

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

No. 1/2/1986-Admn/IIFM/2-30

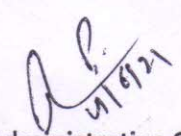
4th June 2021

OFFICE ORDER

In partial modification to previous office orders related to allotment of duties and responsibilities of officers, staff of various sections/cells, following changes are hereby made: -

Sl. No.	Name of Cell/ Section	Nature of Duties	Officer/In-charge	Attached Staff	Link Official for Section In-Charge
1.	Housekeeping	1. All matters related to day to day management and functioning of HK services 2. Labour Contracts/Liaison with Central Labour Commissioner's Office (Housekeeping Contract).	Mrs. Seema Jain	Mrs. Kala Nair	Mr Dinesh Karheria

2. **Mrs. Kala Nair**, in addition to above assignment, will also take charge of Purchase Assistant till further orders.
2. In addition to the above assignments, the officers shall also attend to other works as specifically assigned to them by the Chief Administrative Officer or Director from time to time.
3. Handing/taking over the charges of assignments, wherever necessary should be completed **by 20th June, 2021** and compliance report to that effect should be submitted by **25th June, 2021**. In case of officers on leave, the handing/taking over of the charge should be made on their resuming duties and compliance be reported accordingly. While handing over the charges, the concerned Officers/Staff shall also provide a note regarding pending issues and matters regarding urgent attention.
4. **Mr. N.S. Nair, Dy. Manager** will mentor and provide orientation about the works of Establishment & Personnel Section till **25th June 2021**.


(Chief Administrative Officer)

To
All concerned

Copy to:

1. All Faculty members/Chairpersons
2. Sr. PS to Director – for kind information of Director

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

No. 1/2/1986-Admn/IIFM/2-33

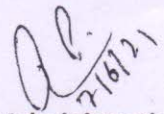
07th June 2021

OFFICE ORDER

In partial modification to previous office orders related to allotment of duties and responsibilities of officers, staff of various sections/cells, following changes are hereby made: -

Sl. No.	Name of Cell/ Section	Nature of Duties	Officer/In-charge	Attached Staff	Link Official for Section In-Charge
1.	Official Language, Hostel, Mess, Guest House, Canteen & SAAC	(a) Official Language, including Translation etc. (b) All matters related to Hostel, Mess and Guest House, MDP Block including Staff Canteen & Catering (c) All matters related to Students' Affairs	Mr. Anilesh Kumar	Mr. Bhav Singh Chouhan (OL) Mr. Rajesh Kumar (Hostel Assistant & Internet upkeep at Hostel) Mr. Arun Prakash (Mess) Mr. D.K. Verma (GH)	Mr. A. K. Sinha

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(Chief Administrative Officer)

To
All concerned

Copy to:

1. Concerned Chairperson
2. Sr. PS to Director – for kind information of Director
3. Web Administrator
4. N/B

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

No. 1/2/1986-Admn/IIFM/ 231
07th June 2021

OFFICE ORDER

In partial modification to previous office orders related to allotment of duties and responsibilities of officers, staff of various sections/cells, following changes are hereby made: -

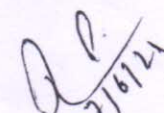
Sl. No.	Name of Cell/ Section	Nature of Duties	Officer/In-charge	Attached Staff	Link Official for Section In-Charge
1.	Civil & Maintenance	(a) All matters related to Civil Construction and Maintenance (b) Hold charge of land, buildings, and other installations in the Main Campus and Vanika (c) Allotment of residential accommodation.	Mr. R.S. Bhadoria	Mr. Rajkumar Tandiya Mr. Pratap Maite Mr. P.R. Kale Mr. S.S. Rajput Mr. Vinod Verma Mr. H.V. Malvi	Ms. Shampa Ghoshal
2.	Electrical, Telecom & Others	(a) All matters related to Electricity & Water Supply in Main Campus and Vanika (b) All matters related to telecommunication, air conditioners/Cooling system, Solar Panels (c) OIC of Girls's Hostel under the supervision of Hostel Warden	Ms. Shampa Ghoshal	Mr. Suryabhan Dhote Mrs. Poorva Nayak (Girls' Hostel) Mr. Gangaram Gaikwad Ms Archana Singh Mr Jagdish Dhote	Mr. R.S. Bhadoria

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(Chief Administrative Officer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

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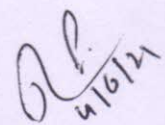
4th June 2021

OFFICE ORDER

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Sl. No.	Name of Cell/ Section	Nature of Duties	Officer/In-charge	Attached Staff	Link Official for Section In-Charge
1	Finance	All matters related to Finance as Finance Officer	Mr. Sugato Mitra	Mr. Vikas Chahal Mr. S.K. Maheshwari Mrs. Chanda Rambabu	Mr. Shirish Nagchandi
		(a) Assistance to FO, in addition to other responsibilities assigned to him by FO/CAO. (b) All matters related to NPS	Mr. Shirish Nagchandi	Mr. S. Ravi Bapiraju Mr. N. Gopa Kumar Mr. Nitin Adarkar (Contract)	Mr. Sugato Mitra

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