

Sudhanshu Gupta, IFS
Secretary, ICFRE



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INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)
P.O. New Forest, Dehradun – 248 006 (Uttarakhand)

No.37-2/2012-ICFRE

Dated the 15th August 2013

ORDER

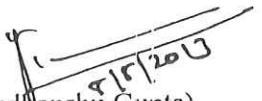
The Director General, Indian Council of Forestry Research and Education is pleased to order that seniority and order of precedence as well as salutation need to be strictly adhered to while giving additional charge of the posts and the following procedure shall be maintained during the absence/leave/tour of the DDGs, ICFRE/ Directors/Group Coordinator (Research)/Head of Divisions of the Institutes:

1. The additional charge of the post of DDGs, ICFRE shall be given to the senior most Officer of the ICFRE within the respective Directorate during leave/tour/training of the concerned Officers.
2. The additional charge of the post of Directors shall be given to the senior most Officer/Scientist/Head of Division of the concerned Institute during leave/tour/training of the Directors' of the Institute.
3. The additional charge of the Head of Division of the Institute shall be given to the next senior most Officer/scientist of the concerned Division by the Directors of the Institutes.
4. The following officers/scientists will look after the additional charge of the following posts in the leave/tour/training of the concerned officers in ICFRE Hqrs.

Sl.	Designation/Post	Link Officer
1.	Secretary, ICFRE	ADG (Admin)
2.	ADG (Admin), ICFRE	Secretary, ICFRE
3.	All ADG/Director, Biodiversity Conservation	Next senior most Officer/ Scientist (equivalent or one rank below in terms of grade pay) of the concerned Directorate/ Division. In case next senior most officer/scientist is not available in the concerned Directorates/ Division, the instruction issued vide this office Order of even number dated 16.04.2012 will be followed.

The seniority of the Officers/Scientists shall be determined on the basis of date from which grade pay is drawn in ICFRE.

The Director General is further pleased to order that while inviting officers/scientists in any official function the order of precedence shall be strictly adhered to.


(Sudhanshu Gupta)
Secretary, ICFRE

Standard Distribution:

✓ Transparency Officer, ICFRE
Guard file.