



भारत सरकार, पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय
Government of India, Ministry of Environment, Forest and Climate Change
वन शिक्षा निदेशालय, देहरादून / Directorate of Forest Education, Dehradun

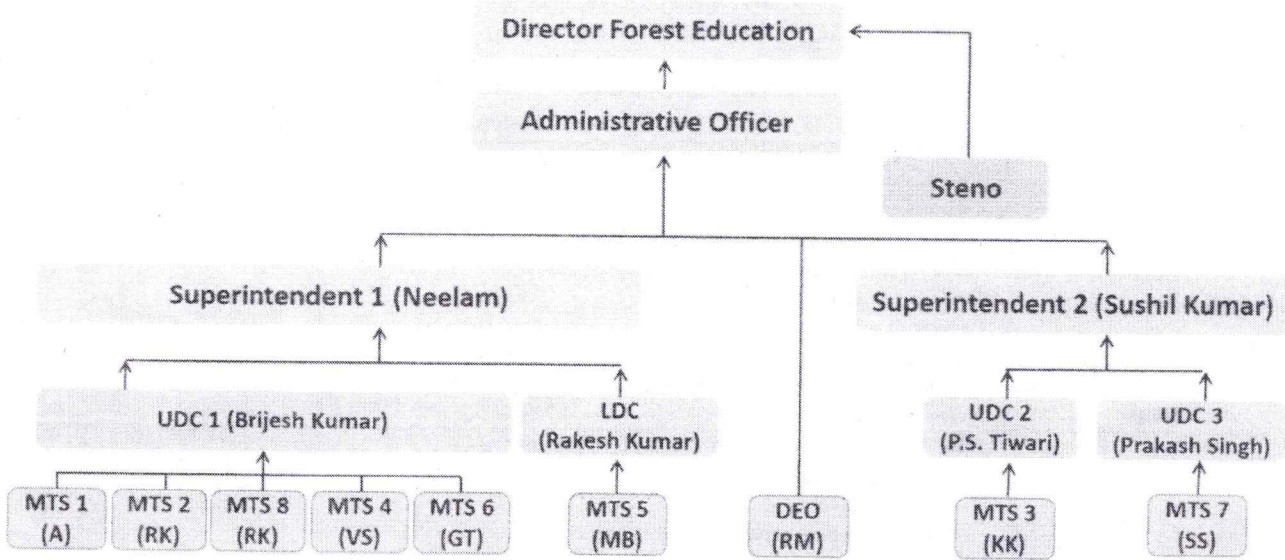
No.1-79/Admin/DFT-2024/788

Dated 20 May, 2025

Office Order

In supersession of the earlier orders issued for smooth running of the office of Directorate of Forest Education, Dehradun. The following orders are issued with immediate effect.

1. Organogram for file movement



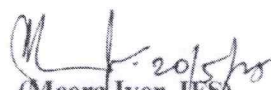
2. Work allocation & link officials as per table below:

S.N.	Name of Official	Work Allotted	Link Official 1	Link Official 2
1.	Sh. R.S. Negi, Admin. Officer	1. Nodal Officer for Social Media, PM Surya Ghar, GLIS & WIM of Website 2. Complete switch over to e-office 3. Establishing of Biometric attendance system	Smt. Neelam, Superintendent 1	Sh. Sushil Kumar, Superintendent 2
2.	Sh. Ravi Mathpal, DEO (CS)	1. Assisting AO 2. Compilation & Designing of Director's Report 3. Handling of GeM 4. Online updation of quarterly reports / returns 5. User creation & deactivation in RTI, CIC, GeM	Sh. Gaurav Tiwari, MTS 6	Sh. Ankit, MTS 1
3.	Smt. Neelam, Superintendent 1	1. Nodal Officer of SHe-Box 2. Preparation of Minutes of Meeting related to their Division 3. Supervision of all matters related to trainings both induction, in-service, special trainings, files related to IFS Officers, Stores etc. & Maintenance of attendance register for contractual staff	Sh. Sushil Kumar, Superintendent 2	Sh. Brijesh Kumar, UDC 1
4.	Sh. Sushil Kumar, Superintendent 2	1. Supervision of all matters related to establishment, budget, record management, etc. 2. Preparation of Minutes of Meeting related to their Division	Smt. Neelam, Superintendent 1	Sh. Prakash Singh, UDC 3

5.	Sh. Priyank Sharma, Steno-I	<ol style="list-style-type: none"> 1. Assisting DFE 2. All files related to IFS Officers 3. Rajbhasha Hindi related matters 4. Content updation in - social media (X, Instagram, Facebook), assisting in website updation, generation of meeting links 	Sh. Ravi Mathpal, DEO (CS)	Sh. Ankit, MTS 1
6.	Sh. Brijesh Kumar, UDC 1	<ol style="list-style-type: none"> 1. Caretaker of DFE estate 2. Forest advance, Contractual staff bills, Telephone, Newspaper bills, Electricity bills etc. 3. Maintenance of Office vehicle, Generator set, AMC, Computers & other equipment 4. All files related to Stores, Miscellaneous etc. 5. Maintenance of attendance register for contractual staff 6. Public Grievances & RTI related matters 	Sh. Rakesh Kumar, LDC	Sh. Gaurav Tiwari, MTS 6
7.	Sh. Rakesh Kumar, LDC	<ol style="list-style-type: none"> 1. Reports related to AKAM, Mission Life, Mission Karmayogi & Swachh Bharat Mission etc. 2. Induction courses of SFS & FROs; Short-term courses - three days course for IFS Officers; one week in-service training for SFS; Other stakeholders & personnel of other departments; Special trainings 	Sh. Brijesh Kumar, UDC 1	Km. Meenakshi Brijwasi, MTS 5
8.	Sh. Prakash Singh, UDC 3	<ol style="list-style-type: none"> 1. Budget & allotment 2. Buildings related work 3. Preparation of pay bill, increment, pay fixation, preparation of income tax 4. Advances & bills related to TA, LTC, Tuition fees, Medical reimbursement, GPF etc. 5. Recruitment rules 6. Annual action plan report, seniority list / half yearly staff return 	Sh. Prem Sagar Tiwari, UDC 2	Sh. Sumit Sharma, MTS 7
9.	Sh. Prem Sagar Tiwari, UDC 2	<ol style="list-style-type: none"> 1. Maintenance of personal files of all Officers including scientists, sports officers, Hindi officer, Hindi translator etc. 2. Maintenance of service books & leave account of all employees 3. DPC & MACP of employees 4. Maintenance of roaster & APAR files of employees 5. Transfer & posting of employees 6. Disciplinary proceedings / all court cases 7. Submission of e-Samiksha report, action taken related to establishment & supporting staff 8. Audit report & compliance 9. Parliament questions 10. Pension cases of employees 	Sh. Prakash Singh, UDC 3	Sh. Kirti Kumar, MTS 3
10.	Sh. Kirti Kumar, MTS 3	<ol style="list-style-type: none"> 1. Assist & get trained on all correspondence & files handled by Sh. Prem Sagar Tiwari 2. Attend visitors whenever instructed 3. Maintenance of garden & workspace as per instructions. 	Sh. Sumit Sharma, MTS 7	Sh. Raj Kumar, MTS 2
4.	Sh. Ankit, MTS 1	<ol style="list-style-type: none"> 1. Dispatch & Diary 2. Service postage stamps, maintenance of library etc. 3. Maintenance of record room 4. All reports 5. Attend visitors whenever instructed 	Sh. Gaurav Tiwari, MTS 6	Sh. Raj Kumar, MTS 2
5.	Km. Meenakshi Brijwasi, MTS 5	<ol style="list-style-type: none"> 1. Assist & get trained on all correspondence & files handled by Sh. Rakesh Kumar, LDC 2. Maintenance of garden & workspace as per instructions. 3. Attend visitors whenever instructed 	Sh. Gaurav Tiwari, MTS 6	Sh. Ankit, MTS 1

6.	Sh. Sumit Sharma, MTS 7	1. Assist & get trained on all correspondence & files handled by Sh. Prakash Singh, UDC 2. Maintenance of garden & workspace as per instructions. 3. Attend visitors whenever instructed	Sh. Kirti Kumar, MTS 3	Sh. Gaurav Tiwari, MTS 6
7.	Sh. Rakesh Kumar, MTS 8	1. Attend visitors whenever instructed 2. Maintenance of garden & workspace	Sh. Raj Kumar, MTS 2	Sh. Kirti Kumar, MTS 3
8.	Sh. Gaurav Tiwari, MTS 6	1. Assist & get trained on all correspondence & files handled by Sh. Brijesh Kumar, UDC 2. Maintenance of garden & workspace as per instructions. 3. Attend visitors whenever instructed	Sh. Ankit, MTS 1	Km. Meenakshi Brijwasi, MTS 5
9.	Sh. Rajkumar, MTS 3	1. Maintenance of garden & workspace 2. Attend visitors whenever instructed	Sh. Rakesh Kumar, MTS 8	Sh. Kirti Kumar, MTS 3
10.	Sh. Virender Singh, MTS 4	1. Guard 2. Maintenance of garden & workspace	CDL 1	CDL 2

Note: In addition to the above works, any other task assigned by the Competent Authority is also to be carried out by each of the Officials mentioned in the above table.


 (Meera Iyer, IFS)
 Director Forest Education

Distribution: Administrative Officer / Smt. Neelam, Superintendent / Shri Sushil Kumar, Superintendent / All staff for information & necessary action.