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Standard Operating Procedures for Induction and In-Service Training

CENTRAL ACADEMY FOR STATE FOREST SERVICE

Ministry of Environment, Forest & Climate Change
Coimbatore, Tamil Nadu



Standard Operating Procedures for Induction and In-Service Training

Central Academy for State Forest Service Coimbatore
Directorate of Forest Education
Ministry of Environment, Forests & Climate Change
Government of India

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SOP for on boarding of IFS Officers as Faculty Members

Selection of faculty

- The Ministry of Environment Forest and Climate Change will select and depute the IFS officer to the Academy.

Joining formalities

- The officer will submit the joining report which will be forwarded to all concerned.

Briefing/ Pay/allowances/ Rules and regulation

- The Principal and other faculty members brief the newly joined faculty member about the training activities and other Pay, Allowances and the training rules in force.

Training orientation

- The Course Directors will brief about the batches presently undergoing training in the Academy.
- The Profile of each batch, their training period, subjects and modules already covered, study tour already completed will be briefed.
- The new faculty member shall be introduced to the OTs formally.
- The new faculty member shall be exposed to all the facilities available in the Academy.

Allotment of specific Job Responsibilities

- The administrative responsibilities shall be assigned by Principal. The responsibilities such as Course Director, Controller of Examinations, Head of Office, Estate Officer, Officer-in-Charge (Sports), Officer-in-Charge (Facilities), Course Coordinators for theme based workshops, Officer-in-Charge of study tours are the major responsibilities to be shared among the faculty members.

Allotment of Chamber and Housing facilities

- The Head of Office and Estate officer shall make the housing facility ready for the new faculty member, before his arrival in Academy. The allotment of Chamber shall be made by the Principal.

Selection of course as per domain knowledge and specialization.

- The new faculty member shall select the subjects he can teach in the Academy. The subject selection shall be based on his education background, his domain knowledge and interest.

Faculty development programme

- The Officer shall be deputed to Institute which conducts the faculty development programme. The officer shall also be sent on tour to other CASFOS Academies to observe the training methodologies.

Periodic monitoring, Feedback, and Counselling

- The officer shall be monitored by the Principal for his efficient delivery of subject in the class, his delivery on other responsibilities and his general turnout. The proposed annual work programme and the accomplishments at end of the financial year shall be evaluated objectively.

- The feedback about the officer shall be received by the Principal from all sources and it forms the basis of counselling of the officer, if needed.

Relieving formality

- The officer shall be relieved when his tenure ends in the Academy.
- The DFE, cadre controlling authority and State Government concerned shall be informed accordingly.

Ensuring necessary travel grants and Payments

- The Academy grant the travel grant on-time.
- All the bills with respect to transport of goods and Travel bills of officer and family members shall be cleared at an earliest, subject to availability of funds.

Principal
Central Academy for State Forest Service,
Coimbatore.

Standard Operating Procedure for Induction Training

Broad outline of course

The Induction Training for newly recruited State Forest Service Officer Trainees (OTs) is for two years (24 months).The training period is divided into 16 months of Academic training (15 subjects are taught), 4 months of On Job Training (learning in the field in their respective States) and 4 months of Academic training (4 subjects are taught). The graduates of science, engineering, agriculture and veterinary science are eligible to be recruited into State Forest Service. As the service involves more of science and skills, the required knowledge and skills need to be imparted to the OTs (having varied educational background) during training.

The training of the State Forest Service OTs can be taken up only in three Academies in the country, located at Coimbatore, Dehradun and Burnihat.

During the 20 months training in the Academy, the OTs will undergo an introductory study tour to learn the basics of forestry and four study tours to various parts of the country to know about the various forest types, wildlife pertaining to the terrain, best forestry practices and many innovations introduced in various State Forest departments in recent times. Also, they would undergo field visits aimed at learning other relevant and specific topics. They are also taught larger concepts in the form of special modules which are as follows

1. Engineering module
2. Road alignment module
3. Working plan module
4. Ecological census techniques

The training of OTs is governed by The Entrance & Training Rules (Revised) 2004, for SFS Officers at present. In short, the induction training is the combination of the Academic learning, Field observations, Skill up gradation, and peer learning.

Pre Joining activities

- The Directorate of Forest Education, Dehradun sends the details of the OTs recruited from various States, to the CASFOS, Coimbatore.
- Meeting of all faculty members under the Chairmanship of the Principal, shall be conducted and broader framework of the training is finalized.
- Each faculty shall select the subjects of his preference (Based on his professional qualification, his knowledge and field experience). If any subject or part of it to be covered by a guest faculty, it shall be decided.
- One of the faculty members shall be assigned the job of Course Director (CD) who would coordinate the training activity of the batch.
- The duration and timing of the tour and modules shall be discussed and finalized.
- The dates of examinations and term breaks are decided in the meeting.
- The course calendar shall be prepared.
- The important places to be covered in the tour for imparting specific topics of subjects, modules to be conducted during the tour, Institutions to be visited and the key learning points in each study tour are discussed and finalized in the meeting.

- The sponsoring State Forest Departments shall be contacted to get the details of all the proposed trainees.
- A Whatsapp group shall be formed with all the faculty members, the supporting staff and the trainees before they join the Academy.
- The trainees shall be contacted and a brief note shall be shared. The brief note shall be having the brief history of the Academy, its location, ways to reach Coimbatore, basic Do's and Don'ts in the Academy.
- The list of documents to be submitted by each OT shall also be shared to them through the Whatsapp group.
- A separate saving bank account shall be opened in a nationalized bank for receiving the training expenses from the sponsoring states.
- The account details shall be communicated to the sponsoring State Forest Departments who shall be requested to remit the Training Expenses so that the training starts without any delay.
- The hostel facility shall be checked and arrangements shall be made to receive the OTs.
- A committee of faculty members and office superintendent is constituted for certificate verification on the joining day.
- State-Specific Special inputs to the OTs

    a. Keeping in view of the basic educational qualification of the OTs and their State, the training programme for each batch is designed specifically. For example, if the OTs are from South Indian States, more inputs shall be given to them by conducting more study tours in South India.

    b. If the OTs are from a coastal State, more inputs shall be given in the field of mangroves and marine biodiversity.

    c. During the tours emphasis is given to their native States.

    d. The special modules like Working Plan, Management Plan and Wildlife Census Techniques are being taught in their home State or in similar terrain.

    e. All the forest laws specific to the States and forest code/ manual of each state shall be provided to OTs.

    f. Various state specific information and data shall be collected for further dissemination.

Joining Activities / Orientation

- Each OT shall join Academy on the stipulated date and submit the required documents before the committee.
- The committee shall scrutinize the document and submit the report to the Principal on the day of joining.
- The joining report shall be sent to DFE and the concerned State Forest Departments on the same day.
- Few OTs shall be selected and included in the purchasing committee. This committee will look after purchase of all required items for training.
- The OTs shall select either one of the subjects viz., botany or mathematics. They are divided into groups based on their graduation subjects.

- All the faculty members will address the newly joined OTs on the second day.
- The OTs shall be briefed about the course, subjects to be taught, evaluation system, physical training and games, dress code, mess, club activities, leave rules etiquette etc. The booklet containing the same shall be given to them at the time of joining for better understanding.
- All the OTs are photographed and a poster is printed showing their photographs, name and State. It is circulated to all faculty members for better familiarization.
- Each OT shall be issued a bar-coded Identity Card so that he / she can access the facilities.
- In the first week, the OTs shall be familiarized with the facilities available in the Academy. They shall visit other institutions in the vicinity, such as TNFA, TNAU, IFGTB, GASS museum, SACON and other prominent places of the Coimbatore city like airport, railway station, malls, bus terminus.

Course Activities

- Each faculty member who is handling a subject, shall make the subject plan and schedule the same in consultation with Course Director. The faculty members may engage experts to handle some specific topics in the subject.
- The Course Director, shall invite the guest faculty once it is approved by the Principal.
- The institutions in Coimbatore or other places can also be approached for imparting skill and knowledge in the form of module. Already few institutions signed MoU with IGNFA and CASFOS institutions which can be tapped.
- The Course Director will draw up the monthly schedule upon consultation with all the faculty members that includes curricular, co-curricular and extra-curricular activities to be conducted in a month. Based on the monthly calendar, weekly time table shall be made and communicated to the OTs.
- Subject plan prepared by the faculty shall be communicated to the OTs so that they will be prepared for the same.
- The reference books, notes, and other reading materials shall be shared to the OTs. Few sessions/ modules shall be taken up from iGoT platform too.
- The subject content shall be delivered through class room lectures, field visit and laboratory practicals. Few topics may also be covered in study tours and institution visits. Some special lectures by field officers/ experts shall also be planned both offline and on-line mode.
- The faculty members and the Controller of Examinations shall brief the OTs about the evaluation scheme for each subject. It contains mid-term evaluation / internal concurrence (in the form of quiz, group discussion, viva-voce and test) and final evaluation through external examiners in the form of conventional examinations.
- There will be Duty Officer, who will take care of the attendance and forming the bridge between the faculty members and OTs. Each OT will function as the Duty Officer for a week and the nomination is done based on the alphabetical order of the OTs.
- There will be Mess Duty Officer who will take care of the functioning of the mess. MDOs shall function for each day and nomination is based on the alphabetical order.
- In each week, one session is allocated for library transactions and reading. The regular visits to library, number of books transacted are constantly monitored.

- At the end of week, the feedback form shall be circulated for getting their feedback. It should be compiled and sent to the faculty concerned to take appropriate steps for better delivery of the subject.
- As already discussed, study tours and theme based tours are conducted. The faculty members in-charge of the tours shall make the tour programme as stated earlier. One of the OTs will be nominated as Group leader and Assistant leader and there will be a committee of OTs to look after the transport, lodging and conduct of the tour. All the fund transactions for conducting the tour shall be done by them.
- After the examination, the marks shall be declared within a month for each subject.

PT & Games

- The PT & games are conducted every day morning and evening respectively.
- The OTs shall appear as per the dress code prescribed.
- The Height and Weight of all OTs shall be measured on the second day of their joining in the Academy, after attending morning PT. The initial BMI is calculated.
- Every month on the first Monday, they shall be weighed and BMI shall be calculated.
- On every Friday, the OTs shall go for 5 km jogging and their timings shall be recorded. Their progressive improvement shall be monitored.
- There shall be at least one yoga session per week.
- The OTs missing morning PT shall attend the compensatory PT on Saturday/ Sunday.
- The play ground has the facility for football, basket ball, volley ball, tennis (5 Courts), cricket and gym. The OTs shall select a game and they shall attain the proficiency in 3 months with the active guidance from the coaches engaged for this purpose.
- Once in 6 months the OTs shall undergo agility test and their performance shall be recorded.

Extra-Curricular Activities / Co-Curricular Activities

- The OTs shall undergo a short trek atleast once in a month.

Club Activities / Committees

- The OTs shall be member of various clubs such as literary club, eco-club, photographic-club, cultural-club etc. The clubs shall celebrate all the days of forestry and wildlife importance.
- The cultural clubs shall celebrate the cultural festivals of their State as well as Tamil Nadu.
- OTs shall select a General Secretary among themselves to coordinate various activities.
- They shall select the Secretaries for Sports, Mess and other major clubs.
- Few OTs shall be included in their purchase committee who shall select vendors and service providers for all the materials and services to be purchased for training.
- For conducting study tours, committees shall be formed to look after the transport, lodging etc., which shall be selected by the committee and all financial transactions shall be done by them.

Counselling

- Counsellor group: The batch of OTs shall be divided into 7 groups and each group is associated with each of the faculty members for regular counselling.

- There shall be a session for counselling once in a month.

Accommodation and Other Facilities

- The Academy has the lecture halls, Corbett hall, Champion hall, GIS lab, Laboratory and other facilities. The hostel premises has the VanaVatika (Lounge), Chandan Hostel and mess. All the facilities shall be checked by the Estate Officer and ensure that they are fully functional and proper to accommodate the trainees.

Celebration of Important days

- The OTs shall celebrate the important days such as Independence Day, Republic Day, and Forest Martyr's Day. They shall also celebrate forestry and wildlife important days like Van Mahotsav and Wildlife week with active participation of students of other educational institutions. They shall also celebrate 12-15 other important days. The month and day wise schedule will be issued in the month of January every year.

Field Activities

- There are many field activities associated with most of the subjects taught in the Academy. The OTs shall follow the instructions for the safety and security in the external learning environment. The nursery, plantation, mensuration exercise, PRA exercises, survey, field engineering, field botanization etc.

Modules

- Modules are designed to deliver the specific skills by the experts to the trainees. There are four modules prescribed in the Training rules. Apart from the prescribed modules, other modules such as Zoo management, Management module etc are also conducted during the training period.

Places of One-Day Visit / Institutional Visit

- The important places and Institutions are selected to impart specific knowledge to the Officer Trainees. These institutions shall be covered during the tour and specific modules shall be designed. Some resource persons from these institutes may also be called to the Academy for specific classes.
- The nearby institutes such as SACON, TNAU, IFGTB and TNFA, wood based industries such as TNPL, and other wood processing and preservation factories, match splint factories, saw mills, furniture industries shall be visited to learn the procedure involved.

Special lectures

- The special lectures shall be conducted by eminent personalities and subject matter specialists as and when required. There shall be atleast 50 lectures to be conducted during the Course.

Publication

- The Officer Trainees encouraged to record their observation pertaining to the forestry. All these writings shall be complied and published at the end of the training. The publication can be both in conventional form or modern electronic form.

Library

- The Officer Trainees shall use the Academy library effectively. The library resources will be used for preparation of assignments and group discussions. The e books, scanned books and other electronic form of resources of library shall be used.
- One session in each week shall be earmarked for library transactions.

- The books the OTs borrowed from the library, sessions attended in the library will be monitored and used to assess the quality of inputs in the library and necessary actions shall be taken accordingly.
- The library resources shall be accessible out of regular office hours on demand basis.

Computer Lab Facilities

- The Officer Trainees shall strictly follow the directions issued while using the facility.
- The Officer Trainees shall use the Lab facility for upgrading their skills on basic computers. The practical sessions of GIS and remote sensing subject will be handled in the GIS lab.
- The OTs can use the facility for advance computing like programming or App developments
- The facility is accessible out of office hours on need basis.

Leave Specifications and Rules

- The OTs are governed by the Leave rules as applicable in the Academy.

Medical Care

- The private Medical care facility available in the city can be used by the OTs as and when need arises.
- No Pregnant woman shall be trained in the Academy

Examination and Evaluations

- For conducting examination and evaluation of each subject, the specific scheme is devised. It consists of conventional examination and other forms of evaluation such as group discussion, assignments, quiz test and viva voce. In the conventional examinations, specific pattern is designed involving fill up the blanks, MCQs, Match the following, short answers, medium length questions and long answer type questions.
- In this regard, the Controller of Examination had notified the scheme of examination, which shall be followed.

Convocation

- At the end of the Course, the marks obtained by the OTs in all the examinations shall be compiled and sent to DFE for approval and ranking. After the approval, the convocation shall be conducted. The results and ranks are declared in the convocation and prescribed gold and silver medals will be awarded.

Grievance Redressal

- There is an official body to receive the general grievances of the OTs. Once in three months, the Grievance committee will hear the OTs. All the issues raised will be recorded and submitted to the Principal who will decide the corrective steps.
- Apart from the formal mechanisms, other informal mechanisms are also existing. The OTs can approach the Course Director, Counsellor, or any the faculty member for conveying their grievances.
- There is a committee existing to prevent the sexual harassment at the work place. The existence of the committee and its details of the Chairperson and other members of the committee shall be circulated to OTs.

Transport

- For local transport the Academy Bus can be used.
- During study tours the transportation shall be arranged by the OTs themselves.

Dress Code

- The OTs shall follow the dress code as stipulated

Official and Social Etiquette

- The OTs shall follow the etiquettes as stipulated.

Salary / Stipend / Tour Reimbursement

- The Sponsoring Authority shall transfer the salary/ stipend as per the provisions of the State Government.
- The Academy shall send the Active Duty Certificate to the Sponsoring Authority on time so that they can process their salary bills

Feedback

- The weekly feedback shall be collected and sent to the faculty member concerned. He may take appropriate action as required

Any Other

- Any other miscellaneous item if brought to the notice of the administration, appropriate action will be initiated for ensuring a better learning environment.

Principal
Central Academy for State Forest Service,
Coimbatore.

Standard Operating Procedure

In-Service Training of SFS Officers and Refresher Course for Other Stakeholders

In-service/Refresher Training Programs

The Ministry of Environment, Forest and Climate Change identifies the broad themes for workshops/trainings (5 days for In-Service and 3 days for Refresher Course for Other Stakeholders) at the three Academies under the Directorate of Forest Education (DFE).

- A broad outline of the course and the training dates for the financial year shall be determined by CASFOS, which is then approved by DFE and the Ministry subsequently.
- The DFE conveys the training calendar of all the Academies and sends it to all the State Forest Departments and Union Territories in advance.
- The course shall be conducted in offline mode in most cases, including lecture sessions from subject experts, field visits, experience sharing, problem solving, peer-learning, case studies and case laws, which may be supplemented/supported with visuals &PowerPoint presentations.
- As per the instructions of the Ministry/DFE, even online courses shall also be arranged.

Nomination of Course Coordinator

- For conducting each training, the Principal shall nominate a Course Coordinator for each course identified for the financial year, immediately after receiving the approval from Ministry/DFE.
- The preparatory works for conducting the training/workshop is initiated and the Course Coordinator nominated for the course shall go through the trainings done in the past to plan the subsequent trainings to be taken up.
- The feedbacks received in the previous courses shall be analyzed, based on which improvements for the forthcoming course shall be implemented.
- The suitable resource persons shall be identified in consultation with the Principal, and their schedule may be fixed based on their availability.
- The deliverables in the class and field visits, reading materials in the form of hard copies of books and soft copies of reading materials shall be determined well in advance.
- The timeline for the workshop shall be prepared in consultation with the Principal, and the approval shall be obtained from DFE.

Participants for the In-Service Training

- The communication to the PCCF/HoFFs of the Forest Departments of State and Union Territory shall be sent for seeking nominations from the SFS / Senior FROs for the in-service training at least one month before the course date.

- Till sufficient nominations are received, weekly reminders and communications to the heads of departments through telephone, letter or e-mail shall be done without fail.
- Once the nominations are received with the contact details, they shall be contacted for ensuring their participation.
- An exclusive WhatsApp group shall be formed for the nominated officials, including the Course Coordinator and course clerk for communications regarding the course.
- The travel plan from the participants shall be obtained and accommodation shall be arranged either within, or outside the campus depending on the availability.
- The list of participating officials and their details shall be maintained in a database for further usage.
- They shall be added into the alumni group of the academy for the Continuing Education Program (CEP).

Other Participants for Training

- In the case of Refresher courses for Personnel from other services and Other Stakeholders, the target group is pre-defined by the Ministry and the organization heads of the target group shall be contacted to obtain the nominations.
- Till sufficient nominations are received, weekly reminders and communications to the heads of departments through telephone, letter or e-mail shall be done without fail.
- The prominent NGOs, farmer groups, cooperative societies, media personnel, shall also be contacted for receiving nominations.
- Once the nominations are received with the contact details, they shall be contacted for ensuring their participation.
- An exclusive WhatsApp group shall be formed for the nominated members, including the Course Coordinator and course clerk for communications regarding the course.
- The list of participants and their details shall be maintained in a database for further usage.
- The travel plan from the participants shall be obtained and accommodation shall be arranged.

Prior Arrangements to be done before one month of Training

- Once the number of participants are confirmed, procurement of the training kit (Pen, Notepads, Bags, Pen drive, Water bottles, any Reading material, etc.) shall be initiated as per norms.
- Arrangements for food, travel and accommodation of the resource persons and participants shall be initiated.
- Design of banners and certificates for the training program shall be done and sent for printing.
- A professional photographer for covering the training program shall also be assigned during this period.
- Feedback forms for each lecture session and field visits shall be kept ready to be circulated after each lecture of the training day.

Initial Communication with the Participants

- An online registration form shall be created using Google Forms to collect details about the

participants like their designation, place of posting, office address, their travel plan, accommodation and food preferences.

- A one or two page course flier shall be prepared and distributed among the participants.
- The participants shall further be appraised about the general guidelines about the training including the venue, details of boarding and lodging, criteria of attendance, evaluations if any and etiquettes and dress code to be followed during the training program (Annexure 1).
- A pre-training self-assessment questionnaire form to understand the level of knowledge and experience of the participants shall be created, circulated, and the responses shall be obtained without fail (Sample in Annexure2).
- The course guidelines containing all the details, including topics, resource persons, locations of field visits, schedule etc shall be compiled and prepared to be distributed to the participants upon physical registration (Annexure 3).

Resource Persons for Training

- Once the resource persons are finalized, they shall be contacted for arranging their lectures and information regarding their travel plan requirements shall be collected for arranging transport and accommodation.
- A formal letter shall be issued by the Principal inviting the resource persons.
- The resource persons shall be appraised about the topics to be covered well in advance.

Field Visits

- Formal communications to authorities concerned for field staff, boarding and lodging if required, and other arrangements to be made at the place of field visits shall be sent and their confirmations may be solicited.

Chief Guests for the Programme

- The chief guest for the inaugural and valedictory functions shall be identified in consultation with the Principal, and an official communication to formally invite them for the program may be sent.
- Once the Chief Guests have confirmed their availability, arrangements for their transport and accommodation shall be made.
- The Course Coordinator shall prepare the inauguration and valedictory programme schedule in consultation with the Principal.

Receiving the Participants at the Academy

- A suitable office staff (MTS/LDC) may be nominated to receive the participants, and their telephone and mobile numbers shall be communicated to the participants well in advance through the WhatsApp groups.
- Once the participants arrive, a registration form shall be provided to them and their details may be collected.
- The training kit shall be handed over to the participants.
- Rooms in the executive hostel, or anywhere within or outside the campus as per arrangements shall be allotted to them.

- A group photo with all the participants, Chief Guest, and Faculty members of the Academy shall be taken during the inauguration of the Training.

Arrangements in the Lecture Hall

- Arrangements in the training hall for smooth conduct of the program ensuring seamless audio-video facilities shall be checked by the Course Coordinator in consultation with the Estate Officer and Officer in Charge - IT.
- Photos of all the sessions and videos shall be taken.

Alternate Arrangements for Exigencies

- Alternate arrangements shall be in place to meet the exigencies if guest speakers may not be able to deliver the lectures.
- If possible, it shall be attempted to deliver the session online.
- Else, an alternate resource person may be engaged during that session.
- Rescheduling/revising the schedule may also be done in consultation with the Principal, so that all the pre-defined topics are covered.

Peer Learning

- Sufficient opportunities for peer learning shall be provided by keeping sessions like group discussions and experience sharing for the participants.
- The informal gatherings in dining hall, during tours, stay during the field visits shall be the major opportunities to improve the peer learning.

Attendance and Feedbacks

- Attendance and feedbacks shall be collected for each session of the training program and the course clerk may compile the same for later assessment.
- Session-wise feedback form, overall feedback forms shall be provided to the participants and the data may be collected (Annexure 4).
- The self-appraisal forms shall be provided to the participants to assess their knowledge improvement post training (Annexure 5).

Certificate Distribution

- The course certificates shall be distributed by the Chief Guest during the valedictory function in the presence of the Principal and Faculty members of the Academy.
- Photos of all individual participants receiving the certificates shall be taken and shared with the participants and also a photo repository shall be maintained.

Activities Post-Training

- TA bills and account details of resource persons shall be collected by the course clerk, for settling the honorarium and travel bills.
- TA bills and account details of participants shall be collected for settlement.

- All the bills of expenditure, incurred during the course are collected from various sections including travel, food, mementos, accommodation, vehicles, printing of banners, certificate, reading materials, training kit, photography, and other miscellaneous expenditure shall be collected for settlement and disbursement shall be done within two weeks.

- **Course Report**

  - The feedbacks, attendance, list of participants and other required details shall be compiled and a course report shall be prepared and sent to the Ministry within 15 days from the date of completion of the Training.

  - The course report shall be drafted by the course clerk, and submitted to the Principal through the Course Coordinator, which will be assessed in a post training meeting to assess the impact of the training, and further be sent to DFE and the Ministry (Annexure 6).

- The photos and videos covered during each session of the Training programme shall be posted on various social media handles of the Academy on a daily basis, upon approval from the Principal.

- The experience learnt shall be documented and used for conducting the next training.

- All the signed invoices of the incurred expenditure shall be sent to the Ministry within 15 days from the date of completion of the Training.

- All participants of the Trainings shall be added to the alumni database of the Academy and to the official Telegram channel, and the management issues they face in the relevant fields are addressed through a Continuing Education Programme.

Annexure 1

Guidelines for Attending Physical Mode Workshop

- **Venue:** The training will be held at Corbett Hall, VanaVigyan Building, the main administrative building of the Academy. The participants are advised to report at the venue on or before 9:30 am (date & day)
- **Registration:** Registration forms will be sent in the mode of Google form. All participating Officers have to fill up the form by online by using your Gmail ID. Participants are required to send their latest Photograph for Registration as well as for the Certificate purpose. Write your correct name in the registration form, the same will be recorded in the Certificates.
- **Etiquette:** Participants are requested to follow proper dress code and other etiquettes while attending the Course. There will be a Yoga session scheduled on (date) morning 06:00 am. Hence, participants are requested to carry convenient dress for the Yoga session.
- **Attendance:** Attendance will be recorded for each session. All the Officers are requested to be attentive for the interaction with the faculties.
- **Feedback:** At the end of the day a feedback Google form will be shared via WhatsApp group or to your Gmail account. All the Participants are required to submit your assessment on each Session, Faculty and the Course content.
- **Final Evaluation:** A final Evaluation form will be sent through Google form mode/hard copy during the last day of the workshop. Participants are mandatorily required to fill up the form and submit it for preparation of Course Report.
- **Assessment:** There will be a Pre and Post Training Assessment of Participants by means of a questionnaire method.
- **Boarding and Lodging:** The Participants will be provided with Boarding and Lodging facilities at the Executive Hostel of the Academy at Coimbatore on (date).

Annexure 2

Pre-Training Assessment Form for
Training of Other Stakeholders on "Wildlife Trade and Trafficking"

Date

1. Name :

2. Designation : Contact No :

3. Have you attended any training on 'Wildlife Trade and Trafficking'or related Topics?

   a Yes b. No

4 If yes, please mention the name of training and when was it held?

   _____

5. What is your level of knowledge on the following topics?

(Please tick any one)

S.No	Topics	Poor	Least	Average	Good	Excellent
a	Wildlife Protection Act, 1972					
b	Illegal Wildlife Trade & Trafficking					
c	Importance of Citizen in Prevention of Wildlife Crime					
d	Tiger Reserves: Management Issues & Challenges					
e	Human Wildlife Interface					
f	Basics of Wildlife Crime Investigation					
h	Role of Media in Wildlife Conservation					
I	Prevention of Wildlife Trade In India					

6. What is the total forest cover of India in percentage of its Geographical area?

a. 15% b. 25% c. 20% d. 22%

7. Why Wildlife Protection Act is enacted in India?

_____

_____

_____

8. What do you understand by the Human-Wildlife Interface? How can we avoid these issues?

_____

_____

_____

9. Do you know about illegal wildlife trade in India? How serious is the issue?

_____

_____

_____

10. Do you know regulatory agencies present in the country in control of wildlife crime.

_____

_____

_____

11. Do you feel Wildlife Conservation required in India? If yes, please explain how wildlife Conservation will benefit the general public?

_____

_____

_____

12. How can a citizen participate in Wildlife Conservation?

_____

_____

_____

13. Do you feel the press & media is having an important role in Wildlife Conservation? If yes, please elaborate on your view.

_____

_____

_____

14. Name any four Protected areas of India? Have you visited any protected areas? If yes, when did you visit & name of the place?

_____

_____

_____

15. What are your expected inputs from the training?

_____

_____

_____

16. Enlist the areas of interests in which coordination is required from Forest Department in your sphere of work?

_____

_____

_____

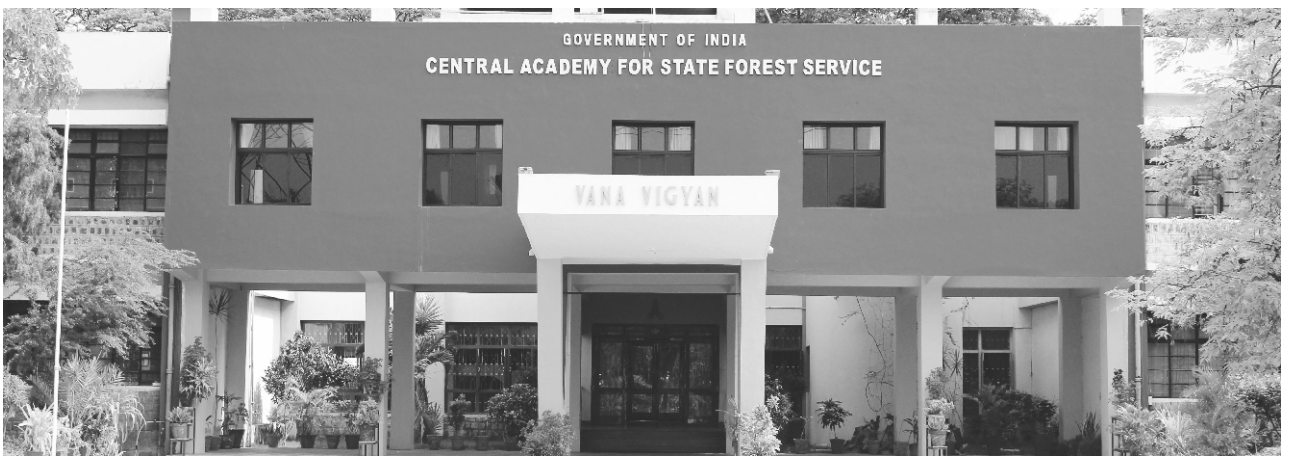
Annexure 3

सत्यमेव जयते

Training of In-Service SFS Officers/ Other Stakeholders

From ..... To ..... Month/Year

COURSE GUIDE



Central Academy for State Forest Service Coimbatore

Directorate of Forest Education

Ministry of Environment, Forests & Climate Change

Government of India

A. WORKSHOPS/COURSES

AIM

- To develop awareness and competencies on (subject of the training) in SFS officers
- To provide the field oriented practical inputs to the participating officers on (subject of the training) for improving their knowledge and skills on the subjects

COURSE STYLE

- Five-day workshop – Physical/Online Mode
- Trainee-centered
- Experience-sharing and problem-solving
- Emphasis on application flawlessly
- Peer-learning
- Case Studies & Case Laws
- Supported/Supplemented by Visuals and Power Point Presentations

LEARNING UNIT AND ITS OBJECTIVES

Overview of the Topic

1. Biodiversity Conservation for Sustainable Livelihoods

- Biodiversity Conservation for Sustainable Livelihoods
- National Biodiversity Act 2002
- JFM & Community forestry in Biodiversity
- Stakeholder Analysis for Biodiversity
- Marine Biodiversity for livelihoods
- Use of Technologies in Biodiversity Management
- Biodiversity Conservation Initiatives – Case Studies
- Access & Benefit Sharing
- Biodiversity Conservation for our future
- Mangrove Conservation
- Development Projects effects on Biodiversity Conservation
- Use of Bamboo for livelihood generation

2. Wildlife Management (WLM)

- Overview of Illegal Trade in Wildlife
- Habitat Management
- Overview of Wildlife Laws in India

- Status and Importance of Wetland Conservation in India
- GIS Application in Wildlife Management
- Main streaming Conservation in Development
- Wildlife Monitoring and Population Census Protocols
- Captive (Zoo) Management
- Managing Wild Animal in distress
- Ecosystem Services
- Status of Tiger Conservation India
- Marine Resources Management through People Participation
- Wildlife Offences: Case Study
- Intelligence Collection & Analysis
- Man-Animal Conflict
- Wildlife Forensics
- Eco Friendly Measures for Mitigation of Man-Wildlife Conflict

3. Human Resource Management (HRM)

- Group Dynamics
- Interpersonal Relationships
- Personality / Positive Attitude Development
- HR Issues in Forestry - Panel Discussion
- Counseling & Mentoring Skills
- Communication Skills
- Leadership
- Motivation
- Ethics and Values
- Stress Management
- Negotiation Skills

4. Legal Issues in Forestry and Wildlife

- Indian Forest Act (IFA), 1927 & Rules
- Wildlife (Protection) Act (WPA), 1972
- Indian Penal Code (IPC), 1860, Code of Criminal Procedure (Cr PC), 1973, Code of Civil Procedure (CCP), 1908 and Indian Evidence Act as applicable to forest laws
- Biological Diversity Act, 2002

- Wildlife Forensics
- Forest (Conservation) Act (FCA), 1980
- Forest Rights Act (FRA), 2006
- Environment (Protection) Act, 1986 and subordinate legislations
- Environmental Impact Assessment (EIA)
- NGT Act 2020
- Forest/ Wildlife Offence
- Prevention & Control of Wildlife crime

5. Training of Trainers (TOT)

- Meaning and concept of Training
- Systematic Approach to Training
- Mentoring
- Training Methods
- SWOT Analysis
- Developing of Training Material
- Role Play Effective
- Communication Skills Ways of Learning
- Management Games, Team building and Synergy
- Effective Training Skills
- Training Evaluation
- Training need Analysis
- Training objectives and Designing of Training Programme
- Plan, Preparation & Presentation of Lecture
- Enjoyable, Emotional Management
- Group Discussion as a Training Tool

6. General Refresher Course (GRC)

I: Contemporary Issues

- Eco-Development interface issues
- Procurement, Marketing and value addition of Minor Forest Produce (MFP)
- Payment for Ecosystem Services and Forest Certification
- Community Based Ecotourism

II: Forestry and Wildlife Issues

- Human Animal Interface
- Bird Conservation
- Protected Area Management

III: Legal Issues

- Forest (Conservation) Act (FCA)
- Forest Rights Act (FRA), 2006
- Search, Seizure and Confiscation
- Investigation Procedure in Wildlife Case
- Wildlife Forensics

IV: Tools & Techniques

- Ecological Census Techniques
- Basic Role of GIS and Remote Sensing (RS) in Forestry

V: General Management

- Stress Management
- Leadership and Motivation Skills
- Media Management
- Human Resource issues in Forestry

ASSESSMENT: Submission of Feedback and final Evaluation Forms

VALEDICTION: Experience sharing by participants and Certificate distribution

B. REFRESHER COURSES FOR OTHER STAKEHOLDERS

AIM

- To sensitize importance of conservation of Forests, Wildlife & Protecting Environment
- To impart basic knowledge to promote sustainable living by encouraging individuals to make changes in their lifestyles and emphasizes responsible and conscious use of resources to safeguard and conserve the environment.

COURSE STYLE

- 2/3-day Course – Physical/Online Mode
- Stakeholder-oriented
- Issue Oriented
- Emphasis on application flawlessly
- Supported/Supplemented by Visuals and Power Point Presentations
- Field visits

LEARNING UNIT AND ITS OBJECTIVES

- Overview of the Topic

Refresher Course for Other Stakeholders (Overview)

1. **Conservation of Forests, Wildlife and Environment: "Know your Forests"**
    - Forests and importance of its conservation
    - Overview of Forests and Wildlife
    - Importance of Wildlife & its Conservation
    - Human Wild Animal interface
    - Tree Cultivation
    - Doubts of Common Man (Legal Issues)
    - Biodiversity Around Us
    - Panel Discussion
2. **Forest Policy and Law for smooth interface of Forest department and the personnel of other concerned departments**
    - Overview of Forests and Wildlife
    - Importance of Forest Conservation
    - Overview of Wildlife Protection Act 1972
    - Environmental Legislation
    - Overview of illegal trade in Wildlife
    - National Green Tribunal Act
    - The Scheduled tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act 2006
    - Overview of Biological Diversity Act, 2002
    - Panel Discussion
3. **Lifestyle for the Environment (LiFE)**
    - Hierarchy and Functioning
    - Healthy Life Style
    - What an Individual can do for nature Conservation
    - Eco Awareness Program
    - Driving Mission Life in Institutions- A Case study
    - Yoga for better health
    - Garbage to Gold
    - Save Forest- Biodiversity

- ✦ Energy Audit
- ✦ Fresh Water Biodiversity Conservation
- ✦ Group Discussion and Presentation of Action Plan

4. Urban Greening-Science and Strategies

- ✦ Urban Greening and Pollution
- ✦ Urban Greening-Problems & Opportunities
- ✦ Solid Waste Management
- ✦ Miyawaki Plantations
- ✦ Landscape Architecture
- ✦ Climate Change

5. People and Forest Interface

- ✦ Forest and Wildlife Conservation
- ✦ Forest and Wildlife Legislations
- ✦ Eco-Tourism
- ✦ Human-Wildlife Conflict
- ✦ Eco-development
- ✦ Group Discussion

6. Forest and Wildlife Laws

- ✦ National Forest Policy
- ✦ CrPC, IPC, CPC & Evidence Acts -Application in Forestry
- ✦ Biodiversity Act
- ✦ Forest Conservation Act
- ✦ Wildlife Trade & Wildlife Crime
- ✦ Human Wildlife Conflict Management
- ✦ Forest Right Act
- ✦ NGT Act
- ✦ Conservation of Forests and Natural Resources

ASSESSMENT: Submission of Feedback and final Evaluation Forms

VALEDICTION: Experience sharing by participants and Certificate distribution

Annexure 4





सत्यमेव जयते



Central Academy for State Forest Service Coimbatore
Directorate of Forest Education
Ministry of Environment, Forests & Climate Change
Government of India

"Training Title / Topic"

From ..... To .....

Feedback Form: Day-1 (Date) Sessions -1,2 & 3

Thank you for participating the physical mode workshop of "_____ on the topic - _____".

We want to hear your assessment on the Course/topics and Faculty performances.

Please fill this form with your estimated value for evaluation as given below: -

* Indicates required question

1. Email * _____

2. Name * _____

   Lecture on " _____

   Day 1- 1st Session: Faculty- _____

   Day 1- 1st Session: How do you evaluate the Lecture by _____

	Appropriate	Too Long	Too Short
Duration of the Lecture	◯	◯	◯

How do you rate the lecture by _____?

	Appropriate	Too Long	Too Short
Duration of the Lecture	◯	◯	◯

Mark only one oval per row.

	Excellent	Very Good	Good	Fair	Poor
Contents of the Lecture	◯	◯	◯	◯	◯
Presentation	◯	◯	◯	◯	◯
Quality of Discussion/Interaction	◯	◯	◯	◯	◯
Meet for Objectives	◯	◯	◯	◯	◯
Teaching Aids (PPTs/Videos)	◯	◯	◯	◯	◯

If your rating is "Poor" for the above. Please justify with your comments in brief.

Lecture on "_____".

Day 1- 2nd Session

Faculty- _____

Day 1- 2nd Session: How do you evaluate the Lecture by _____

	Appropriate	Too Long	Too Short
Duration of the Lecture	◯	◯	◯

How do you rate the lecture by _____?

Mark only one oval per row.

	Excellent	Very Good	Good	Fair	Poor
Contents of the Lecture	◯	◯	◯	◯	◯
Presentation	◯	◯	◯	◯	◯
Quality of Discussion/Interaction	◯	◯	◯	◯	◯
Meet for Objectives	◯	◯	◯	◯	◯
Teaching Aids (PPTs/Videos)	◯	◯	◯	◯	◯

If your rating is "Poor" for the above. Please justify with your comments in brief.

_____

Lecture on "_____".

Day 1- 3rd Session

Faculty- _____

Day 1- 3rd Session: How do you evaluate the Group Discussion on the topic _____

	Appropriate	Too Long	Too Short
Duration of the Lecture	◯	◯	◯

How do you rate group discussion _____?

Mark only one oval per row.

	Excellent	Very Good	Good	Fair	Poor
Contents of the Lecture	◯	◯	◯	◯	◯
Presentation	◯	◯	◯	◯	◯
Quality of Discussion/Interaction	◯	◯	◯	◯	◯
Meet for Objectives	◯	◯	◯	◯	◯
Teaching Aids (PPTs/Videos)	◯	◯	◯	◯	◯

If your rating is "Poor" for the above. Please justify with your comments in brief.

_____

Annexure 5

Evaluation Report by the Participants

Part- A.	**About the Course:**							
Part- B.	**About the Participant:**							
	Name and Age: *							
	Place of posting with State / UT							
	Job Position, Email Id and Mobile No:							
Part-C.	**Questions:**							
1.	**Course Content & Structure**							
1.1	How have the Course aims been met? *							
1.2	What extent do you evaluate increase of your knowledge and skills regarding the Course Contents/topics by taking the Course? *							
1.3	What extent do you evaluate relevant contents vis-a-vis Course Title? *							
1.4	What level do you evaluate the level of satisfaction of the PPT/Reading Material of the Course? *							
1.5	What do you think about duration of the Course *							
1.6	What do you find the level of the Course as a Whole?*							
2.	**Training Faculty (TF)**							
2.1	Assessment of the Course Content topics							
Sl.No	**Course Content/ Topics**	**Name of the Resource Person**	**Dura tion**	**Con tents**	**Presen tations**	**Discussion/ Interactions**	**Meet for the objectives**	**Courese Material**
1	**Overview**	Shri Sanjay Kumar Srivastava IFS (Retd), Tamil Nadu.						
2								
3.	**Usefulness of the Course (UOC)**							
3.1	How useful this training will be to you immediately in your job *							
3.2	How useful this training likely be to for the future jobs you may handle? *							
4.	**Overall impression about the Course (OIC)**							
5.	**Comments / Observations / Suggestions you wish to make about strength and weakness as well as other aspects pertaining to the Course.----------**							

Part- D. ACTION PLAN	
Action Expected *	
Expected Outcome *	
Time Scale *	
Part E. **Logistics:** Give the grade of what you think about logistic items given below on a scale of 10-0 and specify the reason of your grading if any. [Scale 10 (highest).....0 (lowest)]	
1.1 Residential accommodation? *	
1.2 Food Quality? *	
1.3 Classroom Facilities*	
1.4 Filed Exercises	
1.5 Recreation Facilities*	
1.6 Time management *	
Comments/ observations / suggestions you wish to make about logistics	

Annexure 6

Central Academy for State Forest Service Coimbatore

Directorate of Forest Education
Ministry of Environment, Forests & Climate Change
Government of India

Course Report
on

One Week Workshop/Three Days In-Service Training for SFS Officers/Other Stakeholders on ("Subject")

(Period)

Physical Mode

Course Coordinator
(Name)

INDEX

Sl. No.	DETAILS	PAGE NO.
1.	Course Report	
2.	Course Director's Comments on Participants' Views (APPENDIX - I)	
3.	Course Weighted Average Calculation (APPENDIX - II)	
4.	List of Faculty (APPENDIX - III)	
5.	Feedback on Resource Persons (APPENDIX - IV)	
6.	Timeline (APPENDIX - V)	
7.	List of Officials Nominated for the Training (ANNEXURE- I)	
8.	List of Officials Attended the Training (ANNEXURE- II)	
9.	List of Officials Nominated and not attended the Training (ANNEXURE- III)	
10.	Photographs of the Training Program (ANNEXURE- IV)	
11.	Detail of expenditure incurred during the Training (ANNEXURE -V)	

COURSE REPORT

MoEF's /DFE's letter number and date		Letter reference no.
Institute's reference number		Reference no.
1	Name and complete address of the Institute (including phone, fax and e-mail)	Central Academy for State Forest Service Post Box No. 1130, Coimbatore – 641 002 0422 – 2450313, 2451605, casfoscbe-trng@gov.in; casfos-coimbatore@gov.in
2	Title of the course	
3	Duration & period of the Course	
4	Name & designation of the Course Director	
5	Number of officers participated	
6.1	(a) Did the institute get in touch in advance with the participants of the course?	
	(b) If yes, when (mention the date of communication to the officers)?	
	(c) Details of nomination received	
	(d) How many officers received the intimation?	
	(e) How many officers responded?	
6.2	(a) Were the course expectations of the participants ascertained by the institution?	
	(b) If yes, how and when (dates)?	
7.1	(a) Was the course conducted at the institution's campus? If no, where?	
	(b) Whether the course was “residential” or non-residential. If residential, whether the residential facilities were provided in the institution's own hostel or in a hotel etc.?	
7.2	(a) Total no. of working days in the course	
	(b) Total no. of sessions planned/convened in the course	
	(c) No. of sessions, which could not be conducted as planned with reasons	
	(d) Internal faculty hours	
	(e) Guest faculty hours	
	(f) No. of days / hours spent on field visit(s), if any	
	Enclosure (2 copies each):	
	- Course time-table - List of faculties (both in-house and guest faculty)	

	- List of participants	
	- The background material supplied to the participants	
8	(a) Had the same or similar course been conducted earlier under the sponsorship of the MOEF/Department of Personnel and Training (Government of India)?	
	(b) What changes, on the basis of the feedback received in the previous course were made in the current course?	
9	Evaluation Report received from current course participants in terms of: (*1.1, 2.1, shown below refer to question number in Part C or Part E of the Evaluation Report.)	
9.1	Course Content and Structure (CCS)	
9.2	Training Faculty (TF)	
9.3	Usefulness of the course (UOC)	
9.4	Overall impression about the Course (OIC)	
9.5	Participants' views about the strengths and weaknesses as well as other aspects pertaining to the course	
	(Please attach summary as Appendix-I.)	
9.6	Logistics (including Workshop from home, Experience in online platform, Classroom online, connectivity, comfort in online and Time management etc.)	
9.7	Weighted Average	
	(Please attach summary as Appendix-II.)	
10	General remarks of the Course Director on the nature and extent of participant's involvement in the course including attendance punctuality and interest evinced	
11	Suggestion highlighting the areas of improvement in the Course for future by Course Director	**Course Director**
12	Comments of the Institution on how the feedback is proposed to be recycled into future programmes in terms of course content, methodology, etc.	**PRINCIPAL**

APPENDIX-I

Course Director's comments on Participants' views about the strengths and weakness pertaining to the course

(**Note**: 1. Participants' comments to Part C Question 5 which deemed appropriate to give Course Director's comment are shown in the table as Participants' views.

2. Comments of similar nature relating to the same aspects given by different participants may be clubbed together by the Course Director)

Sl.No	Participants' views	No. of participants who have expressed the view	Course Director's comments
1	Logistics, Food arrangements and coordination are excellent and good.		
2	Thanks for the opportunity to engage with people from different NGO's and press & media personnel. It was really a vibrant gathering which is quite helpful to outreach the context that is wildlife trade and conservation.		
3	First the class session the atmosphere of this place could very goods. The food should they provide to we were very good include taste and quality very thankful for arranging safari and then giving opportunity to knowing about elephants, also wildlife conservation also your residential preference also excellent we enjoying it in correct ways.		
4	Few media people were consuming liquor in topslip proper checking happened in our vehicle when we entering top slip. Time Management was not proper and we have to skip some things to follow the time.		
5	A useful training for me and a new subject to us. We are very thankful to CASFOS, Coimbatore for this great opportunities and inputs.		

Course Director

APPENDIX-II

Weighted Average Calculation

For calculation of numerical value of feedback, each factor is valued as percentage value to the top grade given to the factor. If no answer is provided, it is excluded from calculation. (cf; where number of grade is 4, percentage value be 100, 75, 50, 25). Average of numerical value of factors consisting of the element is a numerical value of the element.

1. Course Content & Structure (CCS) = _____
   - 1(1) Course aim met ( )
   - 1(2) Increase of knowledge ( )
   - 1(3) Relevance of content ( )
   - 1(4) Reading Material (_____
2. Training Faculty (TF) = _____
   - 2(1) Assessment of the Course content/ topics =
     - Contents ( )
     - Presentation ( )
     - Quality of Discussion/ Interaction ( )
     - Meet for Objectives (_____
   - 2(1) Assessment of the Field Visit = _____
     - Contents ( )
     - Meet for Objectives (_____
3. Usefulness of the Course (UOC) = _____
   - 3(1) How useful to you immediately ( )
   - 3(2) How useful to be for your future jobs (_____
4. Overall Impression about the Course (OIC) = _____

   Logistics (L) = _____
   - E1.1. Residential accommodation ( )
   - E1.2. Food Quality ( )
   - E1.3. Classroom Facilities ( )
   - E1.4. Field Exercises ( )
   - E1.5. Recreation Facilities ( )
   - E1.6. Time management (_____

Weighted Average for the Course: _____

For calculation of Weighted Average (WA), following formula is used.
WA = (CCS (100%) + TF (100%) + UOC (75%) + OIC (100%) + L (75%)) * 100/450

APPENDIX-III

LIST OF FACULTIES

(Both in-house and guest faculty)

Sl. No.	Name of Resource Person	Topic	Contact details
1.			
2.			
3.			

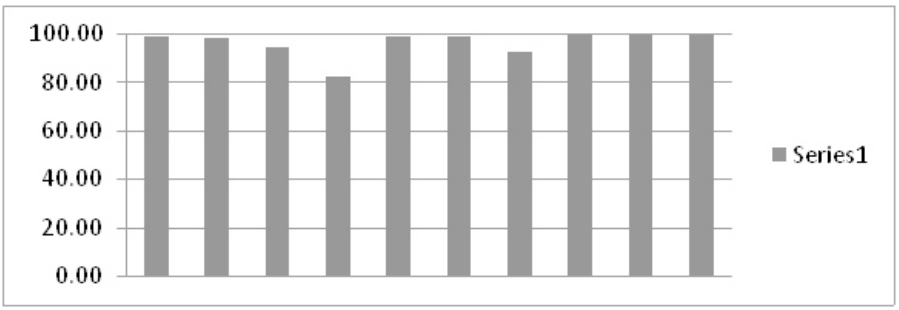
APPENDIX-IV

Feedback on Resource Persons

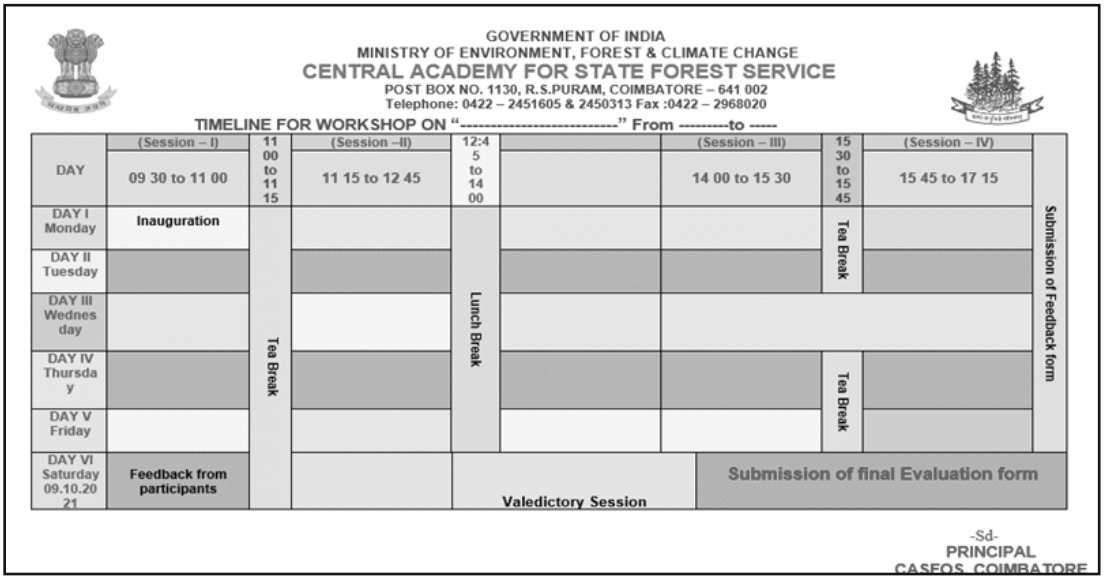
The scores given to the Resource persons by the participants on four criteria and its average:

Guest Lecturers	Contents	Presentation	Interaction	Objectives	Total	Average

Fig.1 The overall average assessment of resource persons in Classroom lectures done by participants (Scale 0 - 100)



Time Line of the Workshop/Course/Training



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FOREST & CLIMATE CHANGE
CENTRAL ACADEMY FOR STATE FOREST SERVICE
POST BOX NO. 1130, R.S.PURAM, COIMBATORE – 641 002
Telephone: 0422 – 2451605 & 2450313 Fax :0422 – 2968020

TIMELINE FOR WORKSHOP ON "----------" From ---------to -----

DAY	(Session – I) 09 30 to 11 00	11 00 to 11 15	(Session –II) 11 15 to 12 45	12:45 to 14 00		(Session – III) 14 00 to 15 30	15 30 to 15 45	(Session – IV) 15 45 to 17 15	
DAY I Monday	Inauguration	Tea Break		Lunch Break			Tea Break		Submission of Feedback form
DAY II Tuesday									
DAY III Wednesday									
DAY IV Thursday							Tea Break		
DAY V Friday									
DAY VI Saturday 09.10.2021	Feedback from participants			Valedictory Session		Submission of final Evaluation form			

-Sd-
PRINCIPAL
CASFOS, COIMBATORE

Annexure 1

List of Officials Nominated for the …… Training of -------on from (---- to --------).

Sl. No.	Name of the Participant	Designation	Place of Posting	Contact Number
1.				
2.				
3.				

Principal

Annexure II

List of Officials attended the -------- Training of --------- on---------on from (---- to -------).

Sl. No.	Name of the Participant	Designation	Place of Posting	Contact Number
1.				
2.				
3.				

Principal

Annexure 1II

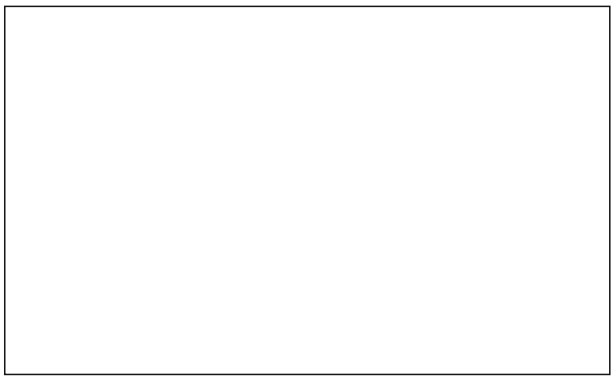
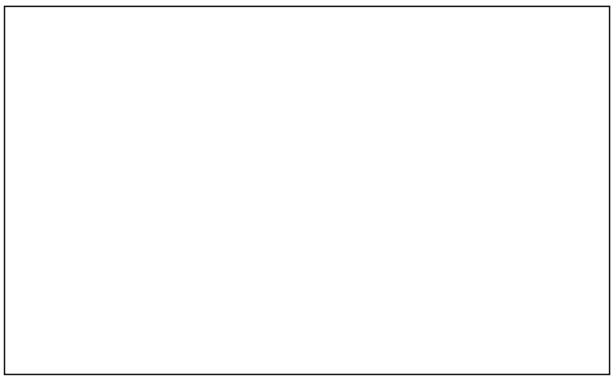
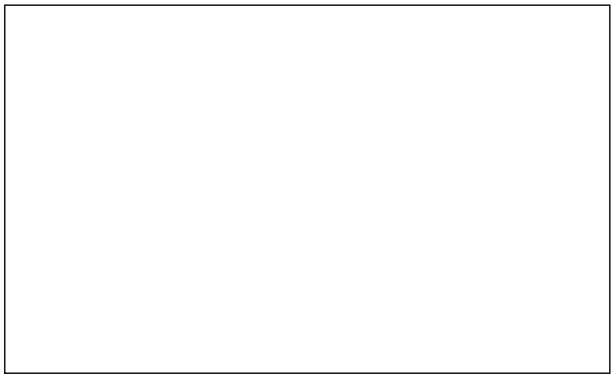
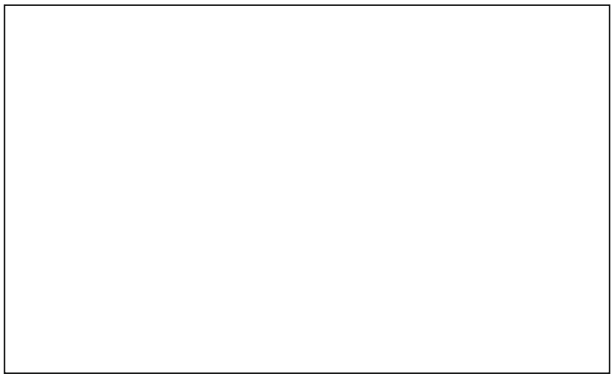
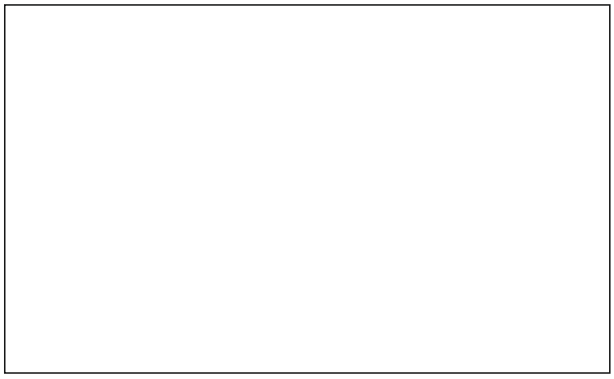
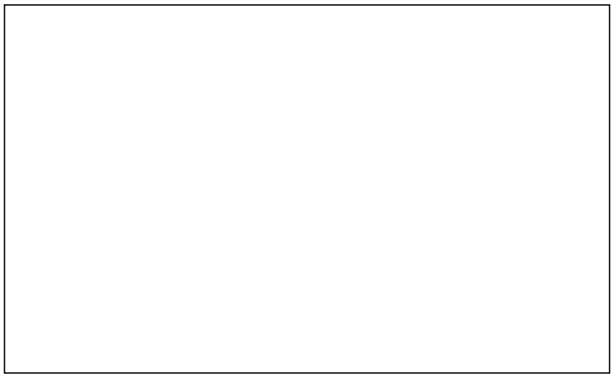
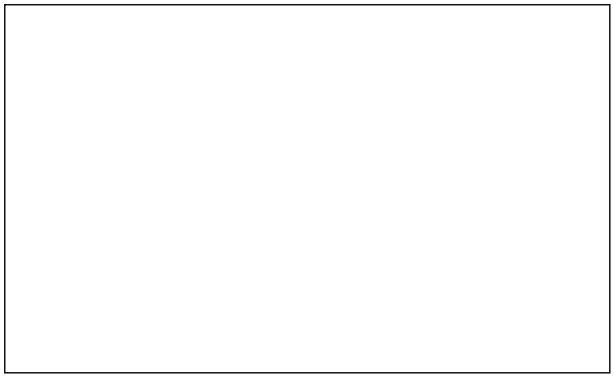
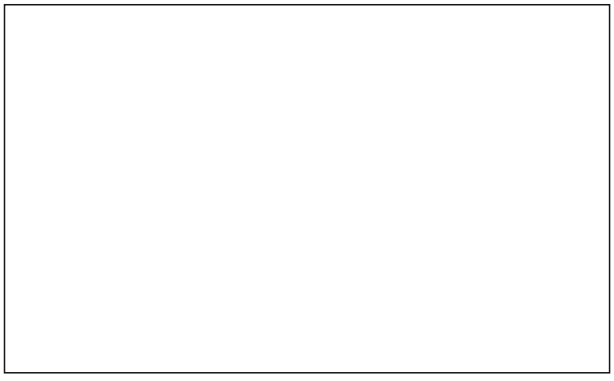
List of Officials not attended the ----- Training of ------- on------from (------to-----).

Sl. No.	Name of the Participant	Designation	Place of Posting	Contact Number
1.				
2.				
3.				

Principal

Annexure 1V

Photographs of the Training Program

Annexure V

Government of India
Ministry of Environment, Forest & Climate Change
Central Academy For State Forest Service
Post Box No.: 1130, R. S. Puram Post
Coimbatore – 641 002

..... Training of .....

The Expenditure details of the " ..... "
held from ..... to .....

Sl. No.	Name of the Items	Rates
1.	Boarding and Lodging	
2.	(I) TA / DA of resource persons including honorarium.	
	(ii) TA of participants restricted to Train/ Bus Fare including part compensation for loss of baggage for non-government persons (lumpsum).	
3.	Expenses towards field trip	
4.	Training Materials with kit (Rs. 1,000 X n = Rs. ____/-)	
5.	Banner and other required advertisement needs	
6.	Miscellaneous Expenditure of the Institute for printing and local arrangements	
	TOTAL	

Principal
Central Academy For State Forest Service
Coimbatore – 641 002

Note please:

Appendices

Appendix – I	Course Director's comments on Participants' views
Appendix – II	Numerical value of feedback and Weighted Average
Appendix – III	List of faculties (both in-house and guest faculty)
Appendix – IV	Graphic Representation of Resource Persons
Appendix – V	Final Course Timeline

Annexures

Annexure – I	List of Officers Nominated
Annexure – II	List of Officers attended
Annexure – III	List of Officers not attended
Annexure – IV	Photographs of the Training
Annexure – V	Detail of expenditure incurred during the Training Program

Enclosures

1. *Background material supplied to the participants (Soft Copy/DVD)*
    a. *Reading Material (if any)*
    b. *PowerPoint Presentation*
    c. *Evaluation – Excel Working File*
2. *Photographs of Lecture/Field visit etc.*