



वन आनुवंशिकी एवं वृक्ष प्रजनन संस्थान  
**INSTITUTE OF FOREST GENETICS & TREE BREEDING**

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद  
(INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION)

स्वायत्त निकाय/ An Autonomous Body of

पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार

Ministry of Environment, Forest and Climate Change, Govt. of India

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**File No. CTR-I/2-13/2016/Gr.C**

**Dated: 03.11.2021**

**ORDER**

Due to administrative reasons, the following subjects/files related to IFGTB quarters/Scientist Hostels are transferred from General Section to Facilities & Services Division (Estate Management) with immediate effect until further orders.

1. Allotment of Quarters to all IFGTB employees as per their eligibility.
2. Change of Quarters.
3. Allotment of accommodation to Research Scholars viz. JRF,SRF,TA,FA,etc.
4. Cancellation of accommodation on vacation and issue of order.
5. Retention of quarters in respect of transferred/retired/expired employees.
6. Requests of quarters from other offices.
7. Circulation of priority list during every year during the month of January.  
(Details regarding name of officials, designation, pay levels, etc may be obtained from the Office)
8. Conducting meeting for House Allotment Committee.
9. Registers in respect of above subjects/files.

**The tapals shall be routed in the following channel.**


The letters will be diarized at the Central Office and will be marked to Facilities Division. The dealing assistant will acknowledge the receipt of tapals and shall submit to the HoD (F&S).

**The files shall be routed in the following channel.**

Dealing Assistant to HoD (F&S) to Head of Office to Director.

If Head (F&S)/ Head of Office desires to obtain any comments, any other details such as budget, etc., the files may be marked to Section officer and Accounts officer.

A detailed handing over/taking over note in respective of files/registers duly signed by Assistant (General Sec) & Dealing Assistant (F&S) shall be submitted to Head of Office.

  
(Dr C. Kunhikannan)  
Director  
IFGTB-Coimbatore.

**DISTRIBUTION:**

- 1) The Head (F&S), IFGTB for information and necessary action.
- 2) The Section Officer for information and necessary action
- 3) Shri N. Muraliedharan, Asst(G), IFGTB for infn& necessary action.
- 4) The GCR/All HoDs/Co-ord(F)/AO/PS/Steno to Director/All Officials for infn.thru' e-mail.
- 5) The Accounts Officer/Stores Officer/Procurement Officer, IFGTB, Coimbatore.
- 6) All Section-in-charges, Director's office, IFGTB, Coimbatore.
- 7) Dr A. Rajasekaran, Sci-F with request to upload in the website with Hindi version.
- 8) Smt. K. Poongothai, JT for Hindi Version.
- 9) Guard File/Standing order File.