

Minutes of V Directors Meet Held on 26th October, 2010

Venue: Board Room, ICFRE Headquarters, Dehradun

The V Directors' Meet was held in the Board room of ICFRE Headquarters under the chairmanship of Dr. G. S. Rawat, Director General, ICFRE. The list of participants is at **Annexure I**. The programme is at **Annexure II**.

DG, ICFRE welcomed all the Directors of the ICFRE's institutes and other participants. DG, ICFRE advised the house to club the common agendas during discussion. The points of mention were:

- Directors should work within the Delegation of Powers clearly defined in the ICFRE Compendium, and any beyond the jurisdiction be submitted for DG's approval.
- DG ICFRE informed the house that ICFRE is likely to hold the International Poplar Commission 2012 and International Casuarina Meet 2013.
- International Forestry Congress (IFC) would be organised in 2011.
- FRI would submit a proposal for hosting a APAFRI Meet on "Forest Health" in 2011.
- On 16th December 2010, a 'Biodiversity Consultative Meet' at ICFRE, Dehradun is being organised by FRI, Dehradun.

He briefed about the objectives of holding the Director's meet followed by review on the Action Taken Report (ATR) on the decisions taken during IV Director's meet held on 25th September 2009 and discussion on new agenda items of V the Directors' meet.

Discussions on Action Taken Report of IV Directors' Meet Held on 25.9.2009

Action Taken Report of IV Directors Meet was discussed at length.

Discussion on Action Taken Report of IV Directors' Meet Held on 26th October, 2010

Agenda related with Secretary ICFRE					
S N	Agenda received From	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
1.	HFRI, Shimla	Filling up of vacant posts on deputation / recruitment basis in HFRI, Shimla	Two posts of Deputy Conservator of Forests are lying vacant. Keeping in view the Administrative and Research work load, these posts are required to be filled up immediately. It is proposed to take suitable action at Hqrs. level to man these posts on deputation at the earliest. Under process. Action : Secretary, ICFRE	HFRI: Detailed proposal are being sent for filling of vacant post of Deputy Conservator of Forests on deputation basis, which as on date are three in numbers. Secretary: - Action for filling up DCFs posts is under process	Post is already advertised. If DCFs are not available take approval from Government of India to upgrade the posts and bring proposal to BOG for ratification Secretary ICFRE will take appropriate follow up action in this regard. Action : Secretary ICFRE
			One of the TA-I resigned from the post Accordingly, one post of TA-I is lying vacant at the institute. Necessary permission to fill up the same is solicited please. Action : Secretary, ICFRE	Secretary: - Approval for filling up 03 posts of T.A. Group 'C' (Gen.) has been conveyed vide letter No. 63-2/2007-ICFRE, Dt. 3.3.2010	Director HFRI may fill up the post. Action: Director HFRI
			Approval for filling up of 5 vacant posts of Forest Guards at the institute level are essentially required to look after the field jobs since, the institute has now extended its research activities in the state of Jammu & Kashmir also. Director HFRI will send clarification Action: Secretary, ICFRE, Director, HFRI	HFRI: On the request of the institute. Three posts of Forest Guards were approved for the institute but, a letter seeking clarification again has been sent to ICFRE headquarters. Secretary: - Approval for filling up 03 posts of T.A. Group 'C' (Gen.) has been conveyed vide letter No. 63-2/2007-ICFRE, Dt. 3.3.2010 03 posts of Office Facilitator has been redesignated as Forest Guard and have been transferred from FRI, Dehradun to HFRI, Shimla and approval for filling up their 03 posts of Forest Guard have already been conveyed vide letter No. 63-2/2007-ICFRE, dated 03.08.2010	
			With regard to above, necessary requests have already been sent to ICFRE Hqrs, however, approval of the same is still awaited please.	Under process Action : Secretary, ICFRE	Director HFRI may fill up the post. Action: Director HFRI

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2.	HFRI, Shimla	Proposal for restructuring of Technical and Ministerial Group C & D staff. Revision of sanctioned strength of Drivers – regarding in HFRI, Shimla	The proposal of restructuring of Technical and Ministerial Group C & D staff along with the financial implication was sent to ICFRE Hqs. Restructuring is urgently required keeping in view the increased workload of the institute Matter pending with Ministry Action : Secretary, ICFRE	HFRI: As a result of this agenda item and also consequence to meeting held IWST Bangalore, a detailed proposal for restructuring of technical and scientific strength have been sent to ICFRE headquarters for further necessary action at their end. Secretary: - Matter pending with Ministry	Case is Pending with Ministry. Action: Secretary ICFRE to pursue the case
3.	HFRI, Shimla	Revision of sanctioned strength of Drivers – regarding in HFRI, Shimla	The Institute has only three sanctioned posts of Drivers to manage the fleet of eight vehicles. To adequately man these vehicles and systematically managing the field activities/ touring we need at least two additional posts of Drivers. Matter for transfer of two posts of Drivers may be considered in the interest of the institute. At present no post is available	HFRI: The Institute has already provided the required information to the Secretary ICFRE for further doing the needful. Secretary: - There is already shortage of Drivers in other Institutes. As such, it is not possible to transfer post of Driver from any Institutes to HFRI, Shimla	Case is Pending with Ministry. Action: Secretary ICFRE to pursue the case
4.	HFRI, Shimla	Revision of sanctioned strength of Scientists from 5 to 12	Revision of sanctioned strength of the Scientist from present 5 to 12 has been under the active consideration of the headquarters. It may be added that the Institute has recently extended its activities in the state of J&K by opening VVK/ FRS at Jammu in the first instance. It has also been planned to open two VVKs/ FRS in Leh and Srinagar valleys of the state due to different geographical parameters. To manage the research activities in the state of J&K, it would be in the vital interest of the Council to enhance the sanctioned strength of Scientists from existing 5 to at least 12 so that effective working in the state of J&K is ensured	HFRI: The Institute has already provided the required information to the Secretary ICFRE further doing the needful. Secretary: - The posts of Scientists from 5 to 10 has been reallocated at HFRI, Shimla. At present 10 Scientists are working in HFRI. Presently, it is not possible to allot two more posts of Scientist from other Institute to HFRI, Shimla	Case is Pending with Ministry. Action: Secretary ICFRE to pursue the case
5.	TFRI, Jabalpur	Need Based transfer policy in ICFRE	Different institutes of ICFRE are undertaking specialized research as per mandate of the institute. For carrying out specialized research, scientists with specialized qualification are required. However, due to convenience, scientists seek transfer to their preferred place. While considering such cases, ICFRE fail to keep in view the requirement of the institute from where scientists seek transfer. This has resulted into non-availability of scientists in many discipline of the research in many institute and concentration of specialist in few institutes. It is proposed that ICFRE develop a uniform transfer policy for posting and transfer of scientists so as to	Secretary: -The Scientists are transferred from one Institute to another on the basis of recommendations of the Directors of the Institutes. Where he is working. To avoid such situation of shortage of Scientists particular discipline, Director may not recommend the cases of transfer of Scientists. It is also to mention that transfer policy has not been approved by the BOG	Scientists will be provided to the institute from the new recruitment Action: Secretary ICFRE

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			have subject specialists as per the requirement of the institute. Secretary: It will be taken up with revival of 145 posts of Scientific cadre case Action: Secretary, ICFRE		
6.	TFRI, Jabalpur	Timely recruitment of scientists	Due to retirement, transfer and leaving of ICFRE job, the number of scientists available in many important and frontline areas of forestry sciences are either drastically reduced or not available. This is seriously affecting the progress of research are either drastically reduced or not available. This is seriously affecting the progress of research in many institutes. Of late, Government of India is permitting recruitment of scientists in a phased manner. However, initiative on the part of ICFRE seems to be rather slow. ICFRE may initiate process of recruitment in such a manner that it is completed within six months of receipt of permission from government New Recruits will be provided to TFRI, Jabalpur Action: Secretary, ICFRE	Secretary: - ICFRE has already advertised to fill up 24 posts of scientists in ICFRE by taking up anticipated vacancies upto 2010. It will be appreciated that process of filling up of posts always takes at least 06-12 months (two months time for inviting applications & thereafter screening of candidates issue of interview/test letters and after selection of candidates completion of codal formalities before issue of officer such as appointment, Verification of caste/education certificates verification of character antecedents & medical examination. As such, that initiative on the part of ICFRE seems to be rather slow is incorrect intention of Director, TFRI	Recruitment of the Scientist B is under process. Action: Secretary ICFRE
7.	TFRI, Jabalpur	Recruitment at the level of Scientists-B	ICFRE initially recruited scientists at the level of B. However, on the suggestion of Dr. Pradipto Ghosh, the then Secretary of MoFE and Chairman, BOG, ICFRE is now recruiting scientists at the level of C. The experience of recruitment clearly indicates that the quality of scientists at the level of C recruited by ICFRE is far from satisfactory for the following reason: 1. No experience has been kept as essential criteria for selection, 2. Scientist 'B' working elsewhere are not applying for the post therefore, ICFRE may decide in the greater interest of forestry research, recruitment of scientists at the level of B instead of scientists-c. Necessary proposal may be taken up in the BOG by Secretary, ICFRE Action: Secretary, ICFRE	Secretary: - With the approval of the BOG the posts are being filled up at Scientist 'B' level.	Recruitment of the Scientist B is under process. Action: Secretary ICFRE
8.	IFGTB, Coimbatore	Restoration of the post of controller	The post of controller, IFGTB, was transferred temporarily to ICFRE(HQ), Dehradun vide No.32-30/99-ICFRE dated 20.09.2004 of Secy. ICFRE for a stipulated period up to 31.01.2005. The Secy. ICFRE was addressed vide this office letter No. CTR-I/27-1/2004 dated 28.03.2005 and reminder dated 18.05.2005 & 13.07.2005 and requested	IFGTB Action taken by Secretary, ICFRE and the matter pending with ministry. Further reply is awaited. Secretary: - Matter regarding creating one post of Controller at RFRI, Jorhat, under Restructuring of Administrative posts is pending	The post of Controller which at present placed at RFRI on temporary basis, will be released back to IFGTB on the completion of Deputation of DCF at present. Director IFGTB will pursue the matter. Action: Secretary ICFRE and

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			for restoration of the post of controller and the reply awaited .At present one DCF is holding the additional charge of the post as head of office. Since the post of controller is absolutely essential for smooth functional of the administration as a head of office to enable the DCF on additional charge of H.O. to concentrate on research work on full time measure and also to lessen the burden on Director, the post of controller may be restored at the earliest. Matter pending with Ministry Action: Secretary, ICFRE	with Ministry. As soon as the proposal is approved by the Ministry, the restoration of post of Controller to IFGTB, Coimbatore will be considered.	Director IFGTB
9.	IFGTB, Coimbatore	Proportionate distribution of scientists and other staff.	There is an audit objection raised by scientific audit during the audit period 2005-06 to 2007-08 regarding review to assess the staff position in various categories and assess the optimum ratio of technical staff to non technical staff and ICFRE has been addressed for clearance of screening committee for filing up the vacant post proposed in the Annual Recruitment Plan 2008-09. The above matter may be placed as one of the agenda item and decision communicated to this office to settle the audit objection. Matter pending with Ministry Action: Secretary, ICFRE	IFGTB Action taken by Secretary, ICFRE and the matter pending with ministry. Further reply is awaited. Secretary: - Matter regarding provision of additional posts of Scientist to all Institutes under ICFRE is pending with the Ministry	Institutes' will work in sanctioned strength of Scientists and staff. However, DG desired to send a proposal to the Ministry to revive the posts fallen short due to the repatriation of the Central Government Staff in the institute. Action: All Directors and Secretary ICFRE
10.	IFGTB, Coimbatore	Revival of abolished posts of R.A.Gr.I against restored posts of T.A. Gr. C.	The proposal for revival of abolished 3 posts of R.A. Gr. I in lieu of 5 posts of T.A.Gr C vide no CTR-I/24-3/2006/Vol ii dated 14.02.2008 and reminders which would entail no extra financial burden . Hence it has been proposed for revival of abolished posts of RA Is. There are number of plan and externally aided project and to complete the projects successfully, the service of R.A I's are essentially required both in the labs & field .Hence it has been proposed for revival of abolished posts of R.A.Is. Matter pending with Ministry Action: Secretary, ICFRE	IFGTB Action taken by Secretary, ICFRE and the matter pending with ministry. Further reply is awaited. Secretary: - Matter is pending with the Ministry	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
11.	IFGTB, Coimbatore	Cadre review – promotion to the store personnel of IFGTB	One of the agenda item no.16 – Secretary , ICFRE regards “Identification of sensitive posts – transfer of storekeepers “was placed in II & III Directors meet. It was decided that the incumbent of store keepers , the post which is identified as a sensitive post can be transferred and promotion etc are to be taken is no	IFGTB Action taken by Secretary, ICFRE and the matter pending with ministry. Further reply is awaited. Secretary: - The matter is being examined.	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE

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			<p>specific rules available for the transfer and promotion of storekeepers the matter again was taken up with secretary ICFRE, vide D.ONO.CTR-I/27-1/2007 Dated 9.01.2009 regarding cadre review for the post of the store personnel of all the institutes of ICFRE for considering the store keepers for promotion according to their eligibility etc as per prevailing rules the reply is still awaited.</p> <p>Matter pending with Ministry Action: Secretary, ICFRE</p>		
			<p>Similarly the case of one R.A.II (Surveyor) working in this institute since his appointment 11/79 in the erst while forest soil –cum--vegetation Survey, Coimbatore may also be considered for promotion according to his eligibility etc as per prevailing rules.</p>	Secretary: - The matter is being examined.	<p>Secretary ICFRE will pursue the case with the Ministry.</p> <p>Action: Secretary ICFRE</p>
12.	IFP, Ranchi	Equal distribution of Scientific Cadre	<p>A proposal for equitable distribution of Scientific cadre among ICFRE Institutes was sent for considerations vide this office letter No XVI-EST-5/2001/V dated 15th March, 2007. Further, a proposal was sent to ICFRE , Dehradun specifying the discipline – wise details of Scientist required (Entomology/ Pathology/Molecular Biology / Statistics / Plant Physiology / Taxonomy / Ecology) by this Institutes vide this office letter NO XVI-EST5/2001(V) dated ,the 3rd March ,2008 in proviso of Mints of IInd Director's Meet decision . At present there are only 07 Scientists posted at this Institutes whereas minimum requirement of Scientists is at least 14 so as to attend the field of Entomology /Pathology/Molecular Biology/Statistics / Plant Physiology/Taxonomy/Ecology. This may kindly be given due consideration of the council(Annexure-IV) Matter pending with Ministry Action: Secretary, ICFRE</p>	<p>IFP: Decision on the proposal for equitable distribution of Scientific cadre among all ICFRE Institutes is still pending with the Council. So far one Scientist-C has been posted in the division of Forest Protection. At Institute level, steps have been taken to optimize utilization of present strength. At present the ratio of ongoing projects to existing scientific manpower under this institute is 2.10. To improve this ratio of optimum utilization of scientific manpower the council had given an option of sending new research projects directly for RPC for the current year. As per the instructions of the council vide ICFRE's letter no.2-12/work load/M&E/ICFRE/11 dated 8.01.2010, three projects were submitted directly in the XI RPC for approval. These three projects were also submitted to the council after necessary modifications as per suggestions of RPC. The decision is still awaited.</p> <p>Secretary: - The cabinet note for restructuring of scientific post has been submitted to MoEF for considerations.</p>	The agenda discussed at Item No 32.

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13.	IFP, Ranchi	Hindi officer/translator	Posting /Contractual engagement of Hindi officer / Translator is required at this institute so as to attend the works related with Hindi. Consolidated amount for the engagement of Hindi officer/ Translator may kindly be fixed in reference to sixth CPC. Matter pending with Ministry Action: Secretary, ICFRE	IFP: Approval & decision of ICFRE for consolidated amount for the engagement of Hindi officer/Translator in reference of sixth CPC is awaited. Secretary: - Matter regarding restructuring of Official Language posts is pending with the Ministry	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
14.	IWST, Bangalore	Cadre Review of research/technical/ministerial staff	Proposal for Cadre Review of research/technical/ministerial staff of the institute has been sent to ICFRE during August 2007. Approval/decision is awaited. Matter pending with Ministry Action: Secretary, ICFRE	Secretary: - Matter is pending with the Ministry	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
15.	IWST, Bangalore	Hindi officer	Requested to allot one post of Hindi Officer (Official Language Officer) Matter pending with Ministry Action: Secretary, ICFRE	Secretary: - Matter regarding restructuring of Official Language post is pending with the Ministry	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
16.	IWST, Bangalore	Posting of scientists	Requested for posting of three Scientists (Scientist D or Scientist E) and one Junior Scientist B or C at IWST to strengthen the existing divisions. Decision is still awaited. At present out of 39 scientists 38 Scientists are in position. Action: Secretary, ICFRE	IWST: IWST, Bangalore has 36 posts of scientists. At present all the posts are filled up and in position. There is no excess or shortfall as on date. To strengthen the existing Divisions and FRC, Hyderabad, the Director, IWST has requested the competent authority vide letter No. 10-2/89/IWST/Estt/3743 dt. 16.12.2009 (copy of letter enclosed for ready reference) to revive all the 8 posts of scientists, which have been abolished in the past and fill them up for IWST, Bangalore. The matter is pending with ICFRE/MoEF. Secretary: - Recruitment of scientists is under process. After recruitment posting of Scientist with reference to vacancies in the Institute will be considered.	Secretary ICFRE will pursue the case. Action: Secretary ICFRE
17.	RFRI, Jorhat	MACP recommended by 6 th pay commission	The current status may please be discussed with the employees association of RFRI for further action. Pending with Ministry Action: Secretary, ICFRE	RFRI: Noted Secretary: - The notification for adoption of MACP scheme has already been issued vide No. 58-21/XLI/2009-ICFRE, dated 05.07.2010	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE

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18.	AFRI, Jodhpur	Admissibility of leave for field assistants.	The admissibility of leave in respect of JRF/SRF/RA as prescribed by ICFRE is 45 days in a completed calendar year. Whether this provision may be applicable to Field Assistants working in the project work or not. This point may be considered and clarified. Order has already been issued by ICFRE in this regard. Secretary ICFRE will again send a copy of the above orders to all Directors Action: Secretary, ICFRE	FRI: Instructions are being followed. Secretary: - Matter pertains to Director of Education, ICFRE.	Constitute a committee of 3 officers' to examine the case and suggest suitable guidelines for the same. Action: DDG Education
19.	IWST, Bangalore	Revision of ACR Form:	The present ACR form for scientists needs revision considering only similar type of work carried out by all scientists in any of the institute. The marks/points for research publications should be equally divided among the author, as the first author takes major effort in conducting research and writing the paper. The marks should be based on individual contribution, mutually agreed upon with the consent of the reporting officer. The matter may be relooked by the already constituted committee on revision of APAR/ ACR Action: Secretary, ICFRE	Secretary: - The Committee constituted under the Chairmanship of Dr. S.S. Negi, IFS, Director, FRI to analyse the Annual Performance Appraisal Report form, applicable for the Scientists, submitted the report. The same has been forwarded to the Ministry for conveying necessary approval in the matter. The Ministry has intimated that the report of the Committee alongwith existing APAR form has been referred to the DOPT/ DST for information and guidance. The decision in this regard is still awaited from the Ministry.	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
20.	IFP, Ranchi	Engagement of retired personnel / person on deputation as Accounts / Finance Officer in IFP	Engagement of retired personnel / person on deputation as Accounts / Finance Officer in IFP – Proposal pending for decision with council. A proposal in this regards was sent to council vide this office letter NO EST-XVI-EST-1/95-96(IV)/5412 dated 03.02.2009 & NO EST-XVI-EST-1/95-96(IV)/5774 dated 15.05.2009 may kindly be referred . Action: Secretary ICFRE	IFP: Approval & decision of ICFRE in the matter is awaited Secretary: - There is no sanctioned post of Accounts/Finance Officer in IFP.	Follow the recent guidelines issued by ICFRE. Action: All Directors
21.	IFP, Ranchi	Revisiting the jurisdiction of Institute of Forest Productivity Inclusion of Orissa.	A number of research projects are being executed in the state of Orissa under jurisdiction of Eastern India as mentioned below:- Ongoing research projects (4 nos.) during the year 2009-10: 1. Genetic evaluation & molecular characterization of <i>Jatropha Curcas</i> L. of Eastern India 2. Assessment of the genetic diversity and development of species specific Molecular markers in bamboos in Eastern India 3. Integrated strategy for evaluation of Indigenous fast-growing multipurpose	IFP: As per the decision of IVth Director Meet convened on 25.9.09 the state of Orissa was proposed to be included under IFP's jurisdiction as a no of research projects are being executed in the state of Orissa by the institute. Formal order of the Council in the matter is awaited. Secretary: - The Cabinet Note for restructuring of scientific posts mentioning the jurisdiction of Institutes under ICFRE has been submitted to the Ministry for consideration. The decision	Orissa state will be under the jurisdiction of IFP Ranchi instead of TFRI Jabalpur. Further, it was decided that 4 vacant post of Scientists will be transferred to IFP. All ongoing projects initiated by TFRI will continue. New projects in Orissa will be taken up by IFP Ranchi. Secretary ICFRE will take appropriate follow up action in this regard. Action: Secretary, ICFRE Director TFRI and IFP Ranchi.

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			<p>trees of Eastern India for plantation forestry</p> <p>4. Domestication , mass multiplication and popularization of <i>Moringa olefera</i> genotypes with superior leaf nutritive and cytokinin content.</p> <p>(A) New research projects approved by XRPC taken up during the year 2009-10:</p> <p>1. Standardization & dissemination of complete package of cultivation & marketing in relation to principal active ingredient of ten selected medicinal plants of Jharkhand , Bihar , West Bengal and Orissa</p> <p>2. Selection and evaluation of potentials seed sources and / clones of selected species from Jharkhand and adjoining States</p> <p>Concept note of under mentioned project proposal accepted by the Internal committee of IFP for submitting next RAG and RPC:</p> <p>1.Collection and characterization of preserved soil profiles of different forest types in Eastern India</p> <p>This agenda is placed before IV Directors' Meet on the issue of exclusion / inclusion of Orissa under IFP,Ranchi . The matter for Inclusion of Orissa under IFP may be considered</p> <p>A proposal of IFP Ranchi will be examined by the Committee and same will be placed in BOG for approval</p> <p>Action : Secretary ICFRE</p>	thereon is awaited from the Ministry.	
22.	IFP, Ranchi	Renaming of Institute of Forest Productivity, Ranchi	<p>Presently the operational jurisdiction of the Institute encompasses the pristine and picturesque Darjeeling Himalayas in Sikkim and North West Bengal , the fertile alluvial expanse strewn with riverine wetlands of the lower reaches of the ganga basin in Bihar and West Bengal the deltaic and coastal mangroves of the worlds famous Sunderbans, pocket of Tarai Sal forest in North West corner of Bihar and the Tropical Deciduous Forest of Kaimur and chhotanagpur plateau overlying rich and enticing coal and other mineral deposit . Although the area comprises of diverse eco system and agroecological/agro – climate types , it is proposed that the name of the Institute may be changed to “DECIDUOUS</p>	<p>IFP: Approval & decision of the Council in the matter is awaited.</p> <p>Secretary: - Proposal of IFP, Ranchi will be examined by the Committee and same, if considered appropriate will be placed in the BOG for decision.</p>	<p>Now IFP Ranchi will be renamed as “DECIDUOUS FOREST RESEARCH INSTITUTE (DFRI)”. Secretary ICFRE will take further appropriate follow up action.</p> <p>Action: Secretary ICFRE and Director IFP Ranchi</p>

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			FOREST RESEARCH INSTITUTE “(DFRI) with inclusion of Orissa state under IFP, Ranchi. Since the state under jurisdiction of IFP, Ranchi covers Tropical moist & dry deciduous forest a proposal for renaming the institute accordingly was sent to the council vide IFP’s letter no. VIII-CA/NFRP/40/99-2000(Part –ii) 358-360 dated 16.04.08.(annexure-I)		
23.	IWST, Bangalore	Clearances from MoEF for attending international conferences/foreign Visit:	<p>Process of clearness required for foreign visits by streamlined so that timely clearances can be obtained. Most of the organizations do not refer cases to their respective ministries for clearances for such visits. It is requested to review the policy of referring the cases to the MoEF for clearances.</p> <p>When ever ICFRE Scientist wish to attend international conference aboard, they are asked to obtain political clearance fro the MEA. ICFRE is as autonomous Council under MoEF like ICAR under MoA. When ICAR Scientists are going to attend such conference they need not to get such political clearance. Being an autonomous Council, it should not be mandatory for the ICFRE Scientist to go for political clearance, on some occasions they are unable to get it al last moment and hence not be able to go for conference etc.</p> <p>Secretary, ICFRE to find out the existing system.</p> <p>Action: Secretary, ICFRE</p>	Secretary: - Matter pertains to the Directorate of Education, ICFRE.	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE

Agenda related with Directorate of Administration, ICFRE					
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1.	HFRI, Shimla	Replacement of old vehicles of the institute	<p>Replacement of five vehicles and one truck that need heavy repairs/no spare parts available is proposed. Condemnation of three vehicles approval with replacement in 2009-10 is requested</p> <p>Initiate the process of condemnation and finalize it only when budget made available for procurement of new vehicle.</p> <p>Action: DDG (Admin), Director(HFRI)</p>	<p>HFRI: Process of condemnation of one Truck have already been initiated. Proposal for procurement of new vehicles have been requested in EFC Memo of 100 Cr. – a part of which is being received by the council as a special grant.</p> <p>DDG(Admin): - Needful done vide order no. 1/2005-ICFRE/ Admin/old vehicle/ Condemnation / Pt II dt. 28.05.10</p>	<p>It will be done in EFC budget.</p> <p>Action: DDG (Admin) and Director HFRI</p>
2.	HFRI, Shimla	Relaxation in submission of food bills with travelling allowance claims, reg	<p>Budget enhancement of T.A allotment by 25-30% In views of field areas with no registered hotels etc, food bills submission ibid conditions may be waived off, subject to self certified genuine claim up to maximum prescribed limit.</p> <p>DG instructed all the Directors that agenda items must be policy based and individual matters should not be made the agenda items., hence this agenda is dropped</p>	<p>FRI: Instructions are being followed.</p>	<p>Where it is not possible to get the food bills old TA rules may be followed.</p> <p>Action: All Directors</p>
3.	IFGTB, Coimbatore	Rationalizing the rent in Rest Houses and Transit hostels.	<p>The rest houses of the ICFRE Institutes are meant for housing the clients of research, namely the Forest Departments and other collaborating research, namely the Forest Department and other collaborating research organizations or the experts who may be visiting the institute. The visits and stay by such resource persons will facilitate research. The current rate of rent charged is on the higher side since and many senior officers have expressed displeasure when high rents were collected from them. But when the officers / scientists of ICFRE stay in the forest rest houses of the forest department, they are being charged nominal rent ranging from Rs5/- to 50/- per day. When the officers from the other Govt. Department comes to ICFRE institutes for consultation or references or meetings, they are charged exorbitantly. This creates ill-feelings and sours the relationship, with the departments. Therefore, the rate are required to be rationalized , and made at par with the rates of the Forest Rest Houses or Circuit Houses in the States concerned so as to reduce the financial burden on officials visiting on Govt. duty.</p> <p>The above agenda has already been placed in the II & III Directors meet and a committee also constituted for the purposes and order on rate structure is yet to be received from ICFRE as on date.</p> <p>The above agenda has already been placed in the II & III Directors meet and a committee also constituted for the purposes and order on rate structure is yet to be received from ICFRE as on date.</p> <p>DDG (Admin) informed about the present rates for SFD officers also, reasonable. This was discussion as making rates more reasonable for users/stakeholders</p>	<p>IFGTB: Order from DDG(Admin) is awaited in the matter.</p> <p>DDG(Admin): - In continuation to Order dated 29.03.2008, case had been put before DG, ICFRE.</p>	<p>Action Pending.</p>

Agenda related with Directorate of Administration, ICFRE					
SN	Agenda received from	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
			organization as for ICFRE officials. Action: DDG(Admin)		
4.	IFGTB, Coimbatore	Condemnation of 3 vehicles and purchase of 5 new vehicles	<p>No new vehicle is provided to the IFGTB for the last so many years. The vehicle available with the Institute is in dilapidated condition and requires replacement. The restriction on procurement of vehicles as replacement on condemnation of old vehicles, imposed by the Ministry of Finance, has been relaxed by the Ministry of Finance Vide no .F. No 7(1)/E.Coord./2008,dated 10.12.2008(copy enclosed). The hiring of vehicles for movement in forest areas is difficult. Though attempts were made in IFGTB to get vehicles on hire basis for use in forest areas, no agency is willing to provide vehicles for the areas of operation of the institute due to bad condition of forest roads. Hence, the above proposal for purchase of new vehicles may be approved. Only 5 Lakhs is allotted in the current budget for purchase of new vehicle which is also not sufficient to purchase even one vehicle (Mahindra Bolero Model) . ICFRE has been addressed for approval for condemnation of 3 vehicles vide no. CTR-III/12-1/2006,dated 21.04.2009 and the approved is still awaited.</p> <p>Initiate the process of condemnation and finalize it only when budget made available for procurement of new vehicle.</p> <p>Action: DDG (Admin), Director (IFGTB)</p>	<p>IFGTB: ICFRE has already been addressed for approval of the competent authority for condemnation of vehicle vide no.4-19/09-IFGTB; Dated 27.01.2010.And approval is awaited.</p> <p>DDG(Admin): - The purchase of new vehicles is being dealt under one time grant.</p>	<p>It will be done in EFC budget.</p> <p>Action: DDG (Admin) and Director IFGTB</p>
5.	IFGTB, Coimbatore	Reimbursement of internet usage charges on residential telephone lines and mobile phones for scientists – F and above & reimbursement.	<p>The matter was placed as one of the agenda III Directors meet and ICFRE has already been addressed for a copy of order already issued by ADG (Admin) vide no 1/ICFRE-2005/Mobile /L-Part I dated 30.12.2007.Now it is proposed that full reimbursement on internet usage charges for the director and @ Rs 500/- per month, the other eligible officers which may be placed in the IV Directors meet.</p> <p>Send financial proposal. Action : All Directors, DDG (Admin)</p>	<p>IFGTB: ICFRE has been addressed with the proposal of financial commitment vide no. CTR-III/5-2/2009; Dated. 01.03.2010 and order is awaited.</p> <p>FRI: Instructions are being followed</p> <p>HFRI: Internet connections have been providing in all the residence quarters of officers and scientists.</p> <p>TFRI: No mention in ATR</p> <p>IWST: No mention in ATR</p> <p>RFRI: ATR not received</p> <p>IFP: No mentioned in ATR</p> <p>AFRI: No mentioned in ATR</p> <p>DDG(admin): - In addition to order No. 1/icfre/2005/mobile pt II Dated 08.06.05, proposal for extending internet to residences as in FRI campus has been put before DG, ICFRE.</p> <p>IFGTB: The order already issued in the matter is being followed.</p>	<p>Reimbursement of mobile and internet charges to Scientist F and above. An order will be issued by DDG (Admin).</p> <p>Action: DDG (Admin)</p>
			As regards provision of official mobile phone sets to Directors, GCR, and all Heads of division and Scientists –F and reimbursement of bills upto Rs 500/- per month the decision has been taken as per the rule as applicable at		Reimbursement of internet usage charges for residence to

Agenda related with Directorate of Administration, ICFRE					
SN	Agenda received from	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
			ICFRE Hqr to be followed in all the Institutes “. The order already issued. No action required.	DDG(Admin): orders being issued.	Scientist F and above. An order will be issued by DDG (Admin). Action: DDG (Admin)
6.	IFGTB, Coimbatore	Enhancement of financial limits of the Director for approval of estimates and sanction of works as delegated in the compendium of ICFRE during 10/1993.	The above matter already placed as one of the agenda item in the Directors meeting and the decision taken as “it was decided to follow GOI rules in the matter”. The financial limits of the Director in the matter may be enhanced as per Delegation of financial powers Rules In principle agreed to enhance the financial limits of Rs 2.0 lakh (Residential civil works) and Rs. 10.0 Lakh (other civil works) for all Directors, DDG (admin) put up case in BOG for approval Action: DDG (admin)	IFGTB: ICFRE has been addressed for approval of the BOG for enhancing financial limits of the Director vide letter no.CTR-V/7-14/2008; Dated: 12.02.2010 and reply is awaited. DDG(Admin): - Had been put before DG, ICFRE	DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures. Action: DDG (Admin)
7.	IFP, Ranchi	IT Division	Establishment of MPLS VPN connectivity of IFP(HQ) with outlying centers viz FRC, Mandar .ERS,Sukna &FREC,Pantna may kindly be given due consideration so as to ensure proper functioning of IFRIS module Already discussed in ATR of III Directors Meet	IFP: Action and approval of ICFRE in the matter is awaited.	Submit a proposal for extending MPLS VAN Connectivity as requested on priority basis. Action: ADG (Admin) and Head IT
8.	IFP, Ranchi		A proposal for allocation of fund (Rs 2,50,000/- per annum) for functioning of the research center of FRIU at IFP, Ranchi was sent vide IFP’s letter No.VIII-CS-30/99-2000/5078 dated 21.01.2009. Decision in the matter is awaited. Rs. 50,000/- may be allocated to each institute in case of functioning of such research centre. Action: DDG (Edu) And DDG (admin).	DDG(Edu): Letter dated 15.02.2010 to DDG(Admin) ICFRE to take necessary action in order to allocate funds to ICFRE Institutes in case of functioning of a Nodal Research Center of FRI University Dehra Dun and Conducting Synopsis Seminars, Pre-thesis Seminars, RAC Meeting and Ph. D extension seminars DDG(Admin): Budget released as per the budget demand keeping view of the total allocation received from Ministry which is already limited	Due to financial constraints we could not allocate funds. DDG (admin) desired that give proposal under the Budget Head: non-plan of ICFRE. Action: Director IFP and DDG (A)
9.	AFRI	The stipend of Field Assistant	In some ICFRE funded projects Field Assistants are engaged at a stipend of Rs. 5000/- per month. The Asstt. Director General (Admin), ICFRE vide circular No. 3-151/2005/ICFRE/Admin dated 8 th May, 2009 has increased the stipend of Field Assistant from Rs. 5000/- to Rs. 7000/- per month with effect from 8 th May, 2009 in respect of externally funded project . Accordingly, increasing the stipend of Field Assistants engaged in ICFRE funded projects may be considered as some Field Assistant working in AFRI, Jodhpur has raised this issue. Case may be examined in Headquarters	AFRI: Decision from HQ is awaited DDG(Admin): - Matter pertains to Director (Research). ADG (RP) had been intimated on July 2010	Stipend of FA will be same as in the case of externally funded projects. DDG (admin) will issue the order. Action: DDG (Admin).

Agenda related with Directorate of Administration, ICFRE					
SN	Agenda received from	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
			Action : DDG (Admin)		
10.	AFRI	Bandwidth of the VPN (Virtual Private Network) and the bandwidth of the internet	<p>1. The bandwidth of the VPN (Virtual Private Network) and the bandwidth of the Internet should be increased as the internet and the e-mails are working very slow in the Institutes. The attachments of various reports are not uploaded properly on the e-mails and thus could not be sent to the destination.4. The bandwidth of the VPN (Virtual Private Network) and the bandwidth of the Internet should be increased as the internet and the e-mails are working very slow in the Institutes. The attachments of various reports are not uploaded properly on the e-mails and thus could not be sent to the destination. Moreover the IFRIS Application is also working very slow. Increasing the bandwidth in an appropriate proportion will solve this problem which is very important issue.</p> <p>Case may be examined in Headquarters Action : ADG (IT)/ DDG(Admin)</p>	<p>AFRI: Decision from HQ is awaited</p> <p>ADG (IT)/ DDG(Admin): Internet Bandwidth had been increased from 2 to 10 MBps</p>	<p>DG ICFRE instructed that we are solely depending on IFRIS , therefore, bandwidth should not be compromised. IT Division ICFRE review the lease line potential accordingly.</p> <p>Action: ADG (Admin) and Head IT</p>
11.	IFP Ranchi	HRD Programme	<p>A proposal for allocation for allocation of RS.1.00 lakh under u/s HRD was submitted to meet the cost of “On Job Training “ conducted for Group ‘D’officials of this Institute under sixth CPC in reference to ICFRE’s letter No 47-1/2008-ICFRE dated/-18th April,2009. In this regard IFP’s Letter No. EST-III-74/2008/481-482 dated 6th May,2009 & No EST-III-74/2008/772-773 dated 15th May ,2009 may kindly be referred.</p> <p>Action: DDG (Admin)</p>	<p>IFP: Approval is ICFRE in the matter is awaited. The training has been completed within a available Budget.</p> <p>DDG(Admin): - Director, IFP may add the requirement under this years RE</p>	No Discussion held
12.	FRI Dehradun	Emoluments for technical personal	<p>The fellowships of JRF, SRF and RA engaged under the plan project have been increased by the ICFRE, but the emoluments being paid to other technical personnel e.g. Field assistant(FA), Projects assistant (PA),etc have not been enhanced so far. Where as the emoluments being paid to these categories of manpower under externally aided projects and consultancies have been enhanced and communicated vide letter No. 3-151/2005-ICFRE/Admin dated 08.05.2009 of ADG(Admin),ICFRE. It is proposed that the emolument of these categories of personnel may be enhanced on the pattern of externally aided projects. A request for enhancement of the emoluments has been submitted to secretary to Secretary, ICFRE vide letter No. 5-2/2009/RCS dated 12.06.2009.</p> <p>The matter related to payment of emolument to technical persons like FA/PA in ICFRE projects may be decided in tune with as done in case of externally aided projects by Directorate of Administration Action: DDG (Admin)</p>	<p>DDG(Admin) - Matter pertains to Director (Research). ADG (RP) had been intimated on July 2010</p>	<p>Stipend of FA will be <i>same as in the case of externally funded projects.</i> <i>DDG (admin) will issue the order.</i></p> <p>Action: DDG (Admin).</p>

Agenda related with Directorate of Extension, ICFRE					
SI No	Agenda received from	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
1	Division of Statistics, ICFRE	Forest Statistics India 2009	<p>Forest Statistics India 2009 is now under compilation, Directors of the institutes may be requested to instruct the Nodal Officers (Statistics) to expedite the collection of data from state forest departments under their jurisdiction and send them to Division of Statistics in the revised new formats for compilation and validation.</p> <p>Cooperation is requested in the compilation of FSI 09</p> <p>Action: All Directors.</p>	<p>TFRI: Data being collected and send to ICFRE.</p> <p>IWST: The Forest statistics report pertaining to IWST, Bangalore in the required format for Karnataka, Andhra Pradesh and Goa has already been sent to the Division of Statistics, ICFRE, Dehra Dun in the month of April 2009.</p> <p>IFGTB: The matter is pursued with the concerned forest departments of the mandatory states and the information will be compiled and sent at the earliest.</p> <p>FRI: Formats have been submitted to SFDs and they have been requested to provide information.</p> <p>HFRI: The related data has been collected from various agencies including the state forest department and send to ICFRE headquarters in the revised format for compilation of Forest Statistics – 2009.</p> <p>IFP: No mention in ATR</p> <p>AFRI: - No mention in ATR</p> <p>RFRI: Noted</p> <p>DDG (Ext): Directors of the Institute should direct the Nodal Officers to expedite collection of data from SFDs. The non-responding states are mostly from the jurisdiction of FRI, RFRI, IFGTB, IWST, and IFP.</p>	<p>DG desired that all Directors should take proactive action to collect data for FSI 2009 report. Accordingly PCCF and other concerned personnels of states may be contacted.</p> <p>ADG (Stat) will transfer the state-wise fund for payment of honorarium to all Directors so that work may be accomplished in time.</p> <p>Action: All Directors and ADG (Stat).</p>

Agenda related with Directorate of Research, ICFRE														
Sl No	Agenda received from	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action									
1	RP Division	Seeking the comments of independent referees	<p>In the IX RPC, it was decided that new projects will be sent by Directors of the respective institutes to independent referees for opinion/ comments. Referees should be outside the ICFRE domain. After that new research proposals are placed before RAG. The comments of the referees are also placed before RPC. It was general observation that this system needs continuous improvement for adherence in its true spirit so that advice, guidance and critical analysis of the research proposed got done through reputed and better subject experts. In this connection, following discussion points are proposed: Evolution of a new and uniform research project evaluation (Draft Format Annexure-A).</p> <p>Draft format will be circulated to all Directors for seeking their suggestions. This format may be used by the Directors on trial basis. This is optional for the current year.</p> <p>Action : ADG (RP), All Directors</p>	<p>ADG (RP): Format Circulated to all Directors. TFRI: the format has been used in getting opinion of independent referees. AFRI: Comments are obtained from independent referees. IFGTB: Since the concept note was already sent to the independent referees for the year 2009 - 10 before the receipt of this draft format for seeking their comments, the format could not be used on trial basis. It is felt that the evaluation format has not emphasized on "Basic Research". Therefore evaluation format should also provide scope for classifying the research proposal into basic research and applied research. In addition to point No. 2 of the format wherein views on applied research has been incorporated, the following on basic research may also be included in the format.</p> <p>1. Whether the project will lead to greater understanding of the subject _</p> <table border="1"> <tr> <td>To a great extend</td> <td>To a moderate extend</td> <td>To a less extend</td> </tr> </table> <p>2. Whether the project is leading to testing of new hypothesis</p> <table border="1"> <tr> <td>To a great extend</td> <td>To a moderate extend</td> <td>To a less extend</td> </tr> </table> <p>3. Whether basic research likely to lead to the application of importance</p> <table border="1"> <tr> <td>To a great extend</td> <td>To a moderate extend</td> <td>To a less extend</td> </tr> </table> <p>In point No. 3 of the format under methods and approach the following may be modified as follows "Please justify your rating with comments on sustainability of proposed methodology, and suggest suitable methodology if required. FRI: The format given by ADG(RP) will be followed. HFRI: Instructions of ICFRE Headquarters are being followed. During last year i.e. in the year of 2009-10, four research proposal of HFRI were sent for evaluation from outside experts. The suggestions of the referees thereafter, were included in the projects and were finally presented before Hon'ble Bodies of RAG & RPC.</p> <p>IWST: the format circulated by ICFRE was acceptable to this institute and accordingly the same has been used by this institute for seeking comments of experts during last RAG-2009 IFP: No mention in ATR RFRI: - Guidelines has been followed</p>	To a great extend	To a moderate extend	To a less extend	To a great extend	To a moderate extend	To a less extend	To a great extend	To a moderate extend	To a less extend	<p>Directors may give their comments for the further improvement of the format for referees. Sufficient space may be provided to all points for enabling the referees to give illustrative comments.</p> <p>Action: All Directors and ADG (RP).</p>
To a great extend	To a moderate extend	To a less extend												
To a great extend	To a moderate extend	To a less extend												
To a great extend	To a moderate extend	To a less extend												
			Draft list of forestry research related subject experts prepared at RP division, ICFRE as an	<p>ADG(RP): Draft list of Forestry Research related subject experts circulated to all Directors. IWST: Draft list of Forestry Research related subject experts as circulated by ADG (RP) has</p>	All Directors shall maintain a database of experts at Institute Level and same shall be									

<p>example for Institutes that will need continuous refinement from each institute. The initial exercise being taken up by RP Division , ICFRE, will be emailed to Institutes for perusal and suggestions</p> <p>This list may be circulated to all Directors for enrichment and a data-base may be maintained by Institutes in consultation with HQ.</p> <p>Action : ADG (RP) and All Directors</p>	<p>been updated with inputs from our scientists. The updated list has been communicated to ADG (RP), ICFRE vide letter No. Co-ord (R)/IWST/2008/RAG/2508/3038 dt. 27th October 2009.</p> <p>IFGTB: The draft list of Forestry Research related subject experts has been received and the data base is being maintained and it will be utilized when required.</p> <p>FRI: Data base provided by ADG(RP) may also be used for selecting referees.</p> <p>TFRI: No mention in ATR</p> <p>HFRI: The list of experts received from ICFRE Head Quarter and the institute keeps on giving its input for updation of database.</p> <p>AFRI: No mention in ATR</p> <p>IFP: No mention in ATR</p> <p>RFRI: - No mention in ATR</p>	<p>forwarded to HQ so that a comprehensive database can be created at HQ.</p> <p>The updating of the database is a continuous process; hence, contribution from all Directors is requested. IT Division ICFRE will design a interactive software for the maintaining and updating the database.</p> <p>Action: All Directors, ADG (RP) and Head IT ICFRE</p>
<p>Brain storming sessions at Institute among the officers and scientists, is organized to facilitate the same.</p> <p>Action :All Directors</p>	<p>IWST: A think-tank under the leadership of Group Co-ordinator (Research), IWST has been constituted. Regular brain storming sessions are being carried out for this purpose.</p> <p>IFGTB: Brain storming session at the institute among the officers/scientists are being organised to address various research related issues, periodically. Brain storming session will conducted when new project proposals are being taken up hereafter. A core committee on research for IFGTB has also been constituted as per the directions of DG, ICFRE which elaborately discuss issues regarding proposing technically sound projects.</p> <p>FRI: It will be followed</p> <p>IFP: No mention in ATR</p> <p>AFRI: No mention in ATR</p> <p>TFRI: No mention in ATR</p> <p>HFRI: Any research issues, new project proposal are always discussed across in the small group of officers and Scientists at the Institutes. Discussions have always paid in the form of refined proposals.</p> <p>RFRI: Noted</p>	<p>Send Minutes of the Brainstorming sessions to ADG (RP).</p> <p>Director IFGTB informed the house about Tree Help Line created by them for tree grower's help. DG desired that the information about this may be sent to HQ so that a <u>National Tree Help-line</u> can be created.</p> <p>Action: All Directors and ADG (RP)</p>
<p>Director of the institute will finalize the referees, in due consultation of their biodata, necessary background information etc, and under information to ICFRE HQ.</p> <p>Action All Directors</p>	<p>IWST: The database of referees (Draft list of Forestry Research related subject experts) as circulated by ICFRE has been updated through inputs of our scientists. Accordingly, selection of referees from outside the jurisdiction of the institute will be taken from next RAG-2010 onwards.</p> <p>IFGTB: Selection of referees from outside the institute jurisdiction will be finalized if required and intimated to ICFRE headquarters.</p> <p>FRI: It will be followed</p> <p>HFRI: the process of selection of Refrees from outside the institute jurisdiction is underway.</p> <p>AFRI: No mention in ATR</p> <p>TFRI: No mention in ATR</p> <p>RFRI: Noted.</p> <p>IFP: No mention in ATR</p>	<p>All Directors shall maintain a database of experts at Institute Level and same shall be forwarded to HQ so that a comprehensive database can be created at HQ.</p> <p>The updating of the database is a continuous process; hence, contribution from all Directors is requested. IT Division ICFRE will design a interactive software for the maintaining and updating the database.</p> <p>Action: All Directors, ADG (RP) and Head IT ICFRE</p>

Agenda related with Director (Research), ICFRE					
S.N.	Agenda raised by	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
1.	PF division, ICFRE	Externally funded Project	All ICFRE Institutes /Centres should submit the Status Reports on the prescribed (revised) formats within the stipulated period. Directors to submit Status Report in revised formats. Not much progress has been achieved on formulation and more EAPs. All Directors should strive for obtaining more Externally Aided projects. Action: All Directors	TFRI: Report being submitted in revised format only. IWST: Accordingly, this institute has prepared 3 new projects and submitted two projects to National Agencies and one to International Agency for funding support. AFRI: Time to time new projects are prepared and submitted to the external funding. IFGTB: Status report is being sent in the revised format. FRI: Information is being submitted to ICFRE regularly. HFRI: The endeavor of the institute always remains to seek funding from the agencies. IFP: No mention in ATR. RFRI: - Noted	Action Completed
		Directors/Heads of ICFRE Institutes/ Centres should pursue the projects submitted to donor agencies for sanction and early funding.	Cumulative Status of Research Projects with International / National Donor Agencies (as on 31-03-2009)- Annexure I (a) Details of Research Projects with National / International Donor Agencies (as on 31-03-2009)- Annexure I (b) be sent.	ADG(PF): Needful done. RFRI: Reports used to submit to HQ in prescribe format	To submit report in time. Action All Directors
			Status Reports, duly completed in all respect and checked by Directors, should be sent on Quarterly and Annual basis, as decided in the last Directors' meet.		
			A data base for all externally aided project executed by ICFRE since 1990 may be created by the end of January 2010. Uniform formats should prepared by ADG(IT) in consultation with ADG(PF) Action: ADG(IT) / ADG(PF)		
2	PF division, ICFRE	All India Co-ordinate Projects (AICPs)	All lead Institutes were requested to send the Detailed Project Report (DPR), in the standard format of respective donor agency, of their AICPs. These Projects should be collaborative with clear identification of roles of different institutes of ICFRE and other collaborating organization (ICAR,	IWST: Only one AICP on Fast Growing Tree Species for Plywood & Panelmaking namely "Development of Tree Improvement and Wood Technologies for selected timber species for plywood and panel wood industries in India" pertains to IWST which	Proposal may be brought through RAG by IWST on AICP on Fast Growing Species. Action : ADG (PF) / Director IWST

Agenda related with Director (Research), ICFRE					
S.N.	Agenda raised by	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
			<p>CSIR Institutions and other relevant Premier Research Institutions etc.) and the yearly outlay for each of them should also be clearly mentioned. The information is still awaited from the Institutes.</p> <p>Send Consolidated proposal latest by 15th October 2009 to HQ so that all Detailed Projects. Reports (17 projects) could be sent to MoEF by 25th October, 2009.</p> <p>Action: All Directors</p>	<p>has been submitted to ICFRE. The same has been forwarded to MoEF vide ICFRE letter No. 3603/2008-ADG (PF)/AICP. Plywood/159 dt. 5.11.2008 for onward transmission to ITTO (funding agency)</p> <p>AFRI: All India projects on <i>Jatropha</i> has been submitted to the ICFRE in 2009</p> <p>IFGTB: One AICP project entitled "Survey, selection, agronomic trials, estimation of yield potential, insects, pests, breeding strategies and establishment of SSO of <i>Jatropha curcas</i> Linn" has been sent during the month of October, 2009.</p> <p>FRI: All the projects have been submitted to ADG(PF), ICFRE</p> <p>HFRI: This Institute is not identified for AICPs</p> <p>TFRI: No mention in ATR</p> <p>IFP: No mention in ATR</p> <p>RFRI: - All India Coordinated Project on bamboo (AICPB) prepared and submitted to HQ.</p> <p>ADG(PF): Needful done. A <i>compendium of detailed Project Reports (DPRs)</i> of 17 All India Coordinated Projects (AICPs) with a total budget outlay of Rs 115.61 Crore was sent to DIG (RT) MoEF vide letter No. 6-3/2008-ADG(PF)/AICP/Progress dated 20-11-2009 for onward submission to Planning Commission for funding.</p>	

Agenda related with Directorate of Education, ICFRE					
S.N.	Agenda raised by	Agenda	Background Information / Decisions Taken	Review	Decision taken/Action
1.	ADG (Education)	Training/workshop/ seminar	<p>It has been observed that some of the institutes/centers are simply forwarding the cases of training/workshops/seminars etc to this directorate for approval without any recommendation/comments of the Head of the institute, which is not a correct practice. The cases may be forwarded by the Head of the institute only with full justification to enable this directorate to take appropriate decision in the matter.</p> <p>Scientists/ officers should not address applications directly to the council. Direct applications seeking permission should not be entertained. Action : ADG (Edu.)</p>	<p>DDG (Edu): Circular date 11-11-2009 has been issued to all directors informing that scientists/officers should not address application for permitting them to attend National/International training/seminars etc without justifying the participating in a routine manner, only relevant and proper cases with appropriate justification may be forwarded to ICFRE for permission of the DG, ICFRE.</p> <p>ICFRE HQ will not take any action on the advance copy received from the scientist directly and only the cases duly recommended by directors for training/seminars etc, with proper justification and received well in advance will be considered for permission.</p>	<p>DG desired that a database of the Scientists/Officers may be created pertaining to training received.</p> <p>Action: Directorate of Education</p>
2	AFRI Jodhpur	AFRI as a research Institute for Ph.D. degree	<p>One State or Central University per institute may be permitted and case based permission to State and Central University may be taken from DG, ICFRE Action : DDG (Edu.)</p>	<p>AFRI: Proposal is being prepared and will be submitted shortly. DDG(Edu): -In accordance with the decision taken in the IV Directors meet, action has been initiated by the Directorate to permit One state central University per Institute and case to case basis permission will be taken from DG, ICFRE</p>	<p>Director AFRI will submit the proposal shortly.</p> <p>Action: Director AFRI.</p>
3	ADG Education		<p>Finalization of the programme "Leadership in Biodiversity Programme" for Members State Legislatives under Capacity Building of other stakeholders as a new scheme of MoEF. Presentation made by ADG (Edu). and decision was made that training will be organized at the Institutes, Directors will intimate the suitable dates for training programme and flexibility of training schedules will be given to Director's of the institutes. Action ADG (Edu)/ Concerned Directors</p>	<p>DDG(Edu): The action is ongoing finalization of the programme "Leadership in Biodiversity Programme" for Members State legislative under Capacity of ther Stakeholders as a new scheme of MoEF. The trainings MLAs are like to be started soon at the ICFRE institute for which some of the Institutes like AFRI Jodhpur, IWST Bangalore, TFRI Jabalpur, IFGTB Coimbatore and FRI Dehradun have given dates for conducting the trainings.</p>	<p>MoEF has not sanctioned any budget for the programme. However, revised proposal has already sent to MoEF for approval. Further action will be taken after receiving approval from MoEF.</p> <p>Action: ADG (Edu).</p>

4	HFRI, Shimla	Human Resource Development	<p>Specialized and need based trainings to the scientists of the Council from research institutes of National Importance/ Repute is required to be imparted for adding to their efficiency invariably increasing the output at the Council level in general and to the individual level in particular.</p> <p>Trainings under HRD programme are already being imparted at the Institutes of national importance/repute.</p> <p>Action: DDG (Edu.)</p>	<p>DDG(Edu): the trainings HRDs Programme are already being imparted at the institutes of National Importance/reputes.</p> <p>However the letter dated 15.02.10 to director HFRI Shimla has been addressed with the request to send the specific proposals of Trainings, if any, to arrange to conduct by this directorate</p>	<p>Possibilities of organizing Training programme on Nanoscience in forestry from IISc, Bangalore may be explored by Director IWST.</p> <p>Action: Director IWST</p>
5	IWST, Bangalore	Criteria for becoming supervisor for FRI university:	<p>As per FRI university guidelines 5.1 Scientist need to have 10 years research experience after award of Ph.D degree for supervising a candidate. Most universities including IISc and IIT do not have such restriction. Scientist who have not completed 10 years after Ph.D are facing problems in getting students under their externally funded projects as students can not register for Ph. D. their needs to be revised. All the scientist (Scientist – B to Scientist –G) with Ph. D degree after 2 years of their regular service may be recognized as supervisor/co- supervisors.</p> <p>For the new Guideline of the UGC for any further action, may be awaited.</p> <p>Action:ADG (Edu)</p>	<p>DDG (Edu): As per decision taken in the IV Directors Meets, new Guidelines of the UGC are awaited, further action in the matter will be taken in accordance with the new guideline of the UGC.</p>	<p>Action Under Process</p>

Discussions on Agenda Items of V Directors' Meet

Secretary ICFRE

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	IWST, Bangalore	Revision of Emoluments of temporary research staff engaged for ICFRE funded projects	Salary of Project Assistant(PA) and Field Assistant(FA) engaged in ICFRE projects at present is Rs. 6,500/- and 5,000/- respectively. In places like Bangalore and Hyderabad it is getting increasingly difficult to engage PAs /FAs with such paltry amount. Most of the time the PA/FA posts are lying vacant resulting in acute short fall in achieving physical and financial targets. In projects funded by other external funding agencies, it was increased to Rs.9,000/and Rs.7,000/- as per order No. 3-151/2005-ICFRE/Admin dated 8 th May 2009. JRF and SRF salary in ICFRE projects has also been increased from Rs.8,000/- to Rs.12,000 and Rs.9,000 to Rs. 14,000/- respectively. (No. 58-21/XXXIX/2008-ICFRE dated 1/12/2008.	Constitute a committee of 3 officers' to examine the case and suggest suitable guidelines for the same. Action: DDG (Admin) and DDG (Education)
2.	IWST, Bangalore	Filling up post of Dy. Ranger	The Post of Dy. Ranger can be filled up only by promotion by eligible Forester. As no regular forester is working in IWST, the post of Dy. Ranger is lying vacant. Shri. Raju Thomas, Forester is working in the institute on deputation basis from Arunachal Pradesh and his deputation tenure will completed by 11.1.2011. The services of both Dy.Ranger and Forester are very much essential to this institute. So it is proposed to appoint a regular forester in IWST who can be promoted to Dy. Ranger as per rule. Till that time the post of Dy. Ranger can be filled on deputation basis.	Can not be absorbed as per rules
3.	IWST, Bangalore	Revival of 30 posts including 8 posts of scientists	A proposal regarding revival of 30 posts including 8 posts of scientists has been sent to the Secretary, ICFRE with full justification vide letter No. 10-2/89/IWST/Estt/3743 dated 16 th December 2009. The same may kindly be considered and necessary arrangements may kindly be made for revival of all 30 posts as proposed as this institute is badly required the scientific/technical staff.	Revival of 30 posts including 8 posts of scientists is pending with Ministry. Secretary may take needful action. Action: Secretary ICFRE
4.	IFGTB, Coimbatore	Sanction of technical person to manage the affairs of estate.	Subsequent to the abolition of CPWD system of maintenance of civil facilities in the ICFRE institutes, the maintenance of residential and non-residential buildings, roads and water supply system are being done by the respective regional institutes of the ICFRE. As far as the IFGTB is concerned there are 166 number of residential buildings 15 number of non-residential buildings 5 number of pump houses 1 number of power houses and 6 kms network of roads are to be maintained annually, subject to the fund provision made	May be hired on contract basis on specific need basis. Action: All Directors

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			available by ICFRE. We are lacking personnel both for preparation of estimates and for scrutiny of estimates. Technical personnel on regular basis are required to carry out these works. Therefore, it is proposed to sanction one post of Assistant Engineer with BE, civil engineering qualification and one post of Drafts man with civil diploma qualification are essentially required, afresh for IFGTB to look after these works.	
5.	IFGTB, Coimbatore	Restoration of Post of Controller	The Agenda already placed in IV Directors Meet – Sl. No.9 – Secretary ICFRE. As per ATR , the matter is still pending with Ministry. ATR awaited from Secretary, ICFRE	The post of Controller which at present placed at RFRI on temporary basis, will be released back to IFGTB on the completion of Deputation of DCF at present. Director IFGTB will pursue the matter. Action: Secretary ICFRE and Director IFGTB
6.		Proportionate distribution of scientists and other staff.	The Agenda already placed in IV Directors Meet – Sl. No.10 – Secretary ICFRE. As per ATR the matter is still pending with ministry. ATR from Secretary, ICFRE, awaited.	Institutes' will work in sanctioned strength of Scientists and staff. However, DG has desired to send a proposal to the Ministry to revive the posts fallen short due to the repatriation of the Central Government Staff in the institute. Action: All Directors and Secretary ICFRE
7.	IFGTB, Coimbatore	Revival of abolished posts of R.A.Gr.I against restored posts of T.A.Gr.C	The Agenda already placed in IV Directors Meet – Sl. No.11 – Secretary ICFRE. As per ATR the matter is still pending with ministry. ATR from Secretary, ICFRE, awaited .	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
8.	IFGTB, Coimbatore	Filling up the vacant post of Forest Range Officer at IFGTB, Coimbatore	The Agenda already placed in IV Directors Meet – Sl. No.13 – Secretary ICFRE. ATR from Secretary, ICFRE, awaited	Same as discussed in ATR
9.	IFGTB, Coimbatore	Filling up of vacant posts by Direct recruitment. The approval / clearance for filling up the post fell vacant prior to 31.03.2009.	The Agenda already placed in IV Directors Meet – Sl. No.14 – Secretary ICFRE Annual Direct Recruitment plan for the period 01.04.2008 to 31.03.2009 has already been sent vide this Office No..CTR-I/26-3/2006 dated 20.12.2008. The clearance for filling up the vacant posts is awaited. As per ATR , the matter pending with ministry. ATR from Secretary, ICFRE, awaited	Same as discussed in ATR

SN	Agenda received From	Agenda	Background Information	Decision taken/Action								
10.	IFGTB, Coimbatore	<p>Cadre review promotion to the store personnel of IFGTB</p> <p>New Agenda: Pay band of the post of storekeeper Rs.5200-20200 with Grade Pay of Rs.1900, 2400 & 2800. The pay band with grade pay of the storekeeper may be considered for revision on par with ministerial cadre since cadre of Storekeeper is non- technical as per Government orders.</p>	<p>The Agenda already placed in IV Directors Meet – Sl. No.12 – Secretary ICFRE. As per ATR the matter is still pending with ministry. ATR from Secretary, ICFRE, awaited.</p> <p>Pay band of the post of storekeeper Rs.5200-20200 with Grade Pay of Rs.2000, 2400 & 2800. The pay band with grade pay of the storekeeper may be considered for revision on par with ministerial cadre since cadre of Storekeeper is non- technical as per Government orders. Therefore, it is proposed to have the pay band for the Storekeepers may be revised on par with ministerial staff as detailed below:</p> <table border="1" data-bbox="625 695 1138 940"> <thead> <tr> <th data-bbox="625 695 938 758">Designation</th> <th data-bbox="938 695 1138 758">Existing Pay band</th> </tr> </thead> <tbody> <tr> <td data-bbox="625 758 938 821">Store keeper</td> <td data-bbox="938 758 1138 821">Rs.5200-20200+ G.P.1900/</td> </tr> <tr> <td data-bbox="625 821 938 884">Central Storekeeper</td> <td data-bbox="938 821 1138 884">Rs.5200-20200 G.P.2400/-=</td> </tr> <tr> <td data-bbox="625 884 938 940">Head Storekeeper</td> <td data-bbox="938 884 1138 940">Rs.5200-20200 + G.P.2800/-=</td> </tr> </tbody> </table> <p>Since there are no promotional avenues to the Storekeepers in IFGTB, the proposal is submitted to provide atleast financial upgradation to the incumbents, w.e.f.1.1.2006.</p>	Designation	Existing Pay band	Store keeper	Rs.5200-20200+ G.P.1900/	Central Storekeeper	Rs.5200-20200 G.P.2400/-=	Head Storekeeper	Rs.5200-20200 + G.P.2800/-=	<p>Send the proposal for merging store personnel with Ministerial staff.</p> <p>Action: Director IFGTB</p>
Designation	Existing Pay band											
Store keeper	Rs.5200-20200+ G.P.1900/											
Central Storekeeper	Rs.5200-20200 G.P.2400/-=											
Head Storekeeper	Rs.5200-20200 + G.P.2800/-=											
11.	IFGTB, Coimbatore	Cadre review of Stenographer	Proposal for 5 additional posts for restructuring of stenographer cadre has already been sent vide letter No. CTR-I/27-7/2010; Dated 16.07.10 in response to ICFRE's No.36-2/2000-ICFRE; dated 30.04.2010.	<p>Secretary ICFRE will pursue the case with the Ministry.</p> <p>Action: Secretary ICFRE</p>								
12.	IFGTB, Coimbatore	Amendment of Recruitment rule for the post of UDC	<p>The present recruitment rules for filling up of UDC from LDC is 75% by promotion from LDC with 8 years regular service and 25% from LDCs with 5 years regular service by conducting departmental competitive examination by the Director.</p> <p>The Govt. of India has revised the Recruitment Rules to fill up UDC posts in subordinate office by 100% promotion. A copy of such Gazette Notification issued to DFE/SFS Colleges to fill up UDC posts by 100% promotion is enclosed for perusal. Similarly, it is requested that the present Recruitment Rules may be amended so as to fill up the posts of UDCs in ICFRE by 100% promotion.</p>	<p>Secretary ICFRE will pursue the case with the Ministry.</p> <p>Action: Secretary ICFRE</p>								
13.	RFRI, Jorhat	Posting of officers/	At present only one DCF is posted at the centre and looking after development works as	Proposal is under consideration of DG								

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
		officials for ARCBR	well as running two research projects. The research building as well as the farmer's hostel and residential quarters are nearing completion. Hence, posting of officers and scientists is urgently required.	ICFRE. One newly recruited Scientist may be posted there. Action: Secretary ICFRE
14.	HFRI, Shimla	Age Relaxation for direct recruitment of Research Assistant Gr.I. and JRFs	As per R&P Rules for the post of R.A.Gr.I., maximum age limit for the post is 18-25 years and essential qualification is Masters' Degree. In case of JRF, the max. age limit is 28 years. It has been experienced in the past that we are not getting sufficient and suitable candidates within the prescribed max. age limit. In view of the higher qualification of the post, there is a need to revise the maximum age limit to 30 years. This needs to be considered at headquarters level. Agenda is submitted for favour of consideration please.	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
15	IFP, Ranchi	A proposal since long for approval of restructuring of Ministerial cadre of IFP, Ranchi is lying for due consideration of the Council.	A proposal in this regard sent to Council vide this Office letter No.EST-III-20/2001-2002/2696 dated 26.08.2008 may kindly be referred.	Secretary ICFRE will pursue the case with the Ministry. Action: Secretary ICFRE
16.	AFRI, Jodhpur	Filling of APAR by more than one reporting officers	As per the old ACR forms two reporting officer can fill the report. But in the present APAR specially of scientists, which is cumulative in nature, it is difficult to fill the APAR by more than one officer particularly the Table IV of APAR. For this ICFRE may frame a rule for filling up of APAR so that annual maximum score (i.e., 60, 30 and 10 in case of CRP) should not be doubled/tripled according to the number of reporting officers. Scoring cannot be divided as the activities are for the whole year, a clear guidelines should be in place about marks distribution/score/evaluation under such situation. Further, all the scores obtained in each category should be additive (addition of all the scores obtained whatsoever the number of reporting officers are), subject to the maximum scores mentioned above for a complete financial year.	Now onwards maximum marks obtained by the concerned will be considered but maximum marks will not go beyond upper limit prescribed in the APAR proforma. Secretary, ICFRE informed the house that it is being followed from last year. Issue closed.

Agenda Items for V Directors Meet

Directorate of Administration

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	AFRI, Jodhpur	Need for ranking of Forestry research Journals and equal emphasis on field research work	ICFRE is adopting various good practices followed by other research organizations of the country to be on forefront of the forestry research. In this connection it is requested that ICFRE may also rank all forestry and allied journals as done by ICAR to avoid ambiguity during filling/reporting of APAR and self assessment forms under FCS. Our journals should be given equal preference so that quality data could also be published in Indian journals. Equal emphasis should also be given to field oriented research work during assessment.	Under Consideration Action: Secretary ICFRE
2.	AFRI, Jodhpur	Permission for food bills for holding RAG/workshops etc.	Presently, Director of the Institute does not have financial and administrative power for the approval of catering charges for meetings/RAG/Seminar, training programmes etc. and as such approval is required from Director General. It will be ideal to give autonomy to the Directors up to Rs. 20,000/ meeting for holding such activities to expedite and complete such work timely.	DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures. Action: DDG (Admin)
3.	AFRI, Jodhpur	Forest advance of Rs. 10,000/	Presently FA of Rs. 10,000/ at a time is allowed under ICFRE rules. There are many research works (Field Contingent nature) to be executed in research fields in the mandated area outside Hq. Most of the times it requires more than Rs. 10,000 per tour. Due to this restriction, field work in the research project suffers badly and there is chance of enhanced travel expenditure. Thus, this amount may be increased to Rs. 50,000/case.	Powers are with Directors but GFR rules should be followed.
4.		To increase the amount of Contingent voucher from Rs. 1000/- to 2000/-	As per new GFR, items not of regular in nature costing up to Rs. 2000/ can be purchased through FA. However, for other contingent work voucher of Rs. 1000/- is allowed under Forest advances. This creates enormous work load on field vouchering. The limit may be increased to Rs. 2000/ so that paper work can be reduced.	It can not be increased.
5.	AFRI, Jodhpur	Problem in furnishing food bills	As per VI pay commission food and guest house bills are required, which	Where it is not possible to get the food bills old TA rules

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
		while on tour on small towns/remote areas/fields	are not available in small places, distant research fields and during field/forest survey work. Therefore, officers/Scientists should be permitted to submit self certified bills for touring in such areas subject to remoteness of the area like that in Wildlife Institute of India.	may be followed. Action: All Directors
6.	AFRI, Jodhpur	Less allotment of funds under research projects	Funds provided during current year for research and other related activities are almost 40% less than required budget. Due to this research activities are suffering badly particularly in some big field oriented projects. Remaining funds should be released for smooth running of the research projects. Further, reallocation of fund within project may be allowed so that research work could be done timely.	Approved budget has been allotted to the institutes for research projects
7.	AFRI, Jodhpur	To enhance VVK Nursery maintenance Budget	Presently as per MoU of ICFRE for VVK nursery maintenance budget is Rs. 50,000/ which is not sufficient. Therefore, raising seedling, maintenance, composting etc. minimum Rs. 1 lakh will be required for a VVK nursery. Accordingly enhanced budget provision may be given of VVK nursery maintenance.	Approved budget has been allotted to the institutes for VVK
8.	IWST, Bangalore	Procurement of 2 cars and 3 Bolero Vehicles by replacing old 5 Mahindra Commander Jeeps	The available cars and Mahindra Commander Jeeps are very old (all above 14 years) and now they are not at all fit to go on tours. Moreover, repairing costs and fuel cost are mounting day by day. Thus running of these vehicles is not only uneconomical but also hampering research activities very badly. In view of this five new vehicles are urgently required in the institute for carrying out tours and other activities of the institute.	May be met from the EFC grant subject to approval of EFC.
9.	IFGTB, Coimbatore	Enhancement of financial powers of the Director for all items prescribed in the Compendium of Rules of ICFRE as per Delegation of Financial Powers Rules/GOI	Compendium of Rules of ICFRE was framed during 1993 at the time of formation of Council and financial powers delegated to Director in Page No. 36-40 needs enhancement. Therefore, it is proposed that all financial powers delegated to the Director for all items may be enhanced as per latest orders on Delegation of Financial Powers Rules of GOI.	DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures. Action: DDG (Admin)
10.	IFGTB, Coimbatore	Budget provision and release of funds for FRI Deemed	IFGTB is one of the centre for FRI University and for facilitation of admission & training of Ph.D	Take administrative approval from DG ICFRE and take necessary action.

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		University activities either in Plan budget or FRI University budget.	registrants, conducting RAC meeting for Synopsis & pre-thesis seminar presentation by Ph.D registries, conducting course of work for Ph.D scholars a lot of expenditure is incurred and it is booked under Plan. Therefore, budget provision be made to IFGTB for FRI University activities.	Action: All Directors
11.	IFGTB, Coimbatore	Purchase of new vehicle	The Agenda has already been placed as item No6-DDG (A) and the ATR awaited from DDG (Admn)	May be met from the EFC grant subject to its approval.
12.	IFGTB, Coimbatore	Grant of Conveyance advance to Gazetted Officers, if it is not fully availed by Non-Gazetted Officers	Conveyance advance allotted to this Institute is being granted to non-Gazetted Officials only as per the instructions of ICFRE. In this connection, It is proposed that conveyance advance may be granted to Gazetted officers also to avoid surrender and to earn revenue.	Dropped
13.	IFGTB, Coimbatore	Power to Director to write off irrecoverable losses of stores/ public money including losses of stamps	As per sl. No.22 of compendium of ICFRE rules the powers of the Director will be Rs.10,000/- for loss of stores not due to theft, fraud of negligence in each case and Rs.2500/- in each other cases. The above power may be enhanced to 'Full powers'.	DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures. Action: DDG (Admin)
14.	IFGTB, Coimbatore	Reimbursement of internet usage charges on residential telephones lines and mobile phones for Scientist-F and above & reimbursement	The Agenda already placed in IV Directors Meet – Sl. No.8 –DDG (Admin) ICFRE. As per ATR the matter is still pending with DDG (Admin) and order awaited.	Reimbursement of mobile charges to Scientist F and above. An order will be issued by DDG (Admin). Action: DDG (Admin)
15.	IFGTB, Coimbatore	Enhancement of financial limits of the Director for approval of estimates and sanction of works as delegated in the compendium of ICFRE during 10/1993	The Agenda already placed in IV Directors Meet – Sl. No.9 –DDG (Admin) ICFRE. As per ATR the matter is still pending with DDG (Admin). and order awaited.	DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures. Action: DDG (Admin)
16.	IFGTB, Coimbatore	Financial powers to the Director for reimbursement / refund of cancellation charges on air ticket	Financial powers are vested only with D.G. for refund of cancellation charges on air ticket (including himself). In view of VI pay commission orders on TA/DA, many officers / Scientists with the Grade Pay of Rs.5400/- and above	DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures.

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		(including himself)	are entitled for Air travel. Therefore, the cases of refund of cancellation on air travel are increased and to avoid delay towards refund of cancellation charges and inconvenience & financial hardship to the individual, it is proposed that financial powers needs to be delegated to the Director for refund of cancellation charges on air travel (including himself)	Action: DDG (Admin)
17.	IFGTB, Coimbatore	TA/DA rules for JRF/SRF at the enhanced rate based on the VI pay commission orders	The TA claims of JRF/SRF/FAs are being settled with pre-revised rates of TA/DA and they are requesting to settle the claims with the enhanced rate of TA/DA. Therefore, ICFRE has been addressed vide letter No.2-14/IFGTB-TA/TCA/09-10, dated 16.02.10 and reminder letter dated 20.08.10 seeking guidance for payment of TA/DA to JRF/SRF and the reply is still awaited.	TA/DA for JRF/SRF will get the TA/DA as per the entitlement of officers with Grade Pay Rs. 48,00/- in ICFRE
18.	RFRI, Jorhat	Recreation facility and children's park	It is not available in the institute campus with infrastructure for residential accommodations coming up within the campus. Many RFRI employees and their families are now residing in the RFRI Campus. Hence, recreation facility for the employees and their children is required.	Send a proposal not exceeding Rs. 5.00 Lakh Action: Director RFRI
19.	RFRI, Jorhat	Guest House/ Transit camp at Guwahati	RFRI has experimental sites in all the states of NE region. Guwahati is the gateway of this region. One transit camp at Guwahati will be a added facilities for the researchers / officials during their tours as most of the times Hotels/Guest Houses are not available.	Dropped
20.	RFRI, Jorhat	Purchase of new vehicle in lieu of condemned vehicles	Research work at present is seriously hampered due to poor condition and shortage of vehicles, new vehicles required to fulfill the requirement of 34 nos. ongoing projects and other official works. Purchase of new vehicles against condemned vehicle may be permitted.	May be met from the EFC grant subject to its approval.
21.	RFRI, Jorhat	Directors' power to sanction registration fee for attending seminars may be enhanced from Rs.1000 to 5000	Most of the Universities/ Research Institutes/ organizations increased the registration fees.	Dropped
22.	RFRI, Jorhat	Procurement of a Satellite Van for Extension Division	This is an urgent need to procure a satellite van to carry out awareness programmes amongst the local people	May be met from the EFC grant subject to its approval.

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			and also to inform them about the technologies developed by the institute and to transfer them from lab to land.	
23.	HFRI, Shimla	Transfer of 'Press Villa' building.	The Institute prior to shifting to its present 'Conifer Campus' was housed in a 'Press Villa' building allotted by M/O Urban Development, GoI, New Delhi. The building is located in a prime location of Shimla City in the famous 'US Club' area, adjacent to the Mall road. The building is still in the possession of the Institute. In the past, the matter was also taken up with the M/O Urban Development through ICFRE headquarters for transfer of the same to the ICFRE/ HFRI for setting up an Extension Centre of the Institute. The matter needs to be perused and expedited vigorously to meet the growing needs of the Institute. ICFRE headquarters, if deem fit, may authorize, HFRI, Shimla to pursue the matter for early transfer of building and adjoining land with the Ministry of Urban Dev., GoI, New Delhi in the vital interest of the Council or take up the matter at own level. An early decision in this regard would be in the greater interest of Council/HFRI. Agenda is submitted for favour of consideration please.	Director HFRI to pursue the case with Ministry of Urban Development. Further take initiative to develop Extension Center by HFRI. Action: Director HFRI
24.	HFRI, Shimla	Timely release of grant-in-aid and release of GPF interest on belated remittances	It has been experienced in the past some years that the Institute is not getting adequate funds in the shape of grant-in-aid timely under Plan budget to meet the day-to-day requirement of the Institute. Resultantly, on the one hand, we are facing great difficulties in managing the business of the Institute in a well organized manner and on the other are not in a position to maintain desired pace of expenditure in accordance with the guidelines issued by MOEF/ ICFRE hqrs. It is pertinent to mention that during the last financial year, the Institute was not in a position to remit the deductions (GPF, HBA, Conveyance Adv. etc.) of the Council employees timely with the headquarters. The Institute has received GPF statements of its employees for the year 2009-10 during June, 2010 and it has been pointed out that the ICFRE	Discussed with DDG (Admin) to settle the issue

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			<p>headquarters have dis-allowed the interest on the GPF subscriptions for the delayed remittances of three months. Thus there is a greater loss to all the GPF subscribers due to administrative ground as Institute could not send the remittances timely due to non-receipt of grant-in-aid timely. There is no fault on the part of individual subscribers. The staff of the Institute has also shown their resentment on this action of ICFRE headquarters. In this regard, the Institute has already taken up the matter with DDG (Admin.) vide letter no. 2-1(6)2010/HFRI/465 dated 29th July, 2010 for re-calculating the interest of all the subscribers of the Institute and issue revised GPF statements but no decision has been received so far. The matter needs to be resolved amicably to avoid resentment among the staff and to avoid unnecessary litigation. Agenda is submitted for favour of consideration please.</p>	
25.	HFRI, Shimla	Revision of Delegation of Financial Powers	<p>The Delegation of Financial Powers to the Directors of the ICFRE Institutes was made some time during 1992-93 as per the compendium of the Council. The same has not so far been revised. Some of the delegated powers have not been adequately delegated and need to be revised in accordance with the present scenario. To quote, there is no power to sanction refund of cancellation charges on air tickets. Secondly, incurring of expenditure on printing of annual reports, technical reports, manual, books, brochures etc. was revised to Rs. 50,000/- per annum which is inadequate in view of strengthening of extension activities by way of publications of extension bulletins, brochures, pamphlets, booklets etc. Likewise there are numbers of other items, which needs to be relooked. Thus, there is an urgent need to revisit the entire delegated powers. ICFRE headquarters may constitute a suitable committee to revisit all the delegated powers and make suitable recommendations</p>	<p>DDG (Admin) will constitute a committee of 3 officers to review the existing financial powers and will suggest remedial measures.</p> <p>Action: DDG (Admin)</p>

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			wherever applicable for placing before 'BOG' in the interest of the Council. Agenda is submitted for favour of consideration please.	
26.	HFRI, Shimla	Reimbursement of clinical and Lab. Test charges	The Institute is located in outer skirts of the Shimla City where no Govt. hospitals/ dispensaries/ Institute hospital are available. The staff and their families of the Institute are facing great difficulties in availing medical facilities from the Govt. hospitals due to far-away distance locations from the Institute. There is one private Himachal Pradesh recognized hospital i.e. Shri Ram Hospital located at BCS which is about 3-4 kms. from the Institute and is easily approachable by road. The staff of the Institute has stressed for reimbursement of full clinical as well as laboratory tests on the rates prescribed/ charged by said hospital. ICFRE headquarters is requested to consider this request in the vital welfare of staff and their families of the Council. It is, therefore, proposed that the staff of the Institute may be allowed reimbursement of clinical/ lab. test charges as charged by Shri Ram Hospital or other reputed labs such as Ranbaxy Labs. and Lal Path Labs. at Shimla. Agenda is submitted for favour of consideration please.	As per the rules and rates of CGHS Action : All Directors
27.	HFRI, Shimla	Revision of TA/DA for JRF, & FA	The TA/DA rates applicable for the JRFs and Field Assistants are pre-revised. The Council on the recommendations of Sixth CPC has revised the TA/DA rates for the employees of the Council. However, the TA/DA rates for JRFs and contractual staff have not so far been revised. This needs to be revised in view of the inflation and rise in price index. ICFRE headquarters is requested to consider the proposal. Agenda is submitted for favour of consideration please.	JRF/SRF will get the TA/DA as per the entitlement of officers with Grade Pay Rs. 48,00/- in ICFRE
28.	TFRI, Jabalpur	STD call facility to the Head of Divisions of the Institute.	Presently, STD facility is available with office and Director of the institute. This may be facilitated the head of divisions to contact with the forest departments, researchers, user groups relevant to their research	Provide STD facility to GCR TFRI Action: Director TFRI

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			activities/projects under the jurisdiction of the institute.	
29.	TFRI, Jabalpur	News Paper reimbursement facility to the employees who are in pay band of 9300-34800-4200.	The ICFRE was provided news paper bill reimbursement facility up to pre-revised pay scale of 6500-10500. Now the sixth pay commission had merged the pre-revised pay scales of Rs. 5000-800, 5500-8000 & 6500-10500 under revised Pay Band of PB-2, (9300-34800). In view of above the employees of this pay band group may be provided reimbursement facility of new papers.	Dropped
30.	TFRI, Jabalpur	Classroom development at TFRI	The institute often face problem to hold lectures to be delivered to new recruited Scientists, Research Asstt., TA, JRF etc. For entrance examination also, the institute has to depend on Kendriya Vidhyalaya. The institute has an unfurnished room, which may be furnished by procurement of 40 nos of tables, chairs, 1 no. of projector, screen, computer, white board, podium, stage, curtains etc. The cost of which will require Rs.4.5 lakhs.	Can be taken up with additionality in Budget Head Non-plan . Send proposal of this concern. Action Director TFRI
31.	FRI, Dehradun	Reimbursement of telephone, mobile and internet charges for group 'A' officers.	Government of India vide OM No. 7(14)/2006-C&V/2008 dated 14.11.2006 has approved entitlement of reimbursement of telephone, mobile and internet charges for group 'A' officers (copy enclosed). The same order has not been made applicable in ICFRE and its institute so far. Heads of the division /scientist/forest officers have to talk from their personal mobiles for the project related works/organsing trainings/seminars/meetings. So above OM may also be made applicable in ICFRE and Institute so, that the group 'A' officers may get mobile charges/internet charges reimbursed.	Dropped
32.	IFP, Ranchi	Allocation of funds	A proposal for allocation of fund (Rs.2,50,000/- per annum) for proper functioning of the research centre of FRIU at IFP, Ranchi was sent vide IFP's letter No.VIII-CS-30/99-2000/5078 dated 21.01.2009. Decision in the matter is awaited.	Dropped

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
33.	IFP, Ranchi	Establishment of a Medical Dispensary and engagement of a Doctor on contractual basis at IFP, Ranchi.	For the treatment of officials and their dependent members of family, there is a need to establish a medical dispensary and a Doctor to be engaged on contractual basis at IFP, Ranchi who may also be authorized to function as an AMA of this Institute. It will not only satisfy the need of instant medical facility but also in the event of referring the medical cases to other hospitals for onward extensive medical treatment Since the office is located in the outskirts of city, establishment of a medical dispensary and engagement of a Doctor will abridge the requirement of medical facility to the employees of this Institute. Keeping in view of welfare measures in the interest of employees of this Institute proposal of establishing a Medical Dispensary and engagement of a Doctor on contractual basis at this Institute may kindly be given due consideration.	Send a proposal for hiring doctors for 2 days in week. Action: Director IFP

Information Technology Division

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	AFRI, Jodhpur	One is to One Video conferencing and to increase the band width of the LAN of multiple Institutes	VC of multiple Institutes when hooked together, the Video & audio quality is so poor that it is neither audible nor visible properly. It should be either one to one or Band width should be increased to accommodate both parameters.	Necessary remedial measures may be taken up to make the room sound proof Action: Director AFRI
2.	AFRI, Jodhpur	Free software downloading from net and limit of 5MB for other related matters	ICFRE has restricted users of net to download free software and also imposed %MB restriction. This type of restriction is hampering research work as researchers are unable to down load articles of big size. The limit to 20MB band width may be increased. Further blanket ban of software downloading may be lifted.	Request can be send to IT Division service desk of ICFRE server Action All Directors
3.	IFP, Ranchi	Establishment of MPLS VPN connectivity	Establishment of MPLS VPN connectivity of IFP (HQ) with the outlying centres viz. FRC, Mandar, ERS, Sukna & FREC, Patna may kindly be given due consideration so as to ensure proper functioning of IFRIS module.	Submit a proposal for extending MPLS VAN Connectivity as requested on priority basis. Action: ADG (Admin) and Head IT

Agenda Items for V Directors Meet

Directorate of Education

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	IFGTB, Coimbatore	The powers of the Director to sanction Registration fee for attending seminars/ conference/training, etc may be enhanced from Rs.1000/- to Rs.5000/-	Order received from ICFRE vide no.11-55/09/Edu/DM/ICFRE, dated 3/2/2010 to permit the Director to sanction Rs.1000/- as Regn. Fee for attending the National Seminar/Conference. However, the powers may be enhanced to Rs.5000/- to sanction Regn. Fee due to administrative reasons.	Dropped
2.	IFGTB, Coimbatore	Grant of permission to Director IFGTB to register Ph.D by Research scholars with the Universities other than FRI.	As per JRF rule 7.2.6 the JRF/SRF/RAs are permitted to register with FRI University provided such registration shall not interfere in any way in their regular assigned research activities. Therefore, Directors of the Institutes may be allowed to accord permission to register Ph.D by the Research Fellows working in their Institutes subject to fulfilling other terms and conditions laid down under the ICFRE JRF/SRF/RA Rules and the Directors of the respective institutes and the Principal Investigators of various NFRP Projects need to ensure that the research informations/ findings invented out of the NFRP Projects are not utilized by the Research Fellows for ensuing their Ph.Ds through other Universities. Necessary amendment in this regard may be effected in the ICFRE JRF/SRF/RA/Rules.	First preference shall be given to register with FRI University than other university can be considered. The Director IFGTB will work out and intimate the Director, FRI regarding possibilities of enhancement of seats for pursuing Ph.D. Action: All Directors / Director IFGTB
3.	IFGTB, Coimbatore	Provision of scholarship for Ph.D entrants	FRI university is conducting Ph.D Entrance Test in every year at all India basis to select the best candidate to undergo Ph.D Programme. The qualified Ph.D candidates may be given Fellowship with contingency amount to carry out the Research in Forestry discipline in various centers of FRI University. The qualified	Dropped

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			candidates cannot find the place in different research projects funded by the ICFRE and other External agencies under the supervision of the scientists of ICFRE due to the specified research work.	
4.	ADG(Education)	Proposals from Directors for the scientists visit abroad should come with justification and recommendation.	It has been observed that the proposals from the ICFRE Institutes are received either directly (without forwarding of the Directors) or without specific recommendation/full justification of the Director of the Institute, and the documents like FC-2 forms, Proforma for Political Clearance, abstract of research paper and its acceptance, Details of foreign visits in the last two years are not been attached. No sufficient time is being given to this Directorate for processing the cases.	Proposals from Directors for the scientists visit abroad should come with proper justification and recommendation well in time. Action: All Directors
5.	ADG(Education)	Proposals from Directors for paper presentation at national level should come after proper scrutiny of the papers with sufficient time.	It has been observed that some of the Institutes/Centres are simply forwarding the cases of training/workshop/seminars etc. to this Directorate for approval without any scrutiny and giving insufficient time which is not correct. The cases may forward with full scrutiny of the paper and giving sufficient time to enable this Directorate to take appropriate decision in the matter.	Proposals from Directors for paper presentation at national level should come after proper scrutiny of the papers with sufficient time. Action All Directors
6.	ADG(Education)	Progress of Capacity Building of “member of other service” proposal to be discussed.	Finalization of the programme “Leadership in Biodiversity Programme” for Members State Legislatives under Capacity Building of other stakeholders as a new scheme of MoEF. The trainings for MLSs are likely to be started soon at the ICFRE Institutes for which some of the Institutes like AFRI, IWST, TFRI, IFGTB and FRI have given the dates for conducting the trainings.	Dropped
7.	ADG(Education)	Progress on inspection in the universities as per	The universities inspected by ICFRE Accreditation Team for evaluation of forestry courses	Progress on inspection in the universities is as per schedule.

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
		schedule.	and given some suggestions, may progress as per schedule.	Action : ADG (Edu)
8.	ADG(Education)	Rule position regarding permission to JRF to register for Ph.D Degrees.	The decision taken in the IV Directors meet to permit One State or Central University per Institute and case to case basis permission will be taken from DG, ICFRE.	Action in progress. Action: All Directors / ADG (Edu)
9.	ADG(Education)	Progress report of the cases forwarded by Directors permission issued for national seminar etc.	Progress report from the Directors of ICFRE Institutes permission issued by them and cases forwarded to this Directorate for permission to attend national seminar etc. may be sent to this Directorate	Progress report of the cases forwarded by Directors to ICFRE and permission granted by them for national seminar /trainings / workshops etc. be submitted. Action All Directors
10.	TFRI, Jabalpur	HRD training programme for the staff of the institute.	This training programme can extended to the staff both technical & ministerial of the institute on the recent techniques and applications of computers and internet (including some basic softwares) to save the time and cost.	Dropped
11.	FRI, Dehradun	Revised man power like Field Assistant, Project Assistant, Senior Project Assistant, Project Associate, JPF, Senior Project Associate.	1. Are being engaged under the plan as well as externally aided projects as per ICFRE guidelines. Under the plan projects Field Assistant, Project Assistant, Project Associate, JPF and SPA etc. are being paid emoluments as follows for more than one year and half year. (i) Field Assistant- Rs. 5,000/- (ii) Project Assistant- Rs. 6,500/- (iii) Junior Project Fellow- Rs. 12,000/- (iv) Senior Project Assistant - Rs. 9000/- (v) Project Associate - Rs. 12,500/- (vi) Senior Project Associate - Rs. 15,000/- ADG (Admin.) vide his letter No. 3-151/2005-ICFRE/Admin dated 08.05.2009 has communicated revised	Issue has been settled by order ADG (Admin.) vide his letter No. 3-151/2005-ICFRE/Admin dated 08.05.2009. Action All Directors

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			<p>emoluments in case of these categories of man power engaged under the externally aided projects.</p> <p>To ensure the better candidates under these categories of man power engaged under the plan projects, the emoluments under plan need to be revised at par with externally funded projects. The emoluments for these categories of man power under the plan projects may be revised as follows:</p> <p>(i) Field Assistant - Rs. 7000/-</p> <p>(ii) Project Assistant - Rs. 9000/-</p> <p>(iii) Senior Project Fellow - Rs. 14,000/-</p> <p>(iv) Project Associate - Rs. 16,000/- p.m. with Ph.D. Rs. 17,000/- p.m.</p> <p>(v) Senior Project Associate - Rs. 18,500/- p.m.</p>	
12.	FRI, Dehradun	The revised TA rules	<p>Are being implemented in the council w.e.f. 01.07.2009, however, no orders have been issued so far for implementation of the revised rules in respect of JRF/SRF/RA/FA/PA/SPF engaged under Plan and Externally aided projects/consultancies. These categories of the man power are being paid TA and DA as per revised rules as applicable in case of Group C employees in the institute. So the revised TA rules may also be made applicable for the above category of man power being engaged under the projects. (Copy of TA rule enclosed).</p>	<p>JRF / SRF will get the TA/DA as per the entitlement of officers with Grade Pay `4800/- in ICFRE.</p> <p>Action: ADG (Admin)</p>
13.	FRI, Dehradun	Provision of HRA	<p>Provision of HRA may be made with the fellowship of JRF, SRF, RAs and other project fellows in plan projects as this has not been mentioned in order regarding revision of fellowship of JRF/SRF/RA issued by Secretary, ICFRE.</p>	Dropped

Agenda Items for V Directors Meet

Directorate of Extension

SN	Agenda received From	Agenda	Background Information	
1.	Statistics Division	Preparation of Forestry Statistics India – 2009 and 2011	<p>1. Data pertaining to 2006-07, 2007-08 for FSI-2009 and to 2008-09, 2009-10 for FSI – 2011 needs to be collected and collated urgently, with priority for FSI – 2009</p> <p>2. The issue of honorarium of Rs.10,000.00 (Rs.5,000.00 for each FSI) needs to be resolved by identifying a suitable person who can prepare and get the formats validated.</p>	<p>DG desired that all Directors should take proactive action to collect data for FSI 2009 report. Accordingly PCCF and other concerned personnels of states may be contacted.</p> <p>ADG (Stat) will transfer the state-wise fund for payment of honorarium to all Directors so that work may be accomplished in time.</p> <p>Action: All Directors and ADG (Stat).</p>
2.	Statistics Division	NOVOD board sponsored project 'Development of a database on Tree Borne Oilseeds in India	Field work to be expedited and completed in the next four months. The remaining time is to be utilized for validation and preparing estimates.	<p>Progress report may be sent at an early date</p> <p>Action All Directors</p>
3	TFRI, Jabalpur	Procurement of Statistics Software SPSS (latest version).	Still the Institute has no such software for analysis the data. Costing of Required modules is about Rs. 8-9 lack.	<p>To send proposal for procurement of SPSS for less than 10 users.</p> <p>Action Director TFRI</p>
4	DDG Extension	Rajbhasha Samiti	For ensuring more usage of Hindi in official work	Action All Directors
5	DDG Extension	News Clipping	Send periodically news/event information in concise manner for hosting on ICFRE and MoEF website	Action All Directors
6.	DDG Extension	SLEM Project	Role of Nodal Officer	<p>DG ICFRE conveyed that during Brainstorming workshop the role of Nodal officers has been cleared. PD SLEM shall share the proceedings of the Workshop with all Directors and Nodal Officers</p> <p>Action: All Directors PD SLEM</p>

Agenda Items for V Directors Meet

Directorate of Research

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	IFGTB, Coimbatore	Grant of permission to Director of the Institute to execute MoU s' with forest based Industrial organisation. etc.	For carrying out various research/ consultancy activities MoUs are to be executed with different stakeholders like Forest Deptt./Forest Development Corporation/Forest based Industries like TNPL etc. , MoUs are to be executed with the approval of the DG, ICFRE. In order to save time, permission may be accorded to Director of IFGTB to execute the MoU with national, regional, industries and institutes with intimation to ICFRE. However, permission for execution of MoU with foreign agencies, institutes, universities will continue to be sought for from ICFRE.	IPR and legal issue should be checked properly before executing the MoUs' with the forest based industrial organization. Action: Director, IFGTB, Coimbatore
2	RP Division	Maintaining the Referee / subject experts Database by the Institute	In I7V Director meet, a draft list of forestry research related subject experts prepared at RP Division was circulated to all institutes. It was decided that the Institute having deeper access in the region and the subject specialization will refine it and a database of experts will be maintained by each institute. Recently list of subject experts have been requested from the Institutes and it need discussion to have a quality database of experts on subject for use as referees, project evaluation, RAG/RPC members. Also database on representation of NGO/Farmers/Local government etc. will help in using the experience in RAG /RPC/Stakeholder Meet etc.	Data base must be maintained. Action: All Directors
3	RP	RAG Selection	Proposal be submitted with	Follow the new RAG

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
	Division		panel of a minimum three experts for each category of external experts, giving details of their credentials, experience and complete address with contact numbers. In this regard, a suggestive format has already been provided to all the Directors.	guidelines. Action: All Directors
4.	RP Division	Timely submission of – Meeting dates and proceedings ATRs of Director meet by year end RAG Proceeding RAG date, constitution	It has been experienced that from some institutes timely and proper attention on the issues is not being given. Institutes / Directorates of ICFRE are requested time and again to provide the information regarding ATR, submission of RAG composition, agenda for directors meet etc, e.g. this year RP division has requested for the ATR of IV Director meet vide letter dated 21.1.2010, Reminders dated 18.2.2010, 22.3.2010, 20.4.2010, 7.5.2010, 3.6.2010, 26.7.2010 and 12.8.2010. In spite of seven reminders still we have to receive ATR from Secretary and DDG (Admin.).	Expedite timely submission of – Meeting dates and proceedings ATRs of Director meet by year end RAG Proceeding RAG date, constitution Action: All Directors
5.	TFRI, Jabalpur	Revision of the project if funds are curtailed in RPC.	PIs of the projects, propose the budget according to the physical targets. If the budget is curtailed during RPC meeting or afterwards, the physical targets should also be allowed to curtail by revising the physical and financial targets.	Send revised budget estimate to DDG (Admin.) for allocation Action: All Directors
6..	FRI, Dehradun	The formats for annual review	The formats for annual review of ADG (M&E) have been revised recently in which the information about the quarterly progress of the project have to be given. However this information is being given to ADG (M&E) for all the four quarters of the year of the quarterly progress review. This	Already discussed in ATR

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			information need not be asked in the annual review because it is merely repetition of the information submitted earlier. Earlier only the projects of the previous year used to be reviewed by ADG (M&E) but the progress of the new project is also being asked now. Although by the end of June (1 st quarter) there is no significant progress under the new projects as the funds are received in the month of June. The progress of the new project (1 st quarter) is reviewed in next annual review also. So progress of the new project should be reviewed next year only.	
7..	FRI, Dehradun	Honorarium for the project evaluators	Project evaluators are to be paid honorarium of the projects in 2 installments as per MoU signed between project evaluator and ICFRE. Rs. 5000/- are to be paid at the time of submission of preliminary report of evaluation to the institute. ADG (M&E) is requested to inform all the institutes about number of projects to be taken up for evaluation in the month of April, May, so that provision is made in the budget of that financial year.	Already discussed in ATR
8.		To discuss the modalities, time frame, budget allocation, etc. for establishment of multilocal trails of Eucalyptus	During the meeting of Variety Releasing Committee held under the Chairmanship of the DGF & SS on the occasion of the release of superior clones, 04 each, of Eucalyptus and Casuarina at MoEF, New Delhi on 19 th January 2010 it was desired that eucalyptus clones should be tested at national level through establishment of multi locational trials for their release at national level. Following this IFGTB,	Coordination of varietal release will be done by the IFGTB institute releasing the variety Partner institute will lay out the trails and monitor its growth Design and material will be provided by the institute releasing the variety Land and human resource will be facilitated by the partner institute Final release will be coordinated by the DDG (R) for releasing the variety ICFRE

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			<p>Coimbatore had submitted a proposal with an outlay of Rs. 45.00 lacs in collaboration initially with five ICFRE Institute/Centre viz., FRI Dehra Dun; IWST, Bangalore; AFRI, Jodhpur; IFP, Ranchi and FRC, Hyderabad. It later on IFGTB, Coimbatore and TFRI, Jabalpur were also involved. On July 29 and 30 2010 a workshop on All India Multi-locational trials of Eucalyptus was held at IFGTB, Coimbatore in which representatives of IFGTB has requested Member Secretary, VRC to convene a meeting of the participating institute to finalize the frame for successful establishment of MLTs.</p>	<p>guidelines may be followed.</p> <p>Action: Director IFGTB / DDG(Research)</p>

Agenda Items for V Directors Meet

Director (Research)

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	ADG(PF)	Submission of Quarterly and Annual Status Reports of Research Projects	<ul style="list-style-type: none"> All ICFRE Institutes/ Centres were requested to timely submit Quarterly (ending March, June, Sept & Dec) Status Reports of research projects (National /International) on the prescribed format. The Reports could not be compiled in time due to late, incorrect or non – availability of information from some Institutes/ Centres. Annual Status Reports (cumulative and detailed) were also requested for the period from 1st April, 2009 to 31st March, 2010 on the prescribed formats, but could not be received from some of the Institutes till July, 2010 (Annexure – I). Correct reports are still awaited from some Institutes despite repeated reminders. Annual and Quarterly Status Reports complete in all respects and checked by the HODs should be timely sent to PF Division. 	Directors may submit timely.
2.	ADG(PF)	Formulation / Submission of Externally Aided Projects (EAPs)	<ul style="list-style-type: none"> All ICFRE Institutes / Centres were requested to submit more projects for external (National & International) funding. Progress of submission of projects for International funding is not satisfactory, as all the Centres and some of the Institutes viz FRI, TFRI, HFRI, & RFRI do not have any project funded by International agencies at present (Annexure – II). Directors are requested to encourage the submission of more International funded projects. All Centres should try to pose more projects for National funding as the number of projects being implemented by Centres is very less. Collaborative projects with ICFRE Institutes may also be submitted for external funding. 	Directors may take proactive steps in the matter.
3.	ADG(PF)	All India Co-ordinated Projects (AICPs)	<ul style="list-style-type: none"> The Detailed Project Reports of 17 AICPs with a total budget outlay of Rs. 115.61 crores received from the lead Institutes were examined complied and submitted to MoEF for onward submission to Planning Commission for funding. Comments were offered for the revision 	Directors may take follow up action in the matter.

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
			<p>of some AICPs. Accordingly, the concerned Directors were requested to submit the revised AICPs, so that these could be posed to other agencies for funding. The revised AICPs are awaited from some Institutes (Annexure –III)</p> <ul style="list-style-type: none"> All the ICFRE Institutes were requested vide Director (Research) letter No. 36-3/2008/ADG (PF)/AICP/ Jatropha Dated. 04.06.2009 to prepare All India Co-ordinated Projects (AICPs) on the formats of various funding agencies and explore the possibility of getting funds through different agencies such as GEF, UNEP, FAO etc. Efforts made in this regard are to be intimated by the Directors of ICFRE Institutes. 	
4.	ADG(PF)	Project Completion Reports/ Final Technical Reports (PCRs/ FTRs)	<ul style="list-style-type: none"> PCRs/ FTRs for externally aided projects are compiled by Project Formulation Division. ICFRE Institutes/ Centres were requested to send PCRs of all the Completed Projects. The information is still awaited from some Institutes/ Centres. Number of PCRs received from some Institutes/ Centres is not in agreement with the number mentioned in their Status Reports received by this Division. PCRs Complete in all respects should be submitted to PF Division, as per the number indicated in the Status Reports. 	Directors may please comply.
5.	ADG(PF)	Discussion on AICP on To discuss matters pertaining to reactivation of Forest Invasive Species (FIS) Cell of FRI, Dehradun.	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> Discussed. Modalities being followed separately.
6.	ADG(PF)	<ul style="list-style-type: none"> Finalization of themes and sub themes of the 1st Indian Forestry Congress. 	<ul style="list-style-type: none"> - 	<ul style="list-style-type: none"> Discussed. Modalities being followed separately.

Agenda Items for V Directors Meet

BCC Division

SN	Agenda received From	Agenda	Background Information	Decision taken/Action
1.	AFRI, Jodhpur	Carbon budgeting of all ICFRE Institutes and to suggest norms to achieve Zero carbon status of each Institute.	Since, ICFRE is the nodal agency for research/ monitoring on climate change in the country especially in forestry. Our suggestion is that BCC division should be entrusted this work to get carbon neutral tag to all ICFRE Institutes.	DG ICFRE instructed Director, AFRI to develop the proposal along with methodology to carry out the suggested study by AFRI. The proposal and methodology may be discussed in RAG and further brought for consideration in RPC. AFRI was asked to develop the methodology on this as Pilot Project Mode for further replication in other ICFRE Institutes.

Annexure I

List of Participants of V Director's Meet – 26th October 2010

S. no	Name	Designation	Organization	Email	Mobile No.
1.	M.S. Garbyal	DDG (Admin)	ICFRE	garbyalms@icfre.org	9412910561
2.	Omkar Singh	DDG (Edu)	ICFRE	omkar@icfre.org	9358655282
3.	Sandeep Tripathi	Director (Research)	ICFRE	sandeeptrip@icfre.org	9411110801
4.	Dr.Rabindra Kumar	DDG (Extn.)	ICFRE	rabindra@icfre.org	9411714138
5.	S.S.Negi	Director	FRI Dehradun	negiss@icfre.org	9411173194
6.	S.C. Joshi	Director	IWST Bangalore	csjoshiccf@yahoo.com	9449019757
7.	Mohinder Pal	Director	HFRI Shimla	mpalifs@icfre.org	9418068708
8.	Dr. N. Krishnakumar	Director	IFGTB Coimbatore	krishforhio@icfore.org	9444275218
9.	N.K. Vasu	Director	RFRI Jorhat	vasunk@icfre.org	9435094399
10.	T.S. Rathore	Director	AFRI Jodhpur	tsrathore@icfre.org	9414100627
11.	Mr. Rameshwar Das	Director	IFP Ranchi	rdasifs@yahoo.co.in , dir_ifp@icfre.org	9431391145
12.	Dr. V. Nath	Rep. of Director	TFRI Jabalpur	dir_tfri@icfre.org	9981041739
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16.	R.K. Dogra	ADG (Edu)	ICFRE	dogrark@icfre.org	9410148935

17.	Sanjay Srivastava	ADG (RB)	ICFRE	sanjay@icfre.org	9412075171
18.	M.P. Singh	ADG (M&E)	ICFRE	adg_me@icfre.org	0135-2224810
19.	S.D. Sharma	ADG (Stats)	ICFRE	adg_stat@icfre.org	2224865 9412052487
20.	R.P. Singh	ADG (M&P)	ICFRE	adg_mp@icfre.org	0135-2755221
21.	Renu Singh	Head BCC	ICFRE	renusingh@icfre.org	0135-2750296
22.	Sudhanshu Gupta	Secretary	ICFRE	sudhanshu@icfre.org	
23.	Anurag Bhardwaj	Project Director SLEM	ICFRE	bhardwaja@icfre.org	0135-2752005
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Rapporteur					
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34.	Dr.R.S. Rawat	RO	ICFRE	rawatrs@icfre.org	0135-2224803

PROGRAMME FOR V DIRECTOR'S MEET ON 26th OCTOBER 2010

9.30 AM –10.00 AM	Welcome address of DG ICFRE
10.00 AM –01.00 PM	Review of Action Taken Report on the decisions of IV Directors’ Meet held on 25th September, 2009
	Secretary ICFRE
	Directorate of Administration
	Directorate of Extension
	Directorate of Research/ Director Research
	Directorate of Education
	BCC Division
1.00 PM - 01.30 PM	Working Lunch
01.30 PM- 2.30 PM	Discussion on agenda items related to Secretary ICFRE
02.30 PM- 3.30 PM	Discussion on agenda items related to Directorate of Administration / Information Technology Division
3.30 PM – 4.00 PM	Discussion on agenda items related to Directorate of Education
4.00 PM –4.30 PM	Discussion on agenda items related to Directorate of Extension
4.30 PM –5.00 PM	Discussion on agenda items related to Directorate of Research /Director (Research)
5.00 PM –5.30 PM	BCC Division
5.30 PM- 6.30 PM	Any Other Items with permission of chair
	<ul style="list-style-type: none">● All India Variety Releasing Committee (AIVTC) Meeting● AICP on Forest Invasive Spp.