



**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

**RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER- AS ON 01/08/2016**

SL.	NAME OF OFFICER	DESIGNATION	RESPONSIBILITIES
1.	<b>DR. ANIL KUMAR, IFS</b>	<b>DIRECTOR</b>	<ul style="list-style-type: none"><li>- ADMINISTRATION AND MANAGEMENT OF THE INSTITUTE AS EXECUTIVE HEAD.</li><li>- MEMBER SECRETARY-BOARD OF GOVERNORS OF IIFM</li><li>- FIRST APPELLATE AUTHORITY UNDER RTI ACT, 2005</li></ul>
2.	<b>PROF A K DHARNI, IFS</b>	<b>CHIEF ADMINISTRATIVE OFFICER</b>	<ul style="list-style-type: none"><li>- ADMINISTRATIVE SUPPORT FOR ALL THE ACTIVITIES IN THE INSTITUTE, SUPERVISION AND DIRECTION OF ALL ADMINISTRATIVE FUNCTIONS AS HEAD OF OFFICE.</li><li>- NON-MEMBER SECRETARY-BOARD OF GOVERNORS OF IIFM.</li><li>- ESTATE OFFICER</li><li>- CENTRAL PUBLIC INFORMATION OFFICER (CPIO) UNDER RTI ACT, 2005.</li></ul>

**RESPONSIBILITIES ASSIGNED TO OTHER OFFICERS – AS ON 01/08/2016**

<b>Sl.</b>	<b>Name and functional designation of Officers</b>	<b>Responsibilities assigned</b>
	Dr Pradeep Chaudhary IFS Professor	All matters related to finance as Finance Officer in addition to his present academic and administrative assignments.
	Shri Kuriakose, E, Manager (Personnel)	1. IIFM Society, Board of Governors Meetings/ Sub Committees of the Board. 2. Recruitment for all posts and services, including Project Staff, Court Cases and Legal matters. 3. All matters related to PMS & FDEC, Promotion of Faculty. 4. Oversee the functioning of AM (Admn) on creation/abolition/up-gradations of posts, pay and promotions.
	Shri RS Bhadoria, Manager (Maintenance)	1. Civil Construction and Maintenance. 2. Hold charge of land, buildings, and other installations in the Main Campus and Vanika. 3. Allotment of residential accommodation.
	Mrs Seema Jain, Manager (Systems)	1. All work related to IT and e-governance, 2. Maintenance and Management of all types of Computer and accessories and LCD Projectors. 3. All matters related to ERP & ISO
	Shri S Nagchandi Finance Officer I/c	1. Assistance to FO, in addition to other responsibilities assigned to him by FO/CAO. 2. All matters related to NPS
	Shri P D Robin Dy. Manager (AA)	PFM/FPM/MRM/PhD(FRIDU) Curriculum Cells and Admissions, including examinations and classroom management and Management of:- (a) Field Work (b) Research Cell (c) Consultancy Cell (d) SI & Placement Cells (e) All Centers of Excellence
	Shri NS Jadon, Library & Information Officer	Library & Information Services, including procurement of books and journals etc.
	Shri NS Nair, Asstt. Manager (OIC – Security, HK and Horticulture)	All matters related to Security, Housekeeping and Horticulture Fire Management as OIC-Security All matters related to Labour Contracts/Liaison with Central Labour Commissioner's Office
	Mrs Shampa Ghoshal, Asstt Manager (Maintenance) & OIC Student Affairs, MDP & CRC	1. All matters related to Electricity & Water Supply in Main Campus and Vanika. 2. All matters related to telecommunication, air conditioners/Cooling system. 3. MDP Cell. Officer-in-charge of CRC, MDP Class rooms, (Medhavi, Manthan, Samagam and Faculty Lounge)
	Shri Anilesh Kumar, Hindi Officer & OIC – Purchase and Academic Services	1. Official Language, including Translation etc. 2. Sports Officer for all sports activities related to Officers and staff 3. Purchase, and 4. Guest House, MDP Block including Catering and Staff canteen
	Shri V Srinivasan, Asstt. Manager (Administration)	1. (a) Establishment and Personnel matters other than those assigned to Manager (Pers). (b) Personal claims, leave, LTC, leave encashment during LTC. 2. Matters related to (a) General Office Management and General Administration. (b) Processing of Medical Claims, other than those assigned to Finance Section. 3. Central Receipt and Despatch Section. RTI.
	Shri Vikas Chahal, Jr Manager (Central Stores & Transport)	1. All matters related to Central Stores as OIC Central Stores 2. Record Management as DRO. 3. Transport section related matters.
	Shri AY Joseph, Sr PS to Director	1. Secretarial assistance to the Director 2. Act as OIC Programme Coordination and Direction including all Excellence Committees etc.