

वन विभाग/Office
वन सूचना विभाग/Forest Informatics Division
दफ्तर सं. Diary No. 21/9
दिनांक Dated 21-6-13

S.D. Sharma, IFS
Assistant Director General
(Administration)



Re. note for 2013
DSDS. Let 21/6/13
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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)


No.1-17/2013-ICFRE/Admin (11)

Dated 21st June, 2013

CIRCULAR

As the official files which need to be approved/signed by the Director General, ICFRE are to be sent physically to Van Vigyan Bhawan, New Delhi. To facilitate and expedite this process, I am directed to bring to notice of all concerned at ICFRE (Hqrs.) and FRI, Dehradun that the officers and scientists visiting New Delhi on official tour should collect and carry files, if any, lying with Administrative Officer, DG office, ICFRE and hand over to Resident Director and CPLO at Van Vigyan Bhawan, New Delhi and also while on their way back they should carry files from CPLO, Van Vigyan Bhawan, New Delhi and hand over the files to Administrative Officer, DG office, ICFRE.




(S.D. Sharma) 21/6/13
Asstt. Director General (Admin.)

Distribution:-

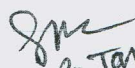
1. All DDGs/Director (IC)/ADGs/Secretary/Director, Biodiversity Conservation/CVO/Head, IAC, ICFRE.
2. Director, FRI.
3. Resident Director and CPLO at Van Vigyan Bhawan, New Delhi
4. Administrative Officer, office of DG, ICFRE.
5. Head, IT Division and Transparency Officer, ICFRE.

PS 1 file credit to all
Heads
21/6

No. 1158/DFAI/2013, dated 21-6-13

copy forwarded to the following for information and necessary action.

1. All Heads of Division, FRI, D.Dun
2. Chief Librarian, NFLIC, D.Dun
3. Group coord (Res) FRI
4. Dean (A) / Registrar FRI-DU
5. Registrar, FRI, D.Dun


CP-Tamta/
PS to Director
21-6-13


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