 5 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-1: Rs.5200-20200,<br>GP- Rs.2800)                     |
|                 | <b>Sr. Technical Assistant</b>        | Level 6 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-2: Rs.9300-34800,<br>GP- Rs.4200)                     |
|                 | <b>Technical Officer</b>              | Level 7 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-2: Rs. 9300-34800,<br>GP- Rs.4600)                    |
| Category III    | <b>Senior Technical Officer</b>       | Level 10 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-3: Rs. 15600-39100,<br>GP-Rs.5400)                   |
|                 | <b>Asstt. Chief Technical Officer</b> | Level 11 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-3: Rs. 15600-39100,<br>GP-Rs.6600)                   |
|                 | <b>Chief Technical Officer</b>        | Level 12 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-3: Rs. 15600-39100,<br>GP-Rs.7600)                   |

**APPENDIX –II****CLASSIFICATION OF EXISTING TECHNICAL POSTS IN VARIOUS  
FUNCTIONAL GROUPS OF TECHNICAL SERVICES**

| <b>S. No.</b> | <b>Existing Technical Post/Grade</b>   | <b>Functional Group</b>         |
|---------------|--|---------------------------------|
| 1             | Research Officer-I   | Group-I<br>(Field/Lab Research) |
| 2             | Research Officer-II  |                                 |
| 3             | Research Assistant, Grade-I (General)  |                                 |
| 4             | Research Assistant, Grade-II (General)   |                                 |
| 5             | Research Assistant, Grade-I (Pulp & Paper)                                     |                                 |
| 6             | Research Assistant, Grade-II (Pulp & Paper)                                    |                                 |
| 7             | Technical Assistant, Group-C   |                                 |
| 8             | Research Assistant, Grade-I (Electrical & Mechanical)                          | Group-II<br>(Maintenance)       |
| 9             | Research Assistant, Grade-II (Electrical & Mechanical)                         |                                 |
| 10            | Technical Assistant, (Electrical and Mechanical)                               |                                 |
| 11            | Machine Operator/ Asstt. Machine Operator                                      |                                 |
| 12            | Logging Instructor   |                                 |
| 13            | Asstt. Logging Instructor  |                                 |
| 14            | Logging Inspector  |                                 |
| 15            | Research Assistant, Grade-I (Wood workshop)                                    | Group-III<br>(Workshop)         |
| 16            | Research Assistant, Grade-II (Wood workshop)                                   |                                 |
| 17            | Technical Assistant, (Carpenter, Polisher, Saw fitter, Sawyer & Cabinet maker) |                                 |
| 18            | Technical Assistant (Timber overseer)  |                                 |
| 19            | Chief Artist   | Group-IV<br>(General Services)  |
| 20            | Artist, Grade-III  |                                 |
| 21            | Research Assistant, Grade-I (Photography)                                      |                                 |
| 22            | Research Assistant, Grade-II (Photography)                                     |                                 |
| 23            | Draftsman, Grade-I   |                                 |
| 24            | Draftsman, Grade-II  |                                 |
| 25            | Junior Draftsman, Grade-III  |                                 |
| 26            | Tracer   |                                 |
| 27            | Senior Foreman (Printing)  |                                 |
| 28            | Foreman (Printing)   |                                 |
| 29            | Asstt. Foreman (Printing)  |                                 |
| 30            | Machine-man/Etcher/Copy-holder   |                                 |
| 31            | Compositor   | Group-V<br>(Paramedical)        |
| 32            | Chief Pharmacist   |                                 |
| 33            | Pharmacist   |                                 |
| 34            | Staff Nurse  |                                 |
| 35            | Sister- in -Charge, Grade-I  |                                 |
| 36            | Radiographer   |                                 |
| 37            | Laboratory Assistant-I   |                                 |

### **APPENDIX- III**

#### **ASSESSMENT PROCEDURE FOR THE GRANT OF MERIT PROMOTION OR ADVANCE INCREMENT (S) TO TECHNICAL PERSONNEL**

##### **CATEGORY- I**

1. The following criteria will be adopted for the assessment of the technical personnel of the Indian Council of Forestry Research & Education.
  - Professional performance in relation to the duties and tasks assigned.
  - Spirit of co-operation and team-work and support to scientific work.
  - Person/behavioural abilities/attributes
2. Emphasis while making assessment will be on the contributions of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

##### **PROCEDURE FOR ASSESSMENT**

3. Assessment of the technical personnel shall take into consideration the followings:
  - The information furnished in the Assessment Proforma (enclosed).
  - APARs for the last 5 years.
4. The technical personnel being assessed shall carefully fill in the enclosed proforma keeping in mind their activities in the past 5 years.
5. The Reviewers shall be the immediate supervisors of the technical personnel concerned. In cases where the Reviewer has supervised the work of the Reviewee for a very short period of time, say less than six months, he shall be required to consult other scientists/technical personnel who may have also supervised or worked with the Reviewee for longer periods. Directors will issue separate orders indicating clearly the Reviewer for each post.
6. After the proformas have been completed by the technical personnel being assessed (Reviewee), the same will be passed on to the Reviewer. The Reviewer shall then carefully go through the information provided by the Reviewee and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Head of Division/Research Station/ Project for his/her remarks.
7. The Head of Division/Research Station/Project shall then carefully look through the proforma and in case he/she notices marked discrepancies between the assessment of Reviewer and the Reviewee on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Head of Division/ Research Station/Project disagrees with the assessment of both the Reviewer and the Reviewee, he/she may give his/her reasons for disagreement. He/she shall then countersign the proforma with his recommendations.
8. The proforma relating to all technical personnel will be placed before the Assessment Committee to obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### **Assessment System**

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise at least 5 members excluding Chairman. The Chairman of the Committee would be Director of the Institute. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Head of Division/ Research Station/Project concerned in the Institute.
10. The Committee shall decide on the performance of the technical personnel by taking the documents mentioned in above para No. 3 into consideration. The technical personnel will be given merit promotion or advance increment(s). The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment. The employees with 5 years of service on the post of Chief Technical Officer, the highest post in Cat. III, are eligible for consideration for grant of advance increments on the basis of five-yearly assessments subject to maximum of three advance increments within the post.



**Proforma –I**

**ASSESSMENT FORM FOR THE CATEGORY- I TECHNICAL PERSONNEL OF  
THE ICFRE**

*(To be completed by the concerned Estt. Division)*

1. Reported period
2. Name
3. Date of birth
4. Designation
5. Present grade and scale of pay
6. Date of entry into service
7. Date of continuous appointment to the present post
8. Period of absence from duty, on leave, training, health, etc. during the period under report
9. Academic / Professional qualifications (underline any qualifications obtained during the period under report)

**PART -I**

*(To be filled in by the Reviewee)*

Please furnish the following information

10. Educational career:

| Certificate/Diploma/Degree | Class/Grade | University/Board/Institute |
|----------------------------|-------------|----------------------------|
|----------------------------|-------------|----------------------------|

11. Additional qualifications / training acquired during the period under review:

12. Employment record for last five years ending \_\_\_\_\_ starting with your present post, list in **reverse order** every employment you have had.

| Name of<br>employing<br>organization | Designation | Salary/Scale<br>of pay | Date of<br>joining | Date of leaving |
|--------------------------------------|-------------|------------------------|--------------------|-----------------|
|--------------------------------------|-------------|------------------------|--------------------|-----------------|

Signature of Reviewee.....

Name in Capital Letters).....

Date.....

Designation.....

**PART II**  
*(To be filled in by the Reviewer)*

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by he/she (reviewee) during the last five/ten years ending on\_\_\_\_\_ in relation to tasks assigned to him/her.
3. Please comment on reviewee's
  - (a) Amenability to discipline
  - (b) Punctuality
  - (c) Integrity
4. Recommendations of the reviewer

Signature .....

Name (in Capital Letters).....

Designation.....

Date.....

---

**PART- III**

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature .....

Name (in Capital Letters).....

Designation.....

Date.....

---

## CATEGORY -II

1. The following criteria will be adopted for the five yearly assessment of technical personnel (Category II) of the ICFRE.
  - Professional performance in relation to the duties and tasks assigned
  - Spirit of co-operation and team-work and support to the scientific work
  - Person behaviour /abilities/attributes
  - Organizational abilities/attributes
2. Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

### **Procedure for Assessment**

3. Assessment of the technical personnel (Category II) shall take into consideration the followings:
  - The information furnished in the five yearly assessment proforma (enclosed)
  - APARs for the past five years
4. The technical personnel being assessed shall carefully fill in the enclosed proforma mentioning their activities in the past five/ten years.
5. The reviewer shall be the immediate supervisor of the technical personnel concerned. In cases where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists who may have also supervised or worked with the reviewee for a longer period.
6. After the proforma has been completed by the technical personnel (reviewees) being assessed, the same will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by reviewees and the evaluation done by them and shall fill in items intended for them. Such a completed proforma will then be sent to the Head of Division/Research Station/Project for his/her remarks.
7. The Head of Division/Research Station/Project shall then carefully look through the proforma, and in case, he/she notices marked discrepancies between the evaluation of reviewer and the reviewee, he/she may give his/her comments on the discrepancies. In case the Head of Division/Research Station/Project disagrees with the assessment of both the reviewer and the reviewee, he/she may give his/her reasons for disagreement. He /she shall then countersign the proforma with his/her recommendations.
8. The proforma relating to all technical personnel will be placed before the Assessment Committee to obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### **Assessment System**

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise at least 5 members excluding Chairman. The Chairman of the Committee would be Director of the Institute. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Head of Div./ Res. Station/Project concerned in the Institute.
10. The Committees shall decide on the performance of the technical personnel by taking the documents into consideration mentioned in para 3 above. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Proforma -II**

**ASSESSMENT FORM FOR THE CATEGORY- II TECHNICAL PERSONNEL OF  
THE ICFRE**

*(To be filled in by the Concerned Estt Section at Institute)*

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree/diploma and the institution (the degree was obtained from) :
6. Date of entry into the Council's service :
7. Present post/grade and scale of pay :
8. Duties assigned to the post for which the person has been recruited :
9. Date of continuous appointment to the present post/grade :
- 10 Any other basic information :

(Besides the above information, the office may be required to furnish all the information relevant to the employee's career before and after entry into the ICFRE at the time of assessment).

**PART-I***(To be filled in by the Reviewee)*

Please furnish the following information:

1. Educational career

| <b>Certificate/Diploma/Degree</b>   | <b>Class/Grade</b> | <b>University/Board/Institute</b> |
|---|--------------------|-----------------------------------|
| B.Sc. or equivalent or Diploma in Engg.<br>Or 10+2 with Science + 2 years<br>diploma/degree from a recognized<br>University/institution in relevant field |                    |                                   |
| Any ITI or other trade Certificate  |                    |                                   |
| 10+2 Science certificate  |                    |                                   |
| Matriculation /School Leaving<br>Certificate/Higher Secondary/ PUC  |                    |                                   |

2. (a) Subjects of specialization at degree/diploma level
3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).
4. Employment record of last five years, starting with your present post, list in **reverse order** every employment you have had.

| Name of<br>employing<br>organization | Designation | Salary/Scale<br>of pay | Date of<br>joining | Date of leaving | Nature of<br>duties<br>actually<br>performed |
|--------------------------------------|-------------|------------------------|--------------------|-----------------|--|
|                                      |             |                        |                    |                 |  |

5. (a) Honours/awards etc
- (b) (i) Membership of professional societies
- (ii) Offices and committees assignments held in professional

societies

- (c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/ conduct a seminar)
  - (d) Special assignments covered (list each one giving dates) and briefly describe the work done
  - (e) Duration of absence from the institute for foreign visits, etc. during the 5 years period (the number of months may be specified)
6. Is there any other type of work than your present job/ assignment that you would rather do in the institute or outside? If yes, please indicate
7. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the reviewee during 5 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e) please indicate the numbers only.)

(The items included in the statement are only illustrative and not exhaustive)

**Productivity**

**Past 5 years**

- (a) Technical support for scientific work
- (b) Training work
- (c) Extension/Education work
- (d) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved
- (e) Institution /building activities, such as:
  - Membership in special committees/ task-force
  - Organizing seminars/symposia in the institution



- Any other (please specify)

(f) published work, if applicable, such as:

- books/monographs
- professional papers/articles
- popular articles
- book-reviews
- professional communication  
to journals/magazines
- professional abstracts
- technical reports

(g) Papers presented at professional meetings

(h) Relationship with his/her professional colleagues

8. Please append a precise resume of the work done during the period ending on ..... with full supporting evidence, if any.
9. If some or all your professional work remains incomplete or have fallen below your expectations, please furnish reasons for that and suggest improvement, if any.

Signature .....

Name (in Capital Letters).....

Designation.....

Date.....

**PART- II**

*(To be filled in by the Reviewer)*

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you agree with the position indicated by the reviewee against items 7,8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
  - (a) Amenability to discipline
  - (b) Punctuality
  - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you.
5. Recommendations
- 6.

Signature .....  
Name (in Capital Letters).....  
Designation.....

Date.....

---

**PART- III**

Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature of Reviewer

.....

Name (in Capital Letters).....

Designation.....

.....

Date.....

---

### CATEGORY- III

1. The following criteria will be adopted for the five yearly assessment of Category- III technical personnel of the ICFRE:
  - Professional performance in relation to the duties and tasks assigned
  - Spirit of co-operation and team-work and support to scientific work
  - Person/behavioral abilities/attributes
  - Managerial/organizational abilities /attributes
2. Emphasis in the assessment will be on the contribution and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.

#### Procedure for Assessment

3. Assessment of the technical personnel shall take into consideration the followings:
  - The information furnished in the five yearly assessment proforma (enclosed)
  - Performance record files maintained by the technical personnel (for this purpose, a suitable proforma shall be devised by the ICFRE)
  - Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the ICFRE
  - APARs for the past 5 years
4. The technical personnel being assessed shall carefully fill in the enclosed proforma, mentioning their activities in the past 5 years.
5. The reviewer shall be the Head of Division/Research Centre for the posts of Sr. Technical Officer, Asst. Chief Technical Officer of Category III. In case any of these positions is held by Scientist/technical personnel in grades lower than Chief Technical Officer, the Director of the Institute will specify the reviewer for the technical personnel working under him/her. The reviewer for Chief Technical Officer, personnel will be the Director of the Institute. In cases, where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other Scientists / technical personnel who may have also supervised or worked with the reviewee for longer periods. Directors will issue separate orders indicating clearly the reviewer for each post.
6. After the proforma have been completed by the technical personnel (reviewees) being assessed, the same will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by the reviewees and the evaluation done by them and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director for his/her remarks.
7. The Director shall carefully look through the proforma and in case the Director notices marked discrepancies between the evaluation of reviewer and the reviewee, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he /she may give his/her comments on the discrepancies and may give his/her reasons for

disagreement. He/she shall then countersign the proforma with his /her recommendations.

8. Director will then place the proforma relating to all technical personnel before the Assessment Committees and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

### **Assessment System**

9. The Assessment Committee will comprise at least five members, excluding the Chairman. These Committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The Assessment Committee would be constituted by the Director General, ICFRE, as provided in rule for the Technical Services.
10. The Committees shall decide on the performance of the technical personnel by taking the document into consideration mentioned in para 3 above. The Committee may also give an opportunity to assessee for a person discussion, if so desired by him in writing to project his/her work and achievements during the period under assessment. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

**Proforma –III**

**ASSESSMENT FORM FOR CATEGORY -III TECHNICAL PERSONNEL OF THE  
ICFRE**

*(To be filled in by the concerned Estt Section at the Institute)*

1. Reported period
2. Name
3. Date of birth/age
4. Field of specialization
5. Basic degree and the institution (the degree was obtained from)
6. Date of entry into the Council's service
7. Present post/grade and scale of pay
8. Duties assigned to the post for which the person has been recruited
9. Date of continuous appointment to the present post/grade
10. Any other basic information

(Besides the above information, the office may be required to furnish all the information relevant to the employee's career before and after entry into the ICFRE at the time of assessment)

**PART-I**

*(To be filled in by the Reviewee)*

Please furnish the following information:

1. Educational career:

| Degree /Diploma /Certificate  | Class/Grade | University/Board/Institue | Year |
|---|-------------|---------------------------|------|
| M.Sc. or equivalent degree or B.E./B. Tech/B Pharma or 2 years PG diploma in relevant subject from a recognized University/Institution or any higher degree |             |                           |      |
| B.Sc. or equivalent or Diploma in Engg. or 10+2 with Science + 2 years diploma/degree from a recognized University/institution in relevant field            |             |                           |      |
| Any ITI or other trade Certificate  |             |                           |      |
| 10+2 Science certificate  |             |                           |      |
| Matriculation /school leaving certificate/higher secondary/ PUC   |             |                           |      |

2. (a) Subjects of specialization at the graduate degree/diploma level  
(b) Subjects of specialization at the post graduate/BE/B. Tech etc. level
3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).
4. Employment record of last five years ending on..... starting with your present post, list in **reverse order** every employment you have had.

| Name of employing organization | Designation | Salary/Scale of pay | Date of joining | Date of leaving | Nature of duties actually performed |
|--------------------------------|-------------|---------------------|-----------------|-----------------|-------------------------------------|
|                                |             |                     |                 |                 |                                     |

5. What were the priority areas of work during the past five years of your service ending on ..... Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

| Area                                       | Priority | Time allocation |
|--|----------|-----------------|
| Research/ Technical support to the Council |          |                 |
| Teaching/guiding                           |          |                 |
| Extension                                  |          |                 |
| Management/Co-                             |          |                 |
| Ordination                                 |          |                 |
| Administration                             |          |                 |
| Any other area (Please specify the area)   |          |                 |

6. (a) Honours/awards etc:
- (b) (i) Membership of professional societies:
- (ii) Offices and committee assignment held in professional societies:
- (c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar):
- (d) Special assignments (list each one giving dates and briefly describe the work done):
- (e) Duration of absence from the institute, for foreign visits, etc. during the five years period (the number of months may be specified):

| 7. How would you rate your overall performance in each of the priority areas as 1 indicated in item 5 above on a 0-5 scale (1=poor; 2=below average; 3=average; 2 4=above average; and 5=outstanding). Please indicate appropriate score for each area. | Priority area | Assigned score |
|---|---------------|----------------|
|   |               | 3              |
|   |               | 4              |
| Total score   |               | 5              |

8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes, please indicate.
9. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

(The items included in the statement are only illustrative and not exhaustive).

|   | Past 5 years | Proposed to do next year |
|---|--------------|--------------------------|
| 1. Research/ Technical support to the Council   |              |                          |
| 2. Training and teaching work   |              |                          |
| 3. Extension education work   |              |                          |
| 4. Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved   |              |                          |
| 5. Institution building activities such as:<br>membership in the institutional committees<br>membership in special committees/task-force<br>organizing seminars/symposia in the institution<br>any others (please specify)                    |              |                          |
| 6. Published work, if applicable, such as:<br>books/monographs<br>professional papers/articles<br>popular articles<br>- book reviews<br>- professional communication to journals/magazines<br>- professional abstracts<br>- technical reports |              |                          |
| 8. Papers presented in professional meetings  |              |                          |
| 9. Participation in professional meetings   |              |                          |



- 10. Relationship with professional colleagues
- 11. Please furnish the most salient features of the work done in each of the top three priority areas as marked in question number (5) in Part I. This should include the points: (A) description of project(s)/assignment(s); (B) objectives of the stated project(s) /assignment(s); (C) any major progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence).

Priority Area 1:  
 Priority Area 2:  
 Priority Area 3:

- 12. Please append a precise resume of the work done during the period ending on ..... with full supporting evidence, if any.
- 13. If some or all of your professional work remains incomplete or fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.
- 14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature .....  
 Name (in Capital Letters).....  
 Designation.....

Date.....

**FOR THE USE OF THE REVIEWER(S) ONLY**

- 1. Is the information provided by the reviewee is correct to the best of our knowledge?
- 2. Do you agree with the assessment and the projections provided by the reviewee? Please give your critical appraisal.

Signature .....  
 Name (in Capital Letters).....  
 Designation.....

Date.....

- 3. Recommendation of the Director of the Institute.

Signature .....  
 Name (in Capital Letters).....  
 Designation.....

Date.....

### **Guidelines and bench mark for assessment promotion of technical staff in Cat. I, Cat. II & Cat. III**

Following guidelines and benchmark are prescribed for consideration of cases for career advancement:

- (i) The following material shall be taken into consideration for assessment:
  - (a) The material furnished in the assessment proforma for last 5 years.
  - (b) APARs for the past 5 years.
  - (c) Performance record files maintained by the technical personnel.
  - (d) Biodata and career information (various posts held etc.) for the technical personnel throughout their service in the ICFRE.

‘c’ & ‘d’ are applicable only in the cases of technical employees of Cat. III.
- (ii) The evaluation of APARs for the assessment period (5 years) vide foregoing para 1(b), shall carry 80 marks and evaluation of remaining material by the Assessment Committee shall carry 20 marks.
- (iii) The evaluation of APAR shall be done in the following manner:
  - (a) The APARs relevant for the period of assessment (last 5 years) are to be considered. In cases where the period of assessment does not synchronize with financial year, the APAR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration.
  - (b) In the cases where one or more APARs have not been written for any reason during of relevant period, the DPC should consider the APARs of the years preceding the period in question and if in any case even these are not available, the DPC should take the APARs of the lower post into account to complete the number of APARs required to be considered.

In cases of absence of APARs on account of Study Leave, a certificate from the Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the APAR dossier.

- (c) The APARs relevant for the assessment period (5 years) are to be numerically rated on the basis of final grading as accepted/approved by the Reviewing Authority in the following manner:
 

|      |                         |   |          |
|------|-------------------------|---|----------|
| i)   | Each Outstanding Report | - | 80 marks |
| ii)  | Each Very Good Report   | - | 60 marks |
| iii) | Each Good Report        | - | 40 marks |
| iv)  | Each Average Report     | - | 0 marks  |

The total marks so arrived at are to be divided by the number of APARs considered for assessment (last 5 years) to arrive at the weightage for APARs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of APARs shall not exceed 80 marks in any case.

- (iv.) The Assessment Committee shall examine the other material, as referred to in the foregoing para 1, and award marks on a scale of 20. The marks so awarded out of 20, shall be added to the marks awarded on the basis of the evaluation of APARs. The merit promotion from one post to next higher post shall be made only if an employee meet the following threshold:

(v.)

|      | <b>For promotion (from – to)</b>  | <b>Benchmark</b> |
|------|---|------------------|
| i.   | From Technician to Sr. Technician<br>and<br>from Sr. Technician to Technical Assistant  | 60%              |
| ii.  | From Technical Assistant to Sr. Technical Assistant,<br>from Sr. Technical Assistant to Technical Officer<br>and<br>from Technical Officer to Sr. Technical Officer | 67%              |
| iii. | From Sr. Technical Officer to Asstt. Chief Technical Officer and<br>from Asstt. Chief Technical Officer to Chief Technical Officer                                  | 75%              |

0.5 % and above marks are to be rounded off to the next higher number.

- (v) Directors are expected to ensure that complete and correct information is furnished to the Assessment Committees and the Members are made familiar with the provisions of the rules and instructions.
- (vi) To the extent possible, efforts should be made to identify suitable experts for nomination to Assessment Committee from places not very far away from the Institute so as to timely convene the meetings.
- (vii) One of the members of the Assessment Committee constituted for grant of merit promotion shall be from SC/ST community.

## APPENDIX –IV

**Model Essential Educational Qualifications required for the direct recruitment of entry level posts in different categories of Technical services for various functional groups**

| Category | Functional Groups →                                  | Field/Lab Research  | Maintenance   | Workshop  | General services  | Para medical  |
|----------|--|---|---|---|---|---|
|          | Technical post ↓                                     |   |   |   |   |   |
| Cat. I   | Technician, PB 1: (Rs. 5200-20200, GP-1900)          | –   | <u>Technician (Maintenance)</u><br><br>Matriculation from a recognized Board with ITI certificate in relevant trade or Certificate course from a Govt. recognized Institute | <u>Technician (Workshop)</u><br><br>Matriculation from a recognized Board with ITI certificate in relevant trade or Certificate course from a Govt. recognized Institute                            | <u>Technician (General Services)</u><br><br>Matriculation from a recognized Board with ITI certificate in relevant trade or Certificate course from a Govt. recognized Institute                            |   |
|          | Technician, PB 1: (Rs. 5200-20200, GP-2000)          | <u>Technician (Field/Lab Research)</u><br><br>10+2 in Science with 60% marks in aggregate or equivalent from a recognized Board               | <u>Technician (Maintenance)</u><br><br>10+2 in Science from a recognized Board in relevant trade or Certificate course from a Govt. recognized Institute <sup>90</sup>      | <u>Technician (Workshop)</u><br><br>10+2 with Science from a recognized Board with with at least one year ITI certificate in relevant trade or certificate course from a Govt. recognized Institute | <u>Technician (General Services)</u><br><br>10+2 with Science from a recognized Board with with at least one year ITI certificate in relevant trade or certificate course from a Govt. recognized Institute | -   |
| Cat. II  | Technical Assistant, PB 2: (Rs. 5200-20200, GP-2800) | <u>Technical Assistant (Field/Lab)</u><br><br>Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized | <u>Technical Assistant (Maintenance)</u><br><br>Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University <b>or</b>        | <u>Technical Assistant (Workshop)</u><br><br>Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University <b>or</b>                                   | <u>Technical Assistant (General Services)</u><br><br>Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University <b>or</b>                                   | <u>Technical Assistant (Para medical)</u><br><br>Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University <b>or</b> |

<sup>90</sup> [amended as per notification no. 63-19/2019-ICFRE dated 01.03.2018]

| Category  | Functional Groups →                                     | Field/Lab Research  | Maintenance   | Workshop   | General services   | Para medical  |
|---|---|---|---|--|--|---|
|   | Technical post ↓  |   |   |  |  |   |
|   |   | University<br><b>Or</b><br>3 years diploma in Engineering in the relevant field from a recognized Institution   | 3 years diploma in Engineering in the relevant field from a recognized Institution<br><b>or</b><br>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution   | 3 years diploma in Engineering in the relevant field from a recognized Institution<br><b>or</b><br>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution  | 3 years diploma in Engineering in the relevant field from a recognized Institution<br><b>or</b><br>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution  | 3 years Diploma/Degree in the relevant field from a recognized University/Institution<br><b>or</b><br>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution  |
| Cat. III  | Sr. Technical Officer, PB 3: (Rs. 15600-39100, GP-5400) | Sr. Technical Officer (Field/Lab)<br><br>M.Sc. or equivalent degree from a recognized University in the relevant subject<br><b>or</b><br>B.E./B. Tech in relevant field from a recognized Institution | Sr. Technical Officer (Maintenance)<br><br>M.Sc. or equivalent degree from a recognized University in the relevant subject<br><b>or</b><br>B.E./B. Tech in relevant field from a recognized Institution<br><b>or</b><br>2 years PG diploma in relevant field from a recognized University/Institution | Sr. Technical Officer (Workshop)<br><br>M.Sc. or equivalent degree from a recognized University in the relevant subject<br><b>or</b><br>B.E./B. Tech in relevant field from a recognized Institution<br><b>or</b><br>2 years PG diploma in relevant field from a recognized University/Institution | Sr. Technical Officer (General Services)<br><br>M.Sc. or equivalent degree from a recognized University in the relevant subject<br><b>or</b><br>B.E./B. Tech in relevant field from a recognized Institution<br><b>or</b><br>2 years PG diploma in relevant field from a recognized University/Institution | Sr. Technical Officer (Para medical)<br><br>M.Sc. or equivalent degree from a recognized University in the relevant subject<br><b>or</b><br>B Pharma in relevant field from a recognized University/Institution<br><b>or</b><br>2 years PG diploma in relevant field from a recognized University/Institution |
| <b>Note: Based upon the above minimum essential model educational qualifications prescribed for different categories, the specific qualifications covering the relevant fields, Location- specific requirements of posts as well as desirable specialization wherever required in case of posts of different functional groups should be finalized in consultation with the concerned subject-matter divisions for direct recruitment</b> |   |   |   |  |  |   |

## APPENDIX – V

### SELECTION / DEPARTMENTAL PROMOTION COMMITTEES FOR VARIOUS POSTS UNDER DIFFERENT CATEGORIES OF TECHNICAL SERVICES OF ICFRE

#### 1. Direct recruitment

For Technician to Chief Technical Officer

| Category     | Post                           | Pay Scales   |
|--------------|--------------------------------|--|
| Category I   | Technician                     | Level 2 and 3 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-1: Rs.5200-20200,<br>GP- Rs.1900 & GP-Rs. 2000) |
|              | Sr. Technician                 | Level 4 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-1: Rs.5200-20200,<br>GP -Rs.2400)                     |
| Category II  | Technical Assistant            | Level 5 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-1: Rs.5200-20200,<br>GP- Rs.2800)                     |
|              | Sr. Technical Assistant        | Level 6 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-2: Rs.9300-34800,<br>GP- Rs.4200)                     |
|              | Technical Officer              | Level 7 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-2: Rs. 9300-34800,<br>GP- Rs.4600)                    |
| Category III | Senior Technical Officer       | Level 10 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-3: Rs. 15600-39100,<br>GP-Rs.5400)                   |
|              | Asstt. Chief Technical Officer | Level 11 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-3: Rs. 15600-39100, GP-Rs.6600)                      |
|              | Chief Technical Officer        | Level 12 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-3: Rs. 15600-39100, GP-Rs.7600)                      |

**ICFRE Research institutes***(a) Technician to Technical Officer posts of Cat. I & II*

- |   |          |
|---|----------|
| 1. Director of the Concerned Institute  | Chairman |
| 2. Director/Deputy Secretary/Under Secretary (Forest Estt.), MoEF&CC or Representative of MoEF&CC from its Organizations.                     | Member   |
| 3. Head of Division of the concerned Institute  | Member   |
| 4. In case of recruitment to (ten) or more posts and lady candidates are expected for the service/post, one lady member of appropriate status | Member   |
| 5. Group "A" Officer from any Institute of Govt. of India   | Member   |
| 6. Under Secretary/Officer of equivalent grade of concerned Institute   | Member   |

*(b) Sr. Technical Officer to Chief Technical Officer posts of Cat. III*

- |  |          |
|--|----------|
| 1. Director General, ICFRE                             | Chairman |
| 2. Deputy Secretary/Director, MoEF&CC                  | Member   |
| 3. Assistant Director General (Edu. & RB), ICFRE       | Member   |
| 4. Secretary, ICFRE                                    | Member   |
| 5. Group "A" Officer from any office of Govt. of India | Member   |

**2. (a) Promotion (for filling up 33%) of vacancies of Technician of Category-I****(b) Absorption / probationary period / efficiency bar/confirmation etc. for posts from Technician to Technical Officer of Cat. I & II****ICFRE Research Institutes**

- |   |          |
|---|----------|
| 1. Director of the Concerned Institute  | Chairman |
| 2. Director/Deputy secretary/Under Secretary (Forest Estt.), MoEF&CC or Representative of MoEF&CC from its Organizations.                     | Member   |
| 3. Head of Division of the concerned Institute  | Member   |
| 4. In case of recruitment to (ten) or more posts and lady candidates are expected for the service/post, one lady member of appropriate status | Member   |
| 5. Group "A" Officer from any office of Govt. of India  | Member   |
| 6. Under Secretary/Officer of equivalent grade of concerned Institute.  | Member   |

### 3. Absorption /probationary period/efficiency bar/confirmation for posts from Sr. Technical Officer to Chief Technical Officer of Cat. -III

|                                 |   |          |
|---------------------------------|---|----------|
| <b>ICFRE Research Institute</b> | 1. Director General, ICFRE                                | Chairman |
|                                 | 2. Deputy Secretary/Director,<br>MoEF&CC                  | Member   |
|                                 | 3. Assistant Director General (Edu. &<br>RB), ICFRE       | Member   |
|                                 | 4. Secretary, ICFRE                                       | Member   |
|                                 | 5. Group "A" Officer from any office<br>of Govt. of india | Member   |

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Note:

1. Director General, ICFRE will be final approval authority for all the recruitments, selections and promotions etc. for the posts of Cat. III, while Director of the concerned Institute will be final approval authority for the posts of Cat. I and Cat. II.
2. One of the members of the assessment committee constituted for grant of merit promotion shall be from SC/ST community.



**APPENDIX- VI**

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र नीले कागज पर मुद्रित किया जाए।  
Note: APAR form to be printed on blue paper

**भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-1 के  
अंतर्गत आने वाले तकनीकी कर्मचारियों का  
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन**

**Annual Performance Appraisal Report**  
for Technical Employees of  
Indian Council of Forestry Research & Education  
under **Category-I**

अधिकारी का नाम .....  
Name of Officer .....  
समाप्ति वर्ष/अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद संस्थान .....  
I.C.F.R.E. Institute .....

**प्रपत्र**

**Form**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-1 के अंतर्गत आने वाले तकनीकी कर्मचारियों का  
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report for Technical Employees of Indian  
Council of Forestry Research & Education, under Category-I**

समाप्ति वर्ष / अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

**वैयक्तिक ब्यौरे**

**PERSON DATA**

**भाग-1**

**Part-1**

(मंत्रालय /विभाग /कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)  
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम .....  
Name of the Officer
2. जन्म तिथि: / Date of Birth: .....  
अंकों में (दिन/माह/वर्ष): .....  
In figures (DD/MM/YYYY): .....  
शब्दों में: .....  
In words: .....
3. वर्तमान पद .....  
Present post held
4. वर्तमान पद पर नियुक्ति की तिथि .....  
Date of appointment to the present post
5. क्या अधिकारी अनुसूचित जाति/जनजाति का है? .....  
Whether the officer belongs to Schedule  
Caste/Schedule Tribe?
6. वर्ष में कार्य से अनुपस्थिति की अवधि (प्रशिक्षण, छुट्टी .....  
आदि)। यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो  
उसका विवरण दें। .....  
Period of absence from duty (on training,  
leave etc.) during the year. If he has under  
gone training specify. ....

(प्रशासनिक अधिकारी के आदयाक्षर)  
(Signature of Administrative Officer)

**भाग - 2 – स्व मूल्यांकन**  
**Part - 2 – SELF APPRAISAL**

(उस अधिकारी द्वारा भरा जाए, जिसका प्रतिवेदन लिखा जाना है)

(To be filled in by the Officer reported upon)

(कृपया प्रविष्टियां भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण

Brief description of duties

2. .... से ..... तक के वर्ष/अवधि के दौरान आपके

द्वारा किए गए कार्य का संक्षिप्त सार वृत्त

Brief resume of the work done by you during the year/period from ..... to .....

(दिया जाने वाला सार वृत्त 100 शब्दों से अधिक न हो)

(The resume to be furnished should be limited to 100 words)

स्थान:/Place:

दिनांक:/Date:

अधिकारी, जिसका प्रतिवेदन लिखा जाना है, के हस्ताक्षर

Signature of the officer reported upon

**भाग - 3 - प्रतिवेदन लिखने वाले अधिकारी द्वारा मूल्यांकन**  
**Part - 3 - Assessment by the reporting officer**

(कृपया प्रविष्टियां भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)

(Please read carefully the guidelines before filling the entries)

1. कार्य निष्पादन का मूल्यांकन (प्रतिवेदन अधिकारी द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो कि 1 से 10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड से और 10 का उच्चतम ग्रेड से है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तरजीह 40% होगी)

(A) Assessment of work output (weightage to this Section would be 40 %)

|  | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड<br>Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है)<br>Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर<br>Initial of Reviewing Authority |
|--|---|---|--|
|  | <b>1</b>  | <b>3</b>  | <b>4</b>   |
| i) योजनाबद्ध कार्य/आवंटित विषयों के अनुसार आवंटित कार्य का पूरा करना<br>Accomplishment of planned work/work allotted as per subject allotted |   |   |  |
| ii) कार्य की गुणवत्ता<br>Quality of work   |   |   |  |
| iii) कार्य में प्रवीणता, रिकॉर्ड्स इत्यादि का रखरखाव<br>Proficiency of work, maintenance of records  |   |   |  |
| <b>‘कार्य निष्पादन’ पर समय ग्रेडिंग (कुल [i to iii]/3)</b><br><b>Overall Grading on ‘Work Output’ (Total [i to iii]/3)</b>                   |   |   |  |

(ख) वैयक्तिक गुण/विशेषता का मूल्यांकन (इस खंड की तरजीह 30% होगी)

(B) Assessment of person attributes (weightage to this section would be 30%)

|  | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड<br>Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है)<br>Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर<br>Initial of Reviewing Authority |
|--|---|---|--|
|  | <b>1</b>  | <b>3</b>  | <b>4</b>   |
| i) कार्य के प्रति अभिवृत्ति<br>Attitude to work      |   |   |  |
| ii) उत्तरदायित्व की भावना<br>Sense of responsibility |   |   |  |
| iii) अनुशासन बनाए रखना<br>Maintenance of discipline  |   |   |  |

|  | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड<br>Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड<br>(यदि स्तम्भ 2 से सहमत नहीं है)<br>Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर<br>Initial of Reviewing Authority |
|--|---|--|--|
|  | 1   | 2  | 3  |
| iv) संप्रेषण कौशल<br>Communication skills  |   |  |  |
| v) विश्लेषणात्मक योग्यता<br>Analytical ability   |   |  |  |
| vi) टीम में कार्य करने की योग्यता<br>Ability to work in team   |   |  |  |
| vii) समय-सीमा का पालन करने की योग्यता<br>Ability to meet deadline  |   |  |  |
| viii) अंतर्व्यक्तिक संबंध<br>Inter person relations  |   |  |  |
| वैयक्तिक गुण/विशेषताओं की समग्र ग्रेडिंग (कुल [i to viii]/8)<br>Overall Grading on 'Work Output' (Total [i to viii]/8) |   |  |  |

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तरजीह 30% होगी)

(C) Assessment of functional competency (Weightage to this section would be 30%)

|  | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड<br>Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड<br>(यदि स्तम्भ 2 से सहमत नहीं है)<br>Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर<br>Initial of Reviewing Authority |
|--|---|--|--|
|  | 1   | 2  | 3  |
| i) काम.काज के क्षेत्र में नियमों/विनियमों/ पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता<br>Knowledge of Rules /Regulations/ Procedures in the area of function and ability to apply them correctly |   |  |  |
| ii) समन्वय की योग्यता<br>Coordination ability  |   |  |  |
| iii) पहल<br>Initiative   |   |  |  |
| iv) कम्प्यूटर पर कार्य करने में प्रवीणता<br>Proficiency in working on computer   |   |  |  |
| 'कार्यात्मक क्षमता' पर समग्र ग्रेडिंग (कुल [i to iv]/4)<br>Overall Grading on 'Work output' (Total [i to iv]/4)  |   |  |  |

टिप्पणी: समग्र ग्रेडिंग निर्धारित की गई तरजीह के अनुपात में संकेतकों के प्रत्येक समूह के माध्यमान के योग पर आधारित होगी।

Note: The overall grading will be based on addition of the mean value of each of indicators in proportion to weightage assigned.

## सामान्य/GENERAL

### भाग - 4

#### Part – 4

1. जनता के साथ संपर्क (जहां कहीं लागू हो) (कृपया जनता की अधिकारी तक पहुंच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें)

Relations with the public (wherever applicable)

(Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें)

Training (Please give recommendations for training with a view to improve the effectiveness and capabilities of the officer in future)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)

Integrity (Please comment on the integrity of the officer)

5. क्षमताओं और कमतर क्षमताओं असाधारण उपलब्धियों, महत्वपूर्ण विफलताओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समग्र गुणों पर प्रतिवेदन लिखने वाले अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में)

Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 में खंड क, ख और ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग

Overall numerical grading on the weightage given in Section A, B and C in Part-3 of Report

प्रतिवेदन लिखने वाले अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

स्थान:/Place: .....

दिनांक:/Date: .....

नाम (मोटे अक्षरों में): .....

Name in Block letters:

पदनाम: .....

Designation:

प्रतिवेदन की अवधि के दौरान: .....

During the period of Report:

**भाग - 5 समीक्षा अधिकारी द्वारा अभ्युक्तियां**  
**Part – 5 REMARKS OF THE REVIEWING OFFICER**

1. समीक्षा अधिकारी के तहत सेवाकाल

Length of service under the Reviewing Officer

2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में प्रतिवेदन लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 और भाग-4 (5)) (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिए गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें)

Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4 (Ref: Part-3 and Part-4) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.

3. असहमति की स्थिति में कारण बताएं। क्या ऐसा कुछ है जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं?

In case of disagreement, please specify the reasons if there is anything which you wish to modify or add?

4. अ.जा./अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में प्रतिवेदन लिखने वाले अधिकारी की अभिवृत्ति

The attitude of the Reporting Officer in assessing the performance of SC/ST officer

5. समीक्षा अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में)। कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समग्र गुणों पर टिप्पणी करें।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths and his attitude towards weaker section.

6. प्रतिवेदन के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तरजीह के आधार पर समग्र आंकिक ग्रेडिंग

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report

**समीक्षा अधिकारी के हस्ताक्षर**

**Signature of the Reviewing Officer**

स्थान:/Place: .....

दिनांक:/Date: .....

नाम (मोटे अक्षरों में): .....

Name in Block letters:

पदनाम: .....

Designation:

प्रतिवेदन की अवधि के दौरान: .....

During the period of Report:

## अनुदेश INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके करियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः वह अधिकारी जिसकी रिपोर्ट लिखी जा रही है, रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को बड़ी जिम्मेदारी के साथ इस फार्म को भरने की जिम्मेदारी निभानी चाहिए।  
The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and Reviewing Officer should, therefore undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वास्तविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूंढने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को, उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरूचि अथवा समग्र व्यक्तित्व की कमियां अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।  
Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personity of the officer reported upon.
3. ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा उपरी तौर पर भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।  
The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in casual or superficial manner will be easily discernible to the higher authorities.
4. यदि समीक्षा अधिकारी इस बाबत संतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने उचित सावधानी और ध्यान के बिना ही रिपोर्ट लिख दी है तो वह भाग-iv के मद 2 में इस बाबत अभ्युक्ति दर्ज करेंगे/करेंगी। सरकार इस अभ्युक्ति को रिपोर्ट लिखने वाले अधिकारी के गोपनीय रोल में प्रविष्ट करेगी।  
If the Reviewing officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part V. The Government shall enter the remark in the APAR of the Reporting Officer.
5. प्रत्येक उत्तर वर्णनात्मक रूप में दिया जाए, केवल उसे छोड़कर जहां आंकिक ग्रेडिंग दी जानी हो। उपलब्ध करवाया गया स्थान उत्तर की अपेक्षित लम्बाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादे को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।  
Every answer shall be given in narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
6. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, का वर्ष के शुरु में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेगा। यदि कोई अधिकारी रिपोर्टाधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।  
The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers who will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officer concerned.
7. यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अंतराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।  
Although the performer appraisal is a year-end exercise, in order that it may be a tool for human resource development; the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.



8. प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, व्यवहार और सामर्थ्य की भी यथासंभव वास्तविक तस्वीर प्रस्तुत करे।  
It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.
9. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टाधीन अवधि तक ही सीमित होना चाहिए।  
Assessment should be confined to the appraisee's performance during the period of report only.
10. एक ही रैंक के कुछ पद अधिक श्रमसाध्य हो सकते हैं। किसी भी पद में तनाव का स्तर समय-समय पर बदल सकता है। इन तथ्यों को मूल्यांकन के दौरान मस्तिष्क में रख जाना चाहिए और इन पर उपयुक्त रूप से टिप्पणी की जानी चाहिए।  
Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. आंकिक ग्रेडिंग के साथ एपीएआर फार्म भरने संबंधी दिशा-निर्देश-  
Guidelines regarding filling up of APAR with numerical grading-
- (i) वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट में स्तम्भ समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए।  
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह उम्मीद की जाती है कि 1 और 2 की कोई भी ग्रेडिंग का, किए गए कार्य, अथवा गुण अथवा समय ग्रेड के लिए विशेष कमियों के माध्यम से चरित्र आकलन में पर्याप्त रूप से औचित्य ढहराया जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य ढहराया जाए। 1-2 के ग्रेड और 9-10 के ग्रेड बिरले मामलों में होंगे, अतः उनका औचित्य बताने की आवश्यकता है। आंकिक ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपने कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में ग्रेडिंग करनी चाहिए।  
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade 9 or 10 would be justified with respect to specific accomplishments, Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting authorities should be rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 8 और 10 के बीच ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को 'असाधारण' माना जाएगा और पैनल में शामिल किए जाने/पदोन्नति हेतु औसत स्कोर की गणना करने के उद्देश्य से 9 स्कोर दिया जाएगा।  
APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) 6 से अधिक और 8 से कम ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को 'बहुत अच्छा' माना जाएगा और 7 स्कोर दिया जाएगा।  
APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) 4 से अधिक और 6 से कम ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को 'अच्छा' माना जाएगा और 5 स्कोर दिया जाएगा।  
APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.
- (vi) 4 से कम ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को शून्य स्कोर दिया जाएगा।  
APARs graded below 4 will be given a score of zero.

## टिप्पणी

### NOTE

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए:  
The following procedure should be followed in filling up the item relating to integrity:

- (i) यदि अधिकारी की सत्यनिष्ठा संदेह से परे है, ऐसे बताया जाए।  
If the officer's integrity is beyond doubt, it may be so stated.

- (ii) यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए—  
If there is any doubt of suspicious, the item should be left blank and action taken as under-

- (a) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।

A separate secret note should be recorded and followed up. A copy of the note should be sent together with the confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.

- (b) यदि, अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।

If, as a result of the follow up action the doubts or suspicious are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

- (c) यदि संदेह की पुष्टि हो जाती है, यह तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और इयूटी, संबंधित अधिकारी को संसूचित कर दी जाए।

If the doubts or suspicions are confirmed, the fact should be recorded and duly communicated to the officer concerned.

- (d) यदि, अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के आचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथानिर्दिष्ट कार्रवाई की जानी चाहिए।

If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र सफेद कागज पर मुद्रित किया जाए  
Note: APAR Form to be printed on white Paper

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग - II के  
अंतर्गत आने वाले तकनीकी कर्मचारियों का  
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report (APAR)  
for Technical Employees of  
Indian Council of Forestry Research & Education  
under Category-II**

अधिकारी का नाम .....  
Name of Officer .....  
समाप्ति वर्ष/अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

भा. वा. अ. शि. प. संस्थान .....  
ICFRE Institute.....

प्रपत्र

**FORM**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-II के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report for Technical Employees of Indian Council of Forestry Research & Education under Category-II

समाप्ति वर्ष/अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

**वैयक्तिक ब्यौरे**

**PERSON DATA**

**भाग-1**

**PART-1**

(मंत्रालय/विभाग/कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)  
To be filled by the concerned Administrative Section of the Ministry/Department/Office)

1. अधिकारी का नाम .....  
Name of the Officer.....
2. जन्म तिथि: / Date of Birth:  
अंकों में (दिन/माह/वर्ष): ...../...../.....  
In figures (DD/MM/YYYY):  
शब्दों में: .....  
In words:
3. वर्तमान पद .....  
Present post held
4. वर्तमान पद पर नियुक्ति की तिथि .....  
Date of appointment to the present post
5. क्या अधिकारी अनुसूचित जाति/जनजाति का है? .....  
Whether the officer belongs to Schedule Caste/Schedule Tribe?
6. वर्ष में कार्य से अनुपस्थिति की अवधि .....  
(प्रशिक्षण, छुट्टी आदि)। यदि उक्त अधिकारी .....  
ने प्रशिक्षण लिया है तो उसका विवरण दें। .....  
Period of absence from duty (on training,  
leave etc during the year. If he has under  
gone training specify. ....

(प्रशासनिक अधिकारी के आद्याक्षर)  
(Signature of Administrative Officer)

**भाग-2**  
**PART-II**

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए)  
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)  
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण  
Brief description of duties

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2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिमाण/मात्रा या अन्य रूप में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएँ। (उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना)  
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

| लक्ष्य/उद्देश्य/ध्येय<br>Targets/Objective/Goals | उपलब्धियाँ<br>Achievements |
|--|----------------------------|
|  |                            |

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएँ।  
(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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(ब) कृपया उन मर्दों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल सम्पत्ति वार्षिक विवरणी निर्धारित दिनांक अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की दिनांक दी जाए।

Please state whether the annual return of immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reported upon

दिनांक: .....

Dated: .....

**भाग-3**  
**PART-3**

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)  
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)  
(A) Assessment of work output (weightage to this Section would be 40%)

|  | प्रतिवेदन प्राधिकारी<br>Reporting Authority | पुनर्विलोकन प्राधिकारी<br>(संदर्भ भाग-5 का पैरा 2)<br>Reviewing Authority<br>(Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्यक्षर<br>Initial of Reviewing Authority |
|--|---|---|--|
| i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य<br>Accomplishment of planned work/work allotted as per subjects allotted |   |   |  |
| ii) कार्य-निष्पादन की कोटि<br>Quality of output  |   |   |  |
| iii) विश्लेषणात्मक योग्यता<br>Analytical ability   |   |   |  |
| iv) अपवादात्मक कार्य का परिपूर्णता/किये गए अप्रत्याशित कार्य<br>Accomplishment of exceptional work/unforeseen tasks performed                      |   |   |  |
| <b>निर्गत कार्य पर कुल मिलाकर श्रेणीकरण<br/>Overall Grading on 'Work Output'</b>   |   |   |  |

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)  
(B) Assessment of person attributes (weightage to this section would be 30%)

|   | प्रतिवेदन प्राधिकारी<br>Reporting Authority | पुनर्विलोकन प्राधिकारी<br>(संदर्भ भाग-5 का पैरा 2)<br>Reviewing Authority<br>(Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्यक्षर<br>Initial of Reviewing Authority |
|---|---|---|--|
| i) कार्य की अभिवृत्ति<br>Attitude to work                                     |   |   |  |
| ii) जिम्मेदारी का बोध<br>Sense of responsibility                              |   |   |  |
| iii) अनुशासन का अनुरक्षण<br>Maintenance of discipline                         |   |   |  |
| iv) संप्रेषण क्षमताएँ<br>Communication skills                                 |   |   |  |
| v) नेतृत्व गुण<br>Leadership qualities  |   |   |  |
| vi) दल की भावना में कार्य करने की क्षमता<br>Capacity to work in team spirit   |   |   |  |
| vii) समय सारिणी का अनुसरण करने की क्षमता<br>Capacity to work in time-schedule |   |   |  |
| viii) परस्पर व्यक्तिगत सम्बंध<br>Inter-person relations                       |   |   |  |
| ix) समग्र छवि एवं व्यक्तित्व<br>Overall bearing and personality               |   |   |  |

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|---|--|--|--|
| <b>व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण</b><br><b>Overall Grading on `Person Attributes`</b> |  |  |  |
|---|--|--|--|

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)

(C) Assessment of functional competency (weightage to this Section would be 30%)

|   |  | प्रतिवेदन प्राधिकारी<br>Reporting Authority | पुनर्विलोकन प्राधिकारी<br>(संदर्भ भाग-5 का पैरा 2)<br>Reviewing Authority<br>(Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्यक्षर<br>Initial of Reviewing Authority |
|---|--|---|---|--|
| i)  | नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी<br>Knowledge of Rules /Regulations / Procedures in the area of function and ability to apply them correctly. |   |   |  |
| ii)   | नीतिबद्ध योजना बनाने की क्षमता<br>Strategic planning ability   |   |   |  |
| iii)  | निर्णय लेने की क्षमता<br>Decision making ability   |   |   |  |
| iv)   | समन्वय क्षमता<br>Coordination ability  |   |   |  |
| v)  | अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता<br>Ability to motivate and develop subordinates   |   |   |  |
| vi)   | पहल शक्ति<br>Initiative  |   |   |  |
| <b>प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण</b><br><b>Overall Grading on `Functional Competency`</b> |  |   |   |  |



**भाग-4**  
**PART-4**  
**सामान्य**  
**GENERAL**

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण विफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिये गए भाग-3 के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A,B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

स्थान/Place: .....

दिनांक/Date: .....

नाम साफ अक्षरों में .....

Name in Block letters: .....

पदनाम: .....

Designation: .....

प्रतिवेदन की अवधि में: .....

During the period of Report: .....

**भाग-5**  
**PART-5**

## 1. पुनर्विलोकन अधिकारी की अभियुक्ति:

REMARKS OF THE REVIEWING OFFICER  
पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल  
Length of service under the Reviewing Officer

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## 2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/ महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 (अ)(IV) तथा भाग-4 (5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं है तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दे तथा विद्यमानता के आद्याक्षर करें)

Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part 3A(IV) and part 4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you and initial your entries.)

|            |            |
|------------|------------|
| हाँ<br>YES | नहीं<br>NO |
|------------|------------|

## 3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं।

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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## 4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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## 5. प्रतिवेदन के भाग-3 खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

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प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

स्थान /Place: .....

नाम साफ अक्षरों में .....

Name in Block letters: .....

दिनांक /Date: .....

पदनाम: .....

Designation: .....

प्रतिवेदन की अवधि में: .....

During the period of Report: .....

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश**  
**Guidelines regarding filling up of APAR with numerical grading**

## 1) एपीएआर के स्तंभ विद्यिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।

The columns in the APAR should be filled with due care and attention and after devoting adequate time.

- 2) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।  
It is expected that any grading of 1 to 2 (against work output or attributes or overall grade) would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- 3) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक 9 दिया जायेगा।  
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।  
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- 5) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।  
APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- 6) एपीएआर का 4 से कम का वर्गीकरण “शून्य” लिया जाएगा।  
APARs graded below 4 will be given a score of “Zero”.

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र गुलाबी कागज पर मुद्रित किया जाए  
Note: APAR Form to be printed on pink Paper

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग -III के  
अंतर्गत आने वाले तकनीकी कर्मचारियों का  
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report (APAR)  
for Technical Employees of  
Indian Council of Forestry Research & Education  
under Category-III**

अधिकारी का नाम .....  
Name of Officer .....  
समाप्ति वर्ष/अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

भा. वा. अ. शि. प. संस्थान .....  
ICFRE Institute.....

प्रपत्र  
**FORM**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-II के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन  
Annual Performance Appraisal Report for Technical Employees of Indian Council of Forestry Research & Education under Category-II

समाप्ति वर्ष/अवधि का प्रतिवेदन .....  
Report for the year/period ending .....

वैयक्तिक ब्यौरे  
**PERSON DATA**

**भाग-1**  
**PART-1**

(मंत्रालय/विभाग/कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)  
To be filled by the concerned Administrative Section of the Ministry/Department/Office)

- अधिकारी का नाम .....  
Name of the Officer.....
- जन्म तिथि: / Date of Birth:  
अंकों में (दिन/माह/वर्ष): ...../...../.....  
In figures (DD/MM/YYYY):  
शब्दों में:  
.....  
In words:
- वर्तमान पद .....  
Present post held
- वर्तमान पद पर नियुक्ति की तिथि .....  
Date of appointment of the present post
- क्या अधिकारी अनुसूचित जाति/जनजाति का है? .....  
Whether the officer belongs to Schedule Caste/Schedule Tribe?
- वर्ष में कार्य से अनुपस्थिति की अवधि .....  
(प्रशिक्षण, छुट्टी आदि)। यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।  
Period of absence from duty (on training, leave etc during the year. If he has under gone training specify.

(प्रशासनिक अधिकारी के आदयाक्षर)  
(Signature of Administrative Officer)

**भाग-2**  
**PART-II**

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए)  
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)  
(Please read carefully the instructions before filling the entries)

2. किये गये कार्यों का संक्षिप्त विवरण  
Brief description of duties

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2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिमाण/मात्रा या अन्य रूप में) कार्यों की आठ-दस मर्दें प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएँ। (उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना)  
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

| लक्ष्य/उद्देश्य/ध्येय<br>Targets/Objective/Goals | उपलब्धियाँ<br>Achievements |
|--|----------------------------|
|  |                            |

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएँ।  
(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

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- (ब) कृपया उन मर्दों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हैं और उनमें अपने योगदान का भी उल्लेख करें।

(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल सम्पत्ति वार्षिक विवरणी निर्धारित दिनांक अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की दिनांक दी जाए।  
Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31<sup>st</sup> January of the year following the calendar year. If not, the date of filing the return should be given.

सूचना देने वाले अधिकारी के हस्ताक्षर  
Signature of officer reported upon

दिनांक: .....

Dated: .....

**भाग-3**  
**PART-3**

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)  
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)  
(B) Assessment of work output (weightage to this Section would be 40%)

|  | प्रतिवेदन प्राधिकारी<br>Reporting Authority | पुनर्विलोकन प्राधिकारी<br>(संदर्भ भाग-5 का पैरा 2)<br>Reviewing Authority<br>(Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्याक्षर<br>Initial of Reviewing Authority |
|--|---|---|---|
| i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य<br>Accomplishment of planned work/work allotted as per subjects allotted |   |   |   |
| ii) कार्य-निष्पादन की कोटि<br>Quality of output  |   |   |   |
| iii) विश्लेषणात्मक योग्यता<br>Analytical ability   |   |   |   |
| iv) अपवादात्मक कार्य का परिपूर्णता/किये गए अप्रत्याशित कार्य<br>Accomplishment of exceptional work/unforeseen tasks performed                      |   |   |   |
| <b>निर्गत कार्य पर कुल मिलाकर श्रेणीकरण<br/>Overall Grading on 'Work Output'</b>   |   |   |   |

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)  
(B) Assessment of person attributes (weightage to this Section would be 30%)

|   | प्रतिवेदन प्राधिकारी<br>Reporting Authority | पुनर्विलोकन प्राधिकारी<br>(संदर्भ भाग-5 का पैरा 2)<br>Reviewing Authority<br>(Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्याक्षर<br>Initial of Reviewing Authority |
|---|---|---|---|
| i) कार्य की अभिवृत्ति<br>Attitude to work                                     |   |   |   |
| ii) जिम्मेदारी का बोध<br>Sense of responsibility                              |   |   |   |
| iii) अनुशासन का अनुरक्षण<br>Maintenance of Discipline                         |   |   |   |
| iv) संप्रेषण क्षमताएँ<br>Communication skills                                 |   |   |   |
| v) नेतृत्व गुण<br>Leadership qualities  |   |   |   |
| vi) दल की भावना में कार्य करने की क्षमता<br>Capacity to work in team spirit   |   |   |   |
| vii) समय सारिणी का अनुसरण करने की क्षमता<br>Capacity to work in time-schedule |   |   |   |
| viii) परस्पर व्यक्तिगत सम्बंध<br>Inter-person relations                       |   |   |   |
| ix) समग्र छवि एवं व्यक्तित्व<br>Overall bearing and personality               |   |   |   |
| <b>व्यक्तिगत विशेषताओं पर कुल मिलाकर</b>                                      |   |   |   |



|   |  |  |  |
|---|--|--|--|
| <b>श्रेणीकरण</b><br><b>Overall Grading on `Person Attributes`</b> |  |  |  |
|---|--|--|--|

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)

(C) Assessment of functional competency (weightage to this section would be 30%)

|   |  | प्रतिवेदन<br>प्राधिकारी<br>Reporting<br>Authority | पुनर्विलोकन प्राधिकारी<br>(संदर्भ भाग-5 का पैरा 2)<br>Reviewing Authority<br>(Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी<br>के आद्यक्षर<br>Initial of Reviewing<br>Authority |
|---|--|---|---|--|
| i)  | नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी<br>Knowledge of Rules /Regulations / Procedures in the area of function and ability to apply them correctly. |   |   |  |
| ii)   | नीतिबद्ध योजना बनाने की क्षमता<br>Strategic planning ability   |   |   |  |
| iii)  | निर्णय लेने की क्षमता<br>Decision making ability   |   |   |  |
| iv)   | समन्वय क्षमता<br>Coordination ability  |   |   |  |
| v)  | अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता<br>Ability to motivate and develop subordinates   |   |   |  |
| vi)   | पहल शक्ति<br>Initiative  |   |   |  |
| <b>प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण</b><br><b>Overall Grading on `Functional Competency`</b> |  |   |   |  |

**भाग-4**  
**PART-4**  
**सामान्य**  
**GENERAL**

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण विफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिये गए भाग-3 के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A,B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर  
Signature of the Reporting Officer

स्थान/Place: .....

दिनांक/Date: .....

नाम साफ अक्षरों में .....

Name in Block letters: .....

पदनाम: .....

Designation: .....

प्रतिवेदन की अवधि में: .....

During the period of Report: .....

**भाग-5**  
**PART-5**

1. पुनर्विलोकन अधिकारी की अभियुक्ति:

REMARKS OF THE REVIEWING OFFICER  
पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल  
Length of service under the Reviewing Officer

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2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/ महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 (अ)(IV) तथा भाग-4 (5))

(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दे तथा विद्यमानता के आद्याक्षर करें)

Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part 3A(IV) and part 4(5))

(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you and initial your entries.)

|            |            |
|------------|------------|
| हाँ<br>YES | नहीं<br>NO |
|------------|------------|

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं।

In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

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5. प्रतिवेदन के भाग-3 खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

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पुनर्विलोकन अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer

स्थान /Place: .....

नाम साफ अक्षरों में .....

दिनांक /Date: .....

Name in Block letters: .....

पदनाम: .....

Designation: .....

प्रतिवेदन की अवधि में: .....

During the period of Report: .....

**संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश**  
**Guidelines regarding filling up of APAR with numerical grading**

- 1) एपीएआर के स्तंभ विद्यिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।  
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- 2) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।  
It is expected that any grading of 1 to 2 (against work output or attributes or overall grade) would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- 3) एपीएआर का 8 से 10 के बीच का वर्गीकरण “उत्कृष्ट” लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक 9 दिया जायेगा।  
APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण “बहुत अच्छा” लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।  
APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
- 5) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण “अच्छा” लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।  
APARs graded between 4 and short of 6 will be rated as “Good” and given a score of 5.
- 6) एपीएआर का 4 से कम का वर्गीकरण “शून्य” लिया जाएगा।  
APARs graded below 4 will be given a score of “Zero”.

**APPENDIX –VII**

**PROFORMA FOR SUPPLEMENTARY INFORMATION TO BE FURNISHED BY THE TECHNICAL PERSONNEL FOR THEIR SUBSEQUENT ASSESSMENT FOR THE GRANT OF MERIT PROMOTION<sup>91</sup>**

*(To be filled initially by Estt Section of the concerned institute /ICFRE hqrs)*

**PART-I**

1. Name
2. Field of specialization and present posting
3. Date of appointment in Technical Service and category and grade.

**PART- II**

*(To be filled in by the reviewee)*

1. Do you wish to add any supplementary material to the material already furnished to the Assessment Committee for Five-Yearly Assessment? If so, please indicate the details thereof alongwith any additional qualifications/ training acquired.
2. Do you wish to have a person discussion with the Assessment Committee (Please indicate 'Yes' or 'No').  
In the absence of any indication, it will be presumed that the Technical Personnel does not want to come for person discussion.

**(For use of Reviewers only)**

*Signature of the Reviewee:.....*

3. Is the supplementary information furnished by the Reviewee correct to the best of your knowledge?
4. Do you generally agree with the assessment and projections made by the Reviewee in the supplementary information?

Signature of the Reviewer(s).....

Name.....

(In Block letters)

Designation.....

Date:.....

5. Recommendations of the Director (in the case of employees of Institutes)/DDG, ICFRE (in the case of the employees of the Headquarters and/or the Centrally Administered Programme).

Signature .....

Name.....

(In Block letters)

Designation.....

Date:.....

<sup>91</sup>[amended as per notification no. 63-19/2016-ICFRE dated 01.03.2018]

**APPENDIX –VIII**  
**MERIT PROMOTION ON THE BASIS OF ASSESSMENT IN TECHNICAL SERVICE-**  
**PROFORMA FOR SUBMISSION OF THE RECOMMENDATIONS OF THE ASSESSMENT**  
**COMMITTEE FOR APPROVAL OF THE APPOINTING AUTHORITY**

1. Name of the officer
2. Service particulars of the Assessee :
  - (a) Date of entry into ICFRE service
  - (b) Present post/grade held and since when
  - (c) Scale of pay
  - (d) Present pay with date of next increment
  - (e) Whether temporary/quasi-permanent /permanent
3. Whether medical examination was conducted at the time of entry into ICFRE service?
4. Has the character and antecedents of the officer been verified?
5. Has the officer been reprimanded or awarded any punishment under conduct rules during the period for which the assessment is being made?
6. If so, the extent of the penalty awarded?
7. Whether the officer is cleared from vigilance angle?
8. Whether the period treated as "Dies non" If any, has been taken into account while computing 5 years period for assessment?
9. The designation and the scale of pay in the next higher grade for which the officer is being considered/assessed
10. Whether the officer fulfills the educational and other requirements prescribed for the post for which the officer is being assessed?
11. Period of assessment and the date from which the assessment benefit is to be given
12. Whether the officer has been assessed previously, if so, the results of assessment may be indicated
13. Whether Assessment Committee has been constituted in accordance with the prescribed procedure and its composition conformed to the principles laid down for the purpose?
14. Has the case been considered by DPC/ Assessment Committee duly constituted for the purpose?
15. Recommendation of the DPC/assessment committee
16. Appointing authority.

**APPENDIX - IX****TECHNICAL SERVICES OF THE ICFRE: DISCIPLINARY / APPELLATE AUTHORITIES**

The Disciplinary Authorities to impose any of the penalties on the officers and employees covered under different categories of Technical Services of ICFRE and the Appellate authorities shall be defined as per the CCS (CCA) Rules, Govt. of India.

**Schedule of Disciplinary and Appellate Authorities for Imposition of Penalties in respect of officers covered under Technical Services of the ICFRE**

| SI. No. | Description of Service/post                                  | Appointing Authority                  | Authority Competent to Impose Penalties |           | Appellate Authority |
|---------|--|---------------------------------------|---|-----------|---------------------|
|         |  |                                       | Authority                               | Penalties |                     |
| 1.      | Sr. Technical Officer to Chief Technical Officer of Cat. III | DG, ICFRE                             | DG, ICFRE                               | All       | Secretary, MoEF&CC  |
| 2.      | Technician to Technical Officer of Cat. I & II               | Director of the Institute under ICFRE | Director of the Institute under ICFRE   | All       | DG, ICFRE           |

## APPENDIX-X

**INSTITUTE WISE CADRE STRENGTH FOR ALL THE FUNCTIONAL GROUPS  
IN DIFFERENT CATEGORIES OF TECHNICAL SERVICES OF ICFRE FOR  
DIRECT RECRUITMENT**

| Post strength in different categories             | FRI        | TFRI      | HFRI      | AFRI      | IWST      | IFB       | RFRI      | IFGTB     | IFP       | Post wise strength (Total) |
|---|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------------------|
| Technician (Cat.I) <sup>92 93</sup> <sub>94</sub> | 188*       | 37        | 14        | 29        | 19        | 14        | 35        | 33        | 25        | 394                        |
| Technical Assistant (Cat.II) <sup>95</sup>        | 106        | 22        | 08        | 18        | 12        | 02        | 20        | 20        | 10        | 218                        |
| Sr. Technical Officer (Cat.III) <sup>96</sup>     | 32         | 07        | 03        | 06        | 05        | 02        | 06        | 06        | 03        | 70                         |
| <b>Institute wise strength (Total)</b>            | <b>326</b> | <b>66</b> | <b>25</b> | <b>53</b> | <b>36</b> | <b>18</b> | <b>61</b> | <b>59</b> | <b>38</b> | <b>682</b>                 |

The titles in the above table are detailed below :

FRI→FRI, Dehradun and CSFER, Allahabad

TFRI→TFRI, Jabalpur and CFRHRD, Chhindwara

HFRI→HFRI, Shimla

AFRI→AFRI, Jodhpur

IWST→IWST, Bangalore

IFB→IFB, Hyderabad

RFRI→RFRI, Jorhat & ARCBR, Aizawl

IFGTB→IFGTB, Coimbatore

IFP→IFP, Ranch

\* Out of 188 posts of Technician in FRI, Dehradun, 60 posts of Technician shall be in Level 2 of 7<sup>th</sup> CPC Pay Matrix (pre-revised pay scale 5200-20200, GP-1900/-) while 128 posts of Technical shall be in the pay scale Level 3 of 7<sup>th</sup> CPC Pay Matrix (pre-revised pay scale 5200-20200, GP-2000/-)

In other institutes, all the posts of Technician shall be in the Level 3 of 7<sup>th</sup> CPC Pay Matrix (pre-revised pay scale 5200-20200, GP-2000/-)

<sup>92</sup> [Six posts of Technician Cat.I transferred from FRI to IFP Ranchi vide Notification No. 31-29/2017-ICFRE dated 12.01.2018 and Letter No. 63-19/2017-ICFRE(TSR) dated 02.02.2018]

<sup>93</sup> [Two posts of Technical Cat.I and Technical Assistant Cat. II transferred from IWST to IFB Hyderabad vide Order No. 63-19/2017-ICFRE (TSR) dated 16.08.2017]

<sup>94</sup> [Twelve posts Category I (Three from TFRI, Three from IWST and Six from FRI) have been transferred to IFB Hyderabad vide order No. 1-24/2017-ICFRE dated 16.03.2018]

<sup>95</sup> [Two posts of Technical Assistant Cat. II transferred from IWST to IFB Hyderabad vide Order No. 63-19/2017-ICFRE (TSR) dated 16.08.2017]

<sup>96</sup> [Two posts of Category III transferred from FRI to IFB Hyderabad vide order No. 1-24/2017-ICFRE dated 16.03.2018]



## APPENDIX-XI

### SCHEME OF WRITTEN EXAMINATION FOR THE DIRECT RECRUITMENT OF ENTRY LEVEL POSTS IN CAT. I, CAT. II AND CAT. III OF TECHNICAL SERVICES

In order to increase efficiency in hiring and retention and to ensure consistency and compliance in the recruitment and selection process, following steps are recommended to be followed. Details for each step include the minimum recommended best practice to attract a talented and diverse applicant pool.

#### 1. Method of recruitment

- 1.1 A common entrance examination will be conducted by the Council and its Institutes for the direct recruitment of entry level posts of each category i.e. Cat. I, Cat. II and Cat. III as per the requirement. Essential educational qualifications and age required for the above posts have already been mentioned in Appendix-IV and rule 8.4 respectively.
- 1.2 For the posts of Technician in Cat. I and Technical Assistant in Cat. II, a written will be conducted by concerned Institutes of ICFRE with the concurrence of Headquarter as per the availability of vacancies while Post of Sr. Technical Officer of Cat. III will be filled up through written examination and interview by Headquarter only. Centers of examination for the same will be decided by the committee formed by competent authority.

#### 2. Scheme of examination

##### 2.1 Entry-level post of Cat. I; Technician

There will be an objective type question papers comprising 100 multiple choice questions in total from different subjects of 12<sup>th</sup> standard for the recruitment of Technician, Cat. I. Duration of exam will be 03 hours. The details of each subject and carrying MCQ are as follows:

| <b>Subjects</b>            | <b>MCQ</b> |
|----------------------------|------------|
| General Awareness          | 20         |
| Mental ability & Reasoning | 20         |
| General English            | 20         |
| Arithmetic                 | 20         |
| <u>Basic Science</u>       | <u>20</u>  |
| Total No. of Questions     | 100        |

##### 2.2 Entry-level post of Cat. II; Technical Assistant

There will be an objective questions paper comprising 100 multiple choice questions in total from different subjects for the recruitment of Technical Assistant, Cat. II. Questions of relevant subject will be according to graduation level. Duration of exam will be 03 hours. The details of each subject and carrying MCQ are as follows:

|                               |           |
|-------------------------------|-----------|
| General Awareness & Reasoning | 20        |
| English & General Science     | 20        |
| Arithmetic                    | 20        |
| <u>Relevant Subject</u>       | <u>40</u> |
| Total No. of Questions        | 100       |

**2.3 Entry-level post of Cat. III; Sr. Technical Officer**

There will be an objective questions paper comprising 100 multiple choice questions from relevant subjects for the recruitment of Sr. Technical officer, Cat. III. Standard of questions will be based on the relevant subject and PG level. Duration of exam will be 03 hours. There will be an interview carrying marks 20 and final selection of candidates will be done on the basis of highest marks obtained out of 120 in written examination and interview for this posts.

**3. Note:**

- (i) Merit list will be prepared on the basis of marks secured by the candidates. In the case of tie marks general rules will be followed to finalize merit list. Candidates selected from the merit list so prepared will be recruited directly for Cat. I & Cat. II.
- (ii) Each correct answer will carry 1 mark. 1/3 mark will be deducted for each incorrect answer.
- (iii) Qualifying cutoff marks for the above each examination will be 50 % of total marks for the candidates of General category while 40 % for ST, SC and OBC candidates. Qualifying Cutoff marks will be 45% for General (Physically handicapped) person with locomotors disability of lower limbs and 40% for SC (PH), ST (PH) and OBC(PH).
- (iv) Formal approval for the syllabus and examination to be conducted for recruitment of the staff for each category has to be taken by the Institutes from the Headquarter.
- (v) Three times of number of vacancies of posts of Sr. Technical officer, Cat. III will be called for the interview selected from the merit list of written examination on the merit basis.
- (vi) Syllabus for relevant subject for the posts of Cat. II and Cat. III for different functional groups will be finalized by recruitment committee formed by competent authority.

## APPENDIX-XII

### INITIAL ADJUSTMENT/INDUCTION OF EXISTING TECHNICAL STAFF OF ICFRE INTO TECHNICAL SERVICES ON 18.12.2013

Existing technical officials of ICFRE are considered for the initial adjustment/ induction into Technical Services as on 18.12.2013 with the pay scales and grade pay revised as per the approval of DoE, MoEF&CC, Govt. of India w.e.f. 01.01.2006 in accordance to the conditions laid as under:

#### **Revised Pay scales of existing technical staff of ICFRE as on 01.01.2006**

Technical Assistant (Isolated), PB:1, 5200/- to 20200/-, GP-1900/-  
<sup>97</sup>Research Assistant Grade-II (Isolated), PB:2, 5200/- to 20200/-, GP-2800/-  
 Research Assistant Grade-I (Isolated), PB:2, 9300/- to 34800/-, GP-4200/-  
 Technical Assistant-C (General), PB:1, 5200/- to 20200/-, GP-2000/-  
 Research Assistant Grade-II (General), PB:2, 9300/- to 34800/-, GP-4200/-  
 Research Assistant Grade-I (General), PB:2, 9300/- to 34800/-, GP-4600/-  
 Research Officer-II, PB:2, 9300/- to 34800/-, GP-4600/-  
 Research Officer-I, PB:2, 9300/- to 34800/-, GP-4600/-

For the adjustment/induction of an employee to a post in technical services on 18.12.2013, his/her service tenure from 01.01.2006 in the grade is taken into account for computation of service years as one time measure.

#### **Adjustment/Induction of Technical staff into Technical services of ICFRE**

##### **A. Adjustment/Induction of Technical Assistant (Isolated)**

1. An employee
  - (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-1900/-
  - (ii) rendered less than eight years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 1900/-. However, such personnel are considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- computing the service tenure before 18.12.2013 on the date of completion of 8 years regular service in the above grade.
  
2. An employee
  - (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-2000/- with MACP.
  - (ii) Such personnel are considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/-.

<sup>97</sup> [amended as per notification No. 63-19/2016-ICFRE dated 01.03.2018]

## 3. An employee

- (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200, GP-2400/- with ACP and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technician, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- . However, such personnel are considered for assessment promotion to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- computing the service tenure before 18.12.2013 on the date of completion of 5 years of regular service in the grade pay 2400/- if he/she possess B.Sc./Diploma in Engg. or equivalent educational qualification. Other wise, remain with the same post/grade. Such person is further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- ,whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- or acquires requisite qualification, whichever is earlier.

## 4. An employee

- (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200, GP-2400/- with ACP and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- if he/she possess B.Sc./Diploma in Engg. or equivalent educational qualification. Other wise, placed to the post of Sr. Technician, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/-. Such personnel are further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/-, whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- taking the service tenure of the same grade before 18.12.2013 into account or acquires requisite qualification, whichever is earlier.

**B. Adjustment/Induction of Research Assistant Grade-II (Isolated)**

## 5. An employee

- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-2800/- and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/-. However, such personnel are considered for assessment promotion to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.

6. An employee
- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-2800/- and
  - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/-.
7. An employee
- (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- with MACP and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/-. However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.
8. An employee
- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- with ACP/MACP and
  - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.
9. An employee
- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-. However, such personnel are considered for assessment promotion to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the same post/grade. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

**C. Adjustment/Induction of Research Assistant Grade-I (Isolated)**

10. An employee
  - (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/, GP-4200/- and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4200/-. However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.
  
11. An employee
  - (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/, GP-4200/- and
  - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-.
  
12. An employee
  - (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remain with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
  
13. An employee
  - (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or

acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

#### **D. Adjustment/Induction of Technical Assistant-C (General)**

14. An employee
  - (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2000/- and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is initially considered for adjustment to the post of Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2000/-. However, such person is considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.
  
15. An employee
  - (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2000/- and
  - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/-
  
16. An employee
  - (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2400/- with MACP and
  - (ii) rendered less than five years regular service in the grade as on 18.12.2013, is considered for adjustment to the post of Sr. Technician, Cat. I in the pay scale PB:1, 5200/- to 20200/-, GP-Rs. 2400/-. Such person is considered for assessment promotion to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade pay if he/she possess B.Sc. or 3 years diploma in Engg. or equivalent degree on the date of assessment. Otherwise, placed in the existing grade pay. Such person is further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- or acquires qualification of B.Sc. or 3 years diploma in Engg. or equivalent degree, whichever is earlier.
  
17. An employee
  - (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2400/- with ACP/MACP and
  - (ii) rendered five or more than five years regular service in GP-2400/- in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- if he/she possess B.Sc. or 3 years diploma in Engg. or equivalent degree on the date of assessment. Otherwise, placed to the

post of Sr. Technician, Cat. I in the pay scale PB:1, 5200/- to 20200/-, GP-Rs. 2400/-. Such person is further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- or acquires qualification of B.Sc. or 3 years diploma in Engg. or equivalent degree, whichever is earlier.

#### **E. Adjustment/Induction of Research Assistant Grade-II (General)**

18. An employee
  - (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/-. However, such personnel are considered for assessment promotion to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.
  
19. An employee
  - (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
  - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.
  
20. An employee
  - (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the same post/grade. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
  
21. An employee
  - (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered five or more than five years regular service in the grade pay



as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400 if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, placed to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

**F. Adjustment/Induction of Research Assistant Grade-I (General)/Research Officer-II/ Research Officer-I**

22. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
  - (ii) possessed M.Sc./B.E. or equivalent degree and
  - (iii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/-.
23. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
  - (ii) possessed M.Sc./B.E. or equivalent degree and
  - (iii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Asstt. Chief Technical officer in the PB:3, 15600-39100/-, GP-Rs. 6600/-.
24. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP
  - (ii) possessed M.Sc./B.E. or equivalent degree and
  - (iii) rendered five or more than five years combined regular service in the grade pay 4600- and 4800/- as on 18.12.2013, is considered for adjustment to the post of Assistant Chief Technical officer in the PB:3, 15600-39100/-, GP-Rs. 6600/- .<sup>98</sup>
25. An employee
- Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
- (i) did not possess M.Sc./B.E. or equivalent degree and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical officer in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-. Such

<sup>98</sup> [amended as per corrigendum No. 63-19/2016-ICFRE dated 05.12.2016]

person shall be eligible for the assessment to the post of post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 10 years regular service in the above grade or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

26. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
  - (ii) did not possess M.Sc./B.E. or equivalent degree and
  - (iii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical officer in the PB:3, 9300/- 34600/-, GP-Rs. 4600/-. Such person is considered for assessment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/- to the date on which he/she completes his/her 10 years regular service in the GP-4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
27. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP
  - (ii) did not possess M.Sc./B.E. or equivalent degree and
  - (iii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/- .
28. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP
  - (ii) did not possess M.Sc./B.E. or equivalent degree and
  - (iii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/- .

#### **G. Adjustment/Induction of Paramedical staff (Pharmacist)**

29. An employee
- (i) Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered five years or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. /B.Pharma or equivalent educational qualification. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-

4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- computing the service tenure before 18.12.2013 or acquires M.Sc./B.E. /B.Pharmaceutical or equivalent educational qualification, whichever is earlier.

30. An employee  
Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- (Adjusted/inducted to nearest higher grade pay as per the rule no. 5.2 of Technical services of ICFRE in case of non existing of any grade pay in the technical services) .
31. An employee  
Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/-, if rendered less than five years regular service in the existing grade pay.
32. An employee  
Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Assitt. Chief Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 6600/- if rendered five years or more than five years regular service in the existing grade pay.

#### **H. Adjustment/Induction of Paramedical staff (Chief Pharmacist)**

33. An employee  
Who is working as Chief Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/-, if rendered less than five years regular service in the existing grade pay.
34. An employee  
Who is working as Chief Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Assitt. Chief Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 6600/- if rendered five years or more than five years regular service in the existing grade pay.

**I. Adjustment/Induction of Paramedical staff (Sister in charge)**

35. An employee
- (i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4200/- . However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.
36. An employee
- (i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
  - (ii) rendered five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.
37. An employee
- (i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
38. An employee
- Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
- (i) rendered five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/-

or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

39. An employee  
Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- (Adjusted/inducted to nearest higher grade pay as per the rule no. 5.2 of Technical services of ICFRE in case of non existing of any grade pay in the technical services).

**J. Adjustment/Induction of Paramedical staff (Staff Nurse)**

40. An employee  
Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
- (i) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4200/-. However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.
41. An employee
- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.
42. An employee
- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

43. An employee
- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
44. An employee  
Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- (Adjusted/inducted to nearest higher grade pay as per the rule no. 5.2 of Technical services of ICFRE in case of non existing of any grade pay in the technical services).

#### **K. Adjustment/Induction of Paramedical staff (Radiographer)**

45. An employee
- (i) Who is working as Radiographer in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
46. An employee
- (i) Who is working as Radiographer in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree.

Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

**L. Adjustment/Induction of Paramedical staff (Laboratory Assistant-I)**

47. An employee
- (i) Who is working as Laboratory Assistant-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
  - (ii) rendered five or more than five years or more regular service in the grade pay  
as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

**M. Note:**

- (i) If any employee who doesn't complete 5 years regular service in a grade pay as on 18.12.2013, his/her remaining services in the same grade pay, will be counted for adjustment to the next higher grade of Technical Services to the date on which he/she completes five years of service.
- (ii) Any employee whose services before and after 18.12.2013 are taken into account for computation of 5 years tenure in the same grade pay for the purpose of next promotion from his/her initial adjustment post of technical services, is considered for assessment promotion after five years if the post belongs to same category of technical services.
- (iii) In such cases where, promotion post belongs to next category, employee shall be considered for assessment promotion to the higher post if he/she possess educational qualification prescribed for the direct recruitment of the said post. Otherwise, such person shall be placed in the same grade pay and promoted to the post as and when he/she acquires prescribed educational qualifications required for direct recruitment of the post or completes 10 years of service in same grade pay including the service tenure before initial adjustment on 18.12.2013, whichever is earlier.
- (iv) Once, an employee adjusted to higher grades in technical services after considering his/her spell of 5 years service in the same grade pay on 18.12.2013, his/her service years in addition to a service tenure of 5 years of previous grade pay shall not be counted further for next assessment

- promotion. In other words, in every case, except note (i), for the assessment promotion to the next higher grade of technical services, 5 years regular service in new grade pay is compulsorily required from 18.12.2013.<sup>99</sup>
- (v) The personnel serving in the pay scale PB:2, 9300-34800, GP-4800, are considered for initial adjustment/induction to the nearest higher grade in the pay scale PB:3, 15600-39100, GP-5400 of the technical services as on 18.12.2013, because of non availability of PB:2, 9300-34800, GP-4800 in technical services, so are the personnel promoted under MACP in the grade pay of Rs.2000/- to grade pay of Rs.2400/- due to non availability of the grade pay for isolated category.
- (vi) The post of Research Assistant, Grade-I, PB:2, 9300-34800, GP-4600 with M.Sc./B.E. or equivalent qualifications is treated as similar to the post of Sr. Technical Officer PB:3, 15600-39100, GP-5400 because requisite educational qualifications for the direct recruitment of above posts are same. The posts of Research Officer-II and Research officer-I, PB:2, 9300-34800, GP-4600 being promotional posts in the hierarchy and with M.Sc./B.E. or equivalent qualifications are also treated as similar to the post of Sr. Technical Officer PB:3, 15600-39100, GP-5400.
- (vii) In the case of Technician in the pay scale of PB 1: 5200-20200, GP-Rs. 1900, eight years regular service in the grade shall be taken into account for the next assessment promotion to the post of Sr. technician, in the pay scale of PB 1: 5200-20200, GP-Rs. 2400. Such personnal who has not completed eight years of service in the grade pay 1900/- as on 18.12.2013, shall be considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- computing the service tenure from 01.01.2006 till the date of completion of 8 years regular service in the above grade.
- (viii) If any employee is granted a higher post/grade by promotion/ACP/MACP after 18.12.2013 as per old recruitment /promotion rules and the said post/grade pay is still higher than that, to which he/she is considered for adjustment/induction as per the procedures adopted on the aforesaid date, he/she shall be considered for adjustment/induction to the post/grade of technical services equivalent to the later one irrespective of his/her educational qualifications as prescribed in technical services effective from the date on which he/she was granted promotion/ACP/MACP.
- (ix) Any employee was appointed against a direct post of existing technical cadre within the period after 18.12.2013 to the date of issue of order of technical services from ICFRE, he/she is considered for adjustment/induction to a post of technical services of equivalent grade pay to that of his/her existing post after considering his/her revised pay scales as per WMC<sup>100</sup> on 01.01.2006.
- (x) The personnel those have been appointed to the posts against direct recruitment under old technical staff recruitment rules of ICFRE after 18.12.2013, shall be adjusted/inducted into the technical services as per the procedures laid in para A to M for technical staff of ICFRE recruited/promoted before or as on 18.12.2013.

<sup>99</sup> [amended as per corrigendum No. 63-19/2016-ICFRE dated 05.12.2016]

<sup>100</sup> [Notification No. 63-19/2016-ICFRE dated 01.03.2017]



### **Option Form for Change of Category of Post**

(Name of the ICFRE Institutes/ Centre)

I \_\_\_\_\_ presently working as (Designation ) in the scale of (Rs. )  
 \_\_\_\_\_ category of post have read/understood the relevant rules of the  
 category of post for which I am exercising my option for change of category in terms of the ICFRE  
 CIRCULAR No.\_\_\_\_\_. I opt for new category/ post  
 \_\_\_\_\_ as per Adjustment/induction rules prescribed in  
 appendix-XI of TSR of ICFRE applicable to then existing technical post hold be me as on  
 18.12.2013.

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Name and signature of the Optee

### **Option Form from promoted Scientists from technical cadre for Change of Category of Post**

(Name of the ICFRE Institutes/ Centre)

I (Name) presently working as (Designation) in the scale of (Rs. ) have read/understood the relevant  
 rules of the category of post for which I am exercising my option for change of category in terms of  
 the ICFRE CIRCULAR No.\_\_\_\_\_ I surrender my current post hold by me  
 from the date\_\_\_\_\_ when I joined as (Designation). I opt for new category/ post  
 \_\_\_\_\_ as per Adjustment/induction rules prescribed in  
 appendix-XII of TSR of ICFRE applicable to then existing technical post hold be me as on  
 18.12.2013.<sup>101</sup>

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Name and signature of the Optee

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<sup>101</sup> [amended as per corrigendum No. 63-19/2016-ICFRE dated 05.12.2016]



## **ICFRE TECHNICAL OFFICER AND STAFF RECRUITMENT RULES, 2012<sup>102</sup>**

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 0.(ICFRE), the Board of Governors of ICFRE makes the following rules with the of concurrence of the Ministry of Environment and Forests:

### **1. 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.
- (i) "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.

<sup>102</sup> [Notified vide Notification no.63-19/2011-ICFRE dated 21.07.2012 and amended as per Notification of ICFRE TSR 2013 issued vide no. 63-19/2016-ICFRE dated 01.03.2017]

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.
  - (iii) 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<sup>103</sup>**

| Sl. No. | Name of post  | Pay Band with Grade Pay                                | No. of Posts |
|---------|---|--|--------------|
| 1.—     | Research Officer Grade I  | Pay band 2: Rs.9,300-34,800 plus grade pay Rs.4,600    | 62           |
| 2.—     | Research Officer Grade II   | Pay band 2: Rs.9,300-34,800 plus grade pay Rs.4,200    | 30           |
| 3.—     | Research Assistant Grade I  | Pay band 1:Rs.5,200-20,200 plus grade pay Rs.2,800/-   | 156          |
| 4.—     | Research Assistant Grade II                                       | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-  | 155          |
| 5.—     | Technical Assistant Group C                                       | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,000/-  | 140          |
| 6.—     | Research Assistant I (Pulp & Paper)                               | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-  | 01           |
| 7.—     | Research Assistant II (Pulp & Paper)                              | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-  | 03           |
| 8.—     | Machine Operator  | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-  | 03           |
| 9.—     | Research Assistant I (Electrical & Mechanical)                    | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-  | 05           |
| 10.—    | Research Assistant II (Electrical & Mechanical)                   | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-  | 08           |
| 11.—    | Tech. Assistant (Electrical) and Technical Assistant (Mechanical) | Pay band 1:Rs. 5,200-20,200 Plus grade pay Rs.1,900/-  | 22           |
| 12.—    | Research Assistant I (Wood Workshop)                              | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-  | 04           |
| 13.—    | Research Assistant II (Wood Workshop)                             | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-  | 07           |
| 14.—    | Technical Assistant (Wood Workshop)                               | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-  | 18           |
| 15.—    | Logging Instructor  | Pay band 2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-  | 06           |
| 16.—    | Research Assistant (Assistant Logging Instructor)                 | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-  | 06           |
| 17.—    | Logging Inspector   | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-  | 06           |
| 18.—    | Assistant Machine Operator  | Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-  | 08           |
| 19.     | Chief Librarian   | Pay band-4:Rs. 37,400-67,000 plus grade pay Rs.8,900/- | 01           |

<sup>103</sup> Consequent upon implementation of ICFRE Technical Services 2013, the RRs pertaining to the posts having considered for ICFRE TSR 2013 are to be omitted and hence have been stricken off in the following table.

| Sl. No.        | Name of post  | Pay Band with Grade Pay  | No. of Posts  |
|----------------|---|--|---------------|
| 20.            | Senior Library and Information Officer                        | Pay band-3:Rs. 15,600-39,100 plus grade pay Rs.7,600/-           | 01            |
| 21.            | Librarian   | Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-            | 03            |
| 22.            | Library Information Assistant                                 | Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-            | 15            |
| <del>23.</del> | <del>Chief Artist</del>                                       | <del>Pay band 2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-</del> | <del>01</del> |
| <del>24.</del> | <del>Research Assistant Grade I (Photography)</del>           | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-</del> | <del>02</del> |
| <del>25.</del> | <del>Research Assistant-II (Photography)</del>                | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-</del> | <del>04</del> |
| <del>26.</del> | <del>Artist Grade-III</del>                                   | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-</del> | <del>04</del> |
| <del>27.</del> | <del>Draftsman Grade I</del>                                  | <del>Pay band 2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-</del> | <del>01</del> |
| <del>28.</del> | <del>Draftsman Grade-II</del>                                 | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-</del> | <del>01</del> |
| <del>29.</del> | <del>Junior Draftsman Grade-III</del>                         | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-</del> | <del>01</del> |
| <del>30.</del> | <del>Tracer</del>   | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-</del> | <del>02</del> |
| <del>31.</del> | <del>Senior Foreman-Printing</del>                            | <del>Pay band 2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-</del> | <del>01</del> |
| <del>32.</del> | <del>Foreman-Printing</del>                                   | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-</del> | <del>01</del> |
| <del>33.</del> | <del>Assistant Foreman-Printing/<br/>Senior Machine-man</del> | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-</del> | <del>05</del> |
| <del>34.</del> | <del>Compositor</del>   | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,000/-</del> | <del>04</del> |
| <del>35.</del> | <del>Machine-man/Copy Holder/Etcher</del>                     | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.1,900/-</del> | <del>03</del> |
| <del>36.</del> | <del>Pharmacist</del>   | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-</del> | <del>04</del> |
| <del>37.</del> | <del>Sister In-charge Grade I</del>                           | <del>Pay band 2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-</del> | <del>01</del> |
| <del>38.</del> | <del>Staff Nurse</del>  | <del>Pay band 2:Rs. 9,300-34,800 plus grade pay Rs.4,200/-</del> | <del>05</del> |
| <del>39.</del> | <del>Radiographer</del>                                       | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,400/-</del> | <del>01</del> |
| <del>40.</del> | <del>Laboratory Assistant I</del>                             | <del>Pay band 1:Rs. 5,200-20,200 plus grade pay Rs.2,800/-</del> | <del>01</del> |
| 41.            | Assistant Conservator of Forests                              | Pay band-3: Rs. 15,600-39,100 plus grade pay Rs.5,400/-          | 01            |
| 42.            | Forest Range Officer  | Pay band-2:Rs. 9,300-34,800 plus grade pay Rs.4,600/-            | 15            |

| Sl. No. | Name of post  | Pay Band with Grade Pay                                  | No. of Posts |
|---------|---------------|--|--------------|
| 43.     | Deputy Ranger | Pay band-1:Rs. 5,200-20,200 plus grade pay<br>Rs.2,400/- | 12           |
| 44.     | Forester      | Pay band-1:Rs. 5,200-20,200 plus grade pay<br>Rs.1,900/- | 22           |
| 45.     | Forest Guard  | Pay band-1:Rs. 5,200-20,200 plus grade pay<br>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   | <del>Research Officer Grade-I</del>  |
| 2.  | Number of Posts  | <del>62* (2012)</del><br><del>Forest Research Institute—31</del><br><del>Tropical Forest Research Institute—06</del><br><del>Institute of Forest Genetics &amp; Tree Breeding—05</del><br><del>Arid Forest Research Institute—06</del><br><del>Rain Forest Research Institute—04</del><br><del>Institute of Wood Science Technology—04</del><br><del>Himalayan Forest Research Institute—03</del><br><del>Institute of Forest Productivity—03</del><br>(*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:<br>Essential – Master's Degree in Science in the relevant subject from a recognized University.<br>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<br>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,<br>or<br>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>Representative of Ministry of Environment and Forests <sup>104</sup> - 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.   |

<sup>104</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |  |   |
|-----|--|---|
| 1.  | Name of Post   | <del>Research Officer Grade II</del>  |
| 2.  | Number of Posts  | <del>30* (2012)<br/>Forest Research Institute—12<br/>Tropical Forest Research Institute—03<br/>Institute of Forest Genetics &amp; Tree Breeding—04<br/>Arid Forest Research Institute—03<br/>Rain Forest Research Institute—03<br/>Institute of Wood Science Technology—02<br/>Himalayan Forest Research Institute—01<br/>Institute of Forest Productivity—02<br/>(*Subject to variation dependent on workload)</del> |
| 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<br>Representative of Ministry of Environment and Forest <sup>105</sup> - Member<br>Head of division of the concerned Institute - Member<br>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 - Member                        |

<sup>105</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

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

|     |   |  |
|-----|---|--|
| 1.  | Name of Post  | <del>Technical Assistant (Wood Workshop)</del><br><del>(Carpenter/Polisher/Timber Overseer/Saw Fitter/Cabinet Maker)</del>   |
| 2.  | Number of Posts   | 18* (2012)<br>Forest Research Institute<br>{<br>Carpenter — 13<br>Polisher — 01<br>Timber Overseer — 01<br>Saw Fitter — 01<br>Sawyer — 01<br>Cabinet Maker — 01<br>} (*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:<br>Director of the concerned Institute - Chairman<br>Representative of Ministry of - Member  |

|     |   |  |
|-----|---|--|
|     |   | Environment and Forest <sup>106</sup><br>Head of division of the concerned Institute - Member<br>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<br>Under Secretary, Indian Council of Forestry Research and Education - Member<br>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   |

<sup>106</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Librarian</b>  |
| 2.  | Number of Posts   | 03* (2012)<br>Forest Research Institute – 01<br>Institute of Forest Genetics & Tree Breeding – 01<br>Arid Forest Research Institute – 01<br>(*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>Representative of Ministry of Environment and Forests<sup>107</sup> - Member</p> <p>Secretary, Indian Council of Forestry Research and Education - Member</p> <p>A Group ‘A’ officer from any other Ministry or - Member</p> |

<sup>107</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

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



|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Library Information Assistant</b>  |
| 2.  | Number of Posts   | 15* (2012)<br>Forest Research Institute – 02<br>Tropical Forest Research Institute – 02<br>Institute of Forest Genetics & Tree Breeding – 01<br>Arid Forest Research Institute – 03<br>Rain Forest Research Institute – 03<br>Institute of Wood Science and Technology – 03<br>Himalayan Forest Research Institute – 01<br>*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:-<br>Director of the concerned - Chairman<br>Institute<br>Representative of Ministry of Environment and Forests <sup>108</sup> - Member<br>Head of Division of concerned - Member   |

<sup>108</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |  |
|-----|---|--|
|     |   | <p>Institute<br/> 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  | <b>Assistant Conservator of Forests</b>   |
| 2.  | Number of Posts   | 01*(2012)<br>Forest Research Institute – 01<br>(*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<br>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 <sup>109</sup>  |
| 11. | In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made  | <u>Promotion:</u> <sup>110</sup><br>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/-.<br>The promoted incumbent should undergo induction training / refresher course as decided by the Director General, ICFRE.<br><u>By deputation:</u><br>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. |
| 12. | If a Departmental Promotion Committee exists, what is its composition   | Director General, Indian Council - Chairman<br>of Forestry Research and Education<br>Deputy Director General - Member<br>(Administration), Indian Council<br>of Forestry Research and Education<br>Director Forest Education - Member<br>Representative of Ministry of - Member<br>Environment and Forests <sup>111</sup>   |

<sup>109</sup> [amended as per Notification 58-21/54/2016-ICFRE dated 22.02.2017]

<sup>110</sup> [amended as per Notification 58-21/54/2016-ICFRE dated 22.02.2017]

<sup>111</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

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

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Forest Range Officer</b>   |
| 2.  | Number of Posts   | 15* (2012)<br>Forest Research Institute – 03<br>Tropical Forest Research Institute – 01<br>Institute of Forest Genetics and Tree Breeding – 02<br>Arid Forest Research Institute – 01<br>Rain Forest Research Institute - 02<br>Institute of Wood Science & Technology – 01<br>Himalayan Forest Research Institute – 02<br>Institute of Forest Productivity – 03<br>(*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:<br>Promotion of Deputy Ranger with 10 years regular service in the pay band-1: Rs.5,200-20,200 grade pay Rs.2,400/-<br>By deputation :<br>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<br>Deputy Director General (Administration), Indian Council of Forestry Research and Education - Member<br><br>Director Forest Education - Member  |

|     |   |  |
|-----|---|--|
|     |   | Representative of Ministry of Environment and Forests <sup>112</sup> - Member<br>Secretary, Indian Council of Forestry Research and Education - Member<br><br>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   |

<sup>112</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Deputy Ranger</b>  |
| 2.  | Number of Posts   | 12* (2012) <sup>113</sup><br>Forest Research Institute – 03<br>Rain Forest Research Institute – 01<br>Institute of Wood Science & Technology – 01<br>Himalayan Forest Research Institute – 04<br>Institute of Forest Productivity – 01<br>Institute of Forest Genetics and Tree Breeding–01<br>Tropical Forest Research Institute – 01<br>(*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:<br>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..<br>Deputation:<br>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   | Director of the concerned Institute - Chairman<br>Representative of Ministry of Environment and Forest <sup>114</sup> - Member  |

<sup>113</sup> [posts re-allocated vide notification no. 36-8/2015-ICFRE dated 06.01.2016]

<sup>114</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
|     | composition   | Head of division of the concerned Institute - Member<br>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<br>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  | <b>Forester</b>  |
| 2.  | Number of Posts   | 22*(2012) <sup>115</sup><br>Forest Research Institute – 06<br>Rain Forest Research Institute -02<br>Institute of Wood Science & Technology – 01<br>Institute of Forest Genetics and Tree Breeding-01<br>Himalayan Forest Research Institute – 08<br>Institute of Forest Productivity – 02<br>Tropical Forest Research Institute – 01<br>Arid Forest Research Institute – 01<br>(*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 <sup>th</sup> 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<br>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   | Director of the concerned Institute - Chairman<br>Representative of Ministry of Environment and Forest <sup>116</sup> - Member   |

<sup>115</sup> [posts re-allocated vide notification no. 36-8/2015-ICFRE dated 06.01.2016]

|     |   |   |
|-----|---|---|
|     | its composition   | Head of division of the concerned Institute - Member<br>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<br>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  |

<sup>116</sup>[amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
| 1.  | Name of Post  | <b>Forest Guard</b>   |
| 2.  | Number of Posts   | 35* (2012) <sup>117</sup><br>Forest Research Institute – 12<br>Institute of Forest Genetics and Tree Breeding – 01<br>Rain Forest Research Institute -04<br>Institute of Wood Science & Technology – 02<br>Himalayan Forest Research Institute – 08<br>Institute of Forest Productivity – 04<br>Tropical Forest Research Institute – 02<br>Arid Forest Research Institute – 02<br>(*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:<br>a. 10 <sup>th</sup> Pass from Government recognized Board<br>b. Certificate in Fire Fighting<br>Desirable<br>a. Home Guard training<br>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<br>Representative of Ministry of Environment and Forest <sup>118</sup> - Member  |

<sup>117</sup> [posts re-allocated vide notification no. 36-8/2015-ICFRE dated 06.01.2016]

<sup>118</sup> [amended as per modified composition of Departmental Promotion Committee Notification vide No. 58-21/54/2016-ICFRE dated 22.02.2017]

|     |   |   |
|-----|---|---|
|     |   | Head of division of the concerned Institute - Member<br>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<br>Under Secretary, Indian Council of Forestry Research and Education - Member<br>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  |

# RULES FOR JUNIOR / SENIOR RESEARCH FELLOWSHIP AND RESEARCH ASSOCIATESHIPS-2018<sup>119</sup>

## 1. GENERAL

- 1.1** The philosophy of Indian Council of forestry Research & Education (ICFRE) is to provide scientific research and development in forestry and related areas of conservation, production, utilization, education and extension with clear-cut objectives of making research and development plans for the services that science and technology is required to provide for the development of environment, economy and society. The importance of forestry research and education and extension is manifold: conservation of biodiversity, maintenance and increase in forest area, commercial forestry, forest based industries raw material resource generation, production for local community requirements etc. It is a multidisciplinary science and fulfillment of the requirement of trained R & D personnel for the realization of the goals is becoming increasingly important. The objectives of awarding Research fellowship and Associateship of ICFRE at its research institute and centers are to provide manpower for conducting research in research projects under the expert guidance of faculty members' scientist/ foresters working in various institute/ centers and to generate trained human resource for R & D.
- 1.2** ICFRE Research Fellowships and Associateships are tenable in the research institute/ centers under ICFRE and other organizations/ universities/ institutions where ICFRE funded research projects are running. ICFRE, however, reserves the right to determine the place best suited to undertake the research work.
- 1.3** Award of Research Fellowship/ Associateship by ICFRE does not guarantee for any employment to the awardee. ICFRE has full right to award/ terminate the Research Fellowship/ Associateship.

## 2. SUBJECT OF RESEARCH

Subject/ topic of research relevant to the research programmes of ICFRE and institute/ centers under its control shall be the priority.

## 3. JUNIOR RESEARCH FELLOWSHIP (JRF) – NET qualified/ JUNIOR PROJECT FELLOWSHIP (JPF) – NON-NET

### 3.1 Eligibility

#### 3.1.1 Educational Qualification

Applicants must possess at least first class Post graduate degree in Chemical science, Physical science, Life science, Agricultural science, Forestry science, Engineering/ Technology or equivalent, *MCA and MA in relevant subject.*

#### Note:

- 1. Category of JPF is applicable only when NET qualified candidates are not available for the projects of ICFRE.*

<sup>119</sup> [First framed with approval of XVI meeting BOG held on 04.04.1997 and subsequently amended vide XXXI meeting of BOG held on 29.10.2004, XXXII meeting of BOG held on 31.05.2005, XXXVI meeting of BOG held on 23.03.2007 and XXXIX meeting of BOG held on 6.10.2008, the instant rules have been revised and notified vide notification No. 44-5/2018-ICFRE dated 24.01.2018]

2. *Specific essential educational qualification for specific discipline will be decided at the time of engagement in the project.*

### 3.1.2 Age:

The upper age limit for JRF/ *JPF* shall be 28 years on the 1<sup>st</sup> day of June of the year in which the application is made. The upper age limit is relaxable up to 5 years in case of candidates belonging to schedule castes / scheduled tribes, women, physically handicapped and OBC applicants.

## 3.2 Selection Procedure

3.2.1 Application for JRF/ *JPF* shall be invited by Directors of the institutes/ centers / *DDGs of ICFRE* through press advertisement on all India basis or notifying the Vice-Chancellors of the Universities of the region of institute of ICFRE for which JRFs/ *JPFs* are to be awarded.<sup>120</sup>

3.2.2 Director of the concerned institute / *concerned DDG* of ICFRE shall be the competent authority to decide the procedure for short listing the applicants for interview by the selection Committee consisting of the following:

| Sl. | Composition of the selection committee               | Designation      |
|-----|--|------------------|
| i   | Director* of concerned institute of ICFRE            | Chairperson      |
| ii  | One outside expert to be nominated by DG ICFRE       | Member           |
| iii | Internal nominee of DG ICFRE                         | Member           |
| iv  | Principal Investigator of the concerned project      | Member           |
| v   | Group Coordinator (Res.)* of the concerned Institute | Member Secretary |

\* For ICFRE headquarters Director and Group coordinator (Res.) will be replaced by *DDG of concerned Directorate and ADG of the concerned division of the Directorate respectively.*

## 3.3 Stipend and Tenure of JRF/ *JPF*:

The stipend of JRF (*NET qualified*) will be Rs 25000/ month and that of *JPF (NON-NET)* will be Rs 16,000/ month for a period of 2 years. The fellowship can be extended for one more year subject to satisfactory performance to be assessed at by a committee consisting of the guide/ PI of the project of the JRF/ *JPF*, Head of the Division / *scientist of concerned division of ICFRE* and Group Coordinator of the concerned institute / *concerned ADG*. In the event of committee not recommending the extension, the fellowship will be terminated.

The amount of stipend to the JRF/ *JPF* in case of the projects funded by the outside agencies will be provided as proposed by them in the proposals.

## 3.4 Upgradation of Junior Research Fellow / *Junior Project Fellow*:

On completion of 2 years JRF /*JPF* can apply for up-gradation to SRF/ *SPF*. The stipend of SRF/ *SPF* on up-gradation will be Rs. 28,000 / 18000 respectively for a maximum period of 2 years. The total period as JRF/ *JPF*

<sup>120</sup> [Amended as per notification No. 44-5/2018-ICFRE dated 22.03.2018]

plus SRF/ *SPF* shall not exceed 4 years. The up-gradation to SRF / *SPF* at a stipend of Rs 28,000 / 18,000 *respectively* shall be on the basis of assessment of fellow's progress of research work/ achievements by an expert committee consisting of guide of the JRF/ *JPF*, Head/ ADG of Division concerned and an external member not below the rank of Associate Professor/ Reader/ Scientist E to be nominated by the Director of institute concerned/ *concerned DDG ICFRE*. On the recommendations of the expert committee and after approval of Director/ *DDG*, JRF/ *JPF* will become SRF/ *SPF* and shall be paid stipend of Rs. 28,000 / 18,000 *respectively* for the period recommended by the Expert Committee. In the event of committee not recommending up-gradation to SRF/ *SPF* the fellowship may be terminated. After the expiry of the extended period of stipend as SRF/ *SPF*, the progress of research work/ achievements shall be again assessed by the same Expert Committee for further extension.

### 3.5 Order for extension/ up-gradation

Detailed progress report duly supported by reports of publication/ accepted for publication/ communicated for publication along with the recommendation of the Expert Committee are to be forwarded by the expert committee to Director of the concerned institute / *concerned DDG ICFRE* within one month from the date of expiry of 2 years, for concurrence for issuing extension/ up-gradation order. Extension/ up-gradation order is to be issued only after it is approved by Director of the concerned Institute/ *concerned DDG*.

## 4. SENIOR RESEARCH FELLOWSHIP (SRF) / SENIOR PROJECT FELLOWSHIP (SPF)

### 4.1 Eligibility

#### 4.1.1 Education qualification and experience.

Applicants must possess at least Post graduate degree in Chemical Science, Physical Science, Life Science, Agriculture Science, Forestry Science, Engineering /Technology or equivalent, *MCA and MA in relevant subject* with first division and at least 2 years research experience after Post graduation.

#### *Note:*

1. *Category of SPF is applicable only when NET qualified candidates are not available for the projects of ICFRE.*
2. *Specific essential educational qualification for specific discipline will be decided at the time of engagement in the project.*

#### 4.1.2 Age:

The upper age limit for SRF/ *SPF* shall be 32 years on the 1<sup>st</sup> day of June of the year in which the application is made. The upper age limit is relaxable up to 5 years in case of candidates belonging to scheduled castes / scheduled tribes, women, physically handicapped and OBC applicant.

### 4.2 Selection Procedure

**4.2.1** Application for SRF/ *SPF* shall be invited by Directors of the institutes/ centers under ICFRE/ *concerned DDG of ICFRE* as per procedure prescribed under rule (3.2.1).

- 4.2.2** Director/ *DDG* shall be the competent authority to decide the procedure for short-listing the applications for interview by the selection committee consisting of the following:

| Sl. | Composition of the selection committee   | Designation         |
|-----|--|---------------------|
| i   | Director* of the concerned institute of ICFRE  | Chairperson         |
| ii  | One outside subject expert to be nominated from the panel, approved by the DG ICFRE  | Member              |
| iii | One internal nominee from the panel, approved by the DG, ICFRE   | Member              |
| iv  | Principal investigator of the concerned project  | Member              |
| v   | Group Coordinator (Res.)* of the concerned Institute   | Member<br>Secretary |
| vi  | Director may additionally invite an expert as a special invitee as per the requirement of the funding agency in respect of externally aided project(s) |                     |

*\* For ICFRE headquarters Director and Group coordinator (Res.) will be replaced by DDG of concerned Directorate and ADG of the concerned division of the Directorate respectively.*

- 4.2.3.** Candidates can be called for interview and shall be paid second class to and for rail/ bus fare by the shortest route. Candidates are expected to join within one month from the date of issue of award letter failing which award may be cancelled. However, in exceptional circumstances, extension for maximum of 2 months can be given by the Director of the institute/ Director General, ICFRE.

### **4.3 Stipend and Tenure of SRF/ SPF**

- 4.3.1** The stipend of SRF (NET qualified) will be Rs 28000/ month and that of SPF (NON-NET) will be Rs 18,000/ month.  
The amount of stipend to the SRF/ *SPF* in case of the projects funded by the outside agencies will be provided as proposed by them in the proposals.
- 4.3.2** The tenure of SRF/ *SPF* shall be initially for 2 years. It can be extended to 3<sup>rd</sup> year on the basis of research work/ achievements by the Expert Committee as mentioned above. The case for extension is to be forwarded to the Director of the institute / *concerned DDG* with comments of expert committee recommendation. Extension for the 4<sup>th</sup> year can be granted in exceptional cases on the basis of the recommendation of the Expert Committee.
- 4.3.3** The total period of a fresh SRF/ *SPF* shall not exceed 4 years. If the candidate has already worked as JRF/ *JPF* for two years elsewhere the total period of *JRF/ JPF+SRF/ SPF* shall not exceed 4 years. An applicant who has held a CSIR/ ICAR/ UGC or any other fellowship for full tenure earlier is not eligible for fresh award of the same or lower category of fellowship.

## **5 RESEARCH ASSOCIATESHIP (RA)**

### **5.1 Eligibility**



**5.1.1 Educational qualification and experience**

The candidates possessing doctorate degree or having 3 year research/teaching experience after post graduation in Forestry/ Agriculture/ Chemical Science/ Physical Science/ Life Science/ Engineering/ Technology, *MCA and MA in relevant subject* in first class will be eligible for the award of Research Associateship.

**Note:**

1. *Specific essential educational qualification for specific discipline will be decided at the time of engagement in the project.*

**5.1.2 Age:**

The upper age limit for RA shall be 35 years on the 1<sup>st</sup> day of June of the year in which the application is made. The upper age limit is relaxable up to 5 years in case of candidates belonging to scheduled castes / scheduled tribes, women, physically handicapped and OBC applicant.

**5.2 Selection Procedure**

**5.2.1** Applications for RA shall be invited by Directors of the institutes/ centers under ICFRE/ concerned DDG of ICFRE as per procedure prescribed under rule (3.2.1).

**5.2.2** Director of the concerned institute/ concerned DDG of ICFRE shall be the competent authority to decide the procedure for short-listing the applications for interview, by the Selection Committee consisting of the following:

| Sl. No. | Composition of the selection committee   | Designation      |
|---------|--|------------------|
| i       | Director* of the concerned Institute of ICFRE  | Chairperson      |
| ii      | One outside subject expert to be nominated from the panel, approved by DG, ICFRE   | Member           |
| iii     | One internal nominee from the panel, approved by DG, ICFRE   | Member           |
| iv      | Principal investigator of the concerned project  | Member           |
| v       | Group Coordinator (Res.)* of the concerned Institute   | Member Secretary |
| vi      | Director/ DDG may additionally invite an expert as a special invitee as per requirement of the funding agency in respect of externally aided project |                  |

*\* For ICFRE headquarters Director and Group coordinator (Res.) will be replaced by DDG of concerned Directorate and ADG of the concerned division of the Directorate respectively.*

**5.2.3** Candidate can be called for interview and shall be paid second class to and fro rail/ bus fare by the shortest route. Candidates are expected to join within one month from the date of issue of the award letter failing which award may be cancelled. However, in exceptional circumstances extension for a maximum of 2 months can be given by the Director of the institute/ DG ICFRE.

### 5.3 Stipend and Tenure

**5.3.1** *Remuneration of Research Associates (RA) may be fixed at a consolidated amount at one of the 3 pay levels given below depending upon the qualifications and experience. The Institutes / ICFRE may decide the level in which a particular associate should be placed based on the experience.*

- A. *RA-I: The stipend of the RA will be Rs 36,000/ month*  
 B. *RA-II: The stipend of the RA will be Rs 38,000/ month*  
 C. *RA-III: The stipend of the RA will be Rs 40,000/ month*

The amount of stipend to the RA in case of the projects funded by the outside agencies will be provided as *proposed by them* in the proposals.

**5.3.2** Associateship will be tenable initially for a period of 2 years extendable by another 3 years. In no case the total period of the Associateship shall exceed 5 years. Extension shall be granted Director of the institute / *concerned DDG* on the recommendation of the Expert Committee consisting of the following:

| Sl. No. | Composition of the committee   | Designation      |
|---------|--|------------------|
| i       | Director of the Institute/ <i>DDG of the concerned Directorate for ICFRE headquarter</i> | Chairperson      |
| ii      | Two Head of Division of concerned Institute / <i>ADG for ICFRE headquarters</i>          | Members          |
| iii     | GCR of concerned institute/ <i>ADG of concerned division for ICFRE head quarters</i>     | Member Secretary |

## 6. ASSIGNMENT OF FELLOWSHIP TO INSTITUTE

6.1 The Director General, ICFRE will be competent authority to sanction the number of all types of fellowship depending upon the requirement of the institutes.

6.2 The number of fellowship will be distributed by Director General, ICFRE between different institutes under ICFRE and their centers depending on the institute's requirements. Director General, ICFRE shall reserve the right to determine the place of work best suited in terms of availability of physical facilities and competent supervision in the branch of science in which an awardee is required to work.

## 7. GENERAL TERMS AND CONDITIONS OF FELLOWSHIP

7.1 The award of fellowship does not imply to the awardee any assurance or guarantee for subsequent employment in any institute/ centre under ICFRE.

7.2 The following are the obligations that a research fellow is expected to meet under the fellowship grants:

7.2.1 He /She must be full time research worker and submit himself/ herself to the discipline regulation of the Institute/ laboratory in which he/ she is working. Regular attendance of the fellow may be ensured by the supervisor by keeping an attendance register.

7.2.2 In case of the fellow desiring to appear for any competitive examination, he/ she must inform the concerned Head of the Institute in writing and obtain written approval before applying.

- 7.2.3 Each research fellow shall be required to submit to the concerned Head of the division / *concerned ADG*, quarterly reports and a detailed annual report on the progress of his/ her work through his/ her supervisor in the prescribed proforma. The Head of the division / *ADG* shall forward a copy of the progress report to the concerned Director / *concerned DDG of ICFRE*. Once a research fellow accepts the fellowship and joins, it is obligatory for him/ her to continue the fellowship for the normal tenure.
- 7.2.4 No fellow shall discontinue his/ her fellowship without the prior approval of the concerned Head of the Institute/ *concerned DDG*. In case he/ she wants to discontinue his/ her fellowship prior to the completion of the tenure or the attainment of original objective of research, he/ she must submit his/ her resignation to the concerned Head of the Institute/ *concerned DDG* through the supervisor duly forwarded by the concerned Divisional Head / *concerned ADG* at least one month in advance indicating specific reasons for not continuing the fellowship for the full term. In case he/ she leaves the fellowship without prior approval of the concerned Head of the Institute/ *DDG* he/ she will be liable to make such refund as may be decided by the concerned Head of the Institute. The fellowship shall cease from the date stipulated by the concerned Head of the Institute/ *DDG* while accepting the resignation.
- 7.2.5 Before termination or resignation from the fellowship, a fellow must furnish a detailed final report of the research work done during the entire tenure through the supervisor to the concerned Head of the division / *concerned ADG* in the prescribed proforma. The Head of the division shall forward the report to concerned Director / *concerned DDG of ICFRE*.
- 7.2.6 Research Fellows may apply to register for the award of Ph. D. Degree with the Forest Research Institute deemed University provided the Ph.D work to be undertaken does not interfere with the project work assigned to the awardee.
- 7.2.7 A copy of the Ph.D. thesis shall be deposited with the Central Library of the concerned Institute. The thesis will be submitted to the Forest Research Institute deemed University in accordance with the rules of the University on the subject.
- 7.3 ICFRE may send whenever considered necessary its officers for reviewing the work of the Fellows and Associates, inspection of accounts etc., in institutes where the scholars are placed.
- 7.4 The stipend of Research Fellow/ Associate is exempted from the payment of the income tax.
- 7.5 Any kind of paid or honorary part- or –fulltime employment or private even in honorary capacity is not permissible during the tenure of fellowship/ Associateship.
- 7.6 Leave travel concession and *Dearness allowance* will not be admissible.

## 8. TRAVELLING ALLOWANCE/ D.A. RULES

- 8.1 The candidates called for interview will be paid travelling expenses equal to single second class train fare from the railway station nearest to his place of residence to the railway station nearest to his place of interview and back by

the shortest route. If a place is connected by rail as well as by road or partly by rail or partly by road, the candidate will be entitled to get second class rail fare/ actual bus fare whichever is less.

- 8.2** A Research Fellow is eligible to claim TA/ DA as admissible to the officers of the ICFRE drawing the same salary in accordance with the rules of the Institute for any tour undertaken by him/ her during the tenure of the fellowship. However, tours shall be undertaken only in connection with his/ her approved research programmes or presentation of research results in a conferences/ seminar/ symposium etc. and not for attending any course for which certificates are awarded.

**Travel Allowance:** *The travel entitlement of JRF / SRF / JPF / SPF and RA for participation in scientific event / workshops in India will be 2<sup>nd</sup> AC by rail.*

**Daily Allowance (DA):**

1. *During tour JRF/ SRF/ JPF/ SPF will be entitled to DA as admissible in case of government servants drawing basic pay equivalent to the stipend. Accordingly allowance as admissible to officers from Level 1 to Level 5 as per 7<sup>th</sup> CPC will be followed.*
2. *During tour, RA will be entitled to DA as admissible in case of government servants drawing basic pay equivalent to the stipend. Accordingly allowance as admissible to officers from Level 6 to Level 8 as per 7<sup>th</sup> CPC will be followed*

## **9. LEAVE**

**9.1** *The fellows are eligible only for casual leave while Research Associates are entitled to leave as per rules of the host institutes. The participation of any of the research personnel viz., JRF/ SRF/ JPF/ SPF/ RA in any scientific event/ workshops in India or abroad will treated as on duty.*

**9.1.1** The Head of Division can grant leave to a fellow in his institute on the recommendation of the guide if the leave is due, as prescribed in the above para. If leave is not due, such cases will be decided by Director of institute/ concerned DDG. The fellow should not be allowed to proceed on leave to visit a foreign country for attending conferences, seminars etc. without prior approval of the Director of institute/ concerned DDG. The entire duration of such foreign visits if funded by any national/ international agency, whether partially or fully, would be treated as leave without stipend.

**9.1.2** For women fellows, full stipend may be paid per month during the period of absence on grounds of maternity. Such leave shall be sanctioned by the Head of the Institute. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency in research project during the remaining tenure. *Maternity leave as per Governments of India instructions issued from time to time would be available in all the categories.*

## **10 ACCOMODATION/ HRA**

**10.1** All Research Fellows may be allowed hostel accommodation wherever available. Where this is not possible, house rent allowance will be allowed as per the rules of the institution subject to the condition that HRA payable, in no

case, shall be more than the rates payable to Central Govt./ ICFRE employees in that area. The basis for calculating HRA will be the actual stipend of the Research Fellow.

#### **11. MEDICAL BENEFITS**

**11.1** All Research Fellows may be provided medical benefits as per rules of the Institution. This will be limited to the fellow only and not for his/ her family members/ dependant.

#### **12. TERMINATION OF FELLOWSHIP**

**12.1** The fellowship will be terminated:

- (i) In the expiry without notice.
- (ii) In case the concerned Head of the Institute/ ICFRE is not satisfied with the progress of work.

#### **13. PUBLICATION AND/PATENT**

**13.1** *The results of JRF/ SRF / JPF /SPF/ RAs research work may be published in standard referred journals at the discretion of the fellow or his / her Guide. It should be ensured by the fellow that the assistance provided by the funding agencies of Government of India is acknowledge in all such publications*

**13.2** All patents, rights designs and inventions derived from research work conducted from this official grant shall belong to the ICFRE.

#### **14. RELAXATION**

**14.1** Any relaxation would require approval of the Director General, ICFRE. In all matters decision taken by the Director General ICFRE will be final.

#### **15. REVISION OF EMOLUMENTS**

*Director General, Indian Council of Forestry and Education, Dehradun may revise the emoluments of research personnel (JRF/ SRF/ JPF/ SPF and RA) in future in consonance with the rates revised by Ministry of Environment, Forest and Climate Change, Government of India, New Delhi from time to time.*



## **ICFRE GROUP 'A' (DEPUTY DIRECTOR GENERALS AND DIRECTORS) RECRUITMENT RULES, 2010<sup>121</sup>**

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 | Level 15 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised HAG Rs.67,000-79,000) |
| (ii)  | DDG (Education) | 01 post |  |
| (iii) | DDG (Research)  | 01 post |  |
| (iv)  | DDG (Extension) | 01 post |  |

#### **(B) Directors of the Forest Research Institute under ICFRE**

|       |                             |         |  |
|-------|-----------------------------|---------|--|
| (i)   | Director, FRI, Dehradun     | 01 post | Level 15 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised HAG Rs.67,000-79,000) |
| (ii)  | Director, IFGTB, Coimbatore | 01 post |  |
| (iii) | Director, IWST, Bangalore   | 01 post |  |
| (iv)  | Director, TFRI, Jabalpur    | 01 post |  |
| (v)   | Director, RFRI, Jorhat      | 01 post |  |
| (vi)  | Director, AFRI, Jodhpur     | 01 post |  |

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

|       |                                   |         |  |
|-------|-----------------------------------|---------|--|
| (i)   | Director (Research), ICFRE (Hqrs) | 01 post | Level 14 of 7 <sup>th</sup> CPC Pay Matrix<br>(pre-revised PB-4: Rs.37,400-67,000) |
| (ii)  | Director, HFRI, Shimla            | 01 post |  |
| (iii) | Director, IFP, Ranchi             | 01 post |  |

<sup>121</sup> [Notified vide notification no. 32-12/2003-ICFRE dated 22.12.2004 and the instant rules revised and notified vide notification no. 58-21/XLII/2010-ICFRE dated 17.01.2011]

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 30<sup>th</sup> 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.

**Appendix-I****NORMS FOR RECRUITMENT TO THE POSTS OF DEPUTY DIRECTOR GENERALS IN LEVEL 15 OF 7<sup>TH</sup> CPC PAY MATRIX (PRE-REVISED 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.
2. 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 LEVEL 15 OF 7<sup>TH</sup> CPC PAY MATRIS (PRE-REVISED 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 LEVEL 14 OF 7<sup>TH</sup> CPC PAY MATRIX (PRE-REVISED 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 (Level 15 of 7<sup>th</sup> CPC Pay Matrix / pre-revised 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:**

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. Director (Research), ICFRE (Hqr.), Dehradun (Level 14 of 7<sup>th</sup> CPC Pay Matrix/ pre-revised 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 (Level 14 of 7<sup>th</sup> CPC Pay Matrix/ pre-revised pay Scale PB-4: Rs.37,400-67,000/-with Grade pay of 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:**

1. 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 subscribe 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 adhered 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 Secretary |
| 4) | Secretary, ICFRE   | Member           |
| 5) | One staff representative of employee of each Institute Advance Centre under ICFRE to be elected as per <b>Annexure-I</b> | Member           |

- 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.

- (i) "Expenditure of wages for engagement of skilled / unskilled worker on contractual basis and other miscellaneous expenditure for administering General Provident Fund may be met out of the interest earned on the investment of General Provident Fund, subject to approval of the Director General, ICFRE."<sup>122</sup>

**(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 out going 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

<sup>122</sup> [Updated as per notification no. 55-21/55/2017-ICFRE dated 25.01.2018]

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.

**(1) 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 31<sup>st</sup> 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 15<sup>th</sup> of every month with particulars of employees eligible to subscribe to GPF three months hence for allotment of account number (in the prescribed 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 from (Appendix 2) alone 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 31<sup>st</sup> March will be taken into account for subscription during the ensuing 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 31<sup>st</sup> November, six month will be from January to June, since the official is deemed to have quitted service on 1<sup>st</sup> 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 practitioner 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 the 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 than 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 duly 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 Scientists, 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 advances) 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 sons'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 31<sup>st</sup> day of March in each year, a Balance Sheet shall be prepared as on the 31<sup>st</sup> 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.

**ELECTION OF EMPLOYEES REPRESENTATIVES FOR THE BOARD OF TRUSTEES GENERAL PROVIDENT FUND FORM EACH INSTITUTE/ADVANCE CENTRE UNDER ICFRE**

**1. ELECTION OF EMPLOYEES' REPRESENTATIVE**

One representative of the employees of each Institute/Advance Centre shall be elected by the members of Fund, of concerned Institute/Advance Research Centre, in an election to be held for the purpose on any working day.

**2. QUALIFICATION OF CANDIDATE FOR ELECTION :**

- (i) Any member of the Fund if nominated as hereinafter provided, be a candidate for election as an employees' representative of particular Institute/Advance Research Centre.
- (ii) An outgoing trustee shall be eligible for re-election.

**3. PROCEDURE OF ELECTION**

The member Secretary, with approval of Chairman, ICFRE, GPF Trust shall fix a date for receiving the nominations from the candidates. The Secretary shall also fix a date for the withdrawal of nomination and the date of election which shall not be earlier than three days or later than ten days after the closing date for withdrawal of nominations for election as employees representatives. The dates so fixed shall be notified to the members atleast seven days in advance. The notice shall be affixed on the notice Board of Institutes/Advance Research Centres. Notice shall also specify the number of seats to be filled by the Employee's representatives. A copy of such notice shall also be sent to the Provident Fund Commissioner concerned.

**Appendix – 2****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.



**DEED and BYE-LAWS**  
**OF PENISON FUND TRUST OF**  
**INDIAN COUNCIL OF FORESTRY RESEARCH AND**  
**EDUCATION (ICFRE), DEHRADUN**

**DEED**

This trust Deed is made this day of 02<sup>nd</sup> 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**  
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**GLOSSARY OF ABBERVATIONS**

| <b>Abbreviation</b> | <b>Expended form</b>   |
|---------------------|--|
| 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,<br>Government of India |
| O.M.                | Office Memorandum  |

## **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 PENSION FUND 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 Education, Dehradun                         | Trustee-cum- Chief Executive Officer |
| 8 | Deputy Director General (Administration) Indian Council of Forestry Research and                      | Trustee                              |

|    |   |         |
|----|---|---------|
|    | Education, Dehradun   |         |
| 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><br>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 10<sup>th</sup> 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 31<sup>st</sup> July of every year.

7.2. The Balance Sheet and the accounts shall be audited by 31<sup>st</sup> 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)<sup>123</sup>

Indian Council of Forestry Research and Education Pensioners Health Scheme has been introduced on 01<sup>st</sup> day of April month in the year 2013 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).

### 2. Definitions

- (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.

<sup>123</sup> [ICFREPHS was implemented vide notification no. 57-20/2012-ICFRE dated 17.12.2012, the rules have been amended as per notification No. 57-20/2018-ICFRE dated 24.01.2018]

- (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

### 1. 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:-

- 1.1 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 : SETTLEMENT OF MEDICAL CLAIMS

### 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).

#### 1.2 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.2.00 lakhs at a time and for bills exceeding Rs. 2.00 lakhs and upto Rs. 5 lakhs, the Director General and beyond Rs. 5 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.<sup>124</sup>

- 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.

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<sup>124</sup> [amended as per notification No. 57-20/2018-ICFRE dated 24.01.2018]

## Sanctioned Strength of ICFRE and its Institutes

| Name of Post                 | ICFRE HQ   | FRI        | TFRI       | IFGTB      | AFRI       | RFRI       | IWST       | HFRI      | IFP        | IFB       | Total       |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|-----------|------------|-----------|-------------|
| <b>Group A</b>               |            |            |            |            |            |            |            |           |            |           |             |
| Director General             | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Deputy Director General      | 4          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 4           |
| Director Institutes          | 0          | 1          | 1          | 1          | 1          | 1          | 1          | 0         | 0          | 0         | 6           |
| Director Institute (CCF)     | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 1         | 1          | 0         | 2           |
| Director (Research)          | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Conservator of Forests       | 10         | 10         | 3          | 2          | 2          | 3          | 2          | 1         | 1          | 2         | 36          |
| Dy. Con. of Forests          | 3          | 7          | 5          | 3          | 2          | 5          | 2          | 2         | 2          | 2         | 33          |
| Scientist                    | 20         | 76         | 33         | 30         | 23         | 33         | 30         | 11        | 10         | 14        | 280         |
| Sr.Admin. Officer            | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Financial Advisor            | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Under Secretary              | 2          | 2          | 1          | 1          | 1          | 0          | 1          | 0         | 0          | 0         | 8           |
| Hindi Officer                | 0          | 1          | 1          | 0          | 1          | 0          | 0          | 0         | 0          | 0         | 3           |
| Ch. Librarian                | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Sr. Lib & Info Officers      | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Sr. Medical Officer          | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Asstt. Con. of Forests       | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Medical Officer              | 0          | 4          | 1          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 5           |
| Sr. Tech. Off.(Cat.III)      | 0          | 32         | 7          | 6          | 6          | 6          | 5          | 3         | 3          | 2         | 70          |
| <b>Total</b>                 | <b>43</b>  | <b>137</b> | <b>52</b>  | <b>43</b>  | <b>36</b>  | <b>48</b>  | <b>41</b>  | <b>18</b> | <b>17</b>  | <b>20</b> | <b>455</b>  |
| <b>Group B</b>               |            |            |            |            |            |            |            |           |            |           |             |
| Account Officer              | 1          | 1          | 0          | 1          | 1          | 0          | 0          | 0         | 0          | 0         | 4           |
| Section Officer              | 8          | 10         | 1          | 1          | 1          | 1          | 1          | 1         | 1          | 0         | 25          |
| Senior Private Secretary     | 1          | 0          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Private Secretary            | 13         | 2          | 1          | 1          | 1          | 1          | 1          | 1         | 0          | 0         | 21          |
| Store Officer                | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Security Officer             | 0          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 1           |
| Librarian                    | 0          | 1          | 0          | 1          | 1          | 0          | 0          | 0         | 0          | 0         | 3           |
| Forest Range Officer         | 0          | 3          | 1          | 2          | 1          | 2          | 1          | 2         | 3          | 0         | 15          |
| <b>Total</b>                 | <b>23</b>  | <b>19</b>  | <b>3</b>   | <b>6</b>   | <b>5</b>   | <b>4</b>   | <b>3</b>   | <b>4</b>  | <b>4</b>   | <b>0</b>  | <b>71</b>   |
| <b>Group C</b>               |            |            |            |            |            |            |            |           |            |           |             |
| Steno I                      | 2          | 4          | 7          | 4          | 3          | 5          | 5          | 1         | 1          | 0         | 32          |
| Steno II                     | 0          | 0          | 6          | 1          | 0          | 2          | 0          | 0         | 0          | 1         | 10          |
| Assistant                    | 10         | 46         | 6          | 5          | 6          | 5          | 4          | 3         | 5          | 1         | 91          |
| Upper Division Clerk         | 10         | 49         | 6          | 6          | 6          | 6          | 4          | 5         | 5          | 4         | 101         |
| Lower Division Clerk         | 10         | 33         | 18         | 10         | 10         | 10         | 12         | 5         | 4          | 7         | 119         |
| Jr.Hindi Translator          | 0          | 1          | 0          | 1          | 1          | 1          | 1          | 0         | 0          | 0         | 5           |
| Head Store Keeper            | 0          | 2          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 2           |
| Sr. Store Keeper             | 0          | 3          | 0          | 0          | 0          | 1          | 0          | 0         | 0          | 0         | 4           |
| Store Keeper                 | 0          | 7          | 0          | 2          | 0          | 1          | 1          | 0         | 1          | 1         | 13          |
| Driver Special Grade         | 2          | 1          | 0          | 0          | 0          | 0          | 0          | 0         | 0          | 0         | 3           |
| Driver Gd. I                 | 1          | 4          | 3          | 0          | 1          | 0          | 1          | 0         | 0          | 0         | 10          |
| Driver Gd II                 | 1          | 4          | 3          | 4          | 1          | 2          | 3          | 3         | 2          | 0         | 23          |
| Driver ( Ord. Gd )           | 0          | 7          | 1          | 2          | 1          | 2          | 2          | 0         | 2          | 2         | 19          |
| Library Info. Assistant      | 0          | 2          | 2          | 1          | 3          | 3          | 3          | 1         | 0          | 0         | 15          |
| Deputy Ranger                | 0          | 3          | 1          | 1          | 0          | 1          | 1          | 4         | 1          | 0         | 12          |
| Forester                     | 0          | 6          | 1          | 1          | 1          | 2          | 1          | 8         | 2          | 0         | 22          |
| Forest Guard                 | 0          | 12         | 2          | 1          | 2          | 4          | 2          | 8         | 4          | 0         | 35          |
| Technical Assistant (Cat.II) | 0          | 106        | 22         | 20         | 18         | 20         | 12         | 8         | 10         | 2         | 218         |
| Technician (Cat.I)           | 0          | 188        | 37         | 33         | 29         | 35         | 19         | 14        | 25         | 14        | 394         |
| Office Facilitator (MTS)     | 0          | 244        | 42         | 31         | 20         | 25         | 23         | 12        | 33         | 17        | 447         |
| <b>Total</b>                 | <b>36</b>  | <b>722</b> | <b>157</b> | <b>123</b> | <b>102</b> | <b>125</b> | <b>94</b>  | <b>72</b> | <b>95</b>  | <b>49</b> | <b>1575</b> |
| <b>Total</b>                 | <b>102</b> | <b>878</b> | <b>212</b> | <b>172</b> | <b>143</b> | <b>177</b> | <b>138</b> | <b>94</b> | <b>116</b> | <b>69</b> | <b>2101</b> |

