

प्रमोद पंत

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सहायक महानिदेशक (प्रशासन)

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**भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्**  
**INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION**

(पर्यावरण एवं वन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद्)

(An Autonomous body under the Ministry of Environment & Forests, Government of India)

डाकघर न्यू फारेस्ट, देहरादून - 248006 (परिषद्)

P.O. New Forest, DEHRA DUN - 248 006 (Uttarakhand)

No. 3-10(Orders)/IT/ICFRE/2010-11/ 252

Dated the 14<sup>th</sup> October 2011

**OFFICE ORDER**

**(IFRIS/PIMS/Leave Application/2.0)**

This is in continuation to this office order No. 3-10(Orders)/IT/ICFRE/2010-11/486 dated 14.12.2010, regarding adoption of the Leave Sub-Module of PIMS. While the process flows circulated vide the referred office order for institutionalization of Leave Sub-Module of PIMS Module of IFRIS shall continue, **this communication seeks the adoption and institutionalization of features pertaining to newly added leave types viz.; Extra Ordinary Leave (EOL), Child Care Leave, Paternity Leave, Maternity Leave, Station Leave Permission, Departure and Joining Reports in the Leave Sub-Module.** The process flow with respect to the referred leave types shall be as follows :

1. **Leave Application :** From 01.11.2011, the applications pertaining to Extra Ordinary Leave (EOL), Child Care Leave, Paternity Leave, Maternity Leave, Station Leave Permission, Departure and Joining Reports shall be accepted through the PIMS Leave Sub-Module only.
2. With regard to the Group D employees who do not have access to PIMS system or are not computer literate, the officers/officials already nominated by the DDG(s)/Directors/Heads of Divisions in pursuance to this office order referred above will continue to provide the services for these new leave related PIMS services as well. However, the concerned controlling officers shall continue with the parallel measures initiated for training of such employees to make them self-reliant.
3. **Exceptions for Leave Application :** In case of any exception wherein the approval of higher Authority other than the regular sanctioning authority is required or application pertains to the leaves other than those provided for in the Leave Sub-Module, the manual procedures shall continue.
4. **Departure before proceeding on Leave :** The departure reports of all Officers/employees proceeding on any kind of leaves provided for in the system shall be accepted through PIMS only. While keeping the record of departure in respect of the official, the system shall also generate a mail to the concerned recommending/sanctioning authority for intimation.
5. **Joining after availing leave :** All the Officials shall compulsorily submit a Joining report through the PIMS after availing the applied and approved leave, against which a system mail shall be pushed to the concerned recommending/ sanctioning

authority for intimation, who shall in turn forward a hard copy of the same to the DDO/Establishment sanction for manual updation in the Service Book. In case of the leave on medical ground, in addition to the above the applicant shall take the print out of joining report and submit it's duly signed copy with Medical and Fitness Certificate to his recommending /reporting officer, who shall in turn ensure that the same is forwarded to concerned DDO/Establishment Officer who keeps the leave record / service book.

6. **Leave Report :** A report is prepared through which leave records of all employees of an institute for selected period can be taken for record / updating / checking. The Directors of Institutes shall nominate a person who can be authorized for using this report in respect of the Institute / Centre. Such names may be forwarded to Shri Sudhir Kumar, Scientist C at [sudhirk@icfre.org](mailto:sudhirk@icfre.org) for making necessary configurations in the system.
7. **Queries :** The queries or anomalies in adoption of the above detailed procedure, if any, may be referred to Shri Sudhir Kumar, Scientist C at [sudhirk@icfre.org](mailto:sudhirk@icfre.org), for clarification/corrective measures.
8. The Directors of Institutes shall ensure that the features pertaining to Extra Ordinary Leave (EOL), Child Care Leave, Paternity Leave and Maternity Leave are added to the profiles of eligible Officers / Officials by the e-Champions before 31.10.2011. However, the Station Leave will be added to the employees profile from the ICFRE Hqtrs.

This is issued with the approval of the DG, ICFRE



( PRAMOD PANT )

Asstt. Director General (Admin.)  
and Project Director (e-Governance)

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Copy to :

1. All Director(s) of ICFRE Institute for wide circulation and implementation.
2. All DDG's, Director (Research), Head, BCC Division, DDO (Admin.)
3. Sr. PS to DG, ICFRE for DG's kind information.
4. All e-Champions
5. Concerned office file