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Government of India
Ministry of Environment, Forests & Climate
Change, Indira Paryavaran Bhawan,
AGNI WING, R.No.A-356, Jor Bagh Road,
Lodhi Road, New Delhi-110 003.

No. 17-6/2013-RT

Dated: 30/10/2014

To

The Course Coordinators

Dear Sir,

It has been observed that few training institutions are not providing adequate boarding/lodging and training facilities to the participants of one week compulsory training course for IFS officers. It has resulted into poor overall grading of the course inspite of adequate funds being made available by the Ministry for arranging these trainings.:-

2. We are interested in continuing our association with our partners in training and suggest that participants may be provided atleast three star or better facilities during training which may include –

2.1) Training Faculty and Training Material :

- Standard, researched and high quality training material/books and references for future use.
- Talk/Lectures by eminent faculty/ renowned resource persons in the field of topic of training besides by inhouse faculty.

2.2) Lodging Facilities :

- Clean and hygienic rooms with clean and fresh bed sheet, towel, quilt covers with arrangements for change as per requirement.
- A toilet kit having shaving gel, disposable razor, moisturizer, tooth brush, tooth paste, hair oil etc. sufficient for six days.
- Courteous and well versed staff to look into judicious needs of the participant at all time and to make available his telephone number on arrival.
- Medical emergencies at the cost of participants.
- Bathroom slippers for use in room.
- Wi-Fi Network for internet or atleast two computers with internet connectivity.

2.3) Pick up and Drop Facilities:

- Pick up and drop facilities to the participants as the cost is built in the programme.

2.4) Boarding Facilities :

- Hygienic and wholesome food avoiding junk and deeply fried masala food items.
- Wider food choices for the participants by specifying daily menu in advance and by taking care of participants' diverse needs.
- Fruits, salads and boiled vegetables should be included in the menu besides fruits during tea time.
- Serving food in professional manner by engaging good caterer.

3. I hope adequate efforts will be made to make the training a real learning experience so that overall satisfaction level of atleast 85% and above is achieved.

With best wishes,

Yours Sincerely,

Dwijendra Shukla
30/10/14

(Dr.D.K.Sharma)
Dy. Inspector General of Forest(RT)



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F.No.17-6/2013-RT

Dated: 13.12.2013.

To,
The Course Director,

Sub: Conduct of Training Courses for IFS officers/Personnel of other Services/other Stakeholders.

Dear Sir,

Greetings from Research & Training Division, MoEF and the best wishes for the New Year 2014! It is a matter of great pleasure that your institution is engaged in conduct of training course/workshop for the IFS officers/other stakeholders on behalf of the Ministry of Environment & Forests.

2. As seen from the feedback of the participants, your continuous efforts and enthusiasm is noteworthy and we expect that this association would continue. However, while conducting training, the importance of following points is reiterated again :

- (i) Day-wise Schedule of Training should be finalized immediately on receipt of names of the participants and communicated to the RT Division.
- (ii) Generally, a typical training should include 3^{1/2} -4 days of inputs ^{in the} field & the lecture hall and 1-1^{1/2} day of discussions and its documentation.
- (iii) The Course Director's Report should consist of following documents :
 - (a) Compiled parameter-wise feedback of participants alongwith feedback forms duly filled.
 - (b) Outcome of discussions documented in 3-4 pages- alongwith impressions of the course.
 - (c) Topic-wise list of Resource Persons.
 - (d) Course material supplied to participants.
 - (e) Day-wise schedule of Training/workshop.
 - (f) Actions taken up to address the shortcomings reported by the participants in the previous training/workshop.
 - (g) List of participants alongwith their mobile no. and e-mail addresses.
 - (h) Soft copy of above information.

With regards,

Yours sincerely,

Dr. D.K. Sharma
(Dr. D.K. Sharma)
13/12/13

Dy. Inspector General of Forests(RT)

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