

Minutes of IV Directors Meet Held on 25th September, 2009

Venue: Board Room, ICFRE Headquarters, Dehradun

The IV 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 enclosed as **Annexure II**.

DG, ICFRE welcomed the Directors of the ICFRE's institutes and other participants. 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 III Director's meets which was held on 18th September 2008 and discussion on new agenda items of the IV Directors' meet.

Shri. Ashish Rawat, ADG (Research planning), presented the ATR and Agenda items for discussions of the house.

Discussions on Action Taken Report of III Directors' Meet Held on 18.9.2008

Action Taken Report of III Directors Meet was discussed at length. The pending issue of III Directors' Meet along with the action is given below.

Directorate of Administration

S. no	Issue raised by	Agenda	Decision taken	Review	Action
1.	HFRI, Shimla	Recreational facilities to the staff.	A club may be started after discussion with staff and after assessing the interest of employees and their family members. The progress may be observed for one year. Thereafter, the infrastructural facilities may be asked for. Same for IWST, Bangalore. Action: Director, HFRI, Director, IWST	Modalities are being worked out for establishing recreational facilities for the staff of HFRI. Not received from IWST Action pending	Directors may take up works as per their available budget & within their powers at present. Action Director IWST Director HFRI
2.	IFP, Ranchi	Construction of Boundary Wall	The matter is to be taken up separately with DDG (Admin.)	Matter would be taken by Directorate of Administration subject to the availability of budget in the financial year 2009-	Funds already released. Action: Director IFP, Ranchi

				10. A proposal has been submitted to the Council vide IFP's letter No.VIII-RD-I/36/2002-2003/7169 dated 3 March 08 and the amount has also been provided in the BE for allocation during the year 2009-10. Action is under process	
3.	IWST, Bangalore	Purchase of two new cars as replacement for TATA estate vehicle No. KA 04-M-7466 and Ambassador Car No. KA 04 M-764.	The case for requirement of new vehicles may be sent to MoEF through ICFRE and necessary follow-up needs to be done. More externally funded projects and consultancies may be brought in, with provisions for purchase of vehicles for field use etc for proper implementation of projects.	Compliance rests with Director IWST	Expedite the case of condemnation Action: Director IWST
4.	RFRI, Jorhat	Acquisition of land for Research Station of ARCBR	---	CPWD has been requested to submit plan and estimate for the fencing work.	Explore cheaper alternatives within Rs. 25 lakhs only. Cost factor will be reviewed again. Action Director, RFRI
5.	AFRI, Jodhpur	Old Vehicles in the Institute requires to be replaced by new Vehicle. The proposal in this regard has already been sent to	Decision already taken above Action: Director, AFRI	Proposal sent to ICFRE HQs.	Expedite the case of condemnation of vehicle. Action DDG(Admin) Director,

		the ICFRE Hq. This requires to be taken up in the forthcoming meeting.			AFRI
6.	IFGT B Coimb atore	Provisional pension to Govt. optees:	This proposal cannot be accepted. The pension papers may be completed and pursued with the Ministry. Action: Director, IFGTB	Action taken & the pension proposals in respect of surplus employees proceeded on SVRS, sent to PAO(F), MoEF, New Delhi and authorization of retirement benefits received. Action under process.	Action under process Action Director, IFGTB
7.	RFRI, Jorhat	Internet facility for ARCBR, Aizawl	The ARCBR, Aizawl will be considered in the 2 nd phase, as the Centre did not have a permanent set-up when the existing MPLS plan was formulated. Action: Director, RFRI	Compliance rests with Director RFRI	For Item 8 and 9 After construction of the building IT Div. will prepare a consolidated proposal of Video Conferencing and internet facility for all the centers. Action: Director RFRI IT Cell, ICFRE
8.	RFRI, Jorhat	Establishment of Video Conferencing Room at ARCBR, Aizawl	Already Discussed	Compliance rests with Director RFRI	

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Directorate of Research

S. no	Issue raised by	Agenda	Decision taken	Review	Action
1.	Directorate of Research	Bridging the gap between the states and the Institutes in calling PCCFs/ State Research Representatives of the concerned states in RAGs	The institutes should take the PCCFs into confidence before finalizing the date for RAG and ensure their presence. Action : ADG(RP)	A DO letter from DG ICFRE in this regard sent to all PCCFs, with copy to all Directors. Respective Institutes have to pursue the matter further with SFDs/PCCFs.	DO letter to all PCCFs already dispatched Directors should ensure that all PCCFs or their representative must attend RAG meeting. Action: All Directors
Director Research					
1.	Directorate of Research / Director Research	Externally Funded Projects	Directors may take personal interest for international collaboration and in getting new projects funded by external donors. A seminar with the funding agencies may be organized for seeking guidance in project preparation and associated parameters. Action: All Directors/ADG(PF)	<ul style="list-style-type: none"> • Noted and scientists are guided by RFRI. • Instructions are being followed. Copies of sanction letters will be sent to the concerned Directorate in future by Director HFRI. • Instructions issued by TFRI to HODs for preparation of proposals for international funding. • Noted. • Scientist are often encouraged to formulate project proposals for 	<ul style="list-style-type: none"> • For important thrust areas a revised compendium may be prepared having the internet links of the funding agencies and their process. <p>Action: ADG (PF)</p>

				external donors. – Director IFGTB • Action under process.	
2.	Directorate of Research / Director Research	All India Coordinated Research Projects	The projects have been sent to AIG (RT) and follow-up is required. Action: ADG (PF)	3 Projects have been submitted to different donor agencies. Rest of the AICPs are being modified by the concerned Institutes. Action under process.	Compile all the projects. One set may be submitted to MoEF and other set may be prepared as per the format of external funding agencies. Information from all institutes must reach HQ latest by 15th October 2009. The same be submitted to GoI by 30 October 2009 Action: All Directors ADG(PF)

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Directorate of Education

S. no	Issue raised by	Agenda	Decision taken	Review	Action
1	IWST, Bangalore	Training on advanced areas of research	Directorate of Education has taken action. For nano-technology, a training programme can be organized at NCL, Pune. 2 scientists from IWST , 4 from FRI and 4 from other institutes may be nominated for this programme. Action: All Directors	- Noted - RFRI - Proposal is being sent to DDG (Education) by TFRI . - The emerging issues like, Nano-Technology, Wood Polymers composites, etc. as identified, are not dealt with at HFRI because of lack of expertise and facilities- HFRI - Scientists will be nominated whenever such programmes are organized by IFGTB Action under process.	IIT Roorkee and CSIR institute at Chandigarh may be contacted for finalizing the training programmes on Nano-technology. Action: ADG(Edu)
2	TFRI, Jabalpur	Making provision of reservation to OBC and physically handicapped persons for JRF/SRF/RA in the rules regulations framed by ICFRE	The matter is being put up before the ensuing BOG for approval Action: All Directors Secretary, ICFRE	-Secretary ICFRE for issue of Orders - Letter of ADG (Edu) dt. 2.12.2008 addressed to the DDG(R), copy to Secy, ICFRE Action under process.	Put the matter in BOG again Action: Secretary, ICFRE ADG(Education)
3	AFRI, Jodhpur	The rules for payment of Hostel Charges/HRA, license fee for the JRF/SRF/FA/RA should be same in all the Institutes of ICFRE. Relaxation of age for	The rate structure will be as follows: For a double room (Scientists' Flat), Rs. 700.00 + Rs. 750.00 (service charges) + Electricity and water charges as per actuals. For a single room, Rs. 700.00 plus electricity and water	Order from DDG (Admin.) awaited.	DDG (Admin) will Issue the orders on priority Action: DDG(Admin)

		<p>OBC/Physical handicapped should also be as per other organizations like CSIR, UGC, DST etc.</p>	<p>on actual basis. These rates will be applicable after the revision of fellowships.</p> <p>Action: All Directors DDG (Admin) for issue of orders.</p>		
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Directorate of Extension

Sl No	Issue raised by	Agenda	Decision taken	Review	Action
1	Directorate of Extension	Creation of EIA Cell in ICFRE Institutes (discussed as additional item)	EIA Cell may be created either under Ecology and Environment Division or any other relevant Division at the Institutes. Alternatively DG desired that an EIA Working Group of suitable officers and scientists who possess expertise and knowledge in the concerned field may be constituted for the purpose. The Cell/Working Group may nominate an officer to act as Nodal Officer for coordinating the activities with the EIA Division at Headquarters, other Institutes and Project Proponents.	-EIA Cells / Working Groups have been created in all the Institutes. Action completed.	DG, ICFRE desired that <ul style="list-style-type: none"> • A balance should be maintained by the Scientists between EIA works vis a vis their research Work. • Tour reports/ Tour programme must be routed through respective Directors • Although EIA working groups have been formed, panel of expert scientists should be maintained and update at Institute level in consultation with EIA Division of ICFRE. Project specific teams should be formed at ICFRE Headquarters under intimation to the respective Directors.” Action All Directors AGD(EIA)

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Secretary, ICFRE

Sl No	Issue raised by	Agenda	Decision taken	Review	Action
1	RFRI, Jorhat	Posting of Senior level Scientists	Noted Action : Secretary, ICFRE	The vacant posts of scientists are being filled up. Recruitment process for appointment of scientists is in progress.	All Directors will send the proposals by the end of October 2009. Secretary, ICFRE will process the case of revival of all the posts. (145 posts). Action: All Directors Secretary, ICFRE
2	RFRI, Jorhat	Posting of Entomologist	May take appropriate action to fill on contractual basis observing existing rules and guidelines. Action: Director RFRI DDG (Admin)	As and when recruitment process of Scientists will be completed, the Scientists of requisite discipline will be posted.	Scientist will be posted within 3 or 4 months after completing necessary formalities. Action: Secretary, ICFRE
3.	IFP, Ranchi	Construction of IFP Building (PHASE-II)	1. This matter may be taken up separately with DDG (Admin.) Action: DDG (Admin) Director IFP 2. This may be referred to Secretary ICFRE.	Matter would be taken by Directorate of Administration subject to the availability of budget in the financial year 2009-10. Detailed justification has been submitted to the DDG (A) vide IFP's letter No.IX-ADMIN-3/2000-2001 dated 18.11.08. 2.Sh.Tara Shankar Chowdhury joined as DCF at IFP in the f/n of 1 May 2009. Out of 5 posts of DCF, one post is still vacant at IFP Ranchi. Action is under process	Due to lack of funds demand can not be accepted this year For Point No. 2 recruitment process is underway. Action DDG(Admin)

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BCC Division

Sl No	Issue raised by	Agenda	Decision taken	Review	Action
1	BCC Division	Climate Change and Biodiversity Cell	<p>Climate Change cell to be created in each institute to increase awareness, and initiate research activities in this upcoming field. Core Group on Climate Change may also be formed.</p> <p>As Climate Change is a multidisciplinary field, research projects in different disciplines such as ecology, botany, forest products etc. may be linked with climate change.</p> <p>Action: All Directors</p>	<p>ATR as submitted by Head, Climate Change & FI Division has been sent to the DDG (Extn.) vide let no.10-14/2007/RCS dt. 29.04.09.</p> <p>- Climate change cell has been established in Ecology and Biodiversity Division with the existing staff in 2004 in RFRI. However Core group is formed under the leadership of Director, GC® and All HODs are members.</p> <p>- Desired information will be communicated soon by RFRI</p> <p>- A cell to increase awareness and initiate research activities in the upcoming field of Climate Change has been created at HFRI where the services of the Scientists from different disciplines has been pooled together.- HFRI</p> <p>- Action taken. A Forestry, Land Use and Climate Change divisions has been created by restructuring the Silviculture division</p>	<p>Head BCC will coordinate with the institutes to increase the awareness about the biodiversity and climate change.</p> <p>Training/Workshop/meetings should be organized in the field of climate change.</p> <p>All Directors of the institutes will keep in touch through e-mails with the Head, BCC about the work initiated in the field of climate change in their institutes.</p>

				<p>and the Forest Productivity and Agroforestry division. The division is headed by the Silviculturist (Conservator of Forests) and has three Assistant Silviculturist (DCFs) and four Scientist. The division has started studies on the following areas:</p> <ul style="list-style-type: none"> i) Estimation of Carbon sequestration potential of forest plantation species ii) Study on the response of forestry species at seedling stage to elevated levels of Carbon-dioxide iii) Evaluation of the afforestation schemes of Tamilnadu for their potential to gain carbon credits. <p>The division is in the process of establishing facilities like Open Top Chamber for Climate change studies and more projects shall be taken up in future.</p> <p>- IFGTB</p> <p>Action under process.</p>	<p>Action: All Director Head, BCC</p>
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Agenda Items of IV Directors Meet

The Itemwise decision taken on the agenda items is given below.

Secretary ICFRE				
S. no	Agenda received From	Agenda	Background Information	Decisions Taken
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
			Two vacant posts of Range Forest Officers/ ROs are lying vacant. Action to fill up the same at Hqrs. level is requested please.	Under process Action: Secretary, ICFRE
			One post of RA Grade-I (SG) was transferred to FRI Dehradun. Recently order for restoration of the selection grade have been received by the institute and accordingly, the same was filled up amongst the eligible RA-I. Now one post of RA-I (OG), which has fallen vacant, is required to be filled up at the institute level. Necessary permission to fill up the same is requested please.	Action completed
			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.	Matter is under consideration Action: Secretary, ICFRE
			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
			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

2.	HFRI, Shimla	Promotion of TA-I to the Post of RA-II in HFRI, Shimla.	Out of the 6 sanctioned posts of TA-I, 5 incumbents are in position of which 2 TA-I have become eligible for their promotion to the post of RA-II at the institute level. But in absence of any sanctioned posts of RA-II at the institute, their career advancement has been blocked. Requests sent earlier may please be considered for early approval including transfer of these posts from other institutes/ or upgrading the existing two posts of T.A.I. to the post of R.A.II making a way for their career advancement and avoiding stagnation.	Matter pending with Ministry Action: Secretary, ICFRE
3.	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
4.	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
5.	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	Revision already made from 5 to 10 posts. Institute will get scientists from new recruits. Action: Secretary, ICFRE

6.	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 have subject specialists as per the requirement of the institute.	Act: Secretary: It will be taken up with revival of 145 posts of Scientific cadre case Action: Secretary, ICFRE
7.	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
8.	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.	Necessary proposal may be taken up in the BOG by Secretary, ICFRE Action: Secretary, ICFRE

			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.	
9.	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 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
10.	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

11.	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
12.	IFGTB, Coimbatore	Cadre review – promotion to the store personnel of IFGTB	<p>One of the agenda item no.16 – Secretary , ICFRE regarding “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 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>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>	Matter pending with Ministry Action: Secretary, ICFRE
13.	IFGTB, Coimbatore	Filling up the vacant post of Forest Range Officer at IFGTB, Coimbatore	<p>(V) Forest Ranger(deputation) 2posts(due to the repatriation of one FRO from 9/08 and one anticipated vacancy of one FRO due for repatriation from 9/09)</p> <p>FRO posts are absolutely essential to carry out the research activities and to maintain the field stations, etc.</p> <p>ICFRE has already been addressed in the matter and the reply is awaited.</p>	Post Already advertised Action: Secretary, ICFRE

14.	IFGTB, Coimbatore	Filling up of Vacant Posts by Direct recruitment	<p>Annual Direct Recruitment Plan for the period 1.04.2008 to 31.03.2009 has already been sent vide: this office no CTR-I/26-3/2006,dated 20.12.2008. In addition the following post fell vacant /likely to be vacant and are to be included in the annual Recruitment Plan for 2009-2010 as they are to be filled up by DR. The above information on ARP 2009-10 will be sent as soon as the reference calling for the information received from ICFRE.</p> <p>(i) R.A.Gr. I.....2posts(due to promotion of R.A.(SG) during March,2009)</p> <p>(ii) Driver.....2 Post (due to the redeployment of one Driver w.e.f 8.7.2009 and retirement of one on superannuation on 31.07.2009)</p> <p>(iii) Forest Ranger (deputation)....2 post (due to the repatriation of one FRO from 9/08 and on anticipated vacancy of one FRO due for repatriation from 9/09)</p> <p>(iv) T.A.Gr.2 posts (due to the death of 1 TAC and the anticipated vacancy of 1 TA likely to relieved on 31.07.2009 on his transfer to Ranchi institutes)</p> <p>(v) LDC.....1 Post (due to the transfer of one LDC to IWST, Bangalore.</p> <p>All the vacant posts are absolutely essential to be filled up by DR as there are 45 on going projects approved by NFRP and Research Policy committee and 40 of externally aided projects. All these projects have various objective and potentials sources of generating revenue. Therefore, all Scientists/research personnel are to be in position to fulfill the objective and to further support research and extension.</p>	<p>Director of the Institute will process after obtaining permission from HQ</p> <p>Action: All Directors Secretary, ICFRE</p>
	IFP, Ranchi	Equal distribution of Scientific Cadre	A proposal for equitable distribution of Scientific cadre among ICFRE Institutes was sent for consideration vide this office letter No XVI-EST-5/2001/V dated 15 th March, 2007. Further, a proposal was sent to ICFRE , Dehradun	<p>Matter pending with Ministry</p> <p>Action: Secretary, ICFRE</p>

			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 3 rd 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)	
15.	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
16.	IWST, Bangalore	Filling up of vacant posts at IWST	Clearance to be obtained from the screening committee of MoEF for filling up of the vacant posts of Group C by direct recruitment as the number of posts are lying vacant due to non availability of candidates in feeder Grade. Necessary proposals for filling up of the posts of Groups C have already been sent to ICFRE.	Matter pending with Ministry Action: Secretary, ICFRE
			Sanctioned posts meant for research and technical are only 33 at IWST out of which, 11posts are vacant as on date. The existing research and technical staff i.e 22 are working in 3 places i.e. IWST, Bangalore, FRC Hyderabad and WBD Centre (Marine),Visakhapatnam. The services of supporting research and technical staff are very much required for scientists and IFS Officers.	Matter pending with Ministry Action: Secretary, ICFRE
17.	IWST, Bangalore	Down gradation of the post of R.A.Gr ii (workshop) to T.A (Workshop)	Requested for down gradation of the post of R.A.Gr ii (workshop) to T.A (Workshop). Approval for competent authority is awaited.	Matter pending with Ministry Action: Secretary, ICFRE

18.	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
19.	IWST, Bangalore	Hindi officer	Requested to allot one post of Hindi Officer (Official Language Officer)	Matter pending with Ministry Action: Secretary, ICFRE
20.	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
21.	IWST, Bangalore	Absorption of Shri Raju Thomas, Forester	Case of absorption of Shri Raju Thomas, Forester IWST is under consideration with ICFRE. Decision is awaited.	Not possible to do so in this case, as rule not provide
22.	RFRI, Jorhat	Weight age in APAR for scientific staff serving in northeast	It is proposed to implement decision regarding due weight age in APAR for scientific staff working in Northeast by specifying 5 marks to be added in final score obtained in assessment.	The Matter may be referred to the already constituted Committee on revision of APAR/ACR
23.	RFRI, Jorhat	Tenure posting and deputation postings in RFRI	The research planning and output is adversely affected in the absence of senior level scientists in RFRI. The institute has only one Scientist D at present.	Five New scientists are posted at RFRI, Jorhat so agenda deferred
			The transfer policy decision will help in creating better research environment in the institute	
			Senior level scientists at 'E' and 'F' level mainly in the discipline of Entomology, Tissue culture, Molecular Biology and Ecology may be posted at RFRI on fixed deputation basis from other institutes.	
			Addition incentives like north east allowance like AIS may be considered.	
24.	RFRI, Jorhat	Children education allowance	Though there is a demand to implement CEA as per GOI decision, the accepted date of 01-04-2009 intended to meet the expenditures of current academic session may be extended for current academic session even if it starts in January as in some schools of Assam.	It was management decision, hence agenda dropped

25.	RFRI, Jorhat	MACP recommended by 6 th pay commission	The current status may please be discussed and the employees association of RFRI represents action on	Pending with Ministry Action: Secretary, ICFRE
26.	FRI ,Dehradun	Emoluments for technical personal	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.	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: ADG (Admin)
27.	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
28.	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

29.	IFGTB,Coimbatore	Shri G.Sriramulu, Staff Car Driver Gr.I in the pay scale of Rs 4500-7000/--selection grade	The above proposal was placed as one of the agenda item as S.I .no 23 – Directorate of administration in the II Directors meets and the decision taken “to provide circular of 25% up gradation of posts of Driver cadre by Secretary ICFRE. Then the secretary, ICFRE, was addressed in the matter and the reply is still awaited.	Secretary, ICFRE will process Action: Secretary, ICFRE
30.	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
31.	IFP, Ranchi	—	Modified Assured Career Progression Scheme (MACPS) has been introduced after implementation of sixth CPC by GOI vide DoPT O.M.No 35034/3/2008-Estt(D) dt. the 19 th May,2009.MACPS any kindly be given due consideration for its implementation in the council.	Prepare agenda item for approval of BOG Action : Secretary, ICFRE
32.	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 trees of Eastern India for plantation forestry 4. Domestication , mass multiplication and popularization of <i>Moringa olefera</i> genotypes with superior leaf nutritive and cytokinin content. (A) New research projects approved by XRPC taken up during the year 2009-10: 1. Standardization & dissemination of	A proposal of IFP Ranchi will be examined by the Committee and same will be placed in BOG for approval Action : Secretary ICFRE

			<p>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>	
33.	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 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)</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>
34.	IWST, Bangalore	Clearances from MoEF for attending international conferences/foreign	<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</p>	<p>Secretary, ICFRE to find out the existing system.</p>

		<p>Visit:</p>	<p>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>Action: Secretary, ICFRE</p>
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Directorate of Administration				
Sl No	Agenda received from	Agenda	Background information	Decisions Taken
1	HFRI, Shimla	Replacement of old vehicles of the institute	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.	Initiate the process of condemnation and finalize it only when budget made available for procurement of new vehicle. Action: DDG(Admin) Director, HFRI
2	HFRI, Shimla	Relaxation in submission of food bills with travelling allowance claims, reg	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.	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
3	HFRI, Shimla	Agenda for recreational facilities to the staff of HFRI at Shimla	As per the keen interest of staff, a club has been formed. Shimla being hill station with erratic weather conditions. It is proposed to create indoor clubbed facilities, for which Rs.5 lakh may be earmarked to construct is suitable hall.	Discussed in ATR of III Directors Meet
4	TFRI, Jabalpur	Annual action plan (financial)	The quarter wise annual action plan of the RPC approved research projects indicating physical and financial targets are submitted of ICFRE every year in April. But , Budget allotment is made on receipt of funds. Funds are generally received in the last week of June. Many times there is mismatch between the amount as given in the annual action plan and amount allotted .ICFRE may decide that quarter wise	Discussed in ATR of III Directors Meet

			annual action plan (financial) is submitted by the institute only on allotment of budget. This will help sort out discrepancies in financial achievement.	
5	IFGTB, Coimbatore	Rationalizing the rent in Rest Houses and Transit hostels.	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.	DDG (Admin) informed about the present rates for SFD officers also, reasonable. This was discussion as making rates more reasonable for users/stakeholders organization as for ICFRE officials. Action: DDG(Admin)

			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.	
6	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)</p> <p>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>

7	IFGTB, Coimbatore	Govt. optees- GPF A/c maintained by PAO(F),MOEF, New Delhi- issues of Annual statement	The GPF accounts in respect of Govt. optees are being maintained by PAO(F),MoEF New Delhi and the annual statement are not received so far in spite of repeated reminders. Also , the proposal for transfer of GPF balances in respect of surplus employees of IFGTB who were redeployed to various department of Govt was sent vide no. CTR-I/32-7/2008,dated 24.07.2008 and reminders dated 01.09.2008 ,23.10.2008,21.01.2009 and 2.2.2009(copy enclosed) to PAO(F), New Delhi through proper channel and the matter is yet to be settled . The above matter may be taken up with the ministry through ICFRE and the designated officer to settled the issue at the earliest.	Expedite the matter pending with Ministry on priority basis. Action: DDG (Admin)
8	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 interest 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>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 the rule as applicable at ICFRE Hqr to be followed in all the Institutes “. The order already</p>	<p>Send financial proposal</p> <p>Action All Directors. DDG (Admin)</p> <p>No action required</p>

			issued.	
9	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.	<p>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”.</p> <p>The financial limits of the Director in the matter may be enhanced as per Delegation of financial powers Rules.</p>	<p>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</p> <p>Action: DDG (admin)</p>
10	IFP, Ranchi	Construction of IFP building	Construction of IFP building – Proposal for sanction of Rs10.54 Crores is pending for decision and approval of the council. A proposal in this regard sent to council vide this office letter No. IX-Admin-3/2000-2001/3906 dated 18.11.2008 may kindly be referred.	Action completed
11	IFP, Ranchi	Payment of token honorarium	A proposal for payment of token honorarium to external referees for evaluation of research projects was sent vide this office letter No. VII-CS-15/98-99(V) dated 07.08.2008 which may kindly be given due consideration.	Already discussed in ATR of III Directors Meet
12	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
13	IFP, Ranchi	—	Reimbursement of mobile phone charges to e-champions on monthly basic may kindly be considered and an order fixing the ceiling may be issued.	Already discussed in ATR of III Directors Meet

14	IFP, Ranchi		A proposal since long for posting of controller of accounts & E&AO 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.	Already discussed in ATR
15	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 matte is awaited.	Rs. 50,000/- may be allocated to each institute in case of functioning of such research centre. Action: DDG (Edu)
16	IFGTB, Coimbatore	Rate structure for scientist hostel for the stay of JRF/SRF/RA:	<p>The above item was placed as one of the agenda (Sl.No.6 Directorate of education) and the decision taken as "the rate of RS 700/-+Rs.750/- Service charges+Electricity and water charges as per actuals for double room. For a single room Rs700/- plus electricity & water charges on actuals. These rates will be applicable after the revision of fellowship “. Action All Directors: DDG(Admin)for issue of orders.”</p> <p>In this connection it is submitted that JRF/SRF/RAs' are to pay the above rates for their stay in the hostel besides foregoing their HRA. The total amount payable by them as rent including HRA are as follows:</p> <p>A) JRF (IFGTB,CoimbatoreRS 3850/-+Elec & water charges(HRA-20% OF Rs 12000/-(2400+1450)</p> <p>B) for single room.....Rs 3100/-+Elec&water charges(HRA-20% Of Rs12000/-(2400+700)</p> <p>ICFRE also has been addressed in the matter and the reply is awaited.</p>	Already discussed in ATR of III Directors Meet
17	AFRI	The stipend of Field Assistant	1. 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-	Case may be examined in Headquarters Action

			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.	DDG (Admin)
18	AFRI	Bandwidth of the VPN (Virtual Private Network) and the bandwidth of the internet	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.	Case may be examined in Headquarters Action ADG (IT)
19	IFP, Ranchi	HRD Programme	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/-18 th April,2009. In this regard IFP’s Letter No. EST-III-74/2008/481-482 dated 6 th May,2009 & No EST-III-74/2008/772-773 dated 15 th May ,2009 may kindly be referred.	Action: DDG (Admin)

Directorate of Extension				
Sl No	Agenda received from	Agenda	Background Information	Decision Taken
1	FRI, Dehradun	1. Time period of trainings at VVK may be kept 3-5 days	The timings of the trainings may be decided at the convenience of state /UT but it should not coincide with the planting/ harvesting season. There may be two such trainings in one year.	Clarification already issued
			2. There may be provision of keeping a person in the VVK for day to day maintenance and upkeep.	
			3. Nodal officer of VVK in the state may be decided by “post “ of the concerned rather than by name , as some times due to transfer of the nodal officer it becomes difficult to locate him.	
			Guidelines for disposal of seeding raised in the modern nursery may be issued.	
2	FRI, Dehradun	Allotment of Fund for VVKs	Allotment under plan GC is received for VVKs under the sub head-VVK from scientists and officers (travel expenses, Fuel and vehicle repairing)So expenditure under the sub head- TE, Maintenance of vehicle(Fuel & Repair) is increasing . The budget allotment to the institutes has been given on the basis of the expenditure incurred during the last year , which is not adequate in view of the frequent tours being undertaken to the VVKs in the states. So the allotment for travel , maintenance of vehicle (Fuel & Repair) may either be included the sub head VVKs by additional allotment for the VVKs or allotment under sub head travel and expense, Maintenance of vehicle (Fuel and Repairs), may be increased as requested in the budget proposal.	Maintain training programme within budgetary provision allocated to institute Action: All Directors
3	Division of Statistics, ICFRE	Forest Statistics India 2009	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	Cooperation is requested in the compilation of FSI 09 Action:

			of Statistics in the revised new formats for compilation and validation.	All Directors.
4	Division of Statistics, ICFRE	Data on tree born oil seeds	The project submitted to NOVOD Board on development of a database on tree borne oilseeds in India has been funded. Institutes may be requested to extend all possible help to the Division of Statistics to implement the project.	Cooperation is requested in implementation of the project funded by NOVAD Board. Action: All Directors. A copy of the project document should be sent to all Directors Action:ADG(Stats)
5	M&P, ICFRE	Material for Annual Report-precaution in sending the material	In spite of clear instruction to send the material for Annual Report in Limited space , It has been observed that each and every institute has sent material ignoring instruction . It is requested to honour the guideline and send material in the space/size as per the instruction. By and large it must be seen that the typed material including photographs must not exceeds no. of pages allotted to the institute in the printed Annual Report of the previous year. It has been observed that material for Annual Report has been rushed to the headquarters without proper editing even without proper compilation. This year there was a repetition of 3 project twice in the report of an institute. Good quality original presentable photographs with details overleaf must be sent along with hard copy of the material. Scanned digital images and laser /ink – jet prints should not be sent at all. Original digital photographs in JPG format are required for the purpose.	Information may be furnished as per the format provided. Action : All Directors.
6	M&P, ICFRE	Materials for monthly DO. In proper format	Many institutes submit project-wise information as per the format of Annual Report. It is required to present achievement in nutshell and not project-wise. Only a few institutes provide information under the head research activities. Kindly ensure to provide adequate information under this head.	Completed

7	M&P, ICFRE	Material for ICFRE Quarterly Newsletter in appropriate shape	It has been observed that some institutes send material for ICFRE Quarterly Newsletter either in the format of monthly DO or Annual Report. The issues of ICFRE Newsletter may be consulted for this purpose.	Completed
8	M&P, ICFRE	Information Booklet of the institutes of RFRI, Jorhat AFRI, Jodhpur and IFGTB, Coimbatore are awaited	RFRI, Jorhat has not published its information booklet till date in spite of several reminders.	Completed
			AFRI, Jodhpur and IFGTB, Coimbatore have published the information Booklets avoiding all instruction in this regard and the format provided. Displeasure of the D.G,ICFRE was also conveyed to both the institutes.	Completed
			Publication of Information Booklets of these institutes in the prescribed format is still awaited.	Completed
9	EIA Division, ICFRE	Timely submission of Cash accounts by Director of ICFRE institutes against forest advance granted to them to carry out the work of consultancies / EIA studies	<p>The EIA Division of ICFRE has been conducting a large number of EIA related consultancies/studies. The scientists of various ICFRE Institutes are involved in carrying out these studies. To facilitate the work of the team of scientists of various ICFRE Institutes. Forest Advance is released to the concerned Directors of ICFRE Institutes under different EIA consultancies / projects. These Institutes are expected to render their cash accounts with all vouchers to ICFRE (HQ) against the FAs drawn by them.</p> <p>Further they have also been advised from time to time to submit their quarterly expenditure statements under various sub-heads to EIA Division, ICFRE (HQ) for compilation and for preparing a consolidated expenditure statement. In the past, ICFRE (HQ) had released Forest Advance to various Institutes under ICFRE for carrying out field work under various consultancy projects of EIA Division.</p>	<p>DDG (Admin) expressed the view</p> <ul style="list-style-type: none"> • That all cash accounts should be countersigned by Directors of the Institute. • Abstract should be as per the sanction budgetary provision. • Progress reports should be routed through Directors. <p>Action : All Directors.</p>

			<p>S.N Institute Outstanding FA (Rs in lakh)</p> <p>1. IWST Bangalore 23.24 Lakhs</p> <p>3. IFGTB Coimbatore 6.05 lakhs</p> <p>3. IFP,Ranchi 3.00akhs</p> <p>4. HFRI,Shimla 1.00lakhs</p> <p>The concerned ICFRE Institutes have been very sluggish in submitting the cash accounts for the FAs drawn by them under various consultancies /EIA studies. This is creating a problem to office for preparing expenditure statement and in finalization of accounts of various consultancies / EIA studies which have been completed.</p> <p>In view of above problem the Directors of ICFRE Institutes are requested to comply with the requirement for submitting the cash accounts to EIA Division of ICFRE(HQ) Complete in all respects for the FAs drawn by them under various consultancies / EIA studies.</p>	
10	SLEM PIU, ICFRE	Implementation of GFE funded projects on “Policy and Institutional Reforms for Mainstreaming and Upscaling of the Sustainable Land and Ecosystem Management”.	<p>ICFRE is being awarded a GEF funded project on “Policy and Institutional Reforms for Mainstreaming and upscaling of the sustainable land and Ecosystem Management (SLEM)”(GEF MSP Grant No.TF 094441).World Bank is the partner agency in the project and ICFRE shall be functioning as the Technical Facilitation organization (TFO) for the Ministry of Environment and Forest . Government of India . The total project cost is 1.981 million US Dollars out of which 0.981 million US Dollars is GEF Grant and remaining is to be provided by ICFRE as co – finance (mostly in kind). The duration of the project is for three years .</p>	<ul style="list-style-type: none"> • Project Director will send the project document to all directors. • All Directors will nominate the nodal officers at their respective institutes. <p>Action: PD SLEM</p>

		<p>The essence of the GEF supported SLEM-Country partnership program is to apply a multi-sectoral approach to land management , related biodiversity conservation and climate change/ adaption issues in several states of India . In conformity with this programmatic approach the key objective of the project is to harmonize , coordinate and monitor interventions in agricultural and natural resources management coordinate and monitor interventions in agricultural productivity while also enhancing positive environment impacts.</p> <p>This is an umbrella project and will include stakeholder participation aimed at harmonising approaches already being tried and implemented in the 7 GEF projects throughout the country . In order to provide policy , strategic and operational guidance on the direction of sustainable land and ecosystem management within SLEM-CPP and with policy maker in India a National Steering committee with due representation of all key stakeholders is being set up under the chairpersonship of Addl Secretary , MoEF , Government of India.</p> <p>The project will therefore : a) study the policy and programme guidelines of the concerned Minsitries/ Departments responsible for fortering SLEM b) identify the interventions / best practices that have potentials to be up scaled and mainstreamed / integrated into the said policies and programmes c) come up with an approach paper / document for advocacy and d) provide technical backstopping and inputs to the six projects participating in SLEM-CPP; Several institutes like ICAR,</p>	
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			<p>ICFRE institutes, universities have already standardized and documented a wealth of best practices that would help attain sustainable land management. Initially the project shall draw upon these learning .Subsequently as the learning start flowing from the six GEF supported SLEM projects these would be fed into the system and wherever required appropriate modification shall be recommended.</p>	
			<p><u>Issues for Directors</u> As mentioned above, there will be initially six GEF supported projects under the umbrella of SLEM-Partnership program spread over 15 states and Union Territories and focussing on area specific natural resources management issues . As such there is likely to be a significant overlap with the mandate of various institutes /centres of ICFRE. The list of these projects along with project area and names of concerned institutes / centres is enclosed at Annex 1. These institutes / centres will be assisting the project unit at the ICFRE headquarters in following areas</p>	
			<p>1. Creating a core team of experts drawn from different fields both from within and outside the institute for providing technical backstopping to the concerned SLEM projects</p>	
			<p>2. Visitings projects areas for identification of best practices as per agreed arrangement with concerned project authorities</p>	
			<p>3. Providing inputs to project unit at ICFRE headquarter on issues related to policy and institutional reforms .</p>	
			<p>4. Liasoning with concerned projects authorities to ensure timely collection of reports</p>	
			<p>In order to carry out these activities in a more effective manner each institute is required to nominate one officer/scientist of adequate seniority and experience I the related field as nodal officer – SLEM at the earliest.</p>	

Directorate of Research				
Sl No	Agenda received from	Agenda	Background Information	Decision Taken
1	TFRI, Jabalpur	Date of start of new project	New projects are initiated on receipt and allotment of budget which is generally done in the last week of June. It may be clarified whether date of start of new projects shall be April to March or June to May.	Existing time schedule should be followed (April to March) Action : All Directors.
2	RP Division	Seeking the comments of independent referees	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 need 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: <ul style="list-style-type: none"> • Evolution of a new and uniform research project evaluation (Draft Format Annexure-A). 	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. Action : ADG (RP) All Directors

			<ul style="list-style-type: none"> • Draft list of forestry research related subject experts being prepared at RP division, ICFRE, which will need continuous refinement with inputs from each institute. The initial exercise being taken up by RP Division , ICFRE, will be emailed to Institutes for perusal and suggestions. 	<p>This list may be circulated to all Directors for enrichment and a data-base may be maintained in consultation HQ.</p> <p>Action ADG (RP) and All Directors</p>
			<ul style="list-style-type: none"> • Decision on a suitable honorarium amount for the referees. 	<p>Rs. 1000/- per project per referee honorarium</p> <p>Action: ADG (RP)</p> <p>All Directors</p>
			<ul style="list-style-type: none"> • Director’s suggestions on how the new project proposals can be referred in technically best possible manner. 	<p>Brain storming sessions at Institute among the officers and scientists, be organized to facilitate the same.</p> <p>Action :All Directors</p>
			<ul style="list-style-type: none"> • Selection of referees from outside the Institute's jurisdiction 	<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>
3	M & E Division		<ul style="list-style-type: none"> • Interaction of scientist from different Institutes on Research Themes should be evolved. • Directors of the Institutes should be authorized to send their Scientists for the Interaction to the required 	<p>-Video conferencing should be encouraged for interaction of scientists of different institutes</p>

			<p>Institute and places.</p> <ul style="list-style-type: none"> • Senior Scientists to other Institutes should be encouraged to visit the sisters Institute of ICFRE like RFRI Jorhat, IFRP Ranchi and Centre like ARCBAR, Aizwal, CFRHRD, Chhindwara and FRC Hyderabad. • Discussion on providing information through formats for Quarterly Progress Report (QPR), Annual Action Plan and Project Work Plan uniformly for all Institutes. 	<p>keeping in view the limited resources. If required personal interaction are allowed.</p> <p>-Existing formats of QPR, Annual action plan, project work plan will be used for coming six months till IFRIS get stabilized.</p> <p>-After 6 month ADG (M&E) will call a meeting of GCRs at HQ for discussion on existing formats.</p> <p>-Directors of the institutes required to give their comments on QPR, Annual action plan, project work plan to make them more users friendly.</p> <p>Action: ADG (M&E)</p>
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Director (Research)				
S. N .	Agenda raised by	Agenda	Background information	Decision Taken
1	PF division, ICFRE	Externally Funded Projects	Status Report of Research Projects	
		All Institutes/Centres should prepare and submit more projects for National/International funding.	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
		· 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. 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, CSIR Institutions and other relevant Premier Research Institutions etc.) and the yearly outlay for each of them should also	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

			be clearly mentioned. The information is still awaited from the Institutes.	October, 2009. Act: All Directors
3	PF division, ICFRE	Project Completion Reports/Final Technical Reports	PCRs and FTRs for externally funded 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. The completion reports should be submitted in the standard format.	All Directors should ensure that PCRs/FTRs of completed projects are sent to the PF Division at the earliest. All PCRs should be submitted on a uniform format. ADG(PF) should send the proposed format by e-mail once again to all the directors and all directors should send their comments within 15 days. Action: All Directors; ADG(PF)
4	PF division, ICFRE	Standard Guidelines for preparing project for external funding	Different institutes of ICFRE independently prepare projects that are posed to different funding agencies. Therefore, there should be some standard guidelines for preparing those projects so that the projects posed to the same funding agency by different institutes should have similar provisions. A draft note on these guidelines is hereby presented for discussion (Annexure III).	The proposed draft guidelines would be sent to all Directors once again by ADG(PF) and Directors should send their comments within 15 days. Action All Directors. ADG (PF)
Additional Agenda Item				
1.	PF Division	External review by subject experts of Externally Aided Project	Project funded internally by ICFRE are reviewed by external subject experts (about 20% or so). It is proposed that Externally Aided project should be reviewed by external subject experts in a similar manner.	It was viewed by all the Directors that Externally Aided Projects undergo rigorous monitoring, as designed by the respective funding agencies. In such a situation, external review by subject expert is not necessary. Action: ADG(PF)

Directorate of Education				
1	IFGTB, Coimbatore	Attending of seminar/conference/workshop within India – approval of ICFRE-reg.	As per order No11-55/07/DM/ICFRE-196, dated 26.11.2008, the Directors of the institutes are vested with powers to permit the officers/personnel of ICFRE to attend the seminars /workshops within India that are fully sponsored by the organizers with no financial implications to ICFRE. All other cases having financial liabilities on the council including from the EAP will continue to be referred to ICFRE. Clarification are required in the matter regarding the cases are to be referred to ICFRE if only for T.A. is involved or even for payment of registration fee also.	Directors may be allowed to sanction Rs. 1000/- as registration fee for national seminars/conferences Order of the same will be issued by Directorate. of Education Action : DDG (Edu.)
2	ADG (Education)	Training/workshop/seminar	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.	Scientists/officers should not address applications directly to the council. Direct applications seeking permission should not be entertained. Action : ADG (Edu.)
3	AFRI , Jodhpur	AFRI as a research Institute for Ph.D. degree	1. Recognition of AFRI as a research Institute for Ph.D. degree from Jai Narayan Vyas University, Jodhpur to strengthen collaborative and interdisciplinary research work.	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.)
4	ADG Education		Finalization of the programme "Leadership in Biodiversity Programme" for Members State Legislatives under Capacity Building of other stakeholders as	Presentation made by ADG (edu). and decision was made that

			a new scheme of MoEF.	training will be organised 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
5	HFRI, Shimla	Human Resource Development	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.	Trainings under HRD programme are already being imparted at the Institutes of national importance/repute. Action: DDG (Edu.)
6	IWST, Bangalore	Criteria for becoming supervisor for FRI university:	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.	For the new Guideline of the UGC for any further action, may be awaited. Action: ADG (Edu)

Annexure – I

List of Participants of IV Director's Meet – 25th September 2009

S. no	Name	Designation	Organization	Email	Mobile No.
1.	M.S. Garbyal	DDG (Admin)	ICFRE	garbyalms@yahoo.org	9412910561
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12.	A.K. Mandal	Director	TFRI Jabalpur	dir_tfri@icfre.org	
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20.	S.Singhal	ADG (M&P)	ICFRE	adg_mp@icfre.org	
21.	Sudhanshu Gupta	Secretary	ICFRE	sudhanshu@icfre.org	
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26.	S.S. Jain	Scientist D'	ICFRE	jainss@icfre.org	9411514808
Rapporteur					
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28.	Dr.R.S. Rawat	RO	ICFRE	rawatrs@icfre.org	

Annexure II

PROGRAMME FOR IVTH DIRECTOR'S MEET ON 25TH SEPTEMBER 2009	
9.30 AM –10.00 AM	Welcome address of DG ICFRE
10.00 AM –01.00 PM	Follow- up action taken on the decisions of 3rd Directors' Meet held on 18th September, 2008
	Directorate of Administration
	Directorate of Research/ Director Research
	Directorate of Education
	Directorate of Extension
	Secretary ICFRE
01.00 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
3.30 PM – 4.00 PM	Discussion on agenda items related to Directorate of Research /Director Research
4.00 PM –4.30 PM	Discussion on agenda items related to Directorate of Extension
4.30 PM –4.50 PM	Discussion on agenda items related to Directorate of Education
4.50 PM –5.00 PM	Discussion on agenda items related to BCC Division
5.00 PM- 6.00 PM	Any Other Items with permission of chair