



भावाअशिप-उष्णकटिबंधीय वन अनुसंधान संस्थान

ICFRE-TROPICAL FOREST RESEARCH INSTITUTE

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद

Indian Council of Forestry Research & Education

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

An autonomous Council under the Ministry of Environment, Forest & Climate Change

डाकघर- आर०एफ०आर०सी०, मण्डला रोड, जबलपुर - 482 021

P.O. R.F.R.C., Mandla Road, Jabalpur - 482 021



No. 1-13-2/25/Estt-Office order/TFRI/JBP/ 1678

dated 20-01-2025

ORDER

Shri G. Phanindra Kumar Rao, IFS, Conservator of Forests work as Head of Office and as Liaison Officer until further orders.

A. Head of Office:-

In exercise of powers conferred to Directors of ICFRE Institute under para (3) and B(5)(a) of Delegation of Administrative as Financial Powers as provided in the Compendium of Rules and Regulation of Indian Council of Forestry Research and Education and in supersession of earlier orders, the undersigned hereby delegates the following powers to the Head of Office, ICFRE-TFRI, Jabalpur.

Sl. No.	Nature of power	Extent of Power	Remarks
A. ADMINISTRATIVE POWERS			
1	Sanctioned reimbursement of cancellation charges on unused railway ticket	Full	-
2	To sanction annual increment	Full	-
3	To decide the shortest of two or more routes {SR-30(b)}	Full	-
4	Sanction of leaves (Maternity, Earned, Hospital, and commuted, Child Care, Paternity)	Full	All group 'C' employees and Technical Officers upto ACTOs For all IFS officers and Scientists will be approved by Director.
B. FINANCIAL POWERS			
1	Purchase of books and journals, reprints, periodicals, news papers etc. {DFPR 15(2)}	Rs. 5000/-	-
2	Expenditure on advertisement	Full	-
3	Payments of electricity and water, telephone, house taxes and other taxes payable under the law	Full	-
4	Expenditure on postage including speed post and courier services and telegram and commission of money order and bank draft.	Full	-
5	Purchase and repairs of bicycles	Full	-
6	Grant of advance for purchase of warm clothing and table fans	Full	-
7	Grant of advance in connection with natural calamities	Full	All group 'C' employees and Technical Officers upto ACTOs
8	Grant of temporary advance and withdrawal from provident fund	Full	All group 'C' employees and Technical Officers upto ACTOs
9	Sanction of pension to ICFRE employees	Full	All group 'C' employees and Technical Officers upto ACTOs

Contd.


10	Power to Sanction of Forest Advance	Rs. 5,000/- in each case	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time. Beyond the limit to be approved by Director.
11	Miscellaneous expenditure of unusual nature	Rs. 1000/- each case	Beyond the limit to be approved by Director
12	Grant of advance of official tours (EAPs/AICPRs)	All group 'C' employees and Technical Officers upto ACTOs (Combined maximum limit is upto 20,000/- per case all other than plan funds) Note:- Maximum limit is inclusive cost of hired vehicles (if any)	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time. Beyond the limit to be approved by Director.
13	Purchase of Stores/ Goods/Consumables/Chemicals/ Glassware (Only recurring nature) Procurement through GEM only)	Rs. 25,000/-	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time. Beyond the limit to be approved by Director.

1. Applicable for tours to be performed in the entire jurisdiction of ICFRE-TFRI only
2. Above financial powers are delegated only for all EAP projects/schemes/consultancies etc. For plan budget, sanction will be done by Director.
3. All tours/FA etc. of Ministerial staff will be sanctioned by Director.
4. These delegated powers are subject to revision/withdrawn at any time. Head of Office is to give sanction as per above delegated powers with utmost cares and needs.
5. Only files requiring sanction to the above financial limit will go to Head of Office. Files requiring above the mentioned limit will directly go to the Director.
6. In the absence of HOO, the files will directly go to Director without any wait.

B. Liaison Officer:-

He will act as Liaison Officer for the States under the Jurisdiction of ICFRE-TFRI. He will pursue cases of ICFRE-TFRI requiring logistic support from the state forest department. He will also pursue with SFDs in fetching projects/consultancies and other R&D works.

The above order takes immediate effect.


(Dr. H.S. Ginwal) 17/01/2025
Director

Distribution:-

1. Shri G. Phanindra Kumar Rao, IFS, Conservator of Forests, ICFRE-TFRI, Jabalpur
2. The Group Coordinator (Res)/All HoDs, Section-in-charges/DDO/PS to Director.
3. Delegation of Financial power file / Personal file of the Officer.