



## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

### RESPONSIBILITIES OF DIRECTOR AND CHIEF ADMINISTRATIVE OFFICER- AS ON 17/04/2017

| SL. | NAME OF OFFICER                | DESIGNATION                         | RESPONSIBILITIES   |
|-----|--------------------------------|-------------------------------------|--|
| 1.  | <b>DR. TEJINDER SINGH, 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 20/01/2017**

| <b>Sl</b> | <b>Name and Designation of the Officer</b>   | <b>Responsibilities assigned</b>  |
|-----------|--|---|
| 1         | Dr Pradeep Choudhry IFS  | All matters related to Finance as Finance Officer   |
| 2         | Shri S Nagchandi<br>Finance Officer I/c  | 1. Assistance to FO, in addition to other responsibilities assigned to him by FO/CAO.<br>2. All matters related to NPS  |
| 3         | Shri RS Bhadoria,<br>Manager (Maintenance)   | 1. Civil Construction and Maintenance.<br>2. Hold charge of land, buildings, and other installations in the Main Campus and Vanika.<br>3. Allotment of residential accommodation.   |
| 4         | Shri Kuriakose, E,<br>Manager (AA.)  | All legal matters of the Institute<br>PFM/FPM/MRM/PhD(FRIDU) Curriculum Cells and Admissions, including examinations and classroom management and Management of:-<br>1. Field Work<br>2. Research Cell<br>3. Consultancy Cell<br>4. SI & Placement Cells<br>5. All Centers of Excellence  |
| 5         | Mrs Seema Jain,<br>Manager (Systems)   | 1. All work related to IT and e-governance,<br>2. Maintenance and Management of all types of Computer and accessories and LCD Projectors.<br>3. All matters related to ERP & ISO  |
| 6         | Shri NS Jadon,<br>Library & Information Officer-I                                  | Library & Information Services, including procurement of books and journals etc.  |
| 7         | Shri P D Robin<br>Dy. Manager (Pers.)  | IIFM Society, Board of Governors Meetings/ Sub Committees of the Board.<br>Recruitment for all posts and services, including Project Staff, Court Cases and Legal matters.<br>All matters related to PMS & FDEC, Promotion of Faculty.<br>Oversee the functioning of AM (Admn) on creation/abolition/up-gradations of posts, pay and promotions |
| 8         | Shri AY Joseph,<br>Sr PS to Director   | 1. Secretarial assistance to the Director<br>2. Act as OIC Programme Coordination and Direction including all Excellence Committees etc.  |
| 9         | Shri NS Nair,<br>Asstt. Manager (Oic –<br>Purchase, Security, and<br>Housekeeping) | All matters related to Security, Housekeeping.<br>Fire Management as OIC-Security<br>All matters related to Labour Contracts/Liaison with Central Labour Commissioner's Office.<br>All matters related to Purchase as Oic Purchase  |

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| 10 | Mrs Shampa Ghosal,<br>Asstt Manager (Maint) & OiC<br>Student Affairs, MDP & CRC | <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> <li>3. MDP Cell. Officer-in-charge of CRC, MDP Class rooms, (Medhavi, Manthan, Samagam and Faculty Lounge)</li> <li>4. All matters related students hostel, students mess and student affairs</li> </ol>                     |
| 11 | Shri Anilesh Kumar,<br>Hindi Officer & OiC –<br>Academic Services               | <ol style="list-style-type: none"> <li>1. Official Language, including Translation etc.</li> <li>2. Sports Officer for all sports activities related to Officers and staff</li> <li>3. Guest House, MDP Block including Catering and Staff canteen</li> <li>4. OiC Publication and Media Relations Cell</li> </ol>  |
| 12 | Shri V Srinivasan,<br>Asstt. Manager (Admn.)                                    | <ol style="list-style-type: none"> <li>1. (a) Establishment and Personnel matters other than those assigned to Manager (Pers).<br/>(b) Personal claims, leave, LTC, leave encashment during LTC.</li> <li>2. Matters related to<br/>(a) General Office Management and General Administration.<br/>(b) Processing of Medical Claims, other than those assigned to Finance Section.</li> <li>3. Central Receipt and Despatch Section. RTI.</li> </ol> |
| 13 | Shri Kamal Kishore Kudare<br>Asstt. Manager (Horticulture)                      | Horticulture and Campus Development including Vanika  |
| 14 | Shri Vikas Chahal,<br>Jr Manager (Central Stores &<br>Transport)                | <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>   |