

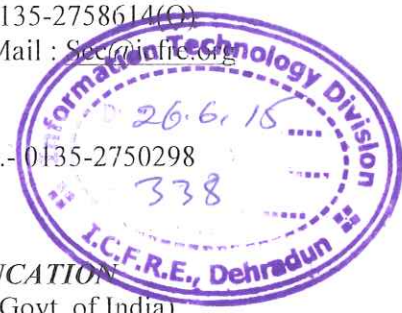
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**INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION**  
(An Autonomous Body of the Ministry of Environment and Forests, Govt. of India)  
**P.O. New Forest, Dehradun – 248 006 (Uttarakhand)**

No. 36-1/2015-ICFRE

Dated the 26 June 2015

**Memorandum**

It has come to the notice that employee(s) of ICFRE and its Institutes are obtaining technical/educational qualifications through Open Universities/Distance Learning Study Centres and their off campus/study centre outside the State(s). It is observed that at times the said qualification(s) has been entered in the service record of the employee(s) without verifying the status of Open Universities/Distance learning Study Centre regarding its recognition by UGC/AICTE/DEC and whether it is authorized to award degree certificate.

Further, the Directors of the Institutes have forwarded application/request of employees for entering his/her qualification in the Service Record without verifying the authenticity of the degree certificate at their level.

The Director General, ICFRE has ordered that before forwarding the request of an employees for entering his/her qualification in service record or entering the qualifications in the service book at the Institute level, the certificates/mark-sheet submitted by the incumbent be got verified from the concerned University/Educational Institute and the fact that the said University is recognized from UGC/AICTE/DEC and is duly authorized to award such degree certificate should also be verified.

(Vivek Khandekar)  
Secretary, ICFRE

**Distribution:**

- All Directors of the Institutes under ICFRE
- ✓ Head, IT, ICFRE
- Guard file.

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