

**INDIAN INSTITUTE OF FOREST MANAGEMENT,  
BHOPAL**

(Amended in 27<sup>th</sup> AGM held on 10.11.2008)

**MEMORANDUM OF ASSOCIATION & RULES**

In the matter of Act 44 of Madhya Pradesh Societies Registrakaran Adhiniyam 1973 being an Act for the Registration of Literary, Scientific and Charitable Societies, and

In the matter of **“The Indian Institute of Forest Management Society”**

**MEMORANDUM OF ASSOCIATION**

01	<b>Name of the Society</b>	Indian Institute of Forest Management Society.
02	<b>Location of the Society Office</b>	The registered office of the Society shall be situated at Bhopal, Bhopal Tehsil, Bhopal District, in the state of Madhya Pradesh.
03	<b>The objects and functions for which the Society is established are to :-</b>	
(i)	establish and to carry on the administration and management of the Indian Institute of Forest Management.	
(ii)	provide for training in management and related subjects for persons connected with forestry and forest-related industry and commerce, with a view to equipping them to practice the art and profession of management.	
(iii)	select and prepare outstanding and talented young persons for careers leading to management responsibility in forestry and forest related system.	
(iv)	award diplomas, certificates and other distinctions to candidates trained, and to prescribe standards of proficiency before the award of such diplomas, certificates and other distinctions.	
(v)	meet the needs of forestry and forest-related industry and commerce in respect of up-to date information on forest management through research and publication of forest management literature.	
(vi)	assist, institute and carry out research into matter concerning the use of management and allied techniques and methods conducive to the development of forestry in the country.	
(vii)	institute and award fellowships, scholarships, prizes and medals in accordance with the Rules and Bye-laws,	
(viii)	confer honorary awards and other distinctions.	
(ix)	Fix and demand such fees and other charges as may be laid down in the rules made under the Rules of the Society.	
(x)	establish, maintain and manage halls and hostels for the residence of students.	

- (xi) create administrative, technical, ministerial and other posts under the Society, other than the post of Director of the Institute and to make appointments thereto.
- (xii) cooperate with educational or other institutions in any part of the world, having objects wholly or partly, similar to those of the Society, by exchange of teachers, scholars and generally in such manner as may be conducive to their common objects.
- (xiii) create patronship, affiliation and other classes of professional or honorary membership or office as the Society may consider necessary.
- (xiv) make rules for the conduct of the affairs of the Society and to add, to amend, vary or rescind them from time to time.
- (xv) acquire and hold property.
- (xvi) deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects.
- (xvii) raise, accept and expend moneys for all or any purposes of the Society consistent with its objects.
- (xviii) deposit all moneys in such nationalised Banks or to invest them in such manner as the Society may decide.
- (xix) prepare and maintain accounts and other relevant record and to prepare an annual statement of accounts including the balance sheet of the Society.
- (xx) forward annually to the Central Government the accounts of the Society as certified by the Auditor appointed by the Society from year to year.
- (xxi) Do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xxii) Constitute such Committee or Committees as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Institute.
- (xxiii) Delegate any of its powers to the Board or any of the committee or Committees constituted by it.
- (xxiv) Inculcate appreciation in those selected for training that conservation is of overriding importance in the management of living natural resources and that the primary role of forests is the vital ecological and environmental purpose they serve.

**04. The name, addresses and occupations of the first members of the Board of the Society, the management of its affairs is entrusted are:-**

Names, Addresses and Occupation

- (01) Secretary in-charge of forests in the Central Government - Chairman
- (02) Inspector General of Forests – Vice Chairman
- (03-07)A nominee each of the following Ministries/Departments of Central Government:-
  - Ministry of Science and Technology
  - Ministry of Planning
  - Ministry of Industry
  - Ministry of Education
  - Ministry of Finance
- (08) Chief Secretary of the State Government of Madhya Pradesh.
- (09) A representative of the Forest Departments of the States and Union Territories in the Country which are members of the Society as per the Rules of the Society.
- (10) A representative of the State Forest Development Corporations which are members of the Society as per the Rules of the Society.
- (11) A representative of the Institutions who are members of the Society as per the Rules of the Society.
- (12) President, Forest Research Institute and Colleges.
- (13) Director General, Indian Council of Agricultural Research.
- (14) Chairman, National Council of Environmental Planning and Coordination.
- (15-20)A representative of each of the following:-
  - Indian Board of Wildlife, New Delhi
  - All India Management Association, New Delhi
  - Indian Institute of Management, Ahmedabad
  - Federation of Indian Chambers of Commerce, New Delhi
  - Gandhi Peace Foundation, New Delhi
  - Tata Institute of Social Science, Bombay.
- (21) Director of the Institute.

We, the several persons whose names and addresses are given below, having associated ourselves for the purpose described in the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a Society under Act No.44 of Madhya Pradesh Societies Registrikaran Adhiniyam 1973 this 15<sup>th</sup> day of January, 1982.

S.No	Name, Address and Occupation of Member	Signature of Member	Name, Address & occupation of witness	Signature of witness
01.	Shri S.P. Mukerji, IAS Secretary to Govt. of India Ministry of Agriculture (Department of Agriculture & Cooperation) New Delhi	Sd/-		
02.	Shri N.D. Bachkheti, IFS Inspector General of Forests Govt. of India Ministry of Agriculture (Department of Agriculture & Cooperation) New Delhi	Sd/-		
03.	Shri G.C. Baweja, IAS Secretary (Expenditure) Government of India Ministry of Finance New Delhi	Sd/-		
04.	Dr. K. Kanungo Advisor Planning Commission New Delhi	Sd/-		
05.	Shri B.B. Vohra, IAS (Retd.) Chairman National Committee on Environmental Planning (Department of Environment) New Delhi	Sd/-		
06	Shri G Jagathpatti, IAS Chief Secretary to Govt. of Madhya Pradesh, Bhopal	Sd/-		
07.	Shri K M Tiwari, IFS President, Forest Research Institute & Colleges, Dehra Dun.	Sd/-		
			Witness: Shri A R Maslekar, IFS Programme Officer, Govt. of India Indian Institute of Forest Management, Bhopal.	Sd/-

## **RULES OF THE INDIAN INSTITUTE OF FOREST MANAGEMENT(IIFM) SOCIETY**

**Short title and Commencement** 1 (i) These rules may be called the rules of the Indian Institute of Forest Management.

(ii) These rules shall come into force w.e.f. the date of registration of the Society under the Societies Registration Act.

**Definition**

2. In these rules, unless the context otherwise requires.

(a) **“Board”** means the Board of Governors of the Society.

(b) **“Central Government”** shall mean the Government of India.

(c) **“Chairman”** means the Chairman of the Board.

(d) **“Vice-Chairman”** means the Vice-Chairman of the Board.

(e) **“Director”** shall mean the Director of the Institute.

(f) **“Forest Departments”** shall mean the forest Departments of the States and Union Territories.

(g) **“Forest Development Corporation”** shall mean the Forest Corporation promoted or established by the Central and State Governments in various states and Union Territories in the country.

(h) **“Forest Related Industries and Commerce”** shall mean any organization related to forestry sector, whose economic activities include input into and output forests.

- (i) “**IIMA**” shall mean the Indian Institute of Management, Ahmedabad.
- (j) “**Institute**” shall mean the Indian Institute of Forest Management.
- (k) “**President**” means the President of the Society.
- (l) “**Society**” shall mean the Indian Institute of Forest Management Society.
- (m) “**State Government**” shall mean the Government of the State of Madhya Pradesh.
- (n) “**National Wastelands Development Board**” shall mean the Board duly constituted in this behalf by the Government of India.

#### **Registered Office**

- 3. The Registered Office of the Society shall be situated at Bhopal.

#### **Membership**

- 4. (1) The Society shall consist of the following members:
  - (a) Minister incharge of the portfolio of Forests in the Union Cabinet.
  - (b) Chairman of the Board of Governors nominated by the Central Govt.
  - (c) Vice Chairman of the Board of Governors nominated by the Central Govt.
  - (d) Joint Secretary & Financial Advisor, Ministry of Environment & Forests.
  - (e) A senior officer of the Ministry of Human Resource Development nominated by the Chairman, Board of Governors.
  - (f) A representative of State Govt. of Madhya Pradesh nominated by the State Govt.

- (g) Principal Chief Conservator of Forests, Madhya Pradesh
- (h) Two Faculty Members of the Institute nominated by the Chairman, Board of Governors.
- (i) Six persons of eminence from experts in the field of Corporate Management, Environmental Laws, relevant NGOs, Forestry, Ecology, Environment, Publicity/Extension, Educationist, etc. nominated by the Central Govt.
- (j) One Principal Chief Conservator of Forests (other than PCCF Madhya Pradesh) on rotation basis for two years nominated by the Chairman, Board of Governors.
- (k) One Principal Chief Conservator of Forests from Northeast States on rotation basis for two years nominated by the Chairman, Board of Governors.
- (l) Director General, Indian Council for Forestry Research & Education, Dehra Dun.
- (m) Director General, Indian Council of Agricultural Research, New Delhi.
- (n) One Managing Director, Forest Corporation on rotation basis for two years nominated by the Chairman, Board of Governors.
- (o) Any State/Union Territory Forest Department contributing a sum of atleast Rs.1,00,000/-.
- (p) Any State Forest Development Corporation contributing a sum of atleast Rs.1,00,000/-.
- (q) Any Institution other than forest related industry contributing a sum of atleast Rs.50,000/- and a forest related industry contributing a sum of atleast Rs.2 lakhs.

(r) Director of the Institute – Member Secretary.

(2) An Officer of the Institute nominated by the Board will work as ex-officio, non-Member Secretary of the Society.

(3) The representation may be by name or by designation as may be appropriate, provided the membership of the Society may be changed by Government of India from time to time.

5. Minister incharge of Forest Portfolio in the Union Cabinet shall be the President of the Society.

6. If a member of the Society changes his address he may notify the Secretary his new address, but if he fails to notify such address, his address recorded on the rolls of the members shall be deemed to be his address.

**Board of Governors**

7. The general Superintendence, direction and control of the affairs of the Society and its income and property shall be vested in the Board.

8. (i) The Board shall comprise the following members:-

(a) A person of eminence in the field of environment or forestry or forestry research or education or administration or management to be nominated as Chairman by the Central Government.

(b) Central Govt. will nominate a Vice Chairman to the Board of Governors with a background of either environment or education or research or forestry or management or administration. By virtue of such a nomination the Vice Chairman will become a member of the Board of Governors and a member of the IIFM Society if such a nomination is of a non-member.

(c) Joint Secretary & Financial Advisor, Ministry of Environment & Forests.

(d) A senior officer of the Ministry of Human Resource Development nominated by the Chairman, Board of Governors.

(e) A representative of State Govt. of Madhya Pradesh nominated by the State Govt.

- (f) Principal Chief Conservator of Forests, Madhya Pradesh
- (g) Two Faculty Members of the Institute nominated by the Chairman, Board of Governors.
- (h) Six persons of eminence from experts in the field of Corporate Management, Environmental Laws, relevant NGOs, Forestry, Ecology, Environment, Publicity/Extension, Educationist, etc. nominated by the Central Govt
- (i) One Principal Chief Conservator of Forests (other than PCCF Madhya Pradesh) on rotation basis for two years nominated by the Chairman, Board of Governors.
- (j) One Principal Chief Conservator of Forests from Northeast States on rotation basis for two years nominated by the Chairman, Board of Governors.
- (k) Director General, Indian Council for Forestry Research & Education, Dehra Dun.
- (l) Director General, Indian Council of Agricultural Research, New Delhi.
- (m) One Managing Director, Forest Corporation on rotation basis for two years nominated by the Chairman, Board of Governors.
- (n) Director of the Institute – Member Secretary.

(ii) An Officer of the Institute nominated by the Board of Governors will work as ex-officio non-member Secretary of the Board.

9. (1) Where member of the Society or the Board becomes such member by reason of the office he holds, his membership shall be terminated when he ceases to hold that office.

(2) A member of the Society or the Board representing the Central or the State Government shall continue to be the such member during the pleasure of the concerned Government.

(3) The two faculty members of the Institute nominated by the Chairman and the six elected members shall each hold

office for a period of two years from the date of nomination or election, but shall be eligible for re-nomination or re-election, as the case may be.

Every other member of the Board including its Chairman shall cease to be such member on the expiry of five years from the date of his appointment or nomination, but shall be eligible for re-appointment or re-nomination, or re-election, as the case may be.

(4) Should any member representing the Central or the State Government he prevented from attending a meeting of the Society or the Board he shall be at liberty to appoint and authorize a representative to take his place, at that meeting of Society or the Board and such representatives shall have all the rights and privileges of a member of the Society or the Board of that meeting.

**Cessation or  
Termination of  
Membership.**

10. A member of the Society or the Board shall cease to be such a member if he (a) dies, or (b) resigns his membership, or (c) becomes of unsound mind (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude, or (f) he is removed by the Central Government from the Membership of the Society, or (g) if, except in the case of the Director of the Institute and the two faculty members of the Institute on the Board, he accepts full time appointment in the Institute (h) if he fails to attend three consecutive meeting of the Society or the Board without the leave of the Chairman.

11. A member of the Society or the Board (other than ex-officio member or member representing the Central Government, may resign office by a letter addressed to the President or Chairman as the case may be and such resignation shall take effect from the date it is accepted by the President or Chairman.

**Casual  
Vacancy.**

12. Any casual vacancy in the Society or the Board shall be filled by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill such casual vacancy shall hold office for the remainder of the term, if any, of the member in whose place he has been appointed or nominated.

13. The Society or the Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment

or nomination of any of its member, and no act or proceedings of the Society or the Board shall be called in question merely by reason of the existing of any vacancy therein or of any defect in the appointment or nomination of any of its members.

**Meeting of**

**the Society.** 14.

- (1) The Society shall ordinarily meet atleast once in every year, on such date, at such time and place as may be determined by the President, provided that the President shall call a meeting of the society whenever he thinks fit or upon a written requisition of not less than four members.
- (2) For every meeting of the Society fifteen days notice shall be given to the member.
- (3) One-third of the members of the Society including the President shall constitute a quorum at any meeting of the Society.
- (4) In case of a difference of opinion amongst the members the opinion of the majority shall prevail.
- (5) Each member of the Society, including the President, shall have one vote and if there be an equality of votes an any question to be determined by the Society the President shall in addition have and exercise a casting vote.
- (6) Every meeting of the Society shall be presided over by the President, and in his absence from any meeting, by a member chosen from amongst themselves by the members present at the meeting.

**Power and functions**

**of the Board.** 15.

Subject to the provision of the Memorandum the Board shall have powers:-

- (i) To prepare and execute detailed plans and programmes for the establishment of the Institute and to carry on its administration and management after such establishment.
- (ii) To receive grants and contributions and to have custody of the funds of the Society.
- (iii) To prepare the budget estimates of the Society for each year, and to sanction the expenditure.

- (iv) To prescribe and conduct courses of study, training and research in areas relevant to furthering the objects of the Society.
- (v) To determine policy and prescribe rules and regulations for the admission of candidates to the various courses of study.
- (vi) To lay down standard of proficiency to be demonstrated before the award of diplomas, certificates and other distinctions in respect of the courses offered by the Institute.
- (vii) To Institute and award fellowships, scholarships, prizes and medals.
- (viii) To provide for and supervise the residence, health, discipline and well-being of the students of the Institute.
- (ix) To create teaching, administrative, technical, ministerial and other posts under the Society including post of Director and to make appointments there to, except that in the case of the Director the appointment will be made by the Government, provided that in respect of all proposals involving the revision of pay scales and allowances or creation of above a specified pay level(as per instructions issued by Govt. of India, Ministry of Finance, from time to time) prior approval of Govt. of India in consultation with Ministry of Finance, Deptt. Of expenditure, should be obtained.
- (x) To cooperate with any other organisation in the matter of education and training in Management and allied subject.
- (xi) To enter into arrangements for and on behalf of the Society.
- (xii) To sue and defend all legal proceedings on behalf of the Society.
- (xiii) To appoint Committees for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Society.
- (xiv) To delegate to such extent as it may deem necessary, any of its powers to the Chairman, Vice Chairman, any Committee or Officer of the Board.

- (xv) To consider and pass such resolution on the annual report, the annual accounts and the financial estimates of the Society or the Institute as it thinks fit.
- (xvi) To make, adopt, amend, vary or rescind from time to time rules and regulations for any purpose connected with the management and administration of the affairs of the Society or the Institute & for the furtherance of its objects; and
- (xvii) To make, adopt, amend, vary or rescind from time to time rules(a) for the conduct of the business of the Board and the Committees to be appointed by it, (b) for delegation of its powers or (c)fixing the quorum, provided that in respect of financial matters beyond the powers delegated to the Ministry of Environment & Forests, in the event of disagreement between the representative of the Ministry of Finance and the Chairman of the Board of Governors, all such matters shall be referred to the Ministry of Environment & Forests for obtaining the decisions of the Minister and the Finance Minister.

#### **Meeting of the Board. 16**

- (1) The Board shall ordinarily meet once in every three months provided that the Chairman may, whenever, he thinks fit, on a written requisition of not less than seven members call for a special meeting, not less than fifteen days notice shall be given for every meeting of the Board.
- (2) One third of the members of the board including the Chairman shall constitute a quorum for any meeting of the Board.
- (3) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.
- (4) Each member of the Board including the Chairman shall have one vote and, if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall in addition have and exercise casting vote.
- (5) Every meeting of the Board shall be presided over by the Chairman and, in his absence from any meeting, by the Vice-Chairman of the Board, provided that in the absence of the Chairman and Vice-Chairman a member present at the meeting shall preside over such meeting.

(6) Any resolution except such as may be placed before the meeting of the Board may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or dis-approval of such resolution shall be as effective and binding as if such resolution had been passed at a meeting of the Board provided that in every such case atleast seven members of the Board shall have recorded their approval of the resolution.

**Delegation of powers of the Board**

17.

(Deleted as included under item 15 (xiv)

**Director**

18.

(1) The Director shall be appointed by the Central Government.

(2) Subsequent appointment to the post of Director shall be made by the Central Government from a panel to be drawn up by the Board from amongst the faculty members and such other suitable persons with forestry, management or administrative back-ground. Preference will be given to candidates having proven record of ecological involvement and concern. The tenure of the Director shall normally be for a period of 5 years extendable by the Central Government on recommendation of the Board. Selection to the post of Director shall be made in accordance with the instant instructions of the Department of Personnel and Training as applicable to the autonomous organizations of Govt. of India

(3) Subject to the rules and Regulation and to any orders of the Board, the Director shall be responsible for the administration and management of the Institute under the direction and guidance of the Board.

19. The members of the Society, Board or any Committees appointed by the Society or the Board shall not be entitled to any remuneration from the Society or the Board, but non-official members of the Society, the board or any Committees appointed by either of them shall be paid by the Society such traveling and daily allowances as may be provided for in the rules to be made in this behalf in respect of any journeys undertaken by them for attending the meeting of the Society, Board or the Committee or in connection with any other business of the Society, Board or the Committee as the case may be. Traveling and Daily allowances in respect of official members for the journeys undertaken by them for similar purpose, initially borne by the Central and the State Governments concerned shall be reimbursed by the Society to the Central or State Government as the case may be.

20. The Chairman shall have the power to invite any person or persons, not being members of the Board, to attend the meeting of the Board but such invitees shall not be entitled to vote at the meeting.
21. The Institute shall be open to persons of either sex, and of whatever race, creed, caste or class, and no test or conditions shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff of the Institute.

**Funds of the Society**

22. The funds of the Society shall consist of the following:
  - (i) Recurring and non-recurring grants made by the Central Government.
  - (ii) Grants made by the State Governments, Forest Departments and Forest Development Corporations.
  - (iii) Contributions and benefactions from other sources.
  - (iv) Income from investment and other sources.
23. No benefaction shall be accepted by the Society which, in its opinion, involving conditions or obligations opposed to the spirit and objects of the Society.

**Financial year of the Society.**

24. The financial year of the Society shall be from the first of April to the thirty first of March of the following year.
25. The annual accounts of the Board shall be audited by the Auditor appointed by the Society from year to year.

**Report on Working and Audited Accounts.**

26. Within six months after the close of every financial year, the Society shall submit to the Central Government a report on the working of the Institute and the audited statement of accounts of the previous year.
27. In case the Central Government is satisfied that the Society or the Institute is not functioning properly, the Central Government shall have the power to take over the administration and assets of the Institute.

28. If, on winding up or dissolution of the Society, there shall remain after satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Central Government may determine.

**Authority for**

**legal action** 29.

For the purpose of Section 6 of the Societies Registration Act, the person in whose name the Society may sue or be sued shall be the Secretary of the Society.

We, the following members of the Board of Governors, certify that the Rules of the Society given above are correct copy thereof.

1. Shri G. Jagathathi, IAS,  
Chief Secretary to Government of  
Madhya Pradesh, Bhopal.
2. Shri N.D. Bachkheti, IFS.,  
Inspector General of Forests,  
Government of India,  
Ministry of Agriculture  
(Department of Agriculture  
and Cooperation),  
New Delhi.
3. Shri K.M. Tiwari, IFS.,  
President, Forest Research Institute &  
Colleges,  
Dehradun.

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