



सत्यमेव जयते

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Ministry of Environment & Forests

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To

The Director

Minor Forest Produce Processing and Research Centre

Van Parisar, Barkhera Pathani, Bhopal - 462021

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Sub: Nominations of the Indian Forest Service officers for One-Week Compulsory Training Course on **“Increasing Productivity of Wood and Non-Timber Forest Produce (NTFPs) using Modern Technical Inputs”** scheduled to be held at **Minor Forest Produce Processing and Research Centre** from **November 14-18, 2011**.

Sir,

I am directed to enclose a list of the IFS officers nominated by the Ministry of Environment & Forests (MoEF) for undergoing One-Week Compulsory Training Course on **“Increasing Productivity of Wood and Non-Timber Forest Produce (NTFPs) using Modern Technical Inputs”** to be organized by your institute/organization from **November 14-18, 2011**. The following guidelines may kindly be followed strictly while organizing the training course:

1. Immediately on receipt of list of nominations from the MoEF, the institute should request the PCCFs of the States concerned to forward the latest addresses of the nominated officers.
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 (with detailed location map of the institute), transport facilities to be provided by the institute, arrangements for their accommodation and the detailed schedule for full period of the course. As far as possible, transport facilities should be provided from the airport/railway station so that the officers may not face difficulties in reaching the place of accommodation arranged for them. The institutes may contact the nominated officers through e-mail Ids which have been mentioned in the list of nominations.
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 making presentations/interaction.
4. 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, wherever applicable.
5. The boarding and lodging facilities to be provided to the participants should be adequate to the tune of the expenses to be reimbursed by the MoEF as already indicated in the offer letter.
6. Make necessary improvements in computer and library facilities. As part of the course, the institute should carefully choose the tele-films and video-films for the participants.
7. The field visits have to be quite relevant to the topic of the training.
8. There has to be right mix of internal and external resource persons.
9. Only the eminent and well-experienced persons may be invited as resource persons.
10. More thrust should be given on analysis of the case studies, and discussions by the participants than on the lectures.
11. The training materials for circulation among the participants should be standardized and of high quality (in bound form).
12. Active participation by the officers in the training course has to be ensured through encouraging them in clearing their doubts/making observations/comments.
13. While designing the programme, the institute may also consult concerned officers in the forest department of the State where the institute is situated.
14. The training should have judicious mix of lectures, exercises, case studies and field visits.

15. 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 along with other documents.
16. The feedback forms should be distributed to the participants on the first day itself. Collection of feedback forms is must. The name(s) of the officer(s), who do(es) not return his/her feedback form, may be reported to the MoEF.
17. The feedback received from the participants should be forwarded to the MoEF in original. The feedback format can be downloaded from the website of RT Division (<http://www.ifs.nic.in/rt/>). The feedback documents should be forwarded in bound form and not in loose sheets.
18. The institute will accept only those officers who have been nominated by the GOI and figure in the list sent by the MoEF.
19. The GOI will reimburse 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 next day after completion of the course.
20. While forwarding the list of the participants, please **also mention officer's code** along with cadre and year of allotment. Kindly also obtain their e-mail addresses and forward along with the above documents.
21. Institute would forward the
  - (a) List of the officers participating in the course through e-mail/fax on the first & last day of the course
  - (b) Course Director's report, feedback from participants in original and training material (a hard copy and soft copy) along with bills within 15 days of the completion of the course
  - (c) The pre-receipted bills (in quadruplicate) of boarding and lodging for reimbursement detailing the number of residential and non-residential participants. MoEF will not reimburse any boarding charges for the non-residential participants. Revenue stamp should be affixed on the pre-receipted bills.
22. 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 (Preferably on the second to fourth day). 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 SFDs for efficient service delivery to the people.
23. 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.
24. A copy of the correspondence made with the PCCFs/participants should be scanned and immediately forwarded to the MoEF so that the same could be put on its website for easy access by them.

Yours faithfully,

Encl. As above

  
(Priya Ranjan)  
Assistant Inspector General of Forests (RT)