



डा. नितीन कुलकर्णी
डिरेक्टर
Dr. Nitin Kulkarni
Director

वन उत्पादकता संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
(वन, पर्यावरण, एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त निकाय)
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No.: I-Store-8/2009-10/1584

Dated : 17/12/2018

OFFICE ORDER No. - IFP/191/2018-19

A committee of following officers is hereby formed to supervise and execute all the repair-oriented maintenance issues of office/ IT/ scientific equipment's:

1. Ms. Ruby S. Kujur, Scientist-C - Chairman
2. Shri Ravi Shankar Prasad, A.C.T.O.
3. Shri Nisar Alam, A.C.T.O.
4. Shri Suraj Kumar, Technical Assistant
5. Concerned Indenter

The committee shall process the maintenance of equipment related complaints received from different research divisions / sections in the following manner.

- i) Open and maintain a complaint register for all the entries during office hours .
- ii) After going through the history of maintenance of the particulars items, and the related log books, maintain by the users, it may contact the relevant principle firm / authorized dealer and get the machine technically evaluated by service engineer and get estimates.
- iii) Process the codal formalities following standard GFR Rule 2017.
- iv) Issue orders after getting approval of the competent authority for repair / maintenance.
- v) Process the bills for payments, after getting verified by the user and / or concerned head.
- vi) The committee is directed to execute the works in a manner so as to complete the requirement task within not more than two weeks for each item from receipt of request till verification of work by the indenter concerned.
- vii) The committee will directly report to the Head, Facilities and Services Division, IFP, Ranchi.


Director

Copy to : 1. Head, Facilities & Services to supervise the maintenance work within the time limit.

2. All concerned

3. All Head of Divisions of IFP, Ranchi for circulation amongst the division/sections.

4. IT cell for uploading in document management system.