

M.S. GARBYAL

Deputy Director General (Admin.)
Project Director (e-governance)



Phone : 0135- 2224856 (O)

0135-2758295 (O)

0135-2759646 (R)

FAX No. 0135 – 2750297

E-mail : garbyalms@icfre.org

**INDIAN COUNCIL OF FORESTRY RESEARCH &
EDUCATION**

(An Autonomous body under the Ministry of Environment & Forests, Government of India)
P.O. New Forest, DEHRA DUN – 248 006 (Uttarakhand)

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CIRCULAR

Now when the MPLS-VPN is in place, and the ICFRE has undertaken the requisite e-governance initiative-the Long term Information Technology Vision in the form of IFRIS which is to take shape in the coming next few months, it is desirable to channelise the expertise created by the institutions for day-to-day working. The first change which is expected out of the Institutes / Directorates / Divisions of ICFRE, is the regular usage of Mail facilities and the respective Websites of the Institutes. In this respect, the Director General, ICFRE has desired that the routine circulars / letters and general correspondences without financial implications emanating from even the lowest offices be routed through the ICFRE email (user@icfre.org). This initiative shall not only speed up the delivery of messages to the end users but also release the pressure on the lower staff so that their services could be utilized in other productive activities. Besides, this will lessen the use of precious resource – paper.

The Director General, ICFRE has desired that every officer / staff must check the email atleast thrice a day viz., at 11 am, 2 pm and 4 pm, so that any information routed to him is accessed in time. It may also be noted that this shall be the first initiative to reduce the usage of paper by using email for regular correspondence and after 15th August 2008, it would be optional for the management to pass on the necessary information through hardcopy, and the users shall be responsible for failure on their part not to access the information on their email addresses delivered to them.

This issues with the approval of the Director General, ICFRE

(M.S. GARBYAL)

Deputy Director General (Admin.)
and Project Director (e-Governance)

Copy to :

1. PS to DG, ICFRE for kind information of Director General, ICFRE
2. All DDG's / Director (Research)
3. All Directors / Coordinators of ICFRE Institute / Centres
4. All ADG's / Secretary ICFRE / Head BCC Division

for information and necessary action with a request to ensure compliance of the directions issued as above by the DG, ICFRE at every level under their jurisdiction.