



Indira Gandhi National Forest Academy



TRAINING
Handbook
IFS Professional Training Course

2019-21

God grant me the *Serenity*
to accept the things I cannot change;
Courage to change the
things I can and *Wisdom*
to know the difference.

- Reinhold Niebuhr

To the Indian Forest Service

*You are the quiet men who do not boast
Although you've done much more than most
To make this land a sea of green
From here, to far Cape Comorin.*

*Dear foresters,
You have not toiled for fame or favour,
Yours has been a love of labour.
Our thanks! Instead of desert sand
You've given us this green and growing land.*

- Ruskin Bond



From the Director's Desk

Dear Colleague,

My hearty congratulations for your selection in the elite Indian Forest Service (IFS). I welcome you to the fraternity as a senior member of the service and to the IGNFA as your Director.

I am extremely happy that young and talented person like you join the service and strengthen its human capacity to do its bit in the nations building activity. You have joined a very noble profession which not only care for the present but also for the unborn generations to come. The service will provide you immense opportunities to work on issue ranging from meeting the welfare of people, who are often located in remote locales, addressing ecological security of the nation, protecting and enforcing laws related to our prestigious natural resources, participating in administrative and policy level contributions towards good governance in the green frontier and other sectors. Above all, it would give you a platform to prove your statesmanship in building a green and ecologically strong India.

India is one among the mega biodiverse nations and hosts a vast variety of biodiversity. Majority of our population is depending directly or indirectly on these resources and its efficient management is essential to safe guard their interests. As an IFS Probationer, the IGNFA shall impart you with all skillsets and knowledge required to effectively discharge your duty.

At the Academy, we assure you to provide all requisite opportunities to enhance your overall personality and knowledge on our domain as well as other aspects required to function as a senior functionary of the government. In turn, we demand and expect you to give your utmost sincerity in the training, to get the best out of it. The Academy maintains a strict discipline and high standard in grooming of officer trainees, and I am sure that you will rise to the occasion and prove your mettle.

Once again, I welcome you to the IGNFA and look forward to have more interactions.

Wish you happy learning and best wishes.

(Omkar Singh)
Director

Form of Oath/Affirmation

"I, _____

(Name of the probationer) do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out duties of my office loyally, honestly, and with impartiality.

(SO HELP ME GOD)



Contents

1.	All India Services and the Academy	07
2.	Expectations from the Probationers	12
3.	The Training Course and Academic Inputs	13
4.	Assessments and Evaluations	15
5.	Confirmation and Appointment	16
6.	Facilities at the Academy	17
7.	Extra Curricular Activities	24
8.	Life at IGNFA	26
9.	Shishtachar (Etiquette) and Social Conduct	36
10.	Annexure	
	I. Faculty Members	42
	II. Course Team & Outdoor Team	45
	III. Extract of the IFS (Probation) Rules, 1968	46
	IV. Extract of the IFS (Probationers' Final Examination) Regulations, 2016	47
	V. Tentative Course Calendar	51
	VI. IGNFA Telephone Index	53

CHAPTER 1

All India Services and the Academy

After Independence of India, the Government of India felt the need for All India Services for maintaining the unity, integrity and stability of the nation. Accordingly, a provision was made in Article 312 of the Constitution for creation of one or more All India Services common to the Union and State. The Indian Administrative Service and the Indian Police Service are deemed to be constituted by the Parliament in terms of Article 312 of the Constitution. After the promulgation of the Constitution, a new All India Service, namely, the Indian Forest Service was created in 1966. A common unique feature of the All India Services is that the members of these services are recruited by the Centre, but their services are placed under various State cadres, and they have the liability to serve both under the State and under the Centre. This aspect of the All India Services strengthens the unitary character of the Indian federation.

For the three All India Services, namely, the Indian Administrative Service (IAS), the Indian Police Service (IPS) and the Indian Forest Service (IFS), the Ministry of Personnel, Public Grievances and Pensions, Ministry of Home & MoEF&CC are the respective Cadre Controlling Authorities.

1. A brief History of Forestry Training

Forest Management on scientific lines in India dates back to 1864, when Sir Dietrich Brandis was appointed as first Inspector General of Forests. A special department was created for settlement, demarcation, protection and management of forests. Sir Dietrich Brandis recognized the need for a fully qualified and scientifically trained cadre of officers to help in administration and conservation of forests of the country considering the unique nature of the forestry profession, which he elaborates as follows:

“Forest officers in India frequently live isolated, far from immediate control of their superiors.....we therefore require men of high moral character, a good constitution even temper and superior abilities.”

Thus he recommended that the trained forest officers should be engaged to manage the forests of the country. On his recommendation, Mr. William Schlock and Mr. Ribbentrop were appointed in the Imperial Forest Service in the year 1867 as Special Assistant Conservator.

1.1. Forestry Training outside India

Dr. Brandis was committed to have a full-fledged service of scientifically trained officers, capable of providing top notch management for Indian forests. Hence he made

arrangements for training in two most advanced countries in the world of science and forestry i.e., France and Germany. Recruits to the Forest Service continued to be trained in France and Germany upto 1885. From 1886, new recruits received training in Cooper's Hill in London. Training in Cooper's Hill was closed in 1905. After this, University of Oxford, Cambridge and Edinburgh continued to train forest officers upto 1927. Sir Brandis was of the view that the training in Europe was of a preliminary and temporary nature and that the ultimate objective was to provide the means of training required for all branches of Forestry in this country.



First Batch of IFC 1938-40

1.2. Forestry Training in India

The Indian Forest School was established in the year 1879. Later on with the above objective in view, the Forest School was upgraded in the year 1906 and was known as Imperial Forest Research Institute and College. In 1926, the first course was started at Dehradun under the Professorship of Mr. Trevor. In 1928 the Indian Forest College (IFC), Dehradun was opened as a part of the Forest Research Institute and Colleges to train forest officers. However, recruitment to Imperial Forest Service was stopped and the college was closed down in 1932. IFC was reopened in 1938 to train probationers of the Provincial/State Forest Service (SFS). The Indian Forest Service (IFS) was created in 1966 in pursuance of the provisions contained in the All India Services Act, 1951. The training of officers of the first batch of the newly constituted Indian Forest Service commenced from 1968. In the year 1980, for the first time three lady officers were recruited to Indian Forest Service.



Forest Officers' Batch with Pandit Nehru

1.3. Indira Gandhi National Forest Academy (IGNFA)

The erstwhile Indian Forest College was upgraded to function as a staff college for IFS and renamed as Indira Gandhi National Forest Academy in May 1987 in the memory of the late Prime Minister of India, Mrs. Indira Gandhi.

1.3.1 Location

The picturesque Doon Valley, nestled between the Shiwalik and the Himalayas, surrounded by green forests and silvery streams, embodies the glory of nature at its best. It is a matter of great coincidence that the Indira Gandhi National Forest Academy (IGNFA), the premier forestry training institution which imparts training to various levels of Indian Forest Service officers, is also housed in this historic city.

1.3.2 The Organisation

The Academy is headed by Director in the Apex Scale of Principal Chief Conservator of Forests and assisted by an Additional Director and two Professors in the rank of Chief Conservator of Forests. There are six Additional Professors in the rank of Conservator of Forests and six Associates Professors in the rank of Deputy Conservator of Forests. The supporting staff includes ministerial and other employees.



IGNFA Academy Complex

1.3.3 Mandate of the Academy

The Academy is mandated to impart Professional Training to Indian Forest Service officer trainees, conduct Mid-Career Training Programmes for serving forest officers and training/sensitization courses for other stake holders. The Academy keeps a close liaison with the Wildlife Institute of India, Indian Council of Forestry Research and Education, Forest Survey of India and other training institutions at the regional, national & global level for keeping pace with the new scientific and technological advancements in the sector. Besides that the Academy also invites high profile dignitaries for interaction with probationers thereby to enhance their understanding on societal expectations from them and their role.

Dignitaries visited IGNA in recent times



Sh. M. Venkaiah Naidu, Hon'ble Vice President of India, visited the Academy on 25th April, 2018



Dr. Harsh Vardhan, Hon'ble Union Minister for Environment, Forest & Climate Change, Govt. of India addressing the IFS probationers



Green Marathon's Flagged off by Sh. C.K. Mishra, IAS, Secretary, MoEF&CC, Govt. of India at IGNA



Sh. Siddhanta Das, IFS, Director General of Forests & Special Secretary to Govt. of India, Ministry of Environment, Forest & Climate Change, New Delhi interacting with the probationers



Visit by the H. E. the President of Seychelles, Mr. Danny Faure to the IGNFA on 27th June 2018.

CHAPTER 2

Expectations from the Probationers

As a member of the elite All India Service, the Academy demands and expects all the IFS Probationers to follow the basic officer like qualities throughout the training period and instill these values as part of their personality. The Academy insists on following aspects from each probationer during their stay here.

Punctuality: Punctuality forms the basic fulcrum around which discipline revolves. It is expected that the probationers should reach the venue of any scheduled event, academic or otherwise, at least 10 minutes ahead of time and be seated in the allotted place, before the event.

Behaviour: All the times, every probationer has to maintain the highest standards of behaviour and decorum befitting an officer - both inside and outside the Academy. They have to be courteous and well-mannered towards each other, the Academy staff, and the faculty.

Participation: All the probationers should proactively and vividly participate in all the activities that make up the Course including co-curricular and extra-curricular activities, as they are an integral part of the Course.

Discipline: Discipline is non-negotiable. As Civil Servants, a strict code of conduct and norms of behaviour bind each of us. The Academy expects all to follow the code of conduct and accepted norms in letter and spirit and set the highest standards as an IFS officer. Consequences and penalties arising from indiscipline, lack of punctuality, discourteous behaviour, violation of course guidelines, and inappropriate conduct will be most severe.

Attire: The probationers are expected to be appropriately attired for every occasion. The details about what constitutes proper attire are given in the Shishtachar portion of this manual. The probationers must follow the dress code in Academy, mess, outdoor activities as notified by the Academy from time to time.

Maturity: The probationer should behave like mature individuals, not indulge in deviant or self-destructive behaviour and with a balanced outlook.



CHAPTER 3

The Training Course and Academic Inputs

IFS officers of the country are part of the nation's management expertise pool. The training course for the IFS Probationers is designed to address these requirements. Some of the essential elements of the training are as follows:

1. Capacity building by imparting technical knowledge and skill required in the forestry sector.
2. Enhancing the management skill.
3. The personality development as a member of the Indian Forest Service.

3.1 Training in the Academy

To achieve the above course objectives, training at the Academy extends to nearly two years including Foundation Course at LBSNAA. Comprehensive exposure of all the subjects, that are directly or indirectly related to forestry are given. The course is designed to be covered in phases as under

- a) Foundation Course at LBSNAA (3 1/2 months)
- b) Professional Course at IGNFA (16 1/2 months)
- c) On the Job Training at the respective State/UT (4 months)

3.2 The Course-Academic inputs

The Course programme is conducted through a series of class room sessions, tours, excursions and specialized modules. Besides, assignments are given from time to time on specified subjects. Attendance in all activities is compulsory and absence from these amounts to willful absence.

3.3 Class Room Sessions

Lecture sessions are primarily intended for systematic transfer of knowledge. Probationers are advised to be alert and participate in the training/learning process. The academic activities at the Academy are divided into pre and post-lunch sessions. Generally, the post-lunch sessions are devoted towards practical exercises.



3.4 Tours / Excursions / Exercises

Study tours form an integral part of the training, and it helps the probationers to learn and understand the practice of forestry in all its variations in different states, their roles and responsibilities. Field excursions are scheduled on Saturdays or any other day in order to supplement the classroom training. Excursions provide an opportunity to familiarize the probationers with field conditions and assimilate various techniques / skills required in the practice of Natural Resource Management.



Mensuration Exercise briefing at Kanasar, Chakrata



Training Activities

3.5 Guest Lectures

To provide current information on various technological and socio-economic developments, persons of eminence are invited to deliver special lectures. This helps in developing the perceptions of the probationers on important issues through interaction with the visiting dignitaries.



Lecture by C. Srinivasan (Project Director)

CHAPTER 4

Assessments and Evaluations

Every probationer shall during the period of training at the Academy appear at the final examination comprise the following:

- (i) Written and practical examinations
- (ii) Exercises and tours
- (iii) Qualifying tests

The detail of the exams, tours, field exercises and qualifying tests as elaborated in Annexure No. IV of the booklets. It is necessary that the probationer must obtain a minimum of 50% marks in each subject to pass all the final examination for completing his/her probation and for contribution in the service. Those who fail in the first attempt may be allowed to write re-examination, but the marks obtained in the re-examination shall not be taken into account in determining the merit.

At present, the seniority of probationers is determined on basis of :

- (a) full aggregate marks in the competitive examination conducted by the Union Public Service Commission (UPSC), Govt. of India.
- (b) 50% of the aggregate marks in the final examination at IGnFA (1600 marks) and in the Foundation Course (75 marks).

In addition, there are many awards, medals and prizes which have been instituted for distinguish academic performance by the probationers.

Weapon Training at IMA



Equitation training at IMA



Swimming training at IMA



Qualifying Test

Confirmation and Appointment

5.1 Formalities on Completion of Course

- a) Prior to leaving the Academy the probationers are required to obtain clearance certificates from Laboratory Assistant, Caretaker, OIC Library (both Central & Academy Library), OIC Computers, OIC Mess, PT & Sports Officer, Head clerk Accounts Section and General Secretary IGNFA Club.
- b) General Secretary and other office-bearers should in addition obtain certificates from the respective faculty members clearly indicating that proper accounts have been rendered and all stores, bank pass-book and cheque books, etc., are physically handed over.
- c) The "No Dues" certificates should be handed over to the Course Director. The Course Director will issue the relieving order duly signed by the competent authority and thereafter, the charge relinquishment certificate signed showing the date and hour of relinquishing the charge shall be handed over to the Course Director.
- d) In case these formalities are not completed, the Academy shall not issue the Last Pay Certificate (LPC).

5.2 Performance Appraisal Report

- a) As prescribed under All India Services (Performance Appraisal Report) Second Amendment Rules, 2008, Performance Appraisal Reports are maintained for every officer and written annually.
- b) In this document, complete assessment of the good qualities of the officers, the shortcomings and his/her achievement/performance during the year is recorded to reflect the complete personality of the officer in respect of interest, aptitude, involvement and devotion to duty.
- c) This record, compiled annually, forms the basis for confirmation and promotions.
- d) Probationer must always strive to get outstanding entries in his/her performance appraisal reports as it will help the officer in getting regular promotions, advance increments, and prestigious assignments within the country and abroad.
- e) An adverse report, however, might lead to extended probation period. This may delay confirmation in the service, promotion to senior scale and withholding of increments in junior scale and even discharge from service in extreme cases.

5.3 Confirmation and Posting

- a) The probation period in IFS is for a period of two years.
- b) After successful completion of probation (which includes successful completion of Foundation Course and Professional Training at IGNFA and On-the-Job-Training at their respective State Cadre) an officer is given posting as Assistant Conservator of Forests on his/her joining in the State Cadre.
- c) On the basis of sound service record and successful completion of probation in all respects, the officer is confirmed in the service.
- d) Thereafter, depending upon the availability of posts, he/she is appointed in the senior time scale of the IFS as Deputy Conservator of Forests.

CHAPTER 6

Facilities at the Academy

6. IGNFA Complex

The Indira Gandhi National Forest Academy is located in Forest Research Institute campus of the picturesque valley of Dehradun-Chakrata Road (NH 72), six kilometers from the city of Dehradun. The main building of Academy comprises of an Administrative Block, Faculty rooms, Lecture halls, Conference rooms, Boardrooms, Computer lab, Bio Science lab, Earth Science lab, Engineering lab and Wildlife lab etc. The new faculty block comprises of centrally air-conditioned Library, Computer room, Conference halls and Faculty rooms.

6.1 Accommodation

- a) The Old and New Hostels, provide comfortable lodging for probationers. The hostels are equipped with lounge, table tennis units, intercom, computers and mess facilities.
- b) Residing in the hostels is compulsory for all the probationers and they are not allowed to keep their families in the hostels. The Academy guest house near New Hostel has 18 rooms. The Executive hostel has 30 rooms and is being used for accommodating the senior officers participating in the In-Service training courses, being conducted by the Academy around the year.



Officers' Lounge at New Hostel



Hari Singh Auditorium



New Hostel



Executive Hostel



Old Hostel Mess

6.2 Officers' Mess

- a) The IGNFA Officers' Mess is run by IFS Probationers and is located in the hostel premises itself.
- b) Every probationer is a regular member of the mess. The mess provides a forum for formal and informal interactions during dinners and get together. Officer's mess is run by IFS Probationers.
- c) The Mess Committee consists of the following elected/nominated members.
 - i. Mess Secretary (Finance)
 - ii. Mess Secretary (Procurement)
 - iii. Mess Secretary (Quality Control)
- d) The Mess Committee comes into existence only after elections/nominations are approved and results accepted by the Officer-in-Charge (Mess).
- e) Office bearers or the members of the Mess Committee cannot be office bearers or members of the Executive Committee of any other Society or Club of the Academy.
- f) **Security and subscription** – Every member of the mess is required to deposit the following payments with the Accountant of the mess.

(i)	Mess Membership Fee (One time)	Notified from time to time
(ii)	Mess Security (One time)	
(iii)	Mess Establishment Fund (Monthly)	
(iv)	Mess Maintenance Fund (Monthly)	
(v)	Mess Employees Benevolent Fund (Monthly)	
(vi)	IGNFA Club Fund (Monthly)	

- g) **Functions of the Mess Committee** – The Committee shall be responsible for:
 - i. Efficient running and proper upkeep of the mess
 - ii. Observance of the highest standard for use of mess by the members.
 - iii. Supervision of the mess, upkeep of mess property and administrative control of the mess employees.

- iv. Maintenance of mess accounts.
- h) The Mess Committee functions under the overall guidance of Officer-in-Charge (Mess), who is a faculty member nominated by the Director. He/she is vested with powers to amend/repeal the constitution of the mess.
- i) Mess Committee ensures efficient running and proper upkeep of the mess. This Committee also keeps an account of all assets and store of the Government acquired for the purpose and use of the mess.

6.3 IT Facilities

The Academy has a well-equipped Computer Centre; with internet connection through BSNL leased line along with a rich inventory of hardware and software. These cater to the needs of the Computer Lab, the GIS Lab, the Library, the Accounts Section, the Faculty, Classrooms, Boardrooms and IFS Probationers. The web site address of the Academy is www.ignfa.gov.in



GIS Lab

6.4 Library

The library consists of a rich collection of about 29,000 resources in various disciplines. These resources include Books, References Journals, Current Magazines, Maps, Reports, Slides, Audio-Video Cassettes, Compendiums, etc. The library subscribes to numerous journals, magazines, online journals and daily newspapers. Procurement of latest books on subject related to forestry sector as well as other allied subjects is a priority for the Academy. The library also has sets of important encyclopedia on different subjects.

The services and facilities provided by the library are:

- a) Computerized lending of resources to Faculty members, probationers and office staff.
- b) Reference services.
- c) Bibliography services.
- d) Photocopying facilities.
- e) Reading facilities.
- f) Current Awareness Services of the periodicals.
- g) Seeing of Audio-Visual Cassettes and Slides.
- h) Computerized Searching facilities (OPAC).
- i) Selective Dissemination of Information Services.
- j) CD-Rom database.

IFS Probationers may enroll in the IGNFA library as well as ICFRE library to avail the book loan services. The membership forms will be available at the library.



Library facilities at IGNFA

6.5 Medical Facilities

The New Forest Hospital located in the FRI campus serves the needs of the probationers. At times probationers may be referred to one of the government hospitals in the town, depending upon the seriousness of the case. Infectious diseases must be reported immediately to the Medical Officer-in-Charge of the Hospital. The Medical officers may attend to sick probationers in their hostel rooms only at the request of the Course Director. In case of emergency, however, the Duty Officer may act independently. To avoid the rush hours, probationers are, except in cases of emergency, advised to receive medical attention at the New Forest Hospital during the following hours:

Week days	:	04:30 PM to 07:00 PM
Sunday and holidays	:	08:00 AM to 12:00 PM

Probationers are advised against making private arrangements for medical attention and treatment. On tours, medicines for petty or casual illness are supplied to the probationers from the camp medicine chest carried by the Officer-in-Charge who also makes every possible arrangement for regular medical attention, in case of emergency. Probationers have to undergo vaccination and take prophylactic injection(s) seasonally as and when called upon to do so.

6.6 Telephones

Probationers may use the intercom facility from their room through EPBAX operator by dialing '9'. To contact the faculty from outside, one could use phone no. 2757316, which will link to the EPBAX and then get the four digit numbers from the operator who is on the job 24 hrs a day. The telephone directory of IGNFA is available at all the common places.

6.7 Sports/Physical Training

Foresters are required to tour extensively, often in remote areas where means of transportation are normally not available. For a competent forester, therefore, physical fitness is pre-requisite. Therefore, the Academy believes in the motto “**healthy mind in healthy body**” and gives considerable emphasis on physical fitness through Physical Training (PT). The Academy has a stadium with a well equipped gymnasium in the IGNFA sports complex. The outdoor infrastructural facilities for sports include football, hockey, volleyball, basketball, cricket, tennis, table tennis, and athletics. The Academy has a modern gymnasium with equipments for weight training and other exercises. The indoor facilities in the Academy include squash, table tennis, billiards, snooker, badminton & chess. The Academy also enjoys the privilege of having one of the finest play grounds in Dehradun.

6.8 Training programmes organized outside the Academy

- a) Qualifying courses in swimming, horse riding and weapon training are compulsory. Motor mechanics and motor driving are also taught during the training.
- b) The All India Forest Sports Meet is held annually since 1992. It is a colorful sports event and unique opportunity for a get together of foresters to exhibit their talent, stamina and skill. It is a healthy competition and spirit of participation is seen in these events.
- c) The Academy actively participates in the All India Forest Sports Meet every year. The probationers are encouraged to compete in this meet. The process for selection for the meet is notified at appropriate time.



IGNFA Pavilion



IFS Probationers Cricket match with the faculty members



S.V.B.P. Gym at Executive Hostel

CHAPTER 7

Extra Curricular Activities

As an integral part of the personality development, the probationers are encouraged to organize various social, artistic, cultural and literary activities and manage their clubs and societies.

The officers club provides facilities for probationers, faculty, and members of the staff for indoor as well as outdoor games. Inter and intra institutional matches are organized in various sports disciplines to develop competency and sportsman spirit amongst the probationers. The club organizes several matches involving other institutions at Dehradun and Mussoorie.



Cricket match between IGNFA and LBSNAA



Volleyball match between IGNFA and SVPNPA

The IGNFA Club

The IGNFA Club acts as a nodal organization for facilitating extracurricular activities by the probationers during their stay in the Academy. Inter and intra institutional activities are organized on various aspects of such extracurricular activities. The IGNFA Club is a composite entity of the following clubs:

- Computer Club
- Sports Club
- Wild life/Nature and Photography Club
- Literary Club
- Cultural/Fine arts Club
- Lounge Club
- Movie Club
- Society of Contemporary Arts (SoCA)

The IGNFA Club is headed by the Director IGNFA, who is ex-officio President of the club. The Director nominates one of the Faculty members as the Vice President of IGNFA Club, who functions on the overall in-charge of all the clubs.

The post of Secretaries of various clubs are manned by the senior batch probationers and the post of Joint Secretaries are manned by junior batch probationers. Various clubs have an advisor from the faculty.



Outdoor Activities

CHAPTER 8

Life at IGNFA

8.1 General

- a) Probationers are expected to observe i.e., absolute punctuality and regularity in all the activities, physical training, lectures, class room sessions, games, organized programmes of entertainment, sports, outdoor visits to various places, social functions and formal or informal dinners etc. All these are part of the duties during their training at IGNFA.
- b) Besides punctuality and regularity, probationers are also expected to develop and maintain high standards of personal hygiene, social behaviour and courtesy, dignity and integrity.
- c) Keeping family in the hostel is strictly prohibited.
- d) Probationers are advised to observe absolute courtesy in their dealings with their colleagues, faculty, office staff and guests of the Academy. They are expected to adopt best norms of behaviour in keeping with the dignity of the service. Both within the premises and outside, they are expected to behave with consideration for others at all times.
- e) Probationers are not expected to play loud music or speak loudly in their rooms, lounge or the corridors at any time.
- f) Keeping or consuming alcoholic drinks in the Academy is strictly prohibited. Inebriated conduct can invite severe punishment under conduct rules.
- g) Smoking is not permitted in the Academy premises, also during the cultural programmes, evening movie shows and meetings of the club.
- h) Probationers are strictly advised not to carry and use mobile phones and other electronic gadgets such as tablets, notebooks etc., in the class or during any other official training activities. If anyone found violating this instruction, a strict disciplinary action may be initiated against him/her.
- i) Probationers must not address letters/representations directly to the Prime Minister, Ministers and the Government of India, instead seek redressal of their grievances, if any, through proper channel only. Probationers are expected to communicate through Course Director (CD) only in all circumstances.
- j) Keeping of pets, firearms and four wheelers (cars) by the probationers in the hostel and on tours is prohibited.

8.2 Identity Cards: Probationers are issued identity cards for the duration of the training. This card can be collected from the Course Director. This identity card is to be carried by probationers at all times, within the campus and outside.

8.3 Name Batch: All the probationers are expected to wear the name batch issued by the Academy in all classroom sessions to facilitate better interaction with faculty members.

8.4 Leave: Due to hectic academic schedule during the training, it is not possible to accede to any request for leave. No leave, including station leave on holidays is granted except under the most compelling circumstances. The probationers must not leave the headquarters, except with prior written permission of CD. Overstay shall be deemed to be unauthorized absence and may automatically imply as leave without pay and make the probationer liable to disciplinary action. Probationers may get in touch with concerned Course Director to find out the correct procedure for applying for leave. If a probationer is unable to attend duties on medical grounds, a certificate should be obtained from the Medical Officer, New Forest Hospital followed by an application for leave to the CD. It may be noted that in the case of probationers, who frequently resort to leave on medical grounds, a suitable note in their confidential reports about their poor state of health may be made and they would be referred to medical board to assess their suitability to continue in the service.

8.5 Duty Officers (DO)

- a) One probationer from the batch is appointed by the Course Director to function as a Duty Officer for one week at a time
(06.00 A.M. on Monday to 06.00 A.M. on the next Monday).
- b) The system serves as a vital communication link between the entire batch and the Academy. The functions of DO are as given below:
 - i. Marking attendance for every session and submit the same to the CD on the next working day.
 - ii. While on tour, report promptly to the faculty member in charge on tours, any incident of illness, indiscipline, misbehaviour etc., and take action as per the instruction given, if any, in this regard. For this the DO shall call on the concerned faculty member at least once a day.
 - iii. While at the Head Quarter/IGNFA, the DO shall report any incidence of misbehaviour, misconduct or any action, which is unbecoming of an officer, to Course Director immediately.
 - iv. The attendance taken by DO's are often corroborated with CCTV footage and other sources to avoid factual errors. Any mistakes made by DO's in this regard shall warrant disciplinary action.

8.6 Mess Duty Officer (MDO)

- a) One of the probationer is deputed as Mess Duty Officer (MDO) for a particular day except on tours.
- b) Officer-in-Charge (Mess) draws a monthly roster of the probationers for performing the duty of MDO and give necessary instructions, if required.
- c) The function of the MDO is to:
 - i. Ensure quality and quantity of fresh and dry stores received from the suppliers and records his/her report on the bill.

- ii. Issue the material from stores required for preparation of food to the butler or the mate.
- iii. Ensure cleanliness and hygienic conditions in the kitchen and mess.
- iv. Mark attendance of mess employees.
- v. Ensure that the members enter the mess in proper dress and in time and report violation of dress and/or indecent behaviour on part of any member.
- vi. Ensure that the room service is provided, on written request, to the members who are on authorized medical leave.

8.7 Escort Officer

- a) Whenever some eminent person is invited to IGNFA, a probationer is made the escort officer for that person.
- b) The escort officer is the link between IGNFA as an institution on one hand and the guest on the other.
- c) A good interaction between them also ensure that the probationer learns a lot of things from the guest during the informal interaction on a personal basis.
- d) Some guiding principles for the escort officers are as follows:
 - i. The guest, being an eminent person, must be shown the respect due to him/her.
 - ii. The escort officers must make the stay comfortable for the guest.
 - iii. He/she must be aware of various facets of life and work at the Academy so that enquiries and curiosities of the guest regarding the functioning of the institution are satisfied properly.
 - iv. He/she must co-ordinate with the Academy administration/Course Director for making necessary arrangements for the guest's transport, reading material, presentation material, visits etc.
 - v. He/she will introduce the guest to the audience during the classroom sessions, whenever this is required of him/her. For this purpose, he must make himself aware of the academic, professional background of the guest. This is also for ensuring a pleasant, meaningful, engaging interaction between the guest and the escort.

8.8 Counselor Groups

Probationers are encouraged to approach designated Faculty Member called the "Counselor". The Counselor acts as a friend, philosopher and guide to the probationers, and provides help and guidance in official and personal matters. The probationers are encouraged to be in close touch with their Counselors and meet their respective Counselors informally as frequently as required. Counselor Group Meetings are also arranged by the Course Director or the respective Counselors as and when needed. The role of Counselors is as follows:

- a) Advising the probationers on issues relating to their profession and training.
- b) Enabling them to face diversity of issues during their training period.

- c) Building up confidence, developing self-esteem and leadership qualities.

Opportunity is given to probationers to interact with faculty members through regular Counselor Group Meetings (CGM).

8.9 Conduct during Physical Training & Games

The morning physical training (PT) and evening games are an integral part of the training curriculum for IFS Probationers. Participation in PT and games is compulsory and the probationers are required to report for PT and games at the New Hostel Ground on all working days as noticed in the weekly schedule. The probationer may note the following:

1. Duration for Physical Training (PT) exercise will be of 45 minutes.
2. Dress code would be as stipulated by the Academy.
3. All the probationers are required to take part in all the PT activities including jogging and exercises.
4. Probationers who are found to be non-performing in the PT/Games activities would be considered to be deemed absent from PT/Games and appropriate disciplinary action for leave deduction shall be initiated.
5. Absence/deemed absence from PT/Games will be treated at par with absence from academic sessions and will invite appropriate action and leave deduction.
 - a) Half-a-day's Casual Leave (CL) will be debited from the CL account of such probationers (or EoL if no CL is available) for each day of absence/deemed absence from PT/Games.
 - b) Those who continue to remain unauthorized absent/deemed absent for consecutively two working days would attract the sanction of EoL (without pay) from third day onwards.
 - c) If unauthorized/deemed absence from PT/Games is continuously for 4 days inclusive of intervening holidays, then he/she will be required to present before a designated Board comprising of OIC (Sports), a Medical Officer from New Forest Hospital and an another officer, whose decision for further action would be final.
6. Those probationers missing PT sessions except on account of prior exemption from the concerned Course Director like as Escort/MDO duty shall communicate the reason on the same day (before 11:00 AM) to the concerned Course Director.

8.10 Conduct in Class

- a) The lectures/practical will be held in the various class rooms/laboratories/field as indicated in the timetable.
- b) The doors of the lecture hall/class rooms will be closed immediately after the time fixed for the commencement of the session. Probationers may not be admitted after the doors have been closed.
- c) Each probationer is expected to take the assigned seat 10 minutes prior to commencement of the class in the lecture hall well before the commencement of the session and attendance is noted according to the seating arrangement.



Physical Training



Cross Country run organised at IGNFA

- d) All the probationers must rise when the faculty or senior officers enters class
- e) Use of mobile phone in the class rooms/course activities is banned in the Academy. Hence all the probationers are advised to leave their phone in their pigeon holes to avoid disciplinary actions. They are also advised to use the lock and key provided for their pigeon holes for keeping valuables during their class room sessions in the Academy.
- f) Probationers are expected to take their own notes in classes. Faculty members may circulate some supplementary reading material. Where such material is circulated in advance, the probationers should go through the same before coming to class.
- g) Probationers are encouraged to clarify their doubts, but should they like to argue out a viewpoint which is different or where it is likely to take a long time, they may do so later in the chamber of the faculty member. At any time probationers should never behave in a way which disturbs the session.
- h) Probationers may put up questions standing as this facilitates better reception. Long arguments are to be avoided.
- l) After completion of the session, the probationers must leave the class only after departure of the faculty member.

8.11 Conduct in the Officer's Mess

- a) It is expected that all probationers would willingly adjust themselves and adopt a uniform code of etiquette, which would be in keeping with the traditions of the Academy.
- b) It must always be remembered that a mess is more than just an ordinary eating-place and is the repository of a service's traditions.
- c) All the members of the mess are expected to strictly conform to the dress regulations prescribed in the Trainees Hand Book.
- d) The Mess Secretary/staff posted on duty may disallow a member from entering the mess/dining hall on her/his failure to turn-up in the prescribed dress.
- e) A suggestions book shall be kept in the dining room of the mess. It shall be the duty of the Mess Secretary to examine the suggestions book at least once a week and to bring the suggestions, if any, to the notice of the concerned member of the Mess Committee.
- f) The suggestions book shall be shown by the Mess Secretary to the Officer-in-Charge (Mess), every month for his perusal and orders.
- g) Guests may be invited for any meal, provided the Mess Secretary is informed in advance in writing.
- h) The rates for guest meals are fixed by the Office-in- Charge from time to time and displayed on the notice board.

i) **Ceremonial Dinners:**

- i) Every probationer is a host. They are expected to be present 10 minutes before the guests arrival to receive them and to see that no guest is left unattended. Move around freely and look after the guests. Do not leave the mess until all the guests have left.
- ii) Probationers appointed as 'Escort Officers' to guests should receive them at the entrance and remain in attendance throughout. The 'Escort Officer' is expected to help the person escorted obtain food and should introduce them (if they are guests) to probationers and faculty members. On conclusion of the meal, the Escort Officer is expected to see her/his guest off.
- iii) While arranging the table for a formal dinner, the following points should be observed:
 - The host will sit in the middle of one side of the table and his wife opposite him. The chief gentlemen guest will sit on the right of the host. On the left of the host and hostess respectively will be seated the next senior most lady and gentlemen guest. The junior most officers sit at the head and foot of the table.
 - Should the guest of honour be equal to or higher than the host in the rank, he will sit opposite the host and the hostess will sit on his right.

j) **General Table Manners:**

- i) Before serving yourself, draw your chair as close to the table as convenient. This will enable you to sit upright.
- ii) The table napkin is not intended for use as towel but is meant to protect your clothes. Do not spread the napkin at or around your neck. Spread it across your lap, half folded.
- iii) Do not heap your plate, scrape or bang it noisily while eating. If several dishes are present, help yourself to a few of them at a time. Go for more helpings later, if need be.
- iv) Do not search around in the dish for the choicest bits or thumb through chapattis till you come to a hot one
- v) Sit upright while eating. You may however lean slightly forward to prevent food falling off from your fork or spoon.
- vi) Do not place your elbows on the table at any time during the meal. Do not move your hands sideways when cutting meat/bread to prevent your elbow from striking your neighbour.
- vii) Food is not chewed with mouth open. Never talk with your mouth full. Talk only after you have swallowed what was in your mouth.
- viii) Speak softly and gently, just loud enough for your immediate neighbour to hear. Never shout across the table.
- ix) Never use a toothpick during the meal.
- x) Do not lean across the table to get a saltcellar or a pepper pot or a dish. Always ask the one nearest, "Could you please pass me ."

- xi) If food or drink is spilled, or a similar minor accident occurs, use napkin or call a bearer to help.
- xii) Do not lean back or forward on your chair, keep your chair on four legs and stable at all times.
- xiii) After the meal, place your napkin on the left of the table. (Contrary to popular belief, the napkin is not to be folded unless you are to use it for another meal).
- xiv) After getting up, put the chair noiselessly back to its original place.
- xv) Formal dinners are occasions when maximum formality has to be observed in all your activities. These are more in the nature of ceremonies than opportunities to satisfy your hunger.

8.12 Conduct in Hostels

Following instructions may be kept in view by the occupants of the Academy hostels:

- a) Probationers are not allowed to remain absent from the hostel overnight without the written permission of the Course Director.
- b) Probationers are strictly not allowed to keep their family in the hostel & while on tours and other training related activities.
- c) Keeping of pets, firearms and four wheelers (cars) by the probationers in the hostel and on tours is prohibited.
- d) Probationers are expected to maintain their rooms neat and tidy. Beds must be made when not in use.
- e) Electrical appliances, lights, computers and taps must be switched turned off when the probationers leave the rooms.
- f) The care of the furniture, equipment and accessories is entrusted to the probationers and damage to Academy property caused through negligence or improper maintenance have to be made good by the probationers. Cleaning service is provided by the Academy. Room bearers have been provided in the hostels in 3 shifts. At 10:00 P.M. chowkidar closes the common room and puts off all the verandah and external lights in the hostel.
- g) The probationers are advised to ensure that their rooms are properly locked and secured whenever they go out.
- h) Playing of loud music or creating disturbance of any sort in the hostel premises is strictly prohibited.
- i) The hostel and mess activities shall remain suspended when the batch is undergoing tours.

8.13 Dress Code

- a) Probationers are expected to be well groomed and properly attired and to ensure at all times that they do not present an unkempt or slovenly appearance.

- b) The probationers must equip themselves with the articles of clothing and equipment as prescribed by IGNFA. This will enable them to be properly attired, befitting their status and according to the traditions of the Academy and the service on each occasion.
- c) Counselors and faculty members will watch out for a proper turnout amongst the probationers. It will be an important component for assessing their personality and award of conduct marks.
- d) The dress code for various occasions viz. academic, physical, touring, excursions, qualifying tests, social etc., is prescribed here under. Any deliberate attempt to non-adherence of the dress code shall be viewed as violation of code of conduct on the part of concerned probationer by the Academy.

8.14 Formal Occasions

- a) On occasions like Independence and Republic day celebrations, Convocation functions, visits of high dignitaries, special sessions and all other formal functions declared so by the Academy the formal dress code on special occasions is compulsory.
- b) Probationers may have their formal dress made as soon as possible. The dress will be useful to them on formal occasions, even after they leave Academy.
 - i) **Men:** Black buttoned up coat (Jodhpuri coat) with black trousers, black socks and black shoes
 - ii) **Women:** Sober/cream coloured plain saree with border. Shoes/sandal.

8.15 Class Room/Officers' Mess

- a) Winter (1st November to 15th March)
 - i) **Men:** Closed collar coat/lounge suit/Academy blazer with service tie or any other appropriate tie. Black or brown shoes. **(High neck/Polo neck sweaters are not allowed.)**
 - ii) **Women:** Saree/salwar/churidar kameez with cardigans and sober coloured coats. Shirt-trousers with sober coloured coats. Shoes/sandals
- b) Summer (16th March to 31st October)
 - i) **Men:** Sober coloured half/full sleeved shirts and trousers with service tie or any other appropriate tie. Black or brown shoes **(folding of sleeves is not allowed.)**
 - ii) **Women:** Sober coloured saree / salwar suit. Shoes/sandals. **(Casual or gaudy attire, jeans and T-shirts are forbidden. Footwear like bathroom slippers and sports shoes will not be allowed to be worn in classroom)**

8.16 Physical Training & Games Dress

- a) Winters
 - i) **Men/Women:** Academy track suits, white sports shirt, white socks and white sports shoes.

- b) Summers
 - i) **Men:** White T shirt & white shorts, white socks and white sport shoes.
 - ii) **Women:** White T shirt & white trousers, white socks and white sport shoes.

8.17 Tour/Excursions/Weapon Training/Field exercise

- i) **Men/Women:** Field dress & cap, hunter shoes with socks.

8.18 Horse riding

- i) **Men/Women:** Riding hat (Provided by authorities at the time of riding) white T-shirts, olive green trousers, hunter shoes.

8.19 Swimming

- i) **Men:** Swimming trunks and swim caps
- ii) **Women:** Swim suit and swim caps

CHAPTER 9

Shishtachar (Etiquette) and Social Conduct

IFS officers are often called upon to make social calls/visits during the course of their Service.

9.1 Types of Calls

There are four types of calls, which one may be required to make.

- i. Business calls
- ii. Official Courtesy calls
- iii. Official calls on very high officials (e.g. The Governor, the Chief Secretary etc.)
- iv. Social calls

9.2 Business Calls

- a) The calls must be made in the office, during office hours. These are normally not paid at peoples' private houses. If a probationer has to make a business call, it is up to him/her to find out business hours. It is expected of a caller to fix an appointment beforehand and to state his/her business. Walking into a person's office without a prior appointment should be avoided as far as possible. It is advised not to make telephone calls to senior officers between 08.00 PM to 08.00 AM, unless there is an emergency.
- b) If the business is urgent enough, the call might be made at his/her private house irrespective of whether he/she uses his/her house as an office, and in extreme urgency the call might be made at any time of the day or night. However, in all cases where the usual rules are broken, the caller must start with an apology, and should get his/her business over as quickly as possible.

9.3 Official Courtesy Calls

- a) These may be made on one's first arrival at a station, to apprise superior officers of one's arrival. These are also paid on superior officers when they first arrive at one's station, e.g. Conservator, Commissioner or DIG of Police.
- b) These calls should be paid in office and during office hours. A purely official call should not be paid at a person's residence.
- c) In the Academy, probationers are expected to call on the Director and faculty members, particularly the Course-Director, Course Professor and their Counselors.

9.4 Official Calls on Governor, Ministers and other high dignitaries

- a) These calls are made when one first arrives at a station.
- b) These are also paid when a high official arrives, e.g. on an official visit on tour.

9.5 Social Calls

- a) These are paid on one's first arrival at a station and to limited extent even brief visits at a place.
- b) These are paid on fellow officers in one's own service and in other services of similar social status in civil life.
- c) Social calls are paid at people's houses and are made during calling hours, which may vary according to circumstances but are generally in the evening after office hours on working days and both in the forenoon and evening on holidays.
- d) Calls at inconvenient hours such as early in the morning or early in the afternoon or late in the evening just as one is about to go out to dinner, come under the category of bad manners and are generally unwelcome.
- e) When other people call on first, the call is reciprocated soon after in the same way following the above principles.

USE OF VISITING CARDS WHILE CALLING

A card or slip stating your name and business should invariably be presented during official and business calls through the peon or servant.

9.6 Meeting & Interaction with Officers

General Conduct

- i) Junior officers stand up when ladies or seniors enter a room. When several officers are present in a room, they will stand up when an officer who is senior to them enters.
- ii) Where the officer entering the room is junior to an officer/officers present in a room, no one will stand up.
- iii) Officers' wives normally rise only when the President, the Vice-President, the Prime Minister, the Governor or the Chief Minister enters a room. Officers will stand up when they are introduced. Shaking hands when introduced is quite normal but not with ladies unless they make the first move. Otherwise, a 'Namaste' or an equivalent greeting in any other Indian language is the proper form.
- iv) Introductions are made in the order as follows-Gentlemen are introduced to the ladies, juniors to seniors and young person's to the old. In the case of VIPs others are always introduced first. The person making the introduction should say "May I introduce " or "Let me introduce Mr. "
- v) The reply to "How do you do" is "How do you do" or "Pleased to meet you" or "How are you" and never "quite well, thank you" or "fine".

- vi) In places where smoking is not prohibited, always seek permission if you wish to smoke in company, especially in the presence of ladies. It is, however, not correct any more to smoke in a room or inside a vehicle if non smokers are present.
- vii) Try to avoid being unsocial at all costs, and conduct a conversation with your neighbors.
- viii) An educated young officer should have sufficiently wide interests to start and sustain a conversation on many subjects.
- ix) Being a good listener is a cultivated art and one must learn it.
- x) While conversing, it is a good idea to avoid getting unusually excited or animated. Calm & friendliness must be maintained.
- xi) Whenever it is sensed that there is not going to be an agreement on a particular issue between two persons discussing, it is always better to gently change the subject.
- xii) One must not interrupt a person while talking to someone. It is considered rude. Speaking in loud and aggressive manners is also considered rude behavior.
- xiii) These rules of conversation hold true for all occasions.

9.7 Receiving a Visitor/Guest

- a) Receive your visitors at the door or, if they are senior officers or old people, on the drive as they alight from their cars. Open the door for them and see them into the house. Offer them seat and after a-while, serve soft drinks, tea, coffee etc.
- b) On the conclusion of the visit, see your visitors off to their car or to the gate. Do not shut the door on them. Bid them Good night, Namaste etc., depending upon circumstances.

9.8 Conduct at a party

- a) Punctuality and politeness is the essence of conduct at a party. Hence arrive on time.
- b) On arrival, meet the host and the hostess, and greet them.
- c) A good host will usually name the drinks available. Make your choice and politely state your preference and respond with "Please" or Thank you" Do not ask for something, which has not been mentioned.
- d) Do not start on your drink straight away. Put it down on a side table and sip it from time to time without a slurp. If snacks are served, the bearer will usually offer you a small plate and a napkin. Hold the plate with the napkin underneath it. While eating a sandwich, cake etc., hold it between the thumb and the first two fingers.
- e) On leaving, never fail to thank the host and hostess. At larger parties, take leave of the person with whom you may be sitting or talking, besides the host and the hostess. Leave taking should be brief and unobtrusive. Do not slink away (fade out quietly) and do not make your departure a big one.

- f) Government officers are not expected to drink alcohol in public, even in places where there is no prohibition. It is essential to familiarize oneself with government instructions and the conduct rules. If you are a teetotaler, do not refuse an invitation to a cocktail party only on that account. When offered alcohol, you may decline politely

9.9 Norms for conversation

- a) Talking with one's arms folded on the chest or hands in the pockets or on one's hips or with a cigarette in the mouth is considered offensive and must be avoided.
- b) Undue animation during conversation is generally seen as a spectacle and one must be calm, collected and soft spoken while talking.
- c) Gossiping or disparaging talk about others, boasting about one's achievements or connections by dropping names, is not an endearing quality and lowers the level of conversation. Personal queries about family and income are generally unwelcome.
- d) One sometimes meet a person who is listening to you and midway through your sentence, starts talking to another person or shifts his attention to something else. It is extremely rude. If someone is talking to you, you must pay full attention to him.
- e) Some people seem to suffer from an uncontrollable urge to have the last word on every subject. But, a conversation is not a wrestling bout in which you have to pin the other person down. A humorous exchange also need not necessarily end with your punch line. Learn to appreciate the other person's wit and respect his opinions, normally, the same courtesy will be extended to you.
- f) If you have to withdraw from company say, "excuse me" while doing so.

9.10 Conduct at work place

1. With Subordinates / Staff

An efficient, capable officer is one who is respected and looked up to by his staff. Efficiency and diligence at work place will make you achieve your goals. Be a leader to them. Leadership is an art that is cultivated and reined by practice. Essential elements which make a good leader are given below:-

- a) Maintain absolute integrity. Be completely fair and impartial in your dealings with people.
- b) Be knowledgeable about your work, both in public as well as before your subordinate staff.
- c) Be tough on those whose activities harm the organization. Be considerate towards those who work sincerely. They only need a leader to groom, train and guide them for better performances.
- d) Leadership necessitates creating a bond with those working under you, both at the official and at a personal level. Good people under you must know that in you, they have a boss, who is concerned about them, will protect them from harm, and will unhesitatingly support them, whenever their cause is just. Welfare of your staff is your primary concern.

- e) Be polite in your conversation. Using "Please", "Thank you" etc., do not belittle you.
- f) Age must be given due respect. This is part of the good Indian traditions that we must keep alive.
- g) Avoid narrating jokes, incidents etc., which aim to make fun of any person, race, racial, regional or religious group. These are always in bad taste and even though your listeners may laugh at them outwardly, they may have been hurt deeper inside.
- h) When an officer goes to his cadre, he/she must remember that the cadre is his/her HOME for all practical purposes. The acceptability and trust that he/she will have from the local people will be directly proportional to his/her efforts in merging with the local society. He/she must learn to speak the local language fluently, learn to appreciate, and eat, the local food, learn to appreciate the local customs, etc. This makes him/her more positively oriented towards his/her cadre and ultimately makes life, and work, much more enjoyable.
- i) One common drawback amongst officers, whose cadres are not their home states is that they do not know much about the history and culture of their cadre states. This deficiency must be remedied right in the beginning by going through books that deal with the subject. This allows one to have a deeper insight into current scenario of the state, as well as in attending social functions.

2. Dealing with DIFFERENTIALLY ABLED Persons

It is not unusual to people, even those who are otherwise courteous, to become unmindful of the sensibilities of those who are disabled in some way. Following points should be kept in mind so that one does not cause hurt and humiliation unwittingly.

- a) Talk normally to a person with a disability as you would to any other. Talk to him/her directly and not to someone with him/her. Be patient while talking.
- b) Do not treat him/her like a child unless he/she is one.
- c) Do not stare at him/her giving him/her the impression that you are focusing on the handicap that he/she suffers from.
- d) Do not pat him/her on the head. That is done with children, pets or toys.
- e) While talking, try to get to the eye level of the person if it is possible. This will avoid the necessity of someone looking high up at you.
- f) Do not show pity. The other person will appreciate being accorded more dignity than pity can muster.

9.11 Being Gender Sensitive

One extremely important fact of the passing scene is the resurgence of women in all walks of life. This phenomenon is global. Many of us are unable to change as fast as the gender equations are changing and carry along the baggage of our old prejudices and notions. Some of the things regarding gender issues that need to be kept in mind are as follows:

- a) The goal towards which the society must move is to provide a fair and just environment for each person to grow according to his or her genius. This is a developmental goal.
- b) IFS officers at IGnFA and in the states are IFS officers first, and women and men later. Behave with each other with that reality in mind. One must remember that abilities of officers are person specific and not gender specific.
- c) As officers, you must ensure that sexual discrimination and harassment is not allowed to go unpunished.
- d) Gender equations differ in various parts of the country. The differences may be in dress traditions, behavioral, patterns etc. It is a good idea not to allow your regional sensibilities to color your views regarding others, who come from a different regions.

9.12 General Civic Manners

- a) Politeness is not to be reserved only for one's superiors or peers. One must be polite towards all people, irrespective of their social status etc.
- b) One important aspect of Indian culture has been respect accorded to older people, whatever their social position may be. This is to be kept in mind while dealing with subordinate and non-officials.
- c) Natural functions like yawning, sneezing, belching and coughing, clearing of throat and nose should be done as silently as possible with hands over the mouth and with an "excuse me" if in company. Attention to body cleanliness need not be emphasized.
- d) Sharing a room or bathroom or compartment with others imposes special obligations. A golden rule is always to leave things dry and clean, as you would like others to leave for you. Litter must be thrown into waste-paper baskets and ash-trays must be used for ash or to stub out a cigarette
- e) Dress reflect one's personality. Clothes should be appropriate to the occasion. Avoid wrong combinations. Always wear socks but never a tie with tennis shoes. Sandals and suits never go together. Socks & tie should always match. With a blue blazers or a grey suit, wear a blue or grey patterned tie & socks & black shoes. Avoid white neckties and light colored shoes.
- f) All probationers are expected to be properly dressed while visiting the lounge, billiards room or the dining hall in the mess. According to the season, one may be dressed in a lounge suite, a combination, a shirt and tie. One should never wear a tie with a half sleeved shirt.

Faculty Members

Sh. Omkar Singh

Director

Service & YoA: IFS, 1982 AGMUT Cadre

Areas of specialization:

- Forest Management
- Wildlife & Protected Area Management
- Forestry Research & Education



Sh. Sushil Kumar Awasthi

Additional Director

Service & YoA: IFS, 1991 Uttar Pradesh Cadre

Areas of specialization:

- Wildlife Management issues including Conflict Management
- Urban Forestry using tall planting techniques
- Afforestation of alkaline/saline soils



Sh. Ganga Singh

Professor

Service & YoA: IFS, 1988 Kerala Cadre

Areas of specialization:

- Forest & Wildlife Management



Dr. Praveen Jha

Professor

Service & YoA: IFS, 1992 Jharkhand Cadre

Areas of specialization:

- Geospatial programming, GIS, DIP, simulation etc.
- Generating State-of-art plans regarding various themes related with Resource Management, Solid Waste Management, Water and Forest Management, drinking water supply system, check dams, railways etc.



Dr. S. Senthil Kumar

Additional Professor

Service & YoA: IFS, 1998 AGMUT Cadre

Areas of specialization:

- Tropical Forest Management
- Forest Certification
- Climate Change Management Strategies
- Forest Governance & Marine Protected Area Management



Sh. Uttam Kumar Sharma

Additional Professor

Service & YoA: IFS, 1999 Madhya Pradesh Cadre

Areas of specialization:

- Silvicultural systems
- Interface between people and forests



Ms. Nidhi Srivastava

Additional Professor

Service & YoA: IFS, 2001 Punjab Cadre

Areas of specialization:

- Wildlife Management
- Species Recovery Programme
- Establishment Matters
- Human Resource Development



Dr. B. Balaji

Additional Professor

Service & YoA: IFS, 2003 Jammu and Kashmir Cadre

Areas of specialization:

- Watershed Management
- Soil and Water Conservation
- Forest Administration
- Natural Resource Management



Dr. P. Viswakannan

Additional Professor

Service & YoA: IFS, 2003 AGMUT Cadre

Areas of specialization:

- Eco- Tourism
- Mangroves and Coastal Ecosystem
- Marine Biodiversity



Dr. K. Sasikumar

Additional Professor

Service & YoA: IFS, 2003 Tripura Cadre

Areas of specialization:

- Bamboo Resource Management and Value Addition
- NTFPs
- Forest based livelihood generation and Tribal development
- Medicinal Plants
- Biodiversity Documentation and Conservation



Dr. S. P. Anandh Kumar

Associate Professor

Service & YoA: IFS, 2003 Punjab Cadre

Areas of specialization:

- Agro Forestry and Urban Forestry
- Watershed Management
- Protected Area Management
- Participatory Forest Management
- Restoration of Polluted Area and Climate Change



COURSE TEAM

1.	Course Director	Dr. S. Senthil Kumar, IFS Additional Professor Mob: 9412051321 Email:senifs@gmail.com
	Course Assistants	Shri Mahendra Singh Bisht (Course Clerk) Mob: 9760667259 Shri Parveen Kumar MTS Mob: 9050292073 Shri Manish Rana PA to Additional Professor Mob: 9536335115 Shri Vishal Singh Computer Operator Mob: 9528636326

OUTDOOR TEAM

2.	Sport Officer	Dr. S. P. Anandh Kumar, IFS Associate Professor Mob: 9417384414 Email:anandhkumarsp16@gmail.com
3.	Senior Hockey Coach	Shri Gyanendra Singh Senior Hockey Coach Mob:9837781555 Email: gyan.hocky@gmail.com
4.	Grounds Men	Shri Rehmat Ali Khan MTS Mob: 9412987950 Shri Kishan Singh Thapa MTS
5.	Physical Training Instructors	Shri Pradeep Rana Mob: 9837374837 Shri Ajay Gussain Shri Vijay Negi
6.	Help Desk	Shri Prem Nath (Protocol Assistant) Mob: 7579150966 Shri S.P. Singh (Field Officer) Mob: 9456771511

Relevant rules / regulations related to IFS Probationers training

EXTRACT OF THE INDIAN FOREST SERVICE (PROBATION) RULES, 1968

12. Discipline and (Conduct):

12(1) A probationer referred to in rule 5 shall be under the disciplinary control of the Director while undergoing training in the Academy, Dehradun and of the Director, Lal Bahadur Shastri National Academy of Administration while undergoing training in the said Academy and shall obey such general or special orders as may be given by the Directors of the Academies from time to time.

12(2) While working in the State every probationer shall be under the disciplinary control of the State Government.

12(3) A probationer shall be liable to be removed or dismissed from service if he fails to obey any order which he may receive from the Central Government, or from any other competent authority or if, in the opinion of the Central Government he has willfully neglected his probationary studies or duties or is guilty of conduct unbecoming a member of the service:

Provided that before any action is taken against a probationer under this sub-rule the procedure prescribed in rule 8 of the All India Service (Discipline and Appeal) Rules, 1969, shall be followed.

Provided further that before any final order is passed against a probationer under this sub-rule, the Commission shall be consulted.

13. Discharge of a probationer- A probationer shall be liable to be discharged from the service, or, as the case may be, reverted to the, permanent post on which he holds a lien, or would hold a lien, had it not been suspended under the rules applicable to him prior to his appointment to the service.

(a) if he fails to pass the final examination in the circumstances mentioned in rule 10; or

(b) if the Central Government is satisfied that the probationer was ineligible for recruitment to the service or is unsuitable for being a member of the service; or

(c) if he is found lacking in qualities of mind and character needed for the service or in the constructive outlook and human sympathy needed in the public services generally; or

1(cc) if in the opinion of the Central Government, he has willfully neglected his probationary studies or duties; or

(d) if he fails to comply with any of the provisions of these rules.

1 Provided that except in a case falling under clause (a), the Central Government shall held a summary enquiry before passing an order under these rules.

EXTRACT OF THE INDIAN FOREST SERVICE (PROBATIONERS' FINAL EXAMINATION) REGULATIONS, 2016

1. Final Examination:

- i. Every probationer shall during the period of training at the Academy, appear at the final examination comprising of-
 - (a) Written and practical examinations;
 - (b) Exercise, tours and excursions; and
 - (c) Qualifying tests.
- ii. The final examination shall, subject to these regulations, be held at the Academy in such manner as may be decided by the Director.
- iii. The dates and the places for conducting various examinations and qualifying tests shall be fixed by the Director.

2. Subjects for final examination:

The subjects for final examination and the maximum marks allotted to each of them shall be as specified in the following parts, namely:

(a) Part-I: Written and practical examinations:

- (i) The subjects for written and practical examinations and the maximum marks allotted to each one of them shall be as specified in the following table, namely:

Sl. No.	Subject (1)	Maximum Marks	
		Theory (2)	Practical (3)
1.	Elementary Biology (Theory)/Elementary Mathematics	15	10
2.	Overview of Forestry	15	0
3.	Forest Statistics	15	0
4.	Soil, Water and Land Management	45	10
5.	Forest Mensuration	35	0
6.	Forest Biometry	40	0
7.	Systematic Botany	25	10
8.	Forest Ecology	40	0
9.	Silvicultural Practices	40	0
10.	Forest Economics	30	0
11.	Silvicultural Systems	20	0
12.	Forest Policies and Laws	75	0
13.	Biodiversity Conservation and Wildlife Management	100	0
14.	Forest Survey	20	10
15.	Remote Sensing and Geographical Information Systems	30	30

16.	Forest Engineering	20	10
17.	Forest Management	40	0
18.	Non-Timber Forest Produce	30	0
19.	Wood Technology and Forest Harvesting	40	10
20.	Forest Health	30	0
21.	Forests and People	30	0
22.	Environmental Conservation	30	0
23.	Forest Administration and Accounts Procedures	20	0
24.	General Management	15	0
25.	Optional Subject	30	0
26.	Forestry Viva Voce	60	0
	Total	890	90

Total marks in Theory and Practical = 890 + 90 = 980 Marks

(ii) The syllabus for the written and practical examinations shall be as specified in Part I of the First Schedule of said rules.

(b) Part-II: Exercises, tours and excursions:

(i) The subjects for exercises, tours and excursions and the maximum marks allotted to each one of them shall be as specified in the following table, namely:

A) Exercises:

Sl. No.	Exercise (1)	Maximum Marks (2)
1	Working Plan	60
2	Integrated Watershed Management	15
3	Forest Mensuration	20
4	Forest Biometry	10
5	Forest Survey	10
6	Wildlife Techniques	20
7	Forest and Wildlife Crime Detection	15
	Total	150

B) Tours:

Sl. No.	Exercise (1)	Maximum Marks (2)
1	Introductory tour	20
2	Theme based tours (minimum four numbers)	160
3	Special exposure to overseas forestry practices	40
	Total	220

Total Marks of Tours and Exercises = 150 + 220 = 370 Marks

- (ii) The details of exercises and tours shall be as specified in Part II of the First Schedule.

C) Excursions: Local excursions for field botany, bird watching, night patrolling, visit to timber depot and other forest based industries, disposal of seized or unclaimed timber through tender, impact of soil erosion, entomology, pathology, wood harvesting, biometry, etc. shall be undertaken.

(c) Part III - Internal assessment:

- (i) The internal assessment will be made at the end of each phase on the basis of general discipline and personality development during professional training which will be in two phases, namely, Professional Phase I and Professional Phase II.
- (ii) The duration of each phase including subjects, tours, and exercises to be covered shall be decided by the Academy.
- (iii) The internal assessment shall be evaluated as per the standards set up by the Academy.

250 marks

Grand Total of marks in Part I, II and III = 980 + 370 + 250 = 1600 marks

3. Subjects for Qualifying tests:

- (1) Every probationers shall also be required to obtain such standards of proficiency in the following subjects as the Director of the Academy may determine, namely:

(a) Regional Language:

- (i) The probationer should be examined in the regional language specified in the column (2) of the Second Schedule (of these rules) against the cadre to which he is allocated.
- (ii) Where more than one regional language is shown against the cadre concerned, the Director of the Academy shall ascertain whether the probationer is already familiar with any of them and thereafter may decide in consultation with the State Government the regional language in which the probationer shall be examined.
- (iii) The test shall comprise of translation, free composition, set composition, conversation and dictation.
- (iv) The Probationer's knowledge of grammar should be tested mainly by composition, conversation and passage for comment.

(b) National Language:

- (i) The test shall comprise of translation, free composition, set composition, conversation and dictation.
- (ii) The probationer's knowledge of grammar shall be tested mainly by composition, conversation and passage for comment.

- (iii) Qualifying the national language is compulsory even if a probationer has studied Hindi as regional language.
- (c) **Motor Mechanics:** The probationers shall be trained in the mechanics of petrol and diesel engines; four stroke and two stroke engines; fuel system, ignition system; lubrication system; transmission system; cooling system; fault detection and daily checks and also in driving motor vehicles.
- (d) **First Aid and Ambulance Drill:** The probationers shall be trained and tested in first aid and ambulance drill.
- (e) **Swimming:** The standard of training and proficiency for swimming shall be determined by the Director.
- (f) **Weapon Training:** The probationers shall be trained and tested in the use of weapon, viz. light machine gun, rifles, pistols and revolvers.
- (g) **Equitation Training:** The equitation training shall include the walk, trot and canter.
- (2) The maximum marks allotted to each of the above qualifying tests shall be as specified in the following table, namely:

Sl.No.	Qualifying Tests	Maximum Marks
1	Regional Language	10
2	National Language	10
3	Motor Mechanics	10
4	First Aid and Ambulance drill	05
5	Swimming	05
6	Weapon Training	05
7	Equitation Training	05
	Total	50

- 4. **Attendance in courses and trainings, etc.** Every probationer shall attend the Parliament appraisal course conduct by the Bureau of Parliamentary Studies and Training (BPST), one week attachment with the reputed Non- governmental organization and such other training or courses as may be decided by Director, from time to time.
- 5. **Minimum pass marks for examinations and standards for qualifying tests-** Every probationer shall obtain in each group of subjects, as mentioned in the Third schedule(of these rules); a minimum of fifty per cent. marks at the written and practical examinations combined, and in the exercises and tours in the final examinations under regulation 4 and to pass the qualifying tests under regulation 5: Provided that for qualifying the tests under regulation 5, the probationer shall be required to attain such standards of proficiency as the Director

Tentative Training Calendar of IFS Probationers 2019-21 Course

Date	Session
TERM I	
09.12.2019 to 31.12.2019	Academy Inputs/Classes
01.01.2020 to 03.01.2020	Weapon Training at IMA, Dehradun
04.01.2020	Academy Inputs/Classes
06.01.2020 to 07.01.2020	Weapon Training at IMA, Dehradun
08.01.2020 to 12.01.2020	Introductory Tour
13.01.2020 to 31.01.2020	Academy Inputs/Classes/Symposium
03.02.2020 to 07.02.2020	Academy Inputs/Classes
10.02.2020 to 28.02.2020	West India Tour
02.03.2020 to 06.03.2020	Academy Inputs/Classes/Symposium
09.03.2020 to 15.03.2020	Term Break-1
16.03.2020 to 20.03.2020	Academy Inputs/Classes
21.03.2020	Bird Watching Trip to Assan Barrage
23.03.2020 to 08.04.2020	Academy Inputs/Classes
09.04.2020 to 11.04.2020	Forest Engineering Module with Army Engineering cooperation Rookie
12.04.2020 to 14.04.2020	Sports Meet
TERM II	
15.04.2020 to 27.04.2020	Academy Inputs/Classes
28.04.2020	Convocation 2018 Batch
29.04.2020 to 30.04.2020	Academy Inputs/Classes
01.05.2020 to 04.05.2020	Academy Inputs/Classes
05.05.2020 to 10.05.2020	Mensuration Exercise Tour
11.05.2020 to 29.05.2020	Academy Inputs/Classes
01.06.2020 to 19.06.2020	Hill Tour
22.06.2020 to 30.06.2020	Academy Inputs/Classes/Symposium
01.07.2020 to 17.07.2020	Academy Inputs/Classes
20.07.2020 to 24.07.2020	Parliament Attachment
27.07.2020 to 28.07.2020	Visa formalities for Foreign tour at Delhi
29.07.2020 to 30.07.2020	Academy Inputs/Classes
31.07.2020 to 01.08.2020	FSI Module on RS & GIS0
3.08.2020 to 07.08.2020	Valley of Flowers Trek
10.08.2020 to 14.08.2020	Academy Inputs/Classes
17.08.2020 to 30.08.2020	Foreign Tour
31.08.2020 to 01.09.2020	Academy Inputs/Classes/Symposium
02.09.2020 to 03.09.2020	Academy Inputs/Classes

TERM III	
04.09.2020 to 05.09.2020	Academy Inputs/Classes
07.09.2020 to 11.09.2020	Academy Inputs/Classes
14.09.2020 to 17.09.2020	Exams
18.09.2020	Academy Inputs/Classes
21.09.2020 to 28.09.2020	Academy Inputs/Classes
29.09.2020 to 30.09.2020	Public sector units Exposure Module
01.10.2020 to 12.10.2020	NPA & NAARM Module
13.10.2020 to 23.10.2020	Academy Inputs/Classes/Module
26.10.2020 to 30.10.2020	Wildlife Technique Tour
02.11.2020 to 05.11.2020	Line Ministries Attachment
06.11.2020	Labour Management Module at V.V.Giri Institute, Delhi
09.11.2020 to 13.09.2020	Term Break-2
16.11.2020 to 20.11.2020	Academy Inputs/Classes/Module
23.11.2020 to 27.11.2020	IIM Module
01.12.2020 to 22.12.2020	Working Plan
23.12.2020 to 24.12.2020	Disaster Management Module
28.12.2020 to 01.01.2021	Academy Inputs/Classes
04.01.2021 to 05.01.2021	Academy Inputs/Classes
06.01.2021 to 08.01.2021	Exams/NGO Briefing
11.01.2021 to 15.01.2021	NGO Attachment/presentations
18.01.2021 to 19.01.2021	NBA Module
20.01.2021 to 09.02.2021	South & Central India tour briefing
10.02.2021	Exams/Symposium
11.02.2021 to 16.02.2021	Academy Inputs/Classes
17.02.2021 to 18.02.2021	Media MGT Module
19.02.2021	Academy Inputs/Classes
22.02.2021 to 10.03.2021	East India Tour
12.03.2021 to 13.03.2021	Tour Symposium
15.03.2021 to 17.03.2021	Academy Inputs/Classes
18.03.2021 to 19.03.2021	E-Governance Module
22.03.2021 to 26.03.2021	Academy Inputs/Classes
30.03.2021 to 02.04.2021	Academy Inputs/Classes
05.04.2021 to 09.04.2021	Road Alignment and Soil Exercise1
2.04.2021 to 13.04.2021	Academy Inputs/Classes
14.04.2021 to 16.04.2021	Forest Productivity Module
19.04.2021 to 23.04.2021	Silvicultural Viva & Exam Language & Sports Cultural and other Formalities
26.04.2021 to 30.04.2021	Convocation

IGNFA TELEPHONE INDEX

EXCHANGE NO- 0135-2225999 / 2757316

FAX NO- 2757134

Sl. No.	Name & Designation	PBX	P&T		PBX	Mobile No.
			Off.(O)	Res.(R)		
1	Shri Omkar Singh, Director	5201	2754647	2754715	5555	9476044959
2	Shri S. K. Awasthi, Addl. Director	5202	2757741	2773919	5517	9411921426
3	Shri Ganga Singh, Professor	5276	2759995			9412997871
4	Dr. Parveen Jha, Professor	5206	2753074	-	-	9431100424
5	Dr. S. Senthil Kumar, Addl. Professor	5213	2750775	2770799	5502	9412051321
6	Shri Uttam Kumar Sharma, Addl. Professor	5210	2751470	2774840	5514	9412057112
7	Ms. Nidhi Srivastava, Addl. Professor	5205	2751835	2773076	5524	9417900005
8	Dr. B. Balaji, Addl Professor	5228	2757739	2774043	5506	9412050565
10	Dr. P. Viswakannan, Addl. Professor	5219	2750964	2773253	5501	9434285144
11	Dr. K. Sasikumar, Addl. Professor	5234	2751663	2774827	5519	9436168611
12	Dr. S.P. Anandh Kumar, Associate Professor	5215	2753072	2770836	5515	9417384414
13	Shri Gyanendra, (Sr. Hockey Coach)	5279			5512	9837781555
14	Library Reception	5294				
15	Dr. A.K. Suman, L.I.O (Librarian)	5128	-	-	5530	9411108923
16	PA to Director	5201	2754647	-	-	-
17	PA to Addl. Director	5203	2757741			
18	PA to Shri Ganga Singh	5256				
19	Shri Amit Ruhela, Hindi Translator	5204	-	-	-	9411722708
20	Head Clerk (Avtar Singh)	5208	-	-	-	9897500504
21	Account Section (Lalit Malik)	5291	-	-	-	-
22	General Section	5207	-	-	-	-
23	Shri Ashish Nautiyal (Senior Caretaker)	5225	-	-	-	9997141402
24	Shri Rajender Singh (New Hostel Caretaker)	5295	-	-	-	9690912478
25	Shri Satnam Singh (Old Hostel Caretaker)	5296	-	-	-	9456333457
26	IT Cell (Darshan Singh Negi)	5209	-	-	-	-
27	Computer Engineer ITCCell (Bharat IT)	5211				
28	Geomatics Lab	5247	-	-	-	-
29	Lecture Hall No.1 (Pine Hall)	5222	-	-	-	-
30	Lecture Hall No. 2 (Shorea Hall)	5224	-	-	-	-
31	Lecture Hall No.3 (Devdar Hall)	5223	-	-	-	-
32	AFMC Cell (Anil Pal)	5273	-	-	-	-
33	Reception New (Admin.) Building	5293	-	-	-	-
34	New Hostel Reception /Guard	5300	-	-	-	-
35	New Hostel Mess	5126	-	-	-	-

36	Guset House Mess (Kitchen)	5125	-	-	-	-
37	Executive Hostel Guard / Reception	5600	2754699	-	-	-
38	Guest House Guard/ Reception	5100	-	-	-	-
39	Assembly Hall	5123	-	-	-	-
40	Colony Gate	5500	-	-	-	-
41	CPWD Complaint (Electricity)	5265	-	-	-	-
42	Old Hostel D, E, Block	5800	-	-	-	-
43	IGNFA Driver Room	5244	-	-	-	-
44	IGNFA (Reception)	5200	-	-	-	-
45	New Forest Hospital(Duty Room)	-	2224608	-	-	-
46	Platinum Hall	5240	-	-	-	-
47	Record Room	5631	-	-	-	-
48	GYM Old Mess	5666	-	-	-	-
49	Server Room IT	5127	-	-	-	-



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Uttarakhand

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