

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

No. 1/2/1986-Admn/IIFM/229

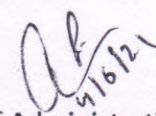
4th June 2021

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	Establishment & Personnel	(a) All Establishment and Personnel matters of Faculty & Group A Officers	Mr. D.S. Arya	Mrs. Sanchita Singh Mrs. Vandana Parashar (Despatch & Reception)	Mrs. Rachel Mathews
		(b) Processing of Medical Claims & Group Health Insurance Scheme.			
		(c) Central Receipt, Despatch & Reception			
		(d) Any other task assigned by CAO/Director.			
		(a) All Establishment and Personnel matters of Group B & C employees & others	Mrs. Rachel Mathews	Mr. R.K. Verma Ms Sapna Naik	Mrs. Anila Nair
		(b) Matters related to Creation/abolition/up-gradations of posts, pay and promotions & correspondence with Ministry			
		(c) Any other task assigned by CAO/Director.			
		(d) Any other task assigned by CAO/Director.			
		(a) All matters related to PMS & FDEC of Faculty.	Mrs. Anila Nair	Ms. Manjulata Uike	Mr. D.S. Arya
		(b) Recruitment for all posts and services, including project staff			
		(c) Matters related to RTI			
		(d) Any other task assigned by CAO/Director.			

- 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.
- 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.
- Mr. V. Srinivasan, 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:

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

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

No. 1/2/1986-Admn/IIFM/238

11th 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.	Director's Office	All matters related to functioning of Director's Office	Mr. KVC Sekhar	Mrs. Urmila Nagdavne	Mrs. Anila Nair

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 **30th June, 2021** and compliance report to that effect should be submitted by **05th July, 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.

A.P.
11/6/21

(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/ 237

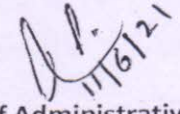
11th June 2021

OFFICE ORDER

In partial modification to previous office orders related to allotment of duties and responsibilities of officers, staff of various sections/cells, and as consented by the competent authority, following orders are hereby issued with immediate effect: -

Sl. No.	Name of Cell/ Section	Nature of Duties	Officer/In-charge	Attached Staff	Link Official for Section In-Charge
1.	MPhil, FPM & FRIDU	(a) M Phil./FPM/FRI – DU Cell (Curriculum and Admissions, including examinations and classroom management and all related matters) under the guidance of concerned Chairpersons (b) Any other task assigned by the respective Chairperson	Dr. Manish Mishra	Dr. D. Dugaya	Mr. D.K. Hota
2.	Research & Consultancy	(a) All matters related to Research & Consultancy Cell under the guidance of concerned Chairpersons (b) Any other task assigned by the respective Chairperson	Mr. D.K. Hota	Mr. M.K. Singh	Dr. Manish Mishra

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 **05th July, 2021** and compliance report to that effect should be submitted by **10th July, 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.


(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. /B

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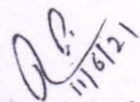
11th June 2021

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.	Security	(a) All matters related to Security in Main Campus & Vanika (b) All matters related to Labour Contracts/Liaison with Central Labour Commissioner's Office (Security Contracts). (c) Fire Management as OIC Security	Mr. A.K. Sinha	Mr. D.K. Malvi (in addition to Legal Cell) Mr. KPS Rathore	Mr. N.S. Nair
2.	Horticulture	Horticulture, Landscaping and Campus Development (Main Campus)	Mr. A.K. Sinha	Mr. Sanjeev Choudhary Mr. KPS Rathore Contingency Mali staff	Mr. I.K. Mate
		Horticulture, Landscaping and Campus Development (Vanika)	Mr. I.K. Mate	Contingency Mali staff as deputed for Vanika	Mr. A.K. Sinha

- 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.
- Handing/taking over the charges of assignments, wherever necessary should be completed by **30th June, 2021** and compliance report to that effect should be submitted by **05th July, 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.
- Mr N.S. Nair, Dy Manager** will mentor and provide orientation about the works of Security till **10th July 2021**.


 (Chief Administrative Officer)

To
All concerned
Copy to:

- Concerned Chairperson
- Sr. PS to Director – for kind information of Director
- Web Administrator
- N/B

