

डा० राजीव कुमार तिवारी भा.व.से.

Dr. Rajeev Kumar Tiwari I.F.S.

सचिव

Secretary



Phone : 0135-2758614(O)

FAX No. - 0135-2750298

E-Mail : sec@icfre.org

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भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION

(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद)

(An Autonomous Body of the Ministry of Environment, Forests and Climate Change, Govt. of India)

डाकघर : न्यू फॉरेस्ट, देहरादून - 248006 (उत्तराखण्ड)

P.O. New Forest, Dehradun - 248 006 (Uttarakhand)

F. No. 63-19/2017-ICFRE (Representative)

Dated 12th January 2018

NOTIFICATION

In exercise of the powers conferred under Rule 35(a) (ii) of Rules of ICFRE Society, the Director General, ICFRE, is pleased to define the duties and responsibilities of personnel of Technical Services of ICFRE (Technical Staff) as under :

Duties and Responsibilities of Personnel of Technical Services of ICFRE

The incumbents to the Technical Services are engaged in performing technical services in support of research, education and extension, whether in Field / Lab Research, Maintenance, Workshop, General and Paramedical Services. There is no mention of Duties and Responsibilities in the Technical Service Rules - 2013 (TSR-2013). The proposed structure of duties that can be entrusted to the Technical Staff is given below :

1. The Technical Staff shall continue to provide supportive assistance to the Scientific and Research work being undertaken by the Officers / Scientists.
2. The domain of such assistance shall be spread to Field / Lab Research, maintenance, workshop and general and paramedical, extension, education and other services.
3. The Technical Staff recruited in a specific domain as mentioned in para 2 above shall continue to discharge the duties of such domain irrespective of the category he/she falls into.
4. The Technical Staff should invariably be posted at the places so as to provision the supportive / assistive nature of services to the Scientists and Researchers.
5. Category wise distribution of duties shall be as follows :
 - a. **Category I** (Technician and Sr. Technician)
 - i. Shall continue to perform the duties as were performed by the Technical Assistant Gr. C as per the previous arrangement.
 - ii. These personnel shall operate equipments and take observations/readings in field / lab.
 - iii. These personnel can be entrusted the ownership and upkeeping of labs / fields / workshops / general equipments/services/facilities.
 - iv. Personnel appointed in certain trade shall assist in the work related to their trades.
 - v. These personnel shall be the part of project teams to assist in research.

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- b. **Category II** (Technical Assistant, Sr. Technical Assistant, Technical Officer)
In addition to the duties as mentioned under Category I, Para 5(a) above, the Category II personnel shall undertake the following also:
- i. They shall continue to perform the duties as were performed by the Research Assistant Gr. I and II as per the previous arrangement.
 - ii. They shall be entrusted the group ownership and upkeeping of labs / fields / workshops / general equipments/services/facilities.
 - iii. Personnel appointed in certain trade shall assist in the work related to their trades.
 - iv. These personnel shall be the part of project teams to assist in research.
- c. **Category III** (Senior Technical Officer, Assistant Chief Technical Officers and Chief Technical Officers)
- i. They will continue to perform the duties as performed by the RA Gr.I, RO Gr.II and RO Gr.I as per the previous arrangement.
 - ii. They may be entrusted the group supervision of Category I and II Technical Staff by concerned Director.
 - iii. They shall be entrusted with the responsibilities of Labs / Field Stations / Nurseries / Workshops / VVKs / Demo Villages and other services/facilities provisioning support to the Scientific and Research works.
 - iv. These personnel shall be the part of project teams to assist the team leader with planning / designing / data collection and analysis.
 - v. Personnel appointed in certain trade shall continue to assist / conduct and supervise the work related to their trades.

Over and above the category wise duties mentioned above, the sole objective of the Technical staff shall be to conduct supportive / assistive activities for the Officers and Scientists. In addition to the above, the technical staff shall also carry out any other work as assigned from time to time by the Director, Head of Division or Discipline / Section in-charge as the case may be.

6. Writing of Annual Confidential Reports

Now when the Technical Services are in place under Technical Service Rules 2013 (TSR-2013), all the personnel migrated / inducted from the previous status shall form a service group, referred to as Technical Service hence forth. However, the writing of Annual Confidential Reports of these personnel shall be as per the formats laid down in the TSR-2013, but the protocols / escalation of the reports shall be as per the prevalent rules of Government of India on the subject.

The ACRs of the official/officer reported upon shall in any case be reported by an officer in the higher grade, but due to change in the configurations of pay and the prevalent hierarchical arrangement at the Council ACRs shall be escalated as follows:



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The grade wise tally of flow of ACR's shall be as below :

Category / Grade Pay	Reporting	Reviewing	
Category I & II	Officer having GP pay of 5400 and above (Category III-Technical Personnel OR Scientists OR Branch / Discipline / Division Head)	Branch Head / Head of Division as the case may be	
Category III	₹ 5400	Officer having GP pay of ₹6600 and above (Discipline / Branch / Division Head)	Branch Head / Head of Division / Director as the case may be.
	₹ 6600	Officer having GP pay of ₹7600 and above Branch Head / Head of Division as the case may be.	Head of Division / Director of the Institute / Deputy Director General
	₹ 7600	Branch Head / Head of Division in the scale of ₹8700/- (pre-revised) or above / Director as the case may be.	Head of Division / Director of the Institute / Deputy Director General / Director General as the case may be.

- a) The Director of Institute / Director General, ICFRE as the case may be, shall be the appellate authority in the above scenarios.
- b) The ACRs of Category I and II personnel shall be reported upon by the hierarchical superior Category III personnel or the Officers / Scientists under whom they are working.

Notification shall come into force with immediate effect.


(Rajeev Kumar Tiwari)
Secretary, ICFRE

Distribution :

1. All Deputy Director General, ICFRE (HQ.)
2. All Directors of ICFRE Institutes
3. Guard File