



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

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Dated 09 September 2025

Revised Guidelines for conducting Induction Training Courses for FRO Trainees as per the Entrance and Training Rules (Revised), 2004 for the award of Certificate in Forestry

The Directorate of Forest Education (DFE), Ministry of Environment, Forest & Climate Change (MoEFCC), Government of India, is mandated to oversee the technical aspects of the 18-month Induction Training of Forest Range Officers (FROs) at the nine State Forestry Training Institutes (SFTIs) empaneled with the DFE.

These training programmes are conducted in accordance with the provisions of the *Entrance and Training Rules (Revised), 2004* issued by the Government of India. Seats are allotted by DFE to the respective Academies/ Colleges/ Institutes, and the sponsoring authorities are informed to depute their FRO trainees against the allotted seats.

Accordingly, the following revised guidelines are issued to ensure uniformity in the conduct of Induction Training for Forest Range Officers across all Academies/ Colleges/ Institutes:

General Guidelines

1. Compliance with Rules

All Academies/Institutes/Colleges shall strictly adhere to the provisions of the *Entrance and Training Rules (Revised), 2004* in both letter and spirit. Upon completion of each batch, the respective Academies/ Colleges/ Institutes shall submit a compliance certificate to the DFE **during submission of the final result** in the prescribed format given at **Annexure-I**.

2. Admission of Trainees

Following seat allotment by DFE, the Director/Principal shall verify trainee documents as per Section II of the Rules and admit eligible candidates. The final list of admitted trainees shall be submitted to DFE through the **google link (to be provided by DFE)** within **two weeks** of the commencement of the course.

3. Training Plan

A tentative training plan for the entire 18-month course covering classroom sessions, weekly excursions, and tours shall be prepared in accordance with the Rules and submitted to DFE for approval **within two weeks** of the commencement of the course.

4. Tours

- Tour programmes shall cover diverse forest types and various aspects of forest management.
- All tours (except range attachment) must be supervised by an accompanying faculty member.
- Range attachment shall be undertaken in the trainee's home state immediately after the second-term break. The trainee will report to the assigned Range Office, remain attached for one week, and then be relieved by the Divisional Forest Officer (DFO). The DFO shall issue a certificate confirming completion of the range attachment.

5. Tour Expenses

Travel and related expenses, including those for range attachments and case study tours, shall be met from tour funds provided by the sponsoring authorities.

6. Training Duration

The prescribed training period of 18 months shall be observed in full and shall not be curtailed under any circumstances.

7. Weekly Excursions

Saturdays may be utilized for local excursions or field visits when classroom lectures are not scheduled.

8. Daily Schedule

Training activities shall be conducted for a minimum of eight hours per day, exclusive of evening sports and games.

9. Physical Training & Yoga

Daily physical fitness activities, including jogging, exercises, and Yoga, shall form an integral part of the schedule.

10. Dress Code

Trainees shall strictly adhere to the prescribed dress code, both at headquarters and during tours.

Financial & Administrative Guidelines

11. Training Costs

- All costs shall be borne by the sponsoring authorities.
- Training fees, tour expenses, equipment allowance, caution money, and stipends shall be fixed by DFE and intimated at the time of seat allotment.
- Salaried trainees shall continue to draw their admissible salary from their respective State Governments.
- The Principal/ Director shall coordinate with sponsoring authorities to ensure timely release of training funds. In case of undue delay, the Principal/ Director may recommend appropriate action through DFE, including repatriation of trainees.

12. Accounts

Expenditure shall be maintained strictly in accordance with the State Government Accounts Rules and Regulations applicable to the State in which the Academy / College/ Institute is located.

13. Equipment

Equipment for trainees shall be provided as per the indicative list enclosed at **Annexure-II**.

14. Unspent Balances

Any savings from training funds shall be refunded to the sponsoring authority **within three months** of completion of the course.

Evaluation & Certification

15. Submission of Results

At the time of final result submission, all requisite documents shall be forwarded to DFE as per the format prescribed in **Annexure-III**.

16. Certificates

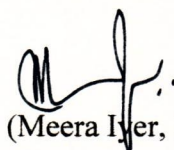
Final results, including Certificates (Honours/Pass), shall be forwarded to DFE for signature **at least one week** prior to the convocation.

17. Awards

The list of medals and prizes to be awarded, along with the merit list, shall be submitted to DFE for approval **at least one week** before the convocation.

18. Mark Sheets

At convocation, each trainee shall be issued a mark sheet indicating subject-wise maximum marks and marks obtained.



(Meera Iyer, IFS)

Director Forest Education

Copy for information & necessary action to:

1. Director/ Principal of all SFTIs
2. Guard File

Annexure-I**Proforma for Compliance Certificate**

(To be submitted to DFE after completion of each batch of Induction Training)

S.N.	Particulars	Details to be filled by Academy/Institute/College
1.	Name of Academy/Institute/College	
2.	State	
3.	Batch	
4.	Duration of Training (From – To)	
5.	Total No. of Trainees admitted	
6.	No. of Trainees successfully completed training	

Certification

It is hereby certified that the Induction Training of Forest Range Officer (FRO) trainees for the above-mentioned batch has been conducted in full compliance with the provisions of the Entrance and Training Rules (Revised), 2004 issued by the Government of India, and in accordance with the guidelines of the Directorate of Forest Education (DFE), MoEF&CC.

Signature of Director/Principal

Name: _____

Designation: _____

Seal of Academy/ Institute/ College

Date: _____

**Indicative list of Equipments to be provided to Range Forest Officer Trainees
during their 18 months Certificate Course**

I. Uniform & Clothing

1. Khaki uniform – 2 sets
2. Olive green field dress – 2 sets
3. Grey pant & White shirt – 1 set
4. Blazer with Academy logo
5. Tie with Academy logo
6. Cap / Beret / Hat (as per academy regulations)
7. Belt
8. Raincoat / Poncho
9. Woollen sweater / pullover / jacket
10. PT dress & sports shoes
11. Socks (woollen & cotton)

II. Field & Outdoor Gear

1. Gumboots
2. Water bottle with cover
3. Backpack / Rucksack
4. Sleeping bag & ground sheet
5. Binoculars
6. Torch with rechargeable batteries
7. Umbrella
8. Field notebook & pencils (waterproof preferred)

III. Academic / Training Aids

1. Standard forestry textbooks & training manuals
2. Laptop / tablet (as per academy-specific policy)

IV. Miscellaneous

1. Identity card with lanyard
2. Name plate / badge

Annexure-III

List of documents to be produced at the time of signing of Certificates/ Diploma to be awarded to the FRO Trainees

S.N.	Particulars of documents to be produced
1	Name of Officer Trainees as per joining report submitted earlier
2	Result of First Phase with all the marksheets
3	Result of Second Phase with all the marksheets
4	Master sheet of result
5	Study tours undertaken during course & marks allotted
6	Field Exercises undertaken during course & marks allotted
7	Certificate of total number of days dedicated for tours i.e. 145 days
8	Marks of Viva voce
9	Conduct Marks
10	List of all Medal/ Prize winners as per approved list
11	Final order of Merit
12	Honors Certificate (75% & above marks)
13	Pass Certificate (50% & above marks but less than 75% marks)
14	Result of Supplementary Exams of First & Second Phase, if any