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**INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION**

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

**Sub: Material for ICFRE Website**

This is in continuation to this office circular No. 4-21(Vol.II)/IT/ICFRE/2010-11/487 dated 26<sup>th</sup> December, 2013 and letter no. 4-21(Vol.II)/IT/ICFRE/2010-11/48 dated 25<sup>th</sup> May, 2011, regarding uploading of material at ICFRE/Institute websites.

DG, ICFRE has seriously viewed the fact that there is delay in sending the coverage of achievements / happening / issue of circulars/ important notices etc. to IT Division and the website updates are not frequent.

Hence it is instructed that Institute / Directorate / Centre should be proactive for information regarding free publications, newsletters, events, etc. requiring quick dissemination, in softcopies with relevant photographs to the Information Technology Division, ICFRE for posting on the ICFRE website. The softcopies of the documents being sent to the IT Division, ICFRE could be either in PDF or Microsoft Word Formats with photographs of reasonable size suitable for web. The orders requiring dissemination on web may be specially mailed to IT Division with "for ICFRE Website".

Responsibility for any shortcoming in contents in terms of legal (RTI etc.) / regulatory requirements of the material of concerned Directorate / Institute / Section shall lie solely with the sender of the request for uploading. The concerned Directorate / Institute / Section may please ensure that the contents are updated regularly and meet the legal / regulatory requirements.

This is issued as per instruction of the DG, ICFRE.

  
(Dr. S.P. SINGH) 27/7/15

Copy for information and compliance to :

1. PS to DG, ICFRE for information of DG, ICFRE
2. All Users of ICFRE Hqtrs. / Institutes / Centres.
3. All Directors of ICFRE Institutes
4. All DDG's, ICFRE
5. Director, IC, ICFRE