



INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL  
RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER

SL.	NAME OF OFFICER	DESIGNATION	RESPONSIBILITIES
1.	<b>DR. PANKAJ SRIVASTAVA, 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>SHRI D P SINGH</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>- DIRECTOR (PUBLIC GRIEVANCES)</li><li>- ESTATE OFFICER</li><li>- CENTRAL PUBLIC INFORMATION OFFICER (CPIO) UNDER RTI ACT, 2005.</li></ul>

## RESPONSIBILITIES ASSIGNED TO OTHER OFFICERS (As on 1.7.2019)

Sl	Name and Designation of the Officer	Responsibilities
1	Shri Sugato Mitra	All matters related to Finance as Finance Officer
2	Shri S Nagchandi Asstt. Finance Officer	1. Assistance to FO, in addition to other responsibilities assigned to him by FO/CAO. 2. All matters related to NPS
3	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.
4	Shri Kuriakose, E, Manager (AA.)	1. All legal matters of the Institute as OIC Legal Cell 2. PGDFM & PGDSM Curriculum Cells, including examinations and classroom management and all related matters. 3. All matters related to IIFM Society including matters related to Registrar, Firms and Societies
5	Mrs Seema Jain, Manager (Systems)	1. Officer in Charge all Centers of Excellence 2. MDP Cell. Officer-in-charge of CRC, MDP Class rooms, (Medhavi, Manthan, Samagam and Faculty Lounge). 3. Officer in Charge – Fieldwork Cell 4. PGDFM & PGDSM Admission related matters
6	Mr V Devadevan Research Associate IT	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
7	Shri NS Jadon, Library & Information Officer-I & OiC Student Affairs	Library & Information Services, including procurement of books and journals etc. OiC Publication Cell OiC Guest House, MDP Block including Catering and Staff canteen
8	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.
9	Shri NS Nair, Deputy Manager (OiC – Purchase, Security, and Housekeeping)	All matters related to Security, Housekeeping. Fire Management as OIC-Security All matters related to Labour Contracts/Liaison with Central Labour Commissioner's Office. All matters related to Purchase as OiC Purchase
10	Shri V Srinivasan, Deputy Manager (Admn.)	Board of Governors Meetings/ Sub Committees of the Board. Recruitment for all posts and services, including Project Staff All matters related to PMS & FDEC, Promotion of Faculty. Oversee the functioning of AM (Admn) on creation/abolition/up-gradations of posts, pay and promotions 3. All Matters related to RTI Act as APIO

11	Mrs Shampa Ghosal, Asstt Manager (Maint)	<ol style="list-style-type: none"> <li>1. All matters related to Electricity &amp; Water Supply in Main Campus and Vanika.</li> <li>2. All matters related to telecommunication, air conditioners/ Cooling system.</li> </ol>
12	Shri Anilesh Kumar, Hindi Officer & OiC Academic Services	<p>Official Language, including Translation etc. OiC Public Relations &amp; Media Cell OiC Students' Affairs related to Hostel, Mess and SAAC</p>
13	Shri Vikas Chahal, Assistant Manager	<ol style="list-style-type: none"> <li>1. (a) Establishment and Personnel matters other than those assigned to Dy. Manager (Pers). (b) Personal claims, leave, LTC, leave encashment during LTC.</li> <li>2. Matters related to <ol style="list-style-type: none"> <li>(a) General Office Management and General Administration.</li> <li>(b) Processing of Medical Claims and Group Health Insurance Scheme</li> </ol> </li> <li>3. Central Receipt and Despatch Section &amp; Reception</li> </ol>
14	Shri A K Sinha Asstt. Library and Information Officer & OiC Horticulture	Assistance to LIO-I in addition to other responsibilities as assigned by LIO-I / CAO & Horticulture and Campus Development including Vanika
15	Shri B V Deshpande Junior Manager	<ol style="list-style-type: none"> <li>1. All matters related to Central Stores as OIC Central Stores</li> <li>2. Record Management as DRO.</li> <li>3. Transport section related matters.</li> </ol>
16	Shri Dilip Bhoyar Junior Manager	<ol style="list-style-type: none"> <li>1. Research, Consultancy Cell</li> <li>2. M Phil./FPM/FRI – DU Cell (Curriculum and Admissions, including examinations and classroom management and all related matters)</li> </ol>