



# **ADMINISTRATION AND INFORMATION TECHNOLOGY**



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## Introduction

The Directorate looks after the establishment and controls the operations of Pension Cell, Procurement Cell, Recruitment Board, Budget Section and Drawing and Disbursement Office. The Directorate also caters to the Information Technology needs of ICFRE Hqrs. and FRI.

### 5.1 Information Technology

Information Technology (IT), today, is one of the great drivers of organizational efficiency and excellence and is, therefore, the necessary ingredient in every meaningful endeavour. This is the case with ICFRE too. The Information Technology Division under the Directorate of Administration in ICFRE caters to the IT needs of the ICFRE Hqrs. and the Institutes under it that are spread across the country. As the changes and advances in the area of IT take place at an extremely fast pace, ICFRE also keeps abreast with those changes. Meeting the organizational objectives and keeping abreast with the latest technology were the drivers for IT during 2009-10 in ICFRE.

ICFRE implements the eGovernance programme envisaged by the Ministry of Environment & Forests, New Delhi in terms of IT infrastructure and capacity building. The hardware requirements of ICFRE Hqrs. were analyzed and the demand met through receipt of desktop computers and printers from the MoEF and all the officers/ officials at ICFRE Hqrs. down to the level of LDC have been equipped with desktop computers and printers.

Besides building the above basic infrastructure, some important initiatives taken up are:

- a. Development of Indian Forestry Research & Information System (IFRIS).
- b. Establishment of ICFRE Server Farm (Data Centre).

### Development of Indian Forestry Research & Information System (IFRIS)

IFRIS was conceptualized with the aim to implement a comprehensive IT solution with the following objectives:

- a. To convert some of the present working manual systems into automated systems.
- b. To enhance access, efficiency, transparency and accountability in the context of work in the organization.
- c. To enhance responsiveness of ICFRE through workflow automation and knowledge management.
- d. To enhance ease of access to information and services by users and stakeholders in ICFRE.

The project was planned as a three stages activity viz. Conceptualization, Project Development and Software Development & Implementation. The work was assigned to M/s Sobha Renaissance Information Technology, Bagalore through competitive bidding. The project took off during the month of January 2008 and the system is partially functional in 2009-10. It is expected to be fully deployed in 2010-11.



IFRIS broadly comprises of two main parts viz. Indian Forestry Research Management Information System (IFRMIS) and Indian Forestry Research Administration Information System (IFRAIS). Some key research-web enabled-services and records that would be provided by IFRIS are as follows:

- a. Research Projects Database including externally funded projects.
- b. Grants and Research proposals.
- c. Role based access to information/reports.
- d. Downloadable summary of research reports.
- e. Personnel Information, Pay Roll and Financial Accounting System Procurement and Inventory.
- f. Library Information Management System.
- g. Real time availability of information on centralized data repository.

**Project Institutional Framework** has become an effective platform wherein Institute Apex Committees, Technical Committee and ICFRE Apex Committee regularly conduct meetings to gather expectations and concerns of stakeholders and to review implementation progress.

**e-Champions**, the change agents, have been identified from all the institutes for change management and adoption of application at levels of organization. e-Champions have been trained through Training-cum-Workshops at ICFRE.

#### **ICFRE Server Farm (Data Centre)**

The ICFRE Server Farm hosts the IFRIS application and other allied key services like:

- a. Database and application service.
- b. Email, Web services, Domain Name Services and Proxy services.
- c. Antivirus and other security products like Firewalls, Intrusion detection and prevention systems etc.

- d. Content filtering services like Anti-SPAM, Anti-Spyware etc.
- e. Suitable Data Backup and Network Monitoring tools.

Based on its architecture, the type of services hosted and the monitoring protocols put in place, the ICFRE Data Centre has been granted an ISO 27001-2005 Certified Data Centre and Services status.

#### **5.2 Sevottam**

ICFRE interacts with citizens and its clients in a variety of ways. When it comes to IT, the interface is through the ICFRE websites and the email services- particularly its own email system that the organization has installed. The websites and email systems are managed on a 24 x 7 basis throughout the year and across various institutes of ICFRE all over the country.

##### **5.2.1 Action Taken to Formulate the Charter for the Department and its Subordinate Formation**

Public Grievance Mechanism and Service Delivery Capability are important elements of Sevottam framework. Administration and IT branches of ICFRE largely rely on providing information to the public and clients through the web-based tools, dissemination of information through a variety of means—including IT interface, responses to citizens by way of the tools that come under the purview of Right to Information Act and through workshops and seminars conducted by the organization.

The ICFRE website ([www.icfre.org](http://www.icfre.org)) provides information and details on IT initiatives taken and the progress of various works



underway. This information format, along with the whole layout of the website, was decided by a high level committee constituted a couple of years back. The information that we are providing currently follows the same approved format, the temporally variable information being the only element that changes with time.

### 5.2.2 Action Taken to Implement the Charter

The charter is being developed. However, the ideas that find place in a Charter of the nature envisaged in Sevottam, are mostly being implemented as the information given below shows.

### 5.2.3 Details of Training Programmes, Workshops, etc. Held for Proper Implementation of Charter

A large number of training programmes and workshops etc. were held by ICFRE and its institutes. Some of these are listed below:

- a. Institute of Wood Science and Technology organizes 5 days and 3 days training courses on topics like Field Identification of Important Timbers, Timber Joinery, Classification and Grading of timbers, Wood Protection, Modern Seed and nursery Technology, Wood Seasoning and preservation, Extraction/Purification Techniques and Instrument Analysis, Plant Identification, Field Methods and Herbarium Techniques, Integrated Pest Management, Application of Statistics in Forestry and Agroforestry System: concept and case studies. These training are being organized since year 2005-2006.
- b. The institute also conducts RAG meeting, stakeholders interactive meet/liaison

meetings, Indo-Italian seminar and compulsory training for IFS officers every year.

- c. Two one week trainings were organized for farmers and Field functionaries on Bamboo at Rajpipla, Gujarat and Kota, Rajasthan under National Bamboo Mission.
- d. One week compulsory training of IFS Officers on "Integrated Approach for Sustainable Development of Fragile Desert Ecosystem" sponsored by Ministry of Environment & Forests, Govt. of India, New Delhi, was organized by this Institute from 14<sup>th</sup> to 18<sup>th</sup> December 2009 in which 31 IFS Officers attended the course.
- e. Based on the request of stakeholders (Farmers, NGO's and Forest Department), one day brain storming seminar on Khejri mortality in Rajasthan was organized on 16<sup>th</sup> November 2009 to formulate a coordinated project to address problem of Khejri mortality, its genetic improvement and conservation. As a followup of brainstorming session, coordinated project on Khejri on the above line were prepared and the same was approved by the RPC for the implement action.
- f. A workshop on Development of criteria & indicators for sustainable NTFP management was organized on 29<sup>th</sup> August 2009 at Jodhpur in collaboration of Indian Institute of Forest Management (IIFM), Bhopal.



g. Based on the need and request from the M.Sc. students and facilities of the Biotechnology, summer training programmes on Plant Biotechnology for M.Sc., B.Sc. and B.Tech. Students at Jodhpur.

#### **5.2.4 Details of Publicity Efforts Made and Awareness Campaigns Organized on Charter for the Citizen/Clients**

ICFRE made substantial and varied efforts regarding publicity and awareness generation programmes and a large number of programmes were organized. An illustrative list, not exhaustive, is given below:

a. The Institute of Wood Science and Technology (IWST) at Bangalore, which is one of the institutes under the ICFRE, published the following handouts which are distributed free of cost in Krishi Melas, trainings and demonstration programme, VVK etc.

#### **Pamphlets (Telugu)**

1. Sandal
2. Nursery Practices
3. Portable Distillation Unit
4. Sap Displacement Techniques for Treating small girth timber and bamboo
5. *Ficus bengalensis*
6. *Pongamia pinnata*
7. *Tectona grandis*
8. *Moringa olifera*
9. *Casuarina equisetifolia*
10. *Acacia nilotica*
11. *Dalbergia sissoo*

#### **Pamphlets (Kannada)**

1. Sandal
2. Nursery Practices
3. Portable Distillation Unit
4. Sap Displacement Techniques for treating small girth timber and bamboo
5. Value addition of Timber–Plantation grown and lesser known species
6. Wood seasoning
7. Wood plasticization and bent wood products from coconut wood
8. AM fungi as biofertilizer in forestry

#### **Pamphlets (English)**

1. Sandal
2. Nursery Practices
3. Portable Distillation Unit
4. Sap Displacement Techniques for treating small girth timber and bamboo
5. Value addition of Timber–Plantation grown and lesser known species
6. Wood seasoning
7. Wood plasticization and bent wood products from coconut wood
8. AM fungi as biofertilizer in forestry
9. Infrastructure requirement and vegetative propagation of *Dendrocalamus stocksii* by culm cutting

#### **Pamphlets (Konkani)**

1. Portable Distillation Unit
2. Sap Displacement Techniques for treating small girth timber and bamboo
3. Ammonia Plasticization
4. Ammonia Fumigation



The institute has the following publications/technical bulletins some of which are in English, Kannada and Telugu. They are made available to the public on payment basis:

Sl. No.	Brochures	Language
1	Sandal	Kannada
2	Tamarind	Kannada
3	Bamboo	Kannada
4	Casuarina	Kannada
5	Neem	Kannada
6	Eucalyptus	Kannada
7	Jatropha	Kannada
8	Gmelina (Shivani)	Kannada
9	Moringa (Nugge)	Kannada
10	Agarbathis	English
11	Catamarans	English
12	Sandal	English
13	Biodeterioration of wood and its prevention in Indian Coastal Waters	English
14	Sandal	Telugu
15	Tamarind	Telugu
16	Bamboo	Telugu
17	Casuarina	Telugu
18	Neem	Telugu
19	Eucalyptus	Telugu
20	Red Sanders	Telugu
21	Catamarans	Telugu
22	Catamarans	Tamil
<b>Technical Bulletins/Information Series</b>		
1	A Rapid and Non-destructive technique for estimating growth strain in trees and logs	English
2	Detection, Identity and Management of Insect Pests of Timber	English
3	Wood Seasoning & Preservation	English
4	A guide to some important timbers in south-Indian markets	English
5	Sandalwood Tree (pests and diseases and their management)	English
6	Portable Distillation Unit to extract essential oil	English
7	Ammonia Plasticization of coconut wood for value addition	English
8	Sap Displacement Techniques for treating small girth timber on bamboo	English/Kannada
9	Whitefly pests in forestry and their management	English
10	Arbuscular Mycorrhizal (AM) fungi as biofertilizer in forestry	English



Sl. No.	Books	Language
1	<i>Santalam album (Sandal)</i>	English
2	Biodegradation of timber and its prevention in Indian Coastal Waters - 3 <sup>rd</sup> Progress report 1982-2005	English
<b>Proceedings</b>		
1	Forestry, Forest Products and Coastal Population	English
2	Wood Preservation in India: Challenges, Opportunities & Strategies	English
3	Intellectual Property Rights in Forestry Issues	English
4	Conservation, Restoration and Sustainable Management of Mangrove Forests in India	English
5	Conservation, Improvement, Cultivation and Management of Sandal	English

b. Similarly, Arid Forest Research Institute (AFRI), Jodhpur also made the following publicity efforts:

- Forty two farmers and field functionaries trained under VVK from 27<sup>th</sup> to 29<sup>th</sup> November 2009 by a training organized at Gujarat Forest Research Institute, Gandhinagar.
- Three days training for farmers and field functionaries (SFD's) was conducted from 13<sup>th</sup> to 15<sup>th</sup> February 2010 under VVK (Rajasthan) at Kisan Bhawan Bikaner, Rajasthan.
- Participated in the western Rajasthan Hastshilp Utsav, held at Rawan Ka Chabootra, Jodhpur from 2<sup>nd</sup> to 11<sup>th</sup> January 2010 for dissemination of research results and developed technologies under various research projects of the Institute to the stakeholders (Farmers, NGO's, wood based industries, Environmentalists and SFD's).
- AFRI, Jodhpur participated in one day Kisan Mela organized by Agricultural Technology Management Authority

(ATMA), Jodhpur in collaboration of Shri Marudhar Bagwani Krishi Utpadan Vikas Samiti on 22<sup>nd</sup> February 2010 at Beraie, Bhopalgarh Rajasthan to disseminate research findings of projects for the field application by the farmers.

- Quarterly publication of AFRI, Darpan for extension and publicity of the research interim findings and technologies for the dissemination and absorption by the stakeholders.
- Interpretation Centre has been established for public awareness and education in forestry for school and college students of forestry, agriculture and allied subject students, researchers, farmers, NGO's, and SFD's etc.
- Celebration of Days like Van Mahotsava, Environment, Biodiversity and combating deserts and desertification to generate awareness in public.

#### 5.2.5 Details of Internal and External Evaluation of Implementation of Charter in the Organization and Assessment of the Level of Satisfaction among Citizen/Clients

As the charter is still being developed, formal evaluation has not yet started.



### 5.3 Welfare Measures for the SC / ST/ Backward/Minority Communities

Welfare of the SC/ST/Backward/Minority communities is a major management concern in the ICFRE. Some of the details of actions taken in different institutes of the Council.

The Director General, ICFRE has constituted the SC/ST/OBC Cell (Grievances Redressal Cell) for SC/ST/OBC Officers/Employees of ICFRE (Hqr.) for consideration of their problems. As per Secretary, ICFRE's Order No. 63-37/2010-ICFRE dated 23/02/2010 Shri Omkar Singh, DDG (Edu.) took over the Charge of Chief Liaison Officer for SC/ST/OBC in the month of February 2010. During this period from February to March 2010 the following welfare measures for SC/ST/OBC were taken.

1. Quarterly meeting with nodal officers was held in the month of March 2010.
2. One day training programme was organized on 23<sup>rd</sup> March 2010 for officers/officials dealing with matters of maintaining the Roster and followup of orders/instructions of Govt. of India relating to reservation and other related issues. Shri R.D.Chandras, Director, National Commission of Scheduled Castes, Lucknow was invited as Resource Person for the training. Total 27 officers/official under took the training.

**FRI, Dehradun:** The Director, Forest Research Institute reconstituted the SC/ST Cell (Grievance Redressal Cell) for SC/ST Officers/Employees of FRI, Dehradun for consideration of their problems under the Chairmanship of Shri Ganga Singh, C.F. Head, CC & FI Division, FRI, Dehradun.

The Cell functions under the Liaison Officer. The Liaison Officer examines and rectifies, wherever necessary, the roster

maintained by the Institute for ensuring representation to SC/ST and OBCs. The Liaison Officer is expected to provide relevant guidelines to the officers of the Institute in accordance with the instructions issued by the Department of Personnel and Training (DoP&T) from time to time.

**IFGTB, Coimbatore:** A nodal officer has been appointed for taking up welfare measures for SC/ST/Backward/Minority Communities. Also welfare measures like improvement in fitness centre and children park have been carried out for the benefit of all employees of IFTGB. A community hall has been renovated and a canteen facility has been created for the use of employees and their families. Awards have been provided to the Children of Employees who have fared well in 10<sup>th</sup> and 12<sup>th</sup> standard board exams.

**IWST, Bangalore:** A meeting was convened by Dr. B.N. Mohanty, IFS, Liaison Officer SC/ST and OBC Cell of IWST in which all SC/ST and OBC Employees of Bangalore and WBD (Marine), Visakhapatnam were invited to attend. A separate meeting was also held for SC/ST and OBC employees of FRC, Hyderabad. One Committee for formulation of by-laws of the Association was constituted under the Chairmanship of Mr. Raja Muthukrishnan. The Committee is in the process of formation of bye-laws.

**TFRI, Jabalpur:** ICFRE Dehradun, has reconstituted the SC/ST/OBC Grievance Redressal Cell for the welfare of the community. Director, TFRI, has constituted a committee to initiate necessary steps to form a union under the guidance of Liaison Officer of the institute and preparation of bye-laws of the union is in progress. The union will conduct a



meeting every year in March. The committee has listed out the existing strength of SC/ST/OBC communities in the institute during 2009-10.

**AFRI, Jodhpur:** A SC/ST/Backward/ Minority communities' welfare committee has been constituted at the Institute. Dr. S.I. Ahmed, Scientist-F, is the chairman of the committee with four other members. The committee looks after the welfare aspects and the Grievances of the employees of the SC/ST/Backward/Minority communities, if any.

**HFRI, Shimla:** In accordance with the MHA, OM No. 16/17/67-Ests(C) dated 10.04.1968 (DoPT OM No. 36022/ 5/76 dated 27.5.1976) for ensuring proper compliance of instructions of

Govt. of India in the matter of reservations for SC/ ST and OBC's. Dr. K.S. Kapoor has already been nominated as a Liaison Officer. Keeping in view the mandate of this constitution, the officer remains in touch with the welfare measures being/ to be taken up for these communities.

**IFP, Ranchi:** A meeting of all SC/ST/OBC Employees working at IFP, Ranchi was held on 18<sup>th</sup> March 2010 to discuss among themselves to decide the composition & finalize the bye-laws. SC/ST/OBC Cell (Grievance Redressal Cell) for SC/ST/OBC Officers/Employees IFP, Ranchi was constituted.