



भा.वा.अ.शि.प.-वर्षा वन अनुसंधान संस्थान
ICFRE-RAIN FOREST RESEARCH INSTITUTE
भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद
Indian Council of Forestry Research & Education
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय के अधीनस्थ एक
स्वायत्त परिषद)
(An Autonomous body of Ministry of Environment, Forest &
Climate Change, Govt. of India)
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संख्या / No. RFRI/2016/Co(F)-1/ 1070

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परिपत्र/ CIRCULAR

For efficient utilization of the equipments available in each laboratory under different research divisions, by faster rectification of minor issues requiring immediate attention, it is notified that:

1. Each research division will maintain a divisional equipment maintenance file for processing.
2. All repairing works (minor) not exceeding Rs. 1000/- normally, however may exceed in exceptional cases, subject to approval will be processed through that file after ensuring all the codal formalities required etc, for approval of the Director, through the Head (Facilities & Services) and DDO.
3. On approval, the concerned divisional head/ PI will get the works done, and bills will be submitted for on-line Account transfer or FA/ online transfer, as the case may be, if allowed to carry out at division level.
4. Whole process starting from initiation of file to work completion should not take more than a week, however even less the time taken, more appreciable.
5. All above is subject to the availability of funds with the PI/ Division/ Institute.
6. All HoDs are advised to keep all equipments (Office or Research) in fully working mode, by following the norms as above or otherwise existing.

This has the approval of the Director.

Imotemsu Ao, IFS, DCF
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प्रति प्रेषत/Copy to:

1. P.S. to Director, ICFRE-RFRI, Jorhat for information.
2. All HoDs for information and circulation among the PIs of the Division.
3. IT Cell, ICFRE-RFRI, Jorhat for uploading in the website.