



INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER

SL.	NAME OF OFFICER	DESIGNATION	RESPONSIBILITIES
1.	DR. PANKAJ SRIVASTAVA, IFS	DIRECTOR	<ul style="list-style-type: none">- ADMINISTRATION AND MANAGEMENT OF THE INSTITUTE AS EXECUTIVE HEAD.- MEMBER SECRETARY-BOARD OF GOVERNORS OF IIFM- FIRST APPELLATE AUTHORITY UNDER RTI ACT, 2005
2.	SHRI D P SINGH	CHIEF ADMINISTRATIVE OFFICER	<ul style="list-style-type: none">- ADMINISTRATIVE SUPPORT FOR ALL THE ACTIVITIES IN THE INSTITUTE, SUPERVISION AND DIRECTION OF ALL ADMINISTRATIVE FUNCTIONS AS HEAD OF OFFICE.- NON-MEMBER SECRETARY-BOARD OF GOVERNORS OF IIFM.- DIRECTOR (PUBLIC GRIEVANCES)- ESTATE OFFICER- CENTRAL PUBLIC INFORMATION OFFICER (CPIO) UNDER RTI ACT, 2005.

RESPONSIBILITIES ASSIGNED TO OTHER OFFICERS

SI	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 and Admissions, including examinations and classroom management and all related matters. 3. IIFM Society including matters related to Registrar, Firms and Societies and All matters related to PMS, FDEC, Promotion of Faculty and Faculty Bye Laws
5	Mrs Seema Jain, Manager (Systems)	1. Geo Informatics Cell 2. Research, Consultancy Cell & Fieldwork Cell 3. M Phil./FPM/FRI – DU Cell (Curriculum and Admissions, including examinations and classroom management and all related matters) 4. MDP Cell. Officer-in-charge of CRC, MDP Class rooms, (Medhavi, Manthan, Samagam and Faculty Lounge)
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	1. Library & Information Services, including procurement of books and journals etc. 2. All matters related students hostel, students mess including SAAC.
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.)	1. (a) Establishment and Personnel matters other than those assigned to Dy. Manager (Personnel Section). (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, and 4. RTI. 5. BoG Meetings, Meetings of the Subcommittees of the Board, Academic Council related matters & Recruitment for all posts and services, including project staff

11	Mrs Shampa Ghosal, Asstt Manager (Maint)	<ol style="list-style-type: none"> 1. All matters related to Electricity & Water Supply in Main Campus and Vanika. 2. All matters related to telecommunication, air conditioners/Cooling system.
12	Shri Anilesh Kumar, Hindi Officer & OIC Academic Services	<ol style="list-style-type: none"> 1. Official Language, including Translation etc. 2. Sports Officer for all sports activities related to Officers and staff 3. Guest House, MDP Block including Catering and Staff canteen 4. OIC Publication and Media Relations Cell
13	Shri Vikas Chahal, Junior Manager	<ol style="list-style-type: none"> 1. All matters related to Central Stores as OIC Central Stores 2. Record Management as DRO. 3. Transport section related matters as OIC Transport
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