

Guidelines for Institution/Organizations for organizing the Courses

The following guidelines may kindly be followed strictly while organizing the training course:

(A) Action on receipt of nomination:

1. On receipt of the list of nominations from the Ministry of Environment, Forests & Climate Change (MoEF & CC), the institute should immediately request the PCCFs of the States concerned to forward the latest addresses of the nominated officers. In addition, the Course Coordinator may find out telephone numbers of officers concerned from our website www.ifs.nic.in (IFS Civil List – 2014).
2. The officers nominated may kindly be intimated well in advance directly or through the PCCF concerned about the venue of the course, how to reach the place, transport facilities (Pick up & Drop to Airport/Railway Station) provided by the institute, arrangements for their accommodation and the detailed schedule of training for the full period of the course. The organizers may please note that the officers nominated for training are senior All India Service officers of Indian Forest Service & therefore adequate facilities should be arranged during training.
3. The institute would forward a copy of the outline of course contents well in advance to the participants and may request them to come prepared for sharing their experiences through presentations/interaction.
4. The institute may consult concerned officers in the forest department of the State where the institute is situated while designing the programme.
5. The institute will accept only those officers who have been nominated by the GOI and figure in the list sent by the MoEF &CC.
6. A copy of the correspondence made with the PCCFs/participants should be scanned and immediately forwarded to the MoEF &CC so that the same could be put on its website for easy access by them.

(B) Boarding & Lodging:

7. The institute would make necessary improvements in overall conduct of the course including residential accommodation and recreational facilities based on the feedback received from the participants during the conduct of the course as well as during the previous programmes.
8. The course fee include the boarding and lodging expenses of the *nominated participants only* for the duration of the course plus one (only) more day, if the participants happen to arrive at the venue of the course on the previous day and depart on the day after completion of the course.
9. The boarding and lodging facilities to be provided to the nominated officers should be adequate to the tune of the expenses to be reimbursed by the Government of Indian (GOI) as already indicated in the offer letter.
10. The participants should be provided hygienic and whole some food keeping the age mix of the participants. Junk food should be avoided and fresh fruits/vegetables should richly form the menu.

(C) Training Facilities, Faculty, Field Visits and Training Material:

11. Training Programme should be prepared well in advance and sent to RT Division for suggestion, if any. As part of the course, the institute would carefully choose the tele-films and video-films for the participants and make necessary improvements in computer and library facilities.
12. Field visits are an important part of training programme. These visits should be relevant to the topic of the training so that it improves learning.
13. There has to be right mix of internal and external resource persons and only the eminent and well-experienced persons may be invited as resource persons.
14. The training should have judicious blend of lectures and exercises and thrust should be given on analysis of the case studies relevant to the training course.
15. The training material for circulation among the participants should be standard and of high quality (in bound form).

(D) Participation by Officers:-

16. Active participation by the officers in the training course has to be ensured by encouraging them in clearing their doubts/making points.
17. The institute shall maintain an attendance sheet of the participants to be signed daily in the forenoons and afternoons. The attendance sheet will be forwarded to the MoEF&CC along with other documents.
18. Panel discussions on the topic "*Improvement in the working of Forest Departments- need for career development through training and improvement of skills*" may also be organized during the course. The idea for such panel discussions is to have suggestions for upgradation of skills of foresters, adoption of modern techniques and their applications in forestry activities and advancement of individual careers with the ultimate aim of improving the working of the State Forest Departments for efficient service delivery to the people.
19. Besides covering the relevant topics, it is requested that presentations/ discussions on experience sharing by the officers and the evaluation of the training programme, its strengths and weaknesses, should also be held.
20. The feedback forms should be distributed to the participants on the first day itself. Collection of feedback forms is a must. The name of the officer, who does not return his/her feedback form, may be reported to the MoEF&CC.

(E) Action by institute after conduct of Training:-

21. The feedback received from the participants should be forwarded to the MoEF&CC in original. The feedback documents should be forwarded in bound form and not in loose sheets. The feedback format can be downloaded from the website of RT Division (<http://www.ifs.nic.in>).
22. While forwarding the list of the participants, please **mention officer's code** along with cadre and year of allotment. Kindly obtain their latest e-mail addresses and send to the MoEF&CC along with the above details.
23. Institute would forward the
 - (a) List of the officers participating in the course through e-mail/fax on the first day & last day of the course (To AIGF (RT), MoEF&CC).
 - (b) Course Director's report including 2/3 page abstract of program, Timetable/Schedule, Attendance sheet, 1 page note on panel discussion, Course Directors observations, action taken to improve the program, feedback from the participants in original including compiled sheet and training material (a hard copy and soft copy) along with bills within 15 days of the completion of the course (To DIGF (RT), MoEF&CC).
 - (c) The pre-receipted bills (in quadruplicate) of boarding and lodging for reimbursement detailing the number of residential and non-residential participants. Revenue stamp should be affixed on the pre-receipted bills.
24. The number of officers participating in the training programme will be less than the number of nominated officers. It is generally observed that about 50% of nominated officers attend the program. However, the trainings at Bangalore/Goa/Jodhpur/Agartala/Peechi are attended by about 70% officers. You may therefore plan your accommodation accordingly and confirm it with officers over telephone.

25 To improve the record keeping, it is requested to kindly provide the following documents (**scanned**) in CD (Institute name, Date of Training, Subject of Training mentioned on top of CD) in addition to one set of hard copy at the time of submission of bill within 15 days of completion of the course:-

- (i) Course Director Reports including 2/3 page abstract of program
- (ii) Feedback Forms of Participants
- (iii) Timetable/Schedule of Training/Workshop
- (iv) Attendance Sheet for full week
- (v) List of Participants with contact details & latest e-mail
- (vi) Course Materials
- (vii) A copy of the correspondence with PCCFs/Participants
- (viii) One/Two page note on Panel discussion on the Topic *“Improvement in the working of Forest Departments-need for career development through training and improvement of skills”* as mentioned.

26 Kindly try to correspond, as far as possible, through e-mail (except financial matters)