

GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT FOREST & CLIMATE CHANGE
DIRECTORATE OF FOREST EDUCATION
P.O. NEW FOREST, DEHRADUN-248 006

No.1-2/2001/DFT/ 213-16

Dated 10th April, 2019

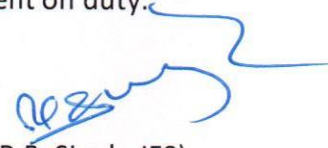
OFFICE ORDER

In partial modification of this Office Order number 1-2/2001/DFT/550-52, dated 02nd May, 2018 and consequent upon promotion of Smt. Neelam to the post of Superintendent the following duties are hereby assigned with immediate effect :-

S.No.	Name & Designation	Duties assigned
1.	Shri JMS Bisht, Supdt.	Supervision of Establishment relating to recruitment rules, Appointment, Departmental Promotion Committee, Modified Assured Career Progressive Scheme, Accounts and Budget Section (preparation of B.E /R.E), Expenditure control of all the Academies, Building works under Major works, JICA works etc. Supervision of Internal audit report and scientific audit. Act as Central public information officer and Forest advance, Supervision of works relating to Pay of staff/Officers, income tax, medical bills, TA bills, LTC, GPF etc. Guidance for maintenance of roster and pension cases. Supervision of store works. Any other works assigned by the higher authority.
2.	Smt. Neelam, Supdt.	Supervision of Training Section-I(State Forest Service training at CASFOS) and II(Forest Range officer training at CAFÉ, Kurseong and all State Training Institute under DFE), Supervision of frontline staff training, FTFP, Supervision of Record room maintenance work, Training of Staff, Maintenance of personal files, service books, leave account of Officers and staff, Appointment of CDL/Contractual Staff, Contractual staff bill, Implementation of pay commission report. Incharge of Academic Audit of the Academies. Any other works assigned by the higher authority.

All the files will be moved through the concerned Superintendent. In the absence of any superintendent, the charge will automatically be looked after by the superintendent on duty.

The order will effective from the date of issue.


(R.P. Singh, IFS)
Director Forest Education

Copy:-



1. Head of Office, DFE's office.
2. Shri JMS Bisht, Superintendent,
3. Smt. Neelam, Superintendent
4. All dealing assistants of DFE's Office.

4. Shri Prakash Singh, LDC

- a) Recruitment Rules for Group C, MTS, etc.
- b) Half yearly staff return/ Seniority list of staff.
- c) Preparation of Pay bill, tuition fees ,News paper bill,purchase of book etc. and preparation of Forest Advance.
- d) Quarterly report on pay and allowances of the officers and staff
- e) Budget Estimate and Revised Estimate of the Directorate.
- f) Budget allotment to the Academies and Monitoring/weekly/monthly expenditure report.
- g) Annual Action Plan/Five year plan/Annual report of the Directorate.
- h) Building related works of the Directorate.
- i) Loan and advances, GPF cases.
- j) Any other works assigned by the Superior Authority.

5. Shri Brij Mohan, MTS

- a) Dispatch/Diary (receipt and Dispatch)
- b) Purchase of Service Postage Stamps.
- c) Maintenance of account of Service Postage Stamps and maintenance of Register for stamps account.
- d) To assist in maintenance of record.
- e) Any other works assigned him from time to time.


(R.P SINGH, IFS)
DIRECTOR FOREST EDUCATION 

Distribution:-

1. All concerned dealing Assistant of DFE's Office for information and necessary action.
2. Head of Office/Superintendent's for information.

Government of India
Ministry of Environment Forests & Climate Change
Directorate of Forest Education
P.O New Forest, Dehradun -248006

No. 1-2/2001/DFT/ 3121-23

Date 26-11.2019

OFFICE ORDER

The work allotment made vide office order number 1-2/2001/DFT/217-19, dated 10-4-2019 remain same except the name of Shri satya Prakash Barmola, UDC may be read as Shri Satya Prakash Barmola,(Contractual).



(R.P SINGH, IFS)
DIRECTOR FOREST EDUCATION

Copy to:-

1. All concerned dealing Assistants of DFE's Office for information.
2. Head of Office/Superintendent's for information.

