

## THE MEMORANDUM OF ASSOCIATION

### 1. Name of the Society:

The name of the Society shall be the Indian Council of Forestry Research and Education.

### 2. Registered Office :

The registered office of the Society shall be at Dehradun. The postal address will be as follows:

Indian Council of Forestry  
Research and Education,  
P.O. New Forest, Dehradun - 248 006  
(Uttaranchal)

### 3. Aims and Objectives:

The aims and objectives for which the Society is established are to: -

- (i) carry out forestry research in the country
- (ii) promote, supervise and coordinate forestry research and education in various forestry research institutes of the country.
- (iii) select and prepare outstanding and talented scientists and Research personnel for forestry research in the country.
- (iv) meet the needs of forestry and forest-related industries and commerce of up-to-date information on forest research through research and publication of literature for translating forestry research into practice.
- (v) assist, institute and carry out research in respect of matters concerning techniques and methods conducive to the development of forestry in the country.
- (vi) institute and award fellowships, scholarships, prizes and medals in accordance with Rules and Bye-laws.
- (vii) confer honorary awards and other distinctions.
- (viii) establish, maintain and manage buildings and laboratories for forestry research and education.
- (ix) create administrative, technical, ministerial and other posts under the Society, other than the post of Director General and to make appointments thereto.
- (x) Co operate with educational or other institutions in any part of the world, having objects wholly or partly similar to those of the Society, by exchange of Scientific and Technical and Research staff so that it is conducive to their common objects.

- (xi) Create partnership, affiliation and other classes of professional or honorary membership or office, as the Society may consider necessary.
- (xii) Make rules for the conduct of the affairs of the Society and to add, amend, vary or rescind them from time to time.
- (xiii) Acquire and hold property.
- (xiv) Deal with any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects.
- (xv) Raise, accept and expend money for all or any purpose of the Society consistent with its objects.
- (xvi) Deposit all money in such State Bank of India Group of banks or other nationalized Banks or to invest them in such manner as the Society may decide.
- (xvii) Prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the Balance sheet of the Society.
- (xviii) Forward annually to the Central Government the accounts of the Society as certified by the duly appointed Auditor.
- (xix) Do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xx) Constitute such Committee or Committees as it may deem fit for the disposal of any business of the Society or for tendering advice in any matter pertaining to the Council.
- (xxi) Delegate any of its powers to the Board or any of the Committee or Committees constituted by it.

#### 4. **Area of Activity:**

In order to fulfil the aforementioned aims and objectives, the activities of the Society may be taken up anywhere in India.

- 5. All the income, earnings, movable or immovable properties of the Society shall be solely utilized and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present or past members of the Society or to any person claiming through any one or more of the present or the past members. No member of the Society shall have any personal claim on any movable or immovable properties of the Society or make any profits whatsoever by virtue of this membership.
- 6. The Central Government may issue such directives to the council or the Board of Governors, as it may consider necessary, for the furtherance of the objects of the Council and for ensuring its proper and effective functioning and the Council or the Board of Governors shall comply with such directives.

7. The names, addresses and occupations of the first members of the Board of Governors of the Society to which by the rules of the Society, the management of its affairs is entrusted are:

<b>Sl.</b>	<b>Name</b>	<b>Address</b>	<b>Designation</b>	<b>Occupation</b>
1.	Secretary to the Govt. of India, Ministry of Environment & Forests	Ministry of Environment & Forests, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi – 110 003.	Chairman	Govt. service
2.	Inspector General of Forests to the Govt. of India	Ministry of Environment & Forests, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi – 110 003.	Vice Chairman	Govt. service
3.	Secretary to the Govt. of India, Ministry of Science & Technology	Technology Bhawan, New Mahrauli Road, New Delhi – 110 016	Member	Govt. service
4.	Director General, ICAR	Krishi Bhawan, New Delhi	Member	Govt. service
5.	Director General, CSIR	Anusandhan Bhawan, Rafi Marg, New Delhi	Member	Govt. service
6.	Chairman, UDG	Bahadur Shah Zafar Marg, New Delhi – 110 002	Member	Govt. service
7.	Vice Chancellor, Birsa Agriculture University	Birsa Agriculture University, Kanke, Ranchi, Bihar	Member	Govt. service
8.	Vice Chancellor, Guru Ghasidas University	Guru Ghasi Das University, Bilaspur (M.P.)	Member	Govt. service
9.	Representative Forest based Industries		Member	Non- Official
10.	Principal Chief Conservator of Forests, Uttar Pradesh	17, Rana Pratap Marg, Lucknow	Member	Govt. service

11.	Principal Chief Conservator of Forests, Karnataka	Aranya Bhawan, Malleswaram, Bangalore (Karnataka)	Member	Govt. service
12.	Director, IIFM	Nehru Nagar, Bhopal	Member	Govt. service
13.	Director, Institute of Deciduous Forest (Now TFRI), Jabalpur	Mandla Road, Jabalpur	Member	Govt. service
14.	Director, Institute of Arid Zone Forestry Research (now AFRI), Jodhpur	12/10, Nandanvan, Chopasni Housing Board, Jodhpur	Member	Govt. service
15.	Joint Secretary & Financial Advisor, Ministry of Environment & Forests	Ministry of Environment & Forests, Paryavaran Bhawan, C.G.O. Complex, Lodi Road, New Delhi	Member	Govt. service
16.	Director, Wildlife Institute of India	Chandrabani, Clementown, Dehradun	Member	Govt. service
17.	Director, Forest Survey of India	Kaulagarh Road, Dehradun	Member	Govt. service
18.	Director, IGNFA	P.O. New Forest, Dehradun	Member	Govt. service
19.	Dr. Ramesh Dayal, Scientist 'SF' Forest Research Institute	P.O. New Forest, Dehradun	Member	Govt. service
20.	Dr. Jamaluddin, Scientist 'SE' IDF, Jabalpur	Mandla Road, Jabalpur	Member	Govt. service
21.	Director General, ICFRE	P.O. New Forest, Dehradun	Member-Secretary	Govt. service

8. We, the several persons whose names and addresses are given above, having associated ourselves for the purpose described in the Memorandum of Association set out our several and respective hands hereunto and form ourselves into a Society under the Societies Registration Act, 1860 (Act 21 of 1860), as applicable to the State of Uttar Pradesh, this seventeenth day of February, one thousand nine hundred ninety one.

**RULES OF THE INDIAN COUNCIL OF FORESTRY RESEARCH AND  
EDUCATION  
(ICFRE SOCIETY)**

**Short title, extent, Commencement, application**

1. (a) These rules may be called the Rules of the Indian Council of Forestry Research & Education (ICFRE)
- (b) In their scope and application, these Rules extend Headquarters, all the Institutes and other units of ICFRE.
- (c) These Rules shall come into force after approval by the Government of India and with effect from such date as they be specified by the Govt. of India.

**Definitions**

- 2 (a) "The Society" means the Indian Council of Forestry Research and Education (ICFRE) Society, a Society registered under the Societies Registration Act, 1860.
- (b) "The Council" means the Indian Council of Forestry Research and Education (ICFRE)
- (c) "Board of Governors" means the body constituted under Rule 17 of these Rules as the Board of Governors of the Society.
- (d) "The President" means the President of the Indian Council of Forestry Research & Education Society.
- (e) "The Director General means the person appointed by the President of the Society with the concurrence of the Govt. of India to be the Director General of ICFRE.
- (f) "Director" means Director of any of the Institutes under ICFRE.
- (g) "The Constituent units of the Society" means the ICFRE Headquarters, its Research Institutes and any other units set up under the Society.
- (h) "Institute" means any of the Research Institutes under ICFRE.
- (i) "Year" means the financial year of the Govt. of India.

**Headquarters of the Society**

- 3 The Registered Office of the Society shall be situated at FRI campus, P.O. New Forest, Dehradun, Uttaranchal

**Admission Qualifications for Membership**

4. Admission to the membership of the Society is only by nomination from identified Central/ State/Ministries department/and non-official bodies.

**Member of the Society**

5. The Society shall consist of the following members:
- (i) Minister-in-charge of the portfolio of Forests, Govt. of India - President.
  - (ii) Secretary, Ministry of Environment & Forests - Member.
  - (iii) Secretaries in-charge of the following Ministries/Department/Organization's of Govt. of India or any other officer from these Ministries / Department/ Organizations, designated as ex-officio Member of the Society.
    - Expenditure,
    - Science and Technology,
    - Rural Development,
    - Agriculture,
    - Bio-Technology,
    - Non Conventional Energy Sources, Planning Commission.
  - (iv) Director General of Forests.
  - (v) Director General, Indian Council of Agricultural Research (ICAR)
  - (vi) Director General, Council of Scientific & Industrial Research (CSIR).
  - (vii) Chairman, University Grants Commission (UGC).
  - (viii) Two Vice-Chancellors of Agriculture Universities imparting forestry education (To be nominated).
  - (ix) Director, Wildlife Institute of India.
  - (x) Director, Indian Institute of Forest Management.
  - (xi) 4 Principal Chief Conservators of Forests (To be nominated).
  - (xii) 2 Managing Directors of Forest Development Corporations (To be nominated).
  - (xiii) 4 Scientists/Foresters from Research Institutes under ICFRE (To be nominated).
  - (xiv) 2 Representatives of Forest Based Industries (To be nominated).
  - (xv) All Directors of the Research Institutes under ICFRE.
  - (xvi) Director, Indira Gandhi National Forest Academy.

- (xvii) *\*2 retired Forest Officers not below the rank of the PCCF (to be nominated)*
- (xviii) *\*2 members representing non Government organizations (to be nominated)*
- (xix) *\*3 eminent persons in the field of Ecology/Forestry (to be nominated)*
- (xx) *\*\*Progressive Farmers (to be nominated)*
- (xxi) Director General, ICFRE Member Secretary

The representations may be by name or by designation. Wherever nominations are made, these would be made by the President of the Society.

### **Register of members.**

6. The Society shall maintain a roll of members indicating their full names, addresses and occupations and every member shall sign the same. If a Member or the Society changes his address he shall notify his new address to the Director General, ICFRE who shall have the entry in the roll of members change accordingly. Where, however, a member does not notify any change of address to the Secretary of the Society, his address as given in the roll of members, shall be deemed to be his correct address.

### **Rights of a Substituted Member**

7. Should any member of the Society be unable to attend a Member meeting of the Society, the President shall be at liberty to appoint his nominee as a substitute to take his place at that meeting of the Society such substitutes shall have all the rights and privileges of a member of the Society for that meeting only.

### **Termination of Ex-officio membership**

8. Where a person becomes a member of the Society by virtue of his office or appointment, which he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.

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\* Inserted after approval of the ICFRE Society in its IV Meeting held on 15.03.1995

\*\* Inserted after approval of the BOG in its XXXV Meeting held on 24.08.2006

### **Termination of Membership**

9. (a) Membership of the Society shall stand terminated on the happening any of the following events:-
- (i) On the expiry of the period of membership for which nominated;
  - (ii) Death, resignation, insolvency, lunacy or conviction for a criminal offence, involving moral turpitude.
  - (iii) When a member himself declines to serve on the Society or his employer refuses to grant him permission to serve on the Society;
  - (iv) When a member does not attend three consecutive meetings of the Society without proper leave of the President.

The President may at any time terminate the membership of any one or more of the members or at one and the same time terminate the membership of all members other than the ex-officio members without assigning any reason. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of these Rules. A member whose membership is terminated shall be eligible for re-nomination.

### **Terms of Membership**

10. Subject to the provisions of Rules 7 and 8, a nominated member of the Society shall hold office for a period of two years from the date of his nomination or till his successor is appointed whichever is later.

### **Filling of Casual vacancy and its terms**

11. If a casual vacancy arises during the two year period referred to in Rule 9 above, such vacancy shall be filled in like manner as the original and its term vacancy and the person nominated/ appointed to fill the vacancy shall, subject to the provisions of Rule 7 and 8, hold office for the un-expired portion of the two years.

### **Resignation from membership and date of its effect**

12. When a member desires to resign his membership of the Society, he shall forward his letter of resignation to the Member-Secretary who forthwith submit the same for the consideration of the President. The resignation shall take effect from the date of its acceptance by the President.

### **Validation of Act by Members etc.**

13. The Society shall function notwithstanding any vacancy in its body and no act direction or proceeding of the Society shall be invalid merely by reason of such vacancy or any defect in the appointment of any of its members.

## **Powers of the Society**

14. The Society shall have, subject to such restrictions as the Government of India may import and to such guidelines as the Government of India may issue from time to time in this behalf, full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objects enunciated in the Memorandum of Association of the Society.

*\*The proposals relating to emoluments structure, adoption of pay scales, allowances and revision thereof and creation of posts the maximum of scale of pay of which exceeds Rs.14300/- p.m. would need prior approval of Govt. of India in consultation with the Ministry of Finance. The Board of Governors will exercise powers for creation of posts, maximum of scale of pay of which does not exceed Rs.14300/- p.m. subject to the observance of ban orders issued by the Govt. of India from time to time.*

## **Review of progress and performance of the Constituent**

15. The Society shall review in its meeting at least once a year the progress and performance of the constituent units of the and society and give such policy directions as it may deem fit to the Board of the Governors and the units and the Constituent units of the Society.

## **Notice of Meetings**

16. a) A notice or any other information may be served upon a member the society either personally or by sending it through post in an envelope addressed to such member at his address as noted in the roll of members.
- b) The Society shall meet at least once in a year on such date and at such time and place as may be determined by the President.
- c) The President shall convene a special general meeting of the society on a written requisition of not less than one third of the total members of the Society.
- d) All meetings of the Society shall be called by notice in writing to be given by the Member Secretary.
- e) Every notice calling meeting of the Society shall state the date, time and place of the meeting and shall be served upon every member of the Society not less than fifteen clear days, before the day appointed for the meeting.
- f) Any notice or other communication issued through post shall be deemed to have been served on the day five days after the day on which letter, envelope or a wrapper containing the said notice or communication is posted, provided the notice has been sent under certificate of posting.
- g) One third of the members of the Society shall form a quorum.

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\* Inserted vide ICFRE Notification No.58-21/93-ICFRE dated 17.08.1993

## Board of Governors

17. The General superintendence, direction and control of the affairs of the society and its income and property shall be vested in the Board of the Governors. The composition of the Board will be as follows :

(i)	Secretary (E&F)	-	Chairman
(ii)	Director General of Forests & Special Secretary to the Govt. of India	-	Vice Chairman
(iii)	Secretary, Science & Technology	-	Member
(iv)	Director General, ICAR	-	Member
(v)	Director General, CSIR	-	Member
(vi)	Chairman, UGC	-	Member
(vii)	Two Vice Chancellors of Universities imparting forestry education .	-	Member
(viii)	One representative of forest based industries	-	Member
(ix)	2 Principal Chief Conservators of Forests	-	Member
(x)	2 Directors of the Research Institutes of the Council	-	Member
(xi)	Joint Secretary & Financial Adviser, Ministry of Environment & Forests.	-	Member
(xii)	Two scientists/ foresters from ICFRE	-	Member
(xiii)	Director, IIFM	-	Member
(xiv)	Director, FSI	-	Member
(xv)	Director, Wildlife Institute of India	-	Member
(xvi)	Director, Indira Gandhi National Forest Academy	-	Member
(xvii)	Director General, ICFRE Secretary.	-	Member-

Nomination of Members shall be by rotation.

### **Terms of members**

18. The member of the Board of Governors shall hold office for a period of two years except the ex-officio members whose terms of appointment are controlled by the concerned appointing authority.

### **Cessation or termination of membership**

19. A member of the Society or the Board shall cease to be such a member if he (a) dies, or (b) resigns his membership, or (c) becomes of unsound mind, or (d) becomes insolvent, or (e) is convicted of a criminal offence involving moral turpitude, or (f) he is removed by the President of the Society from membership of the Society, or (g) if, he accepts full time appointment in the Institute (This provision is, however, not applicable in the case of D.G., ICFRE, Director of the Research Institutes and four Scientists/Foresters from Indian Council of Forestry Research & Education, (h) if he fails to attend three consecutive meetings of the Society or the Board of Governors without the leave of the Chairman.

### **Substitution Membership**

20. An ex-officio member shall be at liberty to appoint and authorize a representative to take his place at a meeting of the Board of Governors and such representative shall have all the rights and privileges of the member of the Board of Governors.

### **Function**

21. The affairs and funds of the Society shall be management administered, directed and controlled, subject to Rules, Byelaws and orders of the Society, by the Board of Governors.

### **Powers**

22. (a) The Board of Governors shall exercise all executive and financial powers of the Society including those vested in or conferred or may be conferred on it by or under any statute subject, nevertheless, in respect of expenditure to such limitations as Government of India from time to time may impose.
- (b) In particular and without prejudice to the generality of the foregoing provisions the Board of Governors shall have the power subject to the provisions of these Rules and Bye-laws framed there under to: -
- (i) Consider the annual and supplementary budgets placed before it by the Member Secretary, from time to time and pass them with such modifications as may be deemed necessary.
  - (ii) Encourage the pursuit of learning particularly relating to forestry, forest product and related Sciences and for the purpose, fund scholarships, prizes, medals, awards etc. and certificates and other academic titles.
  - (iii) Create posts, categories of posts subject to limitation of Rule 14 and appoint personnel in the Council.

- (iv) determine the conditions of service of the employees of the Council, fix their remuneration and define their duties.
- (v) prescribe the cadre strength of Scientists for the Council as a whole with the apportionment for individual or group of disciplines for each institute for a period of five years at a time.
- (vi) subject to limitation of Rule 14, determine the proportion of posts in different grades or groups of grades in scientific and technical posts.
- (vii) enter into arrangements with the Government of India and through it with foreign and international agencies and organizations, for securing and/or accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with the objects of the Society or the policy of the Government of India.
- (viii) take over, acquire by purchase, gift, exchange, lease or hire or otherwise from Government of India and through the Government from foreign and international agencies and organizations, the State Government and other public or private bodies or organization or individuals, institutions, libraries laboratories and museums, collections, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions where under it is concluded are inconsistent with the objects of the Society or the Policy of the Government of India.
- (ix) The Board of Governors may, by resolution, appoint Boards, committees, Sub-Committees and panels consisting of persons who may or may not be members of the Board of Governors or employees of the Council, for such purposes and periods and with such powers and on such terms as it may deem fit.
- (x) dissolve, reconstitute and/or substitute all or any Board, Committee, sub-Committee or panel, functioning or set up under sub-rule (ix) above and issue such directions to them as it may deem fit and necessary.
- (xi) delegate by a Resolution such administrative, financial and other powers to the Chairman of the Board and the Director General or any other officers of the Council, as it may consider necessary and proper.
- (xii) *\*In the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing Body of ICFRE on the financial matters beyond the delegated powers of the Ministry of Environment & Forests the matter will be referred to the Minister, (Environment & Forests) and the Finance Ministry for decision.*

### **Delegation of powers to the Directors of Institutes**

23. The Board of Governors may delegate to the Director General, of ICFRE/Directors of the Institutes/ Laboratories such powers for their functioning, as may be prescribed by Resolution.

### **Powers to frame, amend or repeal bye -laws on certain matters**

24. Subject to the provisions of these rules and with the approval of the Government of India, the Board of Governors shall have the power to for the administration and management of the affairs and funds of the Society and in particular to provide for the following matters: -
- (i) preparation and sanction of budget estimates, sanctioning expenditure, execution of contracts, investment of funds of the society, purchase, sale or change of such investments and maintenance of accounts and their audits.
  - (ii) procedure for recruitment and training, examination, assessment, clearance of probation, confirmation and promotion of personnel, to and in the service of the council.
  - (iii) terms and tenure of appointment and assignments, emoluments, allowances, rules of discipline and other condition of service of the employees of the council.
  - (iv) terms and conditions governing :
    - (a) the grant of scholarships, fellowships etc.
    - (b) deputations within the country and abroad.
    - (c) grants-in-aid for research schemes/projects and Forestry Education.
    - (d) establishment of research centres.
  - (v) such other matters as may be necessary or incidental to the administration of the affairs and funds of the Society.

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\* Inserted vide ICFRE Notification No.58-21/93-ICFRE dated 17.08.1993

### **Frequency of meeting**

25. The Board of Governors shall meet as often as necessary and in any event at least once in each quarter of the year.

### **Notice for Meetings and its service**

26. All meetings of the Board of Governors shall be called by notice in writing given by the Member-Secretary. Every notice calling a meeting of the Board of Governors shall state the date, time and place of the meeting and shall be served upon every member of the Board of Governors not less than fifteen clear days before the day appointed for the meeting.

### **Validation of proceedings meeting**

27. Any inadvertent omission to give notice to or non-receipt or late receipt of notice by any member shall not invalidate the proceedings of the meeting.

### **Chairman of the meeting**

28. Meeting of the Board of Governors shall be presided over by the Chairman. In his absence the Vice-Chairman shall preside over the meeting.

### **Quorum of meeting**

29. One third members of the Board of Governors, present in person or through their representatives, shall constitute the quorum for meeting of the Board of Governors.

### **Determination of matters by majority vote**

30. Each member of the Board of governors shall have one vote. The matters to be determined shall be decided by the majority votes provided that in the event of there being equality of votes on any question to be decided by the Board of Governors, the Chairman shall have a casting vote.
31. The Director General, ICFRE shall be the Chief Executive Officer of the Society.
32. Appointment to the post of Director General, ICFRE shall be made by the President of the Society with the concurrence of Government of India from a panel to be drawn up by the Board of Governors from amongst eminent Scientists/Foresters with a minimum of 25 years of service having background in Forestry Research. However, the Director General, ICFRE in position at the time of the registration of the Society would continue to hold the post under the new rules as per terms and conditions of his appointment made by Govt. of India.

### **Term**

33. The term of the Director General, ICFRE will normally be for a period of 5 years extendable by Central Govt. on recommendation of the Board.

### **Other terms and conditions**

34. The other terms and conditions of Director General, ICFRE would be determined by Board of Governors in consultation with Govt. of India.

### **Powers and Functions**

- 35 (a). Subject to any order that may be passed by the Government of India, the President of the Society and the decisions of the Board of Governors, the Director General as the Chief Executive Officer of the Society shall be responsible for: -
- (i) the proper administration of the affairs and funds of the Society;
  - (ii) Prescribing the duties of all employees of the Council,
  - (iii) Exercising supervision and disciplinary control over the work and conduct of all employees of the Council;
  - (iv) Coordinating and exercising general supervision over all research activities in the sphere of forests and forest products, research and forest education; and
  - (v) advising the Govt. of India, state Governments and the administration of Union Territories on all matters connected with forestry research and education referred to him
- (b) The Director General may, in writing, delegate such of his powers as he may consider necessary to any other officer of the Council.

### **Appointment of Directors of Research Institutes**

36. *\*The Director General would be assisted by the Deputy Director Generals and Director (Research) of ICFRE Hqrs. and Directors of Research Institutes of ICFRE and other officials. The appointment to the posts of the Deputy Director General, Director (Research) and Directors of the Institutes and Scientist 'G' shall be made by the President of the ICFRE Society on the recommendations of the search-cum-selection committee with the concurrence of the Ministry. Any deviation from the recommendations of the Search-cum-Selection Committee will require the approval of the Appointments Committee of the Cabinet (ACC).*

*However, the Deputy Director General and Directors in position on deputation and Scientist 'G' working on regular basis on the date of amendment would continue to hold the post(s) as per the terms and condition of their present appointment.*

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\* Amended after approval of the BOG in its XXXV Meeting held on 24.08.06 and ICFRE Society in its XV meeting held on 22.11.06

### **Establishment and maintenance of offices, Institutes etc.**

37. The Society shall take over, establish and maintain its own office, research Institutes and laboratories, regional and sub-stations etc.

## **Recruitment Rules**

38. *\*Recruitment and appointment to the various posts in the Council shall be made in accordance with the Recruitment Rules framed or to be framed for the purpose in the Council and duly approved by the Board of Governors provided that appointment of Director General, Deputy Director General, Director (Research), ICFRE, Directors of the Institutes and Scientist 'G' in the Institutes under the ICFRE shall not be done without the concurrence of the Govt. of India/Ministry.*

## **Funds of the Society**

39. The funds of the Society shall consist of the following:
- (i) Lump-sum and recurring grant made by the Govt. of India.
  - (ii) Contributions from other sources.
  - (iii) Income from investments and other sources.

## **Bankers of the Society**

40. State Bank of India, Group of Banks or other nationalized Banks.

Unless otherwise authorized by the President or Chairman of Board of Governors, no new account shall be opened.

No amount shall be withdrawn from the Society's account in a Bank except by cheques signed and countersigned by such officers as may be duly empowered in this behalf by DG, ICFRE.

## **Auditors**

41. The accounts of the Society shall be audited by such person or persons as may be nominated for the purpose from time to time by the Govt. of India in consultation with the Comptroller and Auditor General of India.

## **Annual Reports**

42. An Annual Report on the working of the Society and all work undertaken by its constituent units during the year shall be prepared by the Board of Governors for information of the members of the Society and together with audited accounts of the Society along with the Auditor's report thereon it shall be placed before Society at its Annual General Meeting. After adoption of the Report by the Society, the Member Secretary would forward the Report to the Govt. of India for laying it on the Tables of the Houses of Parliament.

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\* Amended after approval of the BOG in its XXXV Meeting held on 24.08.06 and ICFRE Society in its XV meeting held on 22.11.06

### **Seal of the Society**

43. The Society shall have a seal, which shall be used in accordance with the bye-laws that the Society may make in this behalf, its use being generally limited to in cases where under any law or convention or custom, it is necessary for the Society to affix it on a document.

### **Alteration or extension of the purpose of the Society**

44. Subject to the approval of Govt. of India, previously obtained, the Society may alter or extend the purpose for which .it is established or be amalgamated either wholly or partially with any other Society by following the under mentioned procedures: -
- (a) The Board of Governors shall convene a special meeting of the members of the Society, according to these Rules for the consideration of the said proposition;
  - (b) The Board of Governors shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
  - (c) Such report shall be delivered or sent by post to every member of the Society at least 15 clear days prior to the said special General Meeting.
  - (d) Such proposition shall be deemed to have been agreed to if voted for by not less than 2/3rd of the members of the Society present and voting and also by not less than 2/3rd of the total members voting whether in person or by proxy.

### **Alteration/Amendment of Rules**

45. The Rules of the Society may with the previous sanction of the govt. of India be altered at any time by a resolution passed by a majority of the members of the Society at a meeting of the Society convened for the purpose.

### **Change of name of the Society**

46. The Society, may with the previous sanction of the Govt. of India, change its name by a resolution passed by majority of the members of the Society at any meeting of the Society convened for the purpose. The membership of one body will not be bar to the membership of other bodies.

We, the following members of the Governing Body certify that the rules of the Society given above are correct copy thereof.

**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION  
DEHRA-DUN**

**BYE-LAWS**

**GENERAL**

1. These Bye-laws may be called the Bye-laws of the Indian Council of Forestry Research & Education.
2. The Bye-laws should be read with the Memorandum of Association and Rules and Regulations of the Indian Council of Forestry Research & Education and definitions therein are applicable here also.

**I A. ADMINISTRATION AND LEGAL**

3. The general administration of the Society shall be looked after by the Secretary Indian Council of Forestry Research & Education or an Officer nominated by Director General, ICFRE whose responsibilities shall include:-
  - i) assisting the Director General in maintaining the records of proceedings of the Society, the Board of Governors and its Committees.
  - ii) assisting the Director General in the custodianship of records and such other properties of the Society.
  - iii) assisting the Director General in issuing of all notices, convening meetings of the Society Board of Governors and other Working Committees appointed by the authorities of the Society.
  - iv) assisting the Director General in conducting the official correspondence of the Society, Board of Governors or Working Committees etc.
  - v) assisting the Director General in representing the Society in all legal suits or proceedings by and against the Society, and performing such other duties as may be specified in these rules, bye-laws or working rules, from time to time by the authorities of the Society.
  - vi) assisting the Director General in entering into agreements, signing documents and authenticating records on behalf of the Society and exercising such other powers and performing such other duties as shall be prescribed by the rules, regulations, bye-laws etc. of the Society.
  - vii) assisting the Director General in general administration, personnel management, security etc., of the Society.
  - viii) any other functions as may be assigned to him by the Director General from time to time.

## **B. FINANCE AND ACCOUNTS**

### **PREPARATION OF BUDGET ESTIMATES**

3. a) Not later than the First August of each year, the Director General shall prepare detailed estimates of receipts and expenditure and the anticipated opening and of closing balance the Society for the ensuing financial year. These estimates shall be prepared in two parts.

Part I Relating to capital works and other items of capital nature.

Part II Relating to income and expenditure on revenue account including a detailed personnel budget. A performance budget should also be attached to it.

4. Should it be proposed, during the course of the financial year to finance any scheme approved by the Board of Governors which has not been included in the estimates for that year, the sanction of the Board of Governors shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from the Govt. or by re-appropriation within the sanctioned estimates.

### **SANCTION OF THE BUDGET ESTIMATES**

5. In the first week of August every year, the Director General shall place the Budget Estimates for the ensuing financial year before the Board of Governors for sanction. The Budget Estimate approved by the Board of Governors shall thereafter be submitted to the Govt. of India for sanction of grant-in-aid not later than the 30th September in each year.
6. One copy of the finally sanctioned estimates shall be supplied to the Controller of Accounts, Ministry of Environment & Forests. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
7. The approval of the Board of Governors is necessary to all schemes proposed to be financed from the funds of the Council.

### **APPROPRIATION**

8. The funds of the Society shall not be appropriated unless approved by the Competent Authority as designated by the Board of Governors for expenditure on any item under these bye-laws.
9. The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director General. All expenditure within the budget grant shall be approved and sanctioned by the Director General or by one or more members of the staff authorized for the purpose by the Board of Governors.
10. The format of budget will be as formulated by the Board of Governors with the approval of the Government of India.

## **REAPPROPRIATION**

11. The Director General shall have power to re-appropriate funds from one unit of appropriation to another subject to the following:
  - i) Re-appropriation to augment the provision under the head "Salaries, Wages, Allowances, etc." shall require the prior consent of the Board of Governors.
  - ii) No re-appropriation shall be made from the Head of Capital expenditure to the Head of Revenue Expenditure.
  - iii) Re-appropriations within the Heads of Capital/New services, expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board of Governors.

## **EXPENDITURE SANCTION**

12. No expenditure from the funds of the Society shall be incurred without the sanction of the competent authority.
13. Subject to the general superintendence and the control of Board of Governors and subject to adequate budget provisions, the Director General shall have full powers to sanction the details of expenditure on any sanctioned scheme.
14. For the efficient functioning of the Council the Director General may delegate powers to other staff for sanction of expenditure. Such delegation of powers shall be reported to the Board of Governors.
15. Expenditure in excess of the net appropriation for the year shall require the sanction of the Board of Governors.
16. Sanction to the expenditure will not become final until there has been appropriation of funds under these bye-laws to cover it.

## **PERMANENT ADVANCE**

17. A permanent advance of a sum to be fixed from time to time by the Director General may be kept with officers as may be determined by the Director General for cash payments, Imprest for field stations etc.

## **CONTRACTS**

18. All agreements, contracts etc., which may be necessary for the proper conduct of business of the Society shall be executed on behalf of the Society by the Director General or an Officer of the Society authorized by the Board of Governors for the purpose.
19. Director General shall take appropriate legal advise before finally approving the form and substance of all contracts.
20. Director General shall sue and be sued in the name of the Society and shall have the power to initiate and defend suites or other proceedings on behalf of

the Society and shall be competent on behalf of the Society to compromise, settle or refer to arbitration any dispute relating to any contracts or transactions of the Society.

### **INVESTMENTS**

21. The funds of the Society may be invested in only such manner as may be prescribed by the Board of Governors.
22. All investments of the funds of the Society shall be made in the name of the Society. All purchases, sales or alterations of such investment shall be effected on the authority of the President or a Member of the Board of Governors designated by him for the purpose. All contracts transfer deeds or other documents necessary for purchasing selling or altering the investment of the Society Funds should be executed by the Director General on behalf of the Society. The safe custody of receipts will remain in the personal charge of an officer designated by the Director General. The receipts will be verified once in six months with the Register of the Securities maintained and a certificate of verification will be recorded by another officer of the Society in the Register.
23. The Director General or any other person as may be authorized by the Director General on his behalf shall maintain a Register of securities held by the Society in which any transactions effecting the securities shall be recorded.

### **DRAWAL OF FUNDS**

24. **Receipts** :  
All money received for/or on behalf of the Society shall be placed in a current account or savings bank account or fixed deposit account in the name of the Society with the Union Bank of India/or any other Nationalized Bank as may be directed by the Board of Governors or any other person authorized by the Board of Governors and issue receipts for the same.
25. *\*Tariff for testing and other services rendered by the Society shall be as fixed by the Board of Governors. The Board of Governors has authorized the Director General, ICFRE for fixation/revision of tariff for testing and other services rendered by ICFRE, from time to time.*

### **Payments:**

- Payments made by and on behalf of the Society exceeding Rs.500/- shall be made by Cross or Accounts payee cheque, as far as possible. All cheques will be signed by officers as may be authorized by the Director General or by the Head of the Unit.
26. All cheque Books will be kept in the personal custody of an officer of the Society as may be authorized by the Director General or the Board of Governors.

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\* Amended vide ICFRE Notification No.58-21/XIX/99-ICFRE dated 07.07.99

27. All claims of Pay, Allowances, Travelling Allowances, Contingent Expenditure, Capital Expenditure etc. will be presented in the form of bills. All bills will be checked and passed for payment by the Accounts Officer/Finance Officer or a regular officer nominated by Director General, Indian Council of Forestry Research & Education.
28. Payment will be made by means of Demand Draft/Cheque/Cash, as the case may be.

### **ACCOUNTS**

29. The accounts of the Society shall be maintained in such a form and annual statement of accounts compiled in such a form, as may be prescribed by the Govt. of India.
30. The Society shall have full time services of a qualified Finance/Accounts Officer/ or a regular officer nominated by the Director General, Indian Council of Forestry Research & Education whose responsibilities shall include:
  - a) assisting the Director General in the preparation of the annual budget and balance sheets of the Society.
  - b) assisting the Director General in the correct maintenance of all accounts as prescribed by the Government.
  - c) assisting the Director General in evolving suitable procedures for procurement of goods and service;
  - d) assist the Director General in ensuring the correctness and propriety of all the expenses incurred by the Society.
  - e) assist the Director General in such areas as cash management, cost control, tariff setting, collection of receipt and also in the observance of the correct financial and account procedure.
  - f) any other responsibilities that may be assigned from time to time by the Director General.
31. The Finance/Accounts Officer so nominated/appointed shall apply a check of the nature of pre-audit of all payment from the funds of the Society and maintain the Registers.

### **ANNUAL ACCOUNTS AND RESULTS OF AUDIT**

32. The accounts of the Society shall be subject to an annual audit by an Accountant General or a Chartered Accountant appointed by the Board of Governors in consultation with the Government of India and any expenditure incurred in connection with such audit shall be payable by the Society to the Chartered Accountant. The remuneration payable to the Auditors shall be determined by the Board of Governors.
33. The Ministry of Environment & Forests, Government of India may conduct audit through its internal finance wing as and when it is found necessary.

34. The audit shall ensure observance of the following stipulations of the Central Government.
- i) Proper accounts of expenditure incurred from Government Grants and all other sources be maintained.
  - ii) An adequate system of internal check and control should exist to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence and in accordance with procedures laid down by the research projects, the full costs of which are payable by the sponsor, in accordance with the working rules of the Society for contract appointment. Such appointments shall be reported to the Board of Governors at the earliest possible opportunity.
  - iii) A proper record be maintained of all assets acquired from Government grants and all other sources together with the cost of acquisition against each item.
  - iv) Proper store accounts and maintenance of consumable stores be kept and physical verification under proper supervision be carried out at periodical intervals.
  - v) A system of reporting to the Board of Governors be followed on loss of cash, stores and other assets after proper investigation.

To achieve these tasks, the Accountant General/Chartered Accountant shall have the right to demand production of accounts books, connected vouchers and other documents.

35. The accounts of the Society as certified by the Accountant General/Chartered Accountant and along with his comments, if any shall be forwarded annually to the Board of Governors and to the Government.
36. All sanctions, orders of delegation of power to competent authorities under the Rules & Regulations or these bye-laws effecting the accounts of the Society shall be reduced to writing and be made available for the auditors.

## **II. POSTS & APPOINTMENTS**

37. In respect of the employees of the Society the Board of Governors will lay down, in the form of working rules:
- a) Categories, designations, pay scales and allowances.
  - b) Recruitment procedures.
  - c) Terms and conditions of service including superannuation and terminal benefits.
  - d) Conduct rules and disciplinary rules.

In this regard, the Board of Governors shall take into account what obtains for similar categories in comparable scientific institutions and the general instructions issued by the Central Government from time to time.

38. Subject to the provisions contained in Rule 38 of the Rules & Regulations of the Society, Director General shall be the appointing authority to all other categories of officers and staff. Provided that the Director General may prescribe an Officer not lower in rank than that of a Senior Group 'A' level for making appointment to Group 'C' & Group 'D' posts in the Society.
39. Equal opportunities shall be provided to all by advertising the vacancies of posts and/or notifying the employment exchanges, scientists pool etc.
40. In the filling up of posts due reservation for Scheduled Caste and Scheduled tribe candidates will be made in accordance with the procedure laid down by the Government of India.
41. The Director General shall be competent to engage Scientists/Technicians on contract in respect of research projects, the full costs of which are payable by the sponsor, in accordance with the working rules of the Society for contract appointment. Such appointments shall be reported to the Board of Governors at the earliest possible opportunity.
42. The Director General shall be competent to engage Scientists/Technicians in respect of normal research projects to the extent contract services have been provided in the Scheme/project approved by the Board of Governors and in accordance with the working rules for contract employment.

#### **HONORARY FELLOWS**

43. The Director General may appoint Honorary Fellows. Honorary fellowships may be conferred on eminent Scholars in recognition of their distinguished contribution of knowledge in subjects in which the Society is interested or on persons who have rendered eminent service to the Institute or on persons who have made a noteworthy and lasting contribution to the cause of research. Honorary Fellows shall enjoy such privileges as may be decided by the Director General, ICFRE.

#### **VISTING PROFESSORS, VISITING SCIENTISTS, FELLOWSHIPS, ETC.**

44. Scholars may be invited or admitted to the Society as visiting Professor, Experts, Research Associates, for participating in the work of the Society. Visiting Professors, Experts, Research Associates may be paid such honoraria as may be decided by the Director General from time to time.

#### **III. OTHER MATTERS OF ADMINISTRATION & MANAGEMENT SCIENTIFIC CONFERENCES**

45. Members of staff may be deputed by the Director General to attend Scientific Conferences, Symposium and Congresses in India and for a specialized training work of the Society.
46. The participation of officers and staff of ICFRE in conference / seminar / congress workshop/ training/ deputation in India and abroad shall be with the prior approval of D.G., ICFRE. Director General will also permit

availing of fellowship /scholarships/grants/special programme aid etc. For going abroad DG will require permission of the Chairman, Board of Governors.

**FELLOWSHIPS. SCHOLARSHIPS. GRANTS-IN-AID SPECIAL PROGRAMME ETC.**

47. In order to carry out the objectives of the Society as set forth in Memorandum of Association, the Board of Governors may institute scholarships and fellowships, sponsor and finance deputations within the country and abroad, give grant-in-aid, establish research schemes and projects and special research Centres in its own establishments or in research institutions, universities technical and technological colleges and industrial establishments.
48. The Director General may invite Scientists in India actively engaged in research in the field of interest to deliver lecture and participate in the activities of the Society.
49. The terms and conditions governing activities under rule 24 shall be laid down by the Board of Governors from time to time.
50. Scholarships and Fellowships shall be restricted to Indian citizens normally residing in India.

**GENERAL**

51. The Director General may delegate such powers that may be considered necessary in the expediency of work to other officers of the Society.
52. Subscription to the Society in respect of Ex-officio members will be paid by the Society.
53. These Bye-laws can be altered by the Board of Governors with the prior approval of the Government of India.
- 54.a *\*Except in regard to matters for which specific provision has been made in the Rules, Bye-laws, Regulations or Orders made or issued by the ICFRE Society. The service and financial Rules framed by the Government of India and such other Rules and Orders issued by the Government of India from time to time, shall apply mutatis mutandis to the employees of ICFRE Society in regard to matters concerning their conditions of service .*

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*\* Inserted vide ICFRE Notification No.58-21/92-ICFRE dated 31.07.1992*

- b. *\*Notwithstanding anything contained in this Bye-laws, Board of Governors shall have the power to relax the requirement of any rule mentioned in (a) above of this Bye-laws to such extent and subject to such conditions as may be considered necessary*

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*\* Inserted after approval of the BOG in its IV Meeting held on 07.07.92 and vide ICFRE letter No.58-21/92-ICFRE dated 31.07.1992*

**DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWER TO DIRECTOR GENERAL, INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION AND DIRECTORS OF INSTITUTE OF ICFRE**

**A. ADMINISTRATIVE POWERS**

1. The powers of the Head of Department in Central Government under the Fundamental Rules (FR), Supplementary Rules (SR), Account code and other rules and regulations as ammended from time to time shall vest in Director General, Indian Council of Forestry Research & Education and the Directors of the Institutes of ICFRE, subject to the condition that where, if any, specific delegations have already been made by the Government to Director General, ICFRE and where specific delegation made hereto, such specific provision shall prevail.
2. The Director General shall have the powers to appoint a person in any category of posts in accordance with the Recruitment Rules duly approved by the Board of Governors provided that appointment of Director General, ICFRE and Directors of the Institutes under ICFRE shall not be done without the concurrence of Government of India, and Directors will have the powers to appoint a person in any capacity upto the pay scale of Rs.5500-9000.
3. Director General, ICFRE and *\*Directors of the Institutes* may authorize exercise of the powers vested in them by this delegation, to subordinate authority as is necessary to the proper conduct of the business of the Council/Institute. Director General, ICFRE and *Directors of the Institute* will continue to be responsible for the correctness, regularity and propriety of the powers exercised by the subordinate authority.
4. All administrative powers not specifically delegated to any authority by or under this delegation, shall vest in the Director General, Indian Council of Forestry Research & Education.

**(B) FINANCIAL POWERS**

- (1) The budget of Indian Council of Forestry Research and Education shall be passed by the Board of Governors.
- (2) The expenditure shall be incurred subject to the availability of budget provision within the sanction of Director General or any subordinate authority to whom the powers have been delegated.
- (3) The powers of the Head of the Department in Central Government under the delegation of Financial Powers Rules (DFPR), the General Financial Rules (GFR) and other financial rules and regulations, as ammended from time to time shall vest in the Director General and Directors of the Institutes under it subject to the condition that whether, if any, specific delegations have been made hereto, such specific provision shall prevail.

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\* Amended vide ICFRE Notification No.58-21/95-ICFRE dated 04.07.96

- (4) The Director General, ICFRE shall have the powers to make re-appropriation of funds from one sub-head to another. No re-appropriation shall be made without the approval of the Board of Governors from the head of Capital to the head of `Programmes expenditure and vice-versa or

in any manner so as of augment the provision and the Head 'Salaries, Wages and Allowances'.

- (5) The Director General, ICFRE and *\*Directors of Institutes* under ICFRE may authorize subordinate authority to exercise the power vested in him by this delegation, as is necessary to the proper conduct of the business of the Council. Director General, ICFRE will continue to be responsible for correctness, regularity and propriety of the power exercise by the subordinate authority.

5(a) *\*The Directors of Institute under ICFRE may authorize a subordinate authority to exercise the powers vested in him by this delegation, as is necessary to the proper conduct of the business of the Institute. Director of the Institute will continue to be responsible for correctness, regularity and propriety of the powers exercised by the subordinate authority.*

- (6) All financial powers not specifically delegated to any authority by this delegation shall vest in the Director General, ICFRE.

**DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO DIRECTOR GENERAL, ICFRE AND DIRECTORS OF INSTITUTES UNDER ICFRE**

**(A) ADMINISTRATIVE POWERS**

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
1.	Grant of special pay to LDC/UDC appointed to the post of Cashier	Full Power	Full Power	Subject to the condition laid down by the Govt. of India. Ministry of Finance and rate prescribed for the purpose from time to time
2.	Powers to dispense with medical certificate and fitness before appointment in individual case (FR-10)	-do-	-do-	In case of employee for whom DG/ Director is the appointing authority
3.	Powers to suspend a lien (FR-14)	-do-	-do-	Provided that the DG/Director is the authority to make appointment to the post for which lien is held
4.	Powers to transfer a lien to another post (FR-14(b))	-do-	-do-	Provided that DG/Director is appointing authority for both the posts

\* Amended vide ICFRE Notification No.58-21/95-ICFRE dated 04.07.96

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
5.	Powers to transfer a Govt. servant from one post to another (FR-15)	-do-	-do-	-do-
6.	Powers to fix pay and allowances of an employee for the period for which he is treated to be on duty (FR-20)	-do-	-do-	Provided that DG/Director is empowered to make substantive appointment to the post with reference to which the pay and allowances are to be regulated.
7.	Power to sanction annual increment (FR-24)	-do-	-do-	To allow an annual increment in all cases and crossing of efficiency bar for which DG/ Director is appointing authority.
8.	Powers to allow an employee to count extra-ordinary leave for increment (FR-26)	-do-	-do-	Where DG/Director is the appointing authority.
9.	Powers to grant premature increment on the time scale of pay (FR-27)	-do-	-do-	Grant of higher initial pay on an initial appointment not exceeding five increments in the case of direct recruit only where DG/Director is the appointing authority.
10	Power to reduce officiating pay of an employee (FR-35)	Full	Full	Where DG/Director is the appointing authority.
11	Powers to sanction the undertaking of work for which honorarium is offered and grant or acceptance of honorarium (FR-46 (b))	-do-	-do-	The monetary limits for Director is indicated in SI.No.16
12	Powers to appoint employee to hold temporary post or to officiate more than one post and to fix pay of subsidiary post and the amounts of the compensatory allowance to be drawn.	-do-	-do-	The exercise of the powers will be subject to the conditions laid down in FR-49. For Group 'A' posts power will rest with Board of Governors
13	Power to require a medical certificate of fitness before return from leave (FR-71)	-do-	-do-	Where DG/Director is empowered to grant leave
14	Power to sanction transfer of foreign service in India (FR-110 (e))	-do-	-do-	Where DG/Director is the appointing authority

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
15	Power to fix foreign service in India	-do-	*Nil	Subject to observance of rules and orders issued by the Ministry of Finance/Home Affairs
16	Grant of honorarium (FR-46(b))	Rs.5,000/- per person per annum in each case	Rs.2500 per person per annum in each case	
<b>POWERS UNDER SUPPLEMENTARY RULES</b>				
17	Powers to sanction undertaking of work for which fee is offered and the acceptance of fee SR-11 + SR-12	Full powers except in his own case for which approval of Board of Governors is necessary	Rs.2000 in each case except in his own case for which approval of DG is necessary	In case of recurring fees the limit would apply to the total amount of recurring payment made to an individual in a year subject to provision laid down in SR- 11 and SR – 12
18	Power to decide the shortest of two or more routes (SR-30 (b))	Full	Full	
19	Power to allow mileage allowance to be calculated by the route other than shortest or cheapest (SR-31)	Full	--	Provided that the selection of such route is in the interest of Council.
20	Power to sanction travel by air to non officials 9SR-48 (b)(ii)	Full	--	Subject to observance of economy measures issued by the Ministry of Finance from time to time
21	Power to sanction refund of cancellation charges on air ticket (including himself)	Full	--	--
22	Power to prescribe headquarters of the employees of the Council (SR-59)	Full	--	--

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
23	Power to define the limits of sphere of the duties of the employees of the Council (SR-60)	Full	--	--
24	Power to decide whether particular absence is on duty (SR-62)	Full	Full	--
25	Power to restrict the frequency and duration of joining time (SR-63)	Full	Full	--
26	Power to grant exemption from the rules limiting a halt on tour to 30 days (SR-73)	Full	--	Subject to provision in SR-73
27	Power to sanction TA for journey on tour to employee of the Council who is required while on leave in India to perform any duty for the Council or any public duty at place other than one where he proceeded on leave (SR-135)	Full	Full	TA shall not be granted for journey while proceeding on leave or while returning from leave
28	Power to allow the actual cost of journey to appear for Medical Board preliminary to voluntary retirement and invalid pension SR-160 (b)	Full	Full	--
29	Power to decide the rates of TA admissible to employees of the Council deputed to undergo course of training in India (SR-164)	Full	Full	If the period of training does not exceed 90 days duration and if allowances of an officer deputed for training have been increased to meet the expenses of training he may be allowed TA/DA as a sliding scale as on tour viz. (1) first 30 days full DA (2) beyond 30 days upto 180 days half rate Beyond 180 days nil

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
30	Power to sanction hire charges when an employee of the Council is provided with means of locomotion at the expenses of Central/State/Public Sector Undertaking etc. but pay all cost of its use or propulsion (SR-183)	Full	Full	--
31	Power to declare who should be controlling officer (SR-191)	Full	--	Subject to provision of SR-182 and 183
32	Power to make rules for the guidance of the Controlling Officer (SR-195 (e))	Full	--	--
33	Powers to accept a certificate signed by any Registered Medical Practitioner as evidence of the fitness of an employee of non-gazetted status (SR-213)	Full	Full	--
34	Power to grant leave to an employee of the Council in respect of whom medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty (SR-233)	Full	Full	Where DG/Director is empowered to grant leave.
35	Power to grant maternity leave	Full	Full	Subject to conditions restrictions laid down by the Govt.
36	Power to grant hospital leave	Full	Full	-do-
37	Power to permit the calculation of joining time by route other than that which travelers ordinarily use (SR-296)	Full	Full	--
38	To sanction tour programme and countersignature of TA bill including himself	Full	Full	--
39	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full	Full	--

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
40	Authorizing an employee of Council to proceed on duty to any part of India	Full	Full	--
<b>POWER TO MAKE APPOINTMENT AND DISCIPLINARY POWERS</b>				
41	Power to make officiating appointment to the vacant post in a vacancy (including those in continuation chain of vacancies) each of one month or more.	Full	--	To be exercised only in very exceptional circumstances
42	Power to make adhoc appointment	Full	Full	--
43	Disciplinary powers	Full	Full	According to Classification Control and Appeal Rules applicable to Central Govt. employee
44	Participation of officers and staff at Conferences/ Symposiums/ Congress/ Training/depurations in India and abroad	Full	<i>*Full powers for nominating officers and staff at Conferences/ Symposiums/ Congress within India</i>	
<b>(B) FINANCIAL POWERS</b>				
1.	Purchase of office and scientific equipment including computers and vehicles purchase as well as replacement (DFPR Srl.No.26 (m)26(b)26(a) 10 and 22.	Full	Full power for purchase of office and scientific equipment except vehicle and where foreign exchange is involved.	

\* Amended vide ICFRE Notification No.58-21/95-ICFRE dated 04.07.1996

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
2.	Purchase of books and journals, reprints, periodicals, newspapers etc. (DFPR 15(2))	Full	Full	
3.	Purchase and repairs of furniture and fixtures (DFPR Srl.No.5)	Full	Full	
4.	Incurring of expenditure on publications and journals etc. (Srl.No.14)	Full	Full	
5.	Incurring of expenditure on printing of annual reports technical reports, manual, books, brochures etc.	Full	Rs.10000/- per annum	
6.	Expenditure on legal matters concerning the Council	Full	Full	
7.	Rewards for presentation at official function to staff members' etc.	Full	Full	
8.	Hire of the building for the use of Institute/Council (office - building)	Full	Rs.2,000/- in each case	
9.	Stores required for works (Srl.No.22)	Full	Full	
10	Repairs and removal of machinery and scientific equipment (Srl.No.17)	Full	Full	Subject to the condition that expenditure involved is not of capital nature
11	Maintenance of motor vehicle including payment of insurance charges (Srl.No.10 (ii))	Full	Full	
12	Staff paid from contingency (Srl.No.20)	Full	Full	Staff to be appointed only for work of casual nature subject to restrictions imposed by the Govt./Board of Governors from time to time.
13	Purchase of stationary for official use	Full	Full	
14	Purchase of liveries and badges for staff (Srl.No.23)	Full	Full	
15	Expenditure on advertisement	Full	Full	

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
16	Payment of electricity, water, telephones, house taxes and other taxes payable under the law	Full	Full	
17	Expenditure on postage including speed post and Courier service and telegram and commission of money-order and bank drafts	Full	Full	
18	Power to sanction subsidy as financial assistance to departmental canteens (Srl.No.2)	Full	Full	
19	Condemnation of type-writers and other stores	Full	Full	
20	Freight and demurrage/warfare charges	Full	Full	
21	Write off stores (other than motor vehicles)	Full	Full	
22	Power to write off irrecoverable losses of stores/public money including losses of stamps.	Full	The powers to the Directors will be Rs.10000/- for loss of stores not due to theft, fraud or negligence in each and Rs.2500 in each other cases.	

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
23	Advance payments against supply	Full	Full	Subject to provision of GFR-256 and 258
24	Power of incurring contingent expenditure not specifically covered under any sub-item mentioned therein in each case	Full	Recurring Rs.4000/- per annum in each case. Non-recurring Rs.10000/- per annum in each case.	
25	Purchase and repairs of bicycle	Full	Full	
26	Conveyance hired	Full	Full	
27	Repairs and alteration to hire and requisitioned buildings	Full	Rs.5000/- per annum for non-recurring and Rs.1000/- per annum recurring	
28	Indent, contracts and purchase	Full	Full	
29	Miscellaneous expenditure of unusual nature	Full	*Rs. 1000/- in each case	
30	Investigation of arrears claims up to six years of its becoming due.	Full. Powers may be exercised subject to provision GFR and orders of the Govt. of India	Full	Up to 3 years of its becoming due.

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
31	To execute contracts/deeds and other instruments for and on behalf of Board of Governors	Full	Subject to approval of the DG, ICFRE	
32	Form of Surety Bond to be executed by the employees of ICFRE handling cash/stores etc. and acceptance thereof:	Full	Full	As per Central Govt. rules
33	Grant of advance for purchase of conveyance	Full	Full	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time
34	Grant of advance of pay and TA on transfer	Full	Full	Subject to provision of budget allotment and observance of rules laid down by Govt. of India from time to time
35	Grant of advance for purchase of warm clothing and table fans	Full	Full	-do-
36	Grant of advance of official tours and LTC	Full	Full	-do-
37	Grant of festival advance	Full	Full	-do-
38	Grant of advance in connection with natural calamities	Full	Full	-do-
39	Grant of advance in connection with law suits to which ICFRE is a party	Full	Full	-do-
40	Grant of advance to ICFRE employee for departmental expenses	Full	Full	To the extent sanctioning authority is competent
41	Grant of temporary advance and withdrawal from the provident fund rules	Full	Full	Subject to the conditions admissibility laid down under provident fund rules.
42	Grant of advance in lieu of leave salary	Full	Full	--

Sl.	Nature of Power	Competent Authority and Extent of Power		Remarks
		Director General	Director	
43	Grant of house building advance	Full	Full	Subject to the conditions laid down under HBA rules applicable to Central Govt. employees and to the extent of the budget provision approved by the Board of Governors
44	Sanction of pension to ICFRE employees	Full	Full	Where DG/Director is the appointing authority
45	Grant of OTA allowance	Full	Full	Subject to the conditions and restrictions laid down by the Govt. from time to time.
46	Sanction of fellowship in ICFRE	Full	Full	As per approved rules and budget provision
47	Sanction of Forest Advance	Full	Full	--
48	Sanction of research grants	Full	Full	--
49	Civil Works (Departmental including fencing)	Full	The powers of the Directors will be Rs.1,00,000/- in each case	--
50	To accord administrative approval/ expenditure sanction for estimates of work	Full	Directors will have powers upto Rs.5,00,000/- for non-residential and Rs.1,00,000/- for residential in each case	--

51	Sanction of telephone for officers in ICFRE in office as well as at the Residence	Full	Full for office telephones only subject to economy orders issued by Ministry of Finance	--
52	Incurring expenditure on serving of lunch in the official meeting	Full	--	--

### **GENERAL CONDITION**

1. The exercise of these powers will be subject to observance of Govt. instructions on the subject.
2. The powers which have not been delegated to Director General, ICFRE may vest with the Board of Governors of ICFRE.
3. Director of Institutes may exercise powers delegated to Heads of Department in respect of items which have not been listed.
4. Powers of Director of the Institutes in excess of these delegated to them may be exercised by them with the approval of Director General, ICFRE to the extent that such excess falls within the delegated authority of the Director General, ICFRE.